



MEMORANDUM

May 17, 2013

TO: BOARD OF SCHOOL DIRECTORS

FROM: STACY M. GOBER, BOARD SECRETARY

SUBJECT: REGULAR MONTHLY MEETING – May 20, 2013

The Regular Monthly Meeting of the Board of School Directors of the Bethlehem Area School District will be held on *Monday, May 20, 2013, 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 – May 20, 2013

1. Roll Call
2. Pledge of Allegiance
3. Silent Meditation
4. Student Recognition
5. Courtesy of the Floor to Visitors (30 minutes allowed)
6. Reports of Student Representatives
7. Approval of Minutes
 - April 22, 2013 – Regular Board Meeting Minutes*
 - April 29, 2013 – Budget Workshop Minutes*
 - May 13, 2013 – Special Board Meeting Minutes*
8. Approval of Committee Minutes
 - May 6, 2013 – Board Curriculum Committee Meeting Minutes*
 - May 13, 2013 – Board Finance Committee Meeting Minutes*
 - May 13, 2013 – Board Human Resources Meeting Minutes*
9. Financial Report/Payment of Bills
 - Budgetary Transfers – Page 43*
 - Treasurer's Reports – Page 44*
 - Monthly Bills – Page 45*
 - Budget Information (Information Only) – Page 46*
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

MAY 20, 2013

BETHLEHEM AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR BOARD MEETING

The Regular Meeting of the Board of School Directors of the Bethlehem Area School District was held on Monday, May 20, 2013, at 7:05 p.m. in the Auditorium of East Hills Middle School, 2005 Chester Road, Bethlehem, PA 18017.

President Faccinetto asked for the Roll Call by the Board Secretary:

ROLL CALL

Members present: Director Basilio Bonilla, Director William Burkhardt, Director Michele Cann, Director Irene Follweiler, Director Eugene McKeon, Director Aurea Ortiz, Director Shannon Patrick and President Michael Faccinetto – 8

Members absent – Director Sudantha Vidanage - 1

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

The Pledge of Allegiance was recited by all those present.

PLEDGE OF
ALLEGIANCE

President Faccinetto requested a moment of Silent Meditation and to remember those affected in the mid-west by the tornadoes and two (2) schools in Oklahoma that were affected.

MOMENT OF
SILENT MEDITATION

Dr. Roy stated that this evening the Administration and Board would like to recognize the Student Board Representatives as the year is coming to a close for them. He personally thanked Meridith Guro, Liberty High School Student Board Representative, and Anna Thomas, Freedom High School Student Board Representative for their well done monthly reports and wished them well after graduation. President Faccinetto handed them both a certificate. Dr. Roy stated that the Alternate Student Board Representatives, Michael Samuelson from Freedom High School, and Emma Margaret Illick-Frank from Liberty High School will take over as the Student Board Representatives in September.

RECOGNITION

In addition, the Administration and Board would like to recognize Jacqueline Santanasto and wish her the best upon her retirement. She is retiring as principal at Nitschmann Middle School. She was given a certificate and an engraved pen and pencil set. She began in the District at Broughal Middle School as a family consumer science teacher in 2001. She became assistant principal at Nitschmann Middle School in 2004, and became principal at Nitschmann in 2007. She is simply a top notch principal, true instructional leader, and exemplary principal. She has set an academic tone on focus and created a tremendous learning environment for the students at Nitschmann Middle School.

The Administration also wanted to recognize Michele Fragnito who will also be retiring as principal at Farmersville Elementary School. However, she could not be here this evening due to her husband's tragic passing and hope she will be able to attend the June Board Meeting to be recognized.

President Faccinetto offered Courtesy of the Floor to visitors. Speakers are asked to come to the podium, stating their name and address. The first Courtesy of the Floor will pertain to matters on the Board agenda. The second Courtesy of the Floor will deal with matters pertaining to school district business. Speakers are limited to five (5) minutes each unless extended at the discretion of the Board President. The Board requests that, when possible, all individuals supporting a like position on a topic select a speaker to present their views to avoid repetition. If that is not possible, all are welcome to speak. As per school board policy, generally, speakers are limited to taxpayers, residents, or employees of this school district. At the conclusion of the School Board Meeting, another block of time will be allocated for public comment. At that time, the same rules will apply. It is asked that speakers observe proper decorum, without personal attacks towards a specific individual or individuals. It is not the custom for the Board to enter into a dialogue at these meetings about concerns. However, the Board does listen with care to issues raised. Speakers will receive responses, in some form, by the Administration.

COURTESY OF THE FLOOR TO VISITORS

None

Liberty High School Student Board Representative – Meredith Guro: Ms. Guro stated that she is graduating in 15 days and the countdown is real. Recently, she was elected by the faculty at Liberty to be the commencement speaker at graduation. Tomorrow is the last day for seniors with exams beginning on Wednesday. This year, Liberty's prom returned to being a dinner cruise around the New York skyline, and senior breakfast finally happened after being postponed twice due to inclement weather. At the breakfast, they listened to an inspirational story from a Liberty alumni, Jarrett Hitchens. Liberty's first Alumni Day was a huge success. It created new bonds between the alumni and Liberty High School while highlighting traditions in celebration of the school and community. Liberty's new tradition was the passing of the notorious varsity sport bell from the graduating class to the incoming freshman. The bell will once reside at the Home of the Hurricanes due to the end of the season victories by the women's varsity softball and men's volleyball teams against Freedom. Liberty would like to congratulate Freedom on their numerous FREDDY nominations. Liberty's Drew Donaher was nominated for Best Actor for their spring musical. In closing, she wanted to state that she has been in the Bethlehem Area School District from K-12. The teachers and staff have shaped her life in a way that is only second to her parents. She would like to thank the Board and Administration for allowing her to be a board representative. Now, she leaves them in the capable hands of Emma for next year.

REPORTS OF THE STUDENT REPRESENTATIVES

Freedom High School Student Board Representative – Anna Thomas: Ms. Thomas stated as this year has drawn to a close, the past month was once again another busy month and reflection for all students at Freedom. A large part of this action centered on student organized events for cancer awareness. On April 27, Freedom and Liberty students came together to participate in THON, which has been announced over the past few months. Over the course of the event, students raised over \$23,800, all which will be going to the Four Diamonds fund for pediatric cancer. On May 9, the girls' softball team organized a t-shirt fundraiser for the Freedom/Liberty game. The game was dedicated to Mrs. Robyn Cecchini and was a "Pink Out" event with a donation of \$10 per t-shirt that went toward breast cancer research. Last Friday, students under the guidance of Coach Stellato organized an event fair to raise money for cancer research and awareness. Cancer has impacted the lives of many students and staff in the Freedom community, including Assistant Principal Cecchini whose wife passed away a few months ago from breast cancer. The carnival was themed around butterflies, and almost every member of the Freedom family donated \$5

towards the fight against cancer. Students and faculty donated hundreds of live butterflies for individuals who had fought against cancer and were released at 1:00 p.m. in memory of these cancer fighters and survivors. The art department held its annual art show on May 2. On May 4, the prom was held at DeSales University. Student Council elections are fast approaching. On May 15, the theatre company waited anxiously to hear the FREDDY nominations. Overall, Freedom received 15 nominations for the production of *Les Miserable*. The FREDDY awards will be held this Thursday, May 22. Students finished AP testing last week with final exams for seniors that are quickly approaching and underclassmen coming shortly after. On Tuesday, the Scholastic Scrimmage team will compete in the final match with Moravian Academy for the first place television conference title. Also on Tuesday, the Envirothon team will attend a state competition and compete against 60 other schools. In closing, she would like to thank Mr. LaPorta for allowing her to be the student board representative for Freedom. She would also like to thank the Administration and Board for their commitment and dedication to the Bethlehem Area School District. She also attended the Bethlehem Area School District from K-12, and all her successes she can contribute to the District. The Board displays so much dedication and commitment to what they do and are doing it all for the students. Thank you!

President Faccinetto wanted to thank both Meridith and Anna for serving the last two years and staying for the entire meetings.

President Faccinetto asked for a motion to approve the minutes for the April 22, 2013, Regular Board Meeting; April 29, 2013, Budget Workshop; and May 13, 2013, Special Board Meeting.

APPROVAL OF
MINUTES

Director Bonilla made a motion to approve the Board meeting minutes. Director McKeon seconded the motion.

MOTION TO ACCEPT
MINUTES

President Faccinetto asked if there was any discussion regarding the minutes. Seeing none, he called for a voice vote to accept the minutes for the April 22, 2013, Regular Board Meeting; April 29, 2013, Budget Workshop; and May 13, 2013, Special Board Meeting.

VOICE VOTE TO
ACCEPT MINUTES

Motions pass 8-0

President Faccinetto asked for a motion to approve the minutes for the May 6, 2013, Board Curriculum Committee Meeting; May 13, 2013, Board Facilities Committee Meeting; and May 13, 2013, Board Human Resources Committee Meeting.

APPROVAL OF
COMMITTEE MINUTES

Director Follweiler made a motion to approve the Committee meeting minutes. Director Patrick seconded the motion.

MOTION TO ACCEPT
COMMITTEE MINUTES

President Faccinetto asked if there was any discussion regarding the minutes. Seeing none, he called for a voice vote to accept the committee minutes for the May 6, 2013, Board Curriculum Committee Meeting; May 13, 2013, Board Facilities Committee Meeting; and May 13, 2013, Board Human Resources Committee Meeting.

VOICE VOTE TO
ACCEPT MINUTES

Motions pass 8-0

MAY 20, 2013

President Faccinetto asked Director McKeon to make a motion to approve the Financial Reports/Payment of Bills as follows: Budgetary Transfers (Page 43); Treasurer's Report (Page 44); Monthly Bills (Page 45); and Budget Information which is an informational/non-voting item (Page 46).

FINANCIAL REPORTS/
PAYMENT OF BILLS

Director McKeon made a motion to approve the Financial Reports/Payment of Bills. Director Bonilla seconded the motion.

MOTION TO ACCEPT
FINANCIAL
REPORT/PAYMENT OF
BILLS

President Faccinetto asked if there was any discussion. Seeing none, he asked for a roll call vote on the Financial Reports/Payment of Bills.

ROLL CALL VOTE

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinetto

Motions pass 8-0

President Faccinetto stated that the Board held an Executive Session prior to this evening's meeting to discuss personnel and litigation. In addition, last Thursday, Director Patrick, Vice President Cann, Mr. Giordano, and he attended the Pennsylvania School Boards Association (PSBA) Regional meeting where he was appointed as the Region 8 Director. He and Director Bonilla will now have voice to influence legislation impacting public education.

PRESIDENT'S
COMMUNICATIONS

Dr. Roy stated that there have been many positive community events around the new alumni community at Liberty, the Freedom to Fly fundraiser, and the THON that took a lot of effort and planning on the part of the students, staff, and parents. This District has a positive culture where people feel a sense of ownership.

SUPERINTENDENT'S
REPORT

President Faccinetto asked if anyone had any items under Unfinished Business.

UNFINISHED BUSINESS

Director Ortiz wanted to make a comment about the THON event. Both she and Director Bonilla attended the event. They watched both high schools as they joined together and walked so silently to understand the sufferings of these families. It was a wonderful experience

Director Follweiler wanted to discuss the stepped up level of communication within the District for the last year, especially the Twitter account. Some Board members were at an event at the high school, and when they announced Dr. Roy, the student section erupted in excitement that he would be at their event. This is a great outreach that is important to students and parents.

President Faccinetto also stated that beyond Dr. Roy and Dr. Silva, the District nurse sends out Health News, and the guidance departments send out reports, which put the District out in the forefront.

Facilities Items

President Faccinetto asked Director Follweiler to make a motion to approve Facilities Agenda Items 1, 2, 3, 4 and 5.

RECOMMENDATIONS
OF THE
ADMINISTRATION

Director Follweiler made a motion to approve Facilities Agenda Items 1, 2, 3, 4 and 5. The motion was seconded by Director Bonilla.

MOTION TO APPROVE
FACILITIES ITEMS 1, 2,
3, 4 AND 5

President Faccinetto asked if there was any discussion regarding these items.

Director Follweiler stated that she will be voting no for Agenda Item 1 as was discussed at the Facilities Committee Meeting and feels that the District should stick to the past. She is not against the PlanCon process. The Board had determined that they would not make resolutions on other items of the past, and the Board should have stuck to that policy/practice.

President Faccinnetto called for a roll call vote on Items 1, 2, 3, 4 and 5.

ROLL CALL VOTE ITEM
1, 2, 3, 4 AND 5

Director Cann – Yes; Director Follweiler – No to Agenda Item 1 and Yes to Agenda Items 2 through 5; Director McKeon – Yes; Director Ortiz - Yes; Director Patrick – Yes; Director Bonilla – Yes; Director Burkhardt – Yes; and President Faccinnetto – Yes

Motion passes 7-1 for Agenda Item 1

Motions pass 8-0 for Agenda Items 2 through 5

Curriculum Items

President Faccinnetto asked Director Burkhardt to make a motion to approve Curriculum Agenda Items 6, 7, 8, 9, 10, 11 and 12.

MOTION TO APPROVE
CURRICULUM ITEMS 6,
7, 8, 9, 10, 11 AND 12

Director Burkhardt made a motion to approve the Curriculum Agenda Items 6, 7, 8, 9, 10, 11 and 12. Director Bonilla seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote on Items 6, 7, 8, 9, 10, 11 and 12.

ROLL CALL VOTE
ITEMS 6, 7, 8, 9, 10, 11
AND 12

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinnetto

Motions pass 8-0

Human Resources Items

President Faccinnetto asked Director Ortiz to make a motion to approve Human Resource Agenda Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23.

MOTION TO APPROVE
HUMAN RESOURCES
ITEMS 13, 14, 15, 16, 17,
18, 19, 20, 21, 22 AND 23

Director Ortiz made a motion to approve Human Resources Agenda Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23. Director Follweiler seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items.

Director Follweiler stated that she would be voting no for Agenda Item 21 as discussed at the Board Human Resources Meeting. She feels that the subject level leader and the principal and assistant principal are sufficient. She understands Dr. Silva's rationale.

President Faccinnetto called for a roll call vote on Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23.

ROLL CALL VOTE
ITEMS 13, 14, 15, 16, 17,
18, 19, 20, 21, 22 AND 23

Director Cann – Yes; Director Follweiler – No to Agenda Item 21 and Yes to Agenda Items 13 through 20, 22 and 23; Director McKeon – No to Agenda Item 21 and Yes to Agenda Items 13 through 20, 22 and 23; Director Ortiz - Yes; Director Patrick – Yes; Director Bonilla – No to Agenda Item 19 and Yes to Agenda Items 13 through 18, 20 through 23; Director Burkhardt – Yes; and President Faccinnetto – Yes

Motion passes 7-1 for Agenda Item 19

Motion passes 6-2 for Agenda Item 21

Motions pass 8-0 for Agenda Items 13, 14, 15, 16, 17, 18, 20, 22, and 23

Finance Items

President Faccinetto asked Director McKeon to make motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

MOTION TO APPROVE
FINANCE ITEMS 24, 25,
26, 27, 28, 29, 30, 31, 32,
33, 34 AND 35

Director McKeon made a motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35. Director Follweiler seconded the motion.

President Faccinetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote on Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

ROLL CALL VOTE
ITEMS 24, 25, 26, 27, 28,
29, 30, 31, 32, 33, 34 AND
35

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinetto

Motions pass 8-0

President Faccinetto wanted to state earlier in the meeting that Director Vidanage is not here this evening as he is still out of the country on a family emergency.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL COMMITTEE:
Director Patrick stated that the committee met on May 7. They discussed typical board issues. They discussed the increase/modification of tuition for non-credit classes. The next meeting is scheduled for June 6 due to graduations.

COMMITTEE REPORTS

DIVERSITY COMMITTEE: Director Ortiz stated they did not have a meeting this month. On May 30, the Minority Senior Award Ceremony will take place at Northeast Middle School at 7:00 p.m. In the last Diversity Meeting it was discussed that the committee was going to be communicating with the Human Resources Department in supplying a line of different people or agencies for potential candidates for the District in order for the District to have a broader pool of minority employees.

PSBA – Director Bonilla stated that he wanted to congratulate President Faccinetto on being elected the Region 8 Director. Any Board member interested in being a master school board member, PSBA is accepting those applications. The PSBA conference will be held on October 16 in Hershey.

BETHLEHEM RECREATION COMMISSION – Director Follweiler stated that the meeting was cancelled this month. However, there are a lot of activities for the summer for students. This information has been sent out throughout the District for students and parents. They also have adult fitness classes.

COLONIAL INTERMEDIATE UNIT 20 – Director Follweiler stated that the IU will be meeting this Wednesday and Thursday is graduation.

BETHLEHEM EDUCATION FOUNDATION – President Faccinetto stated the next meeting is tomorrow afternoon. Last Tuesday, they hosted a Community Partners Breakfast at the Education Center where different agencies throughout the Lehigh Valley that partner with the District came together as well as the administrators to interact and discuss future opportunities for students. This was the first initiative by the Foundation to get more community involvement in the District. They have also

funded some of their teacher innovation grants. Tomorrow's meeting is to discuss the scholarship awards for graduation.

NORTHAMPTON COMMUNITY COLLEGE: Mrs. Leeson provided an update to the Board. A question from her last report was when will the Monroe Campus open, and it will open in the Fall of 2014. The Trustees met on May 2. Every five (5) years, NCC does program audits. It is on a revolving basis and continually reviewing programs. This month they reviewed and agreed to continue the computer aided design, math and physics, marketing, and the culinary program. The college is discontinuing the casino operations specialized diploma. They will still teach the class but it will be a non-credit course rather than the diploma program. They are adding new programs, such as environmental science, licensed massage therapy, and hospitality management. The Trustees also approved the Budget for the 2013-2014 school year, which has been approved by all of the school districts. They approved a policy for accessibility of information technology. This is to provide equal access of information and technology for any disabled individuals. The 2013-2014 Student Ambassadors have been selected, but she does not have the names as of yet, but many of them did come from Bethlehem Area School District. On May 13, a memorial service was held for the former President of NCC, Robert Kopichuk. The Wine and Food Festival will be held May 31-June 1 at Sands Casino and benefits the NCC Foundation for scholarships.

Director Follweiler wanted to state that she is thrilled to see that Charlene Koch, a former Board member, came with Mrs. Leeson this evening. She noticed in Representative Hahn's letter a picture of students from NCC that visited the Capitol and Mrs. Koch joined them. It was great to see a BASD representatives that is active with students. Mrs. Leeson stated that she was also at the same event, but did not get into the picture.

BETHLEHEM EMPLOYEE TRUST – Director Burkhardt stated that a meeting was held on May 9. There were updates given on the BASD Self-Insurance Trust, Self-Insurance Fund Annual Audit Report, PA Trust Report, Capital Blue Cross updates from Mr. Murphy, and Healthcare Reform. The Trust also approved the 2013-2014 Bethlehem Benefit Trust Annual Operating Budget; approved the 2013-2014 Bethlehem Employee Trust funding rates; appointed Michael Balducci as Trust Solicitor; approved the Capital Blue Cross Administration fee; approved the participation in the PA Trust Blue Card National Program; and approved the Dependent Eligibility Audit.

President Faccineto asked if there was any New or Miscellaneous Business. Seeing none, he moved to Courtesy of the Floor.

NEW OR
MISCELLANEOUS
BUSINESS

President Faccineto asked if there was anyone who would like to speak at Courtesy of the Floor.

COURTESY OF THE
FLOOR

Stephen Antalics (737 Ridge Avenue, Bethlehem) – Mr. Antalics stated that he had a very pleasant afternoon at the Liberty Alumni event. He took a tour through the building and was quite impressed with the Olympic quality swimming pool, a massive basketball court, two baseball diamonds and tennis courts. They seem to be up-to-date in quality and probably state of the art. It must have cost a lot of money to do that. These great facilities were non-mandated by the Department of Education as they fall under extra curricular. So, there is a lot of money going into these extra curricular activities. There are other extra curricular non-mandated programs where some of the buildings that come under that jurisdiction have been closed, funds

dramatically cut back, and the people involved in these activities dramatically cut back by two-thirds. The other extra curricular activity, specifically Pre-K, disturbs him because he did an extensive study and published it in the newspaper that Pre-K works. He is suggesting that the Board consider not cutting any of the extra curricular activities, but maybe take some of that money and put it into Pre-K and bring it back to where it was and at the same level sports is. He strongly urges the Board to look at their priorities.

Jack Toy (621 Main Street, Bethlehem) – Mr. Toy stated he wanted to ask the Board some questions. He found out that the District has to provide transportation for charter school students within a nine (9) mile radius, and does anyone know how much that costs the District as well as parochial schools? President Faccinnetto stated his questions would be answered later. He looked at the Tentative Budget from last week, and noticed a \$2 million increase to the charter schools? He compared the actual spend in 2011-2012 for 2013-2014, and he sees that there is a \$17 million increase in instructional costs, and a \$7 million increase in support. That is a significant bump in two years. The discussion about full day Kindergarten broke his heart because that is a very valuable thing. So, between those two categories, the District has increased the spend by \$25 million in two years. Do we still have tenure for teachers? President Faccinnetto stated yes. Mr. Toy stated that tenure is not a good thing. Everyone else in the world is paid on how they perform, evaluations, etc. It destroys incentive to work hard and do a good job. He spoke to a state representative about charter schools, but nothing has happened. How many students attend BASD? President Faccinnetto responded 14,300. The charter schools are outrageous and hurt the taxpayer.

President Faccinnetto asked if there was any item to be discussed under Open Forum. OPEN FORUM

Director Bonilla wanted to congratulate Freedom and Liberty on a successful THON. The 5th Grade Track Meet was very successful and well organized, and there were a number of records broken. On June 13, he will be receiving an award on behalf of the District from the PA Diversity Network at their 6th Annual LGBT Community Award Celebration, and they are awarding the Bethlehem Area School District for extending benefits to legal spouses of all employees, including legally married same sex spouses.

Director Patrick just wanted to remind everyone to vote tomorrow.

Director Burkhardt asked that the Administration provide the exact amount for Pre-K and 7th grade teaming as discussed previously before the final budget vote on June 17.

President Faccinnetto asked for a motion for Adjournment. Director Follweiler made a motion and was seconded by Director Burkhardt. The meeting adjourned at 7:55 p.m. ADJOURNMENT

Attest,

Stacy M. Gober
Board Secretary

SMG:dlm

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May 20, 2013

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1. *Resolution Urging Increased State Funding for School Construction Projects*

INFORMATION:

The Pennsylvania Department of Education developed the Planning and Construction Workbook, known as PlanCon, through which the state reimburses school districts, based on need, for a share of their construction costs, and oversees and approves a district's construction project at each step of the planning and construction process. As part of the Governor's 2012-2013 budget, a moratorium on all new PlanCon projects was issued effective October 1, 2012, through June 30, 2013.

The Board authorized a project to build a new Nitschmann Middle School in February 2013 at an estimated total project cost of \$53.7 million. The estimated PlanCon reimbursement for this project is worth approximately \$7 million. Without the PlanCon reimbursement, funding becomes solely the burden of the District. The attached Resolution Urging Increased State Funding for School Construction and Renovation Projects advocates for the need to maintain reimbursement for school construction projects.

This information was reviewed with the Board at the May 6, 2013, Board Facilities Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the Resolution Urging Increased State Funding for School Construction Projects to be sent to the Governor of Pennsylvania, the Pennsylvania Secretary of Education, elected state senators and representatives of the Bethlehem Area School District in the General Assembly.

Facilities Items

President Faccinnetto asked Director Follweiler to make a motion to approve Facilities Agenda Items 1, 2, 3, 4 and 5.

Director Follweiler made a motion to approve Facilities Agenda Items 1, 2, 3, 4 and 5. The motion was seconded by Director Bonilla.

President Faccinnetto asked if there was any discussion regarding these items.

Director Follweiler stated that she will be voting no for Agenda Item 1 as was discussed at the Facilities Committee Meeting and feels that the District should stick to the past. She is not against the PlanCon process. The Board had determined that they would not make resolutions on other items of the past, and the Board should have stuck to that policy/practice.

President Faccinnetto called for a roll call vote on Items 1, 2, 3, 4 and 5.

Director Cann – Yes; Director Follweiler – No to Agenda Item 1 and Yes to Agenda Items 2 through 5; Director McKeon – Yes; Director Ortiz - Yes; Director Patrick – Yes; Director Bonilla – Yes; Director Burkhardt – Yes; and President Faccinnetto – Yes

Motion passes 7-1 for Agenda Item 1

Motions pass 8-0 for Agenda Items 2 through 5

**Resolution Urging Increased State Funding
for School Construction and Renovation Projects
By the Board of Directors of the Bethlehem Area School District**

WHEREAS, the Public School Code assigns local school board directors the duty to provide students with suitable school buildings that are constructed, furnished, equipped, and maintained in a proper manner;

WHEREAS, the construction, renovation, and repair of school facilities to ensure that they meet the educational and safety needs students and staff can be costly for school districts;

WHEREAS, recognizing the importance of providing appropriate school facilities, to help school districts pay for a portion of the costs of school construction and renovation, the Department of Education developed the Planning and Construction Workbook, known as PlanCon, a system through which the Commonwealth reimburses school districts, based on need, for a share of their construction costs and oversees and approves a school district's school construction project at each step of the construction process;

WHEREAS, the line item for the annual PlanCon reimbursements to school districts has been flat-funded at \$296 million since 2011-12 and has decreased by over \$30 million since 2009-10, resulting in a significant backlog of projects in the PlanCon pipeline and a significant delay in reimbursement;

WHEREAS, this significant delay in state PlanCon reimbursement has created financial hardship for many school districts and the imposition of the state moratorium has created uncertainty for school districts that are in dire need of critical renovations or repairs to fix leaking roofs, failing mechanical and electrical systems, crumbling infrastructure, overcrowded classrooms, and ADA compliance concerns;

WHEREAS, the Bethlehem Area School District authorized a project in February 2013 to build a new middle school to address the deteriorating facility conditions;

WHEREAS, the Bethlehem Area School District hired a project manager, awarded contracts for pre-design site investigations, and is currently developing Part A of the PlanCon process;

WHEREAS, a significant delay in receiving the state reimbursement at Part H of the PlanCon process will force the Bethlehem Area School District to borrow additional money;

NOW, THEREFORE, BE IT RESOLVED that the Bethlehem Area School District School Board urges the General Assembly to uphold its responsibility to provide reimbursement to school districts engaging in needed school construction and renovation projects and to appropriately fund the program to ensure that school districts are reimbursed in a manner that is timely and predictable.

BE IT FURTHER RESOLVED that the Bethlehem Area School District School Board encourages the General Assembly to examine and revise the current PlanCon process to save resources for both school districts and the Department of Education while still maintaining a

state reimbursement program that ensures the structural and educational integrity of school facilities.

BE IT FURTHER RESOLVED that a copy of this resolution be posted on the district's website and submitted to the Governor of Pennsylvania, the Pennsylvania Secretary of Education, as well as to the elected state senators and representatives of the Bethlehem Area School District in the General Assembly.

Adopted this _____ day of _____, 2013

Signed,

School Board President

Board Secretary

(seal)

2. *Auctioneer for Online Sale of School Buses*

INFORMATION:

The administration recommends holding an online auction to dispose of surplus buses and other vehicles that no longer have value or are of use to the District. Proposals from three online auctioneers were reviewed with fees ranging between 0% and 5% seller fees to 10% to 14% buyer fees. The administration recommends working with 422 Sales of Slippery Rock, Pennsylvania, to host and conduct the online bus auction at 0% seller fee and 10% buyer fee. There will be zero out of pocket expenses for the District to conduct this auction.

This item was reviewed with the Board at the May 6, 2013, Board Facilities Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to appoint 422 Sales, 190-192 Fisher Road, Slippery Rock, Pennsylvania, to host and conduct an online auction to sell surplus school buses and other vehicles.

Facilities Items

President Faccinnetto asked Director Follweiler to make a motion to approve Facilities Agenda Items 1, 2, 3, 4 and 5.

Director Follweiler made a motion to approve Facilities Agenda Items 1, 2, 3, 4 and 5. The motion was seconded by Director Bonilla.

President Faccinnetto asked if there was any discussion regarding these items.

President Faccinnetto called for a roll call vote on Items 1, 2, 3, 4 and 5.

Director Cann – Yes; Director Follweiler – No to Agenda Item 1 and Yes to Agenda Items 2 through 5; Director McKeon – Yes; Director Ortiz - Yes; Director Patrick – Yes; Director Bonilla – Yes; Director Burkhardt – Yes; and President Faccinnetto – Yes

Motion passes 7-1 for Agenda Item 1

Motions pass 8-0 for Agenda Items 2 through 5

3. *Bid Award for Maintenance Department Bucket Truck*

INFORMATION:

Bids were received and publicly opened at 12:00 p.m., Monday, May 13, 2013, for:

Class 5 GVW Truck Chassis with Aerial Bucket

Bids were mailed to eight (8) vendors with two (2) bids received. The bids have been tabulated and reviewed by the appropriate administrative and supervisory personnel. The recommendation of award is based upon the responsible bidder meeting specifications. The low bid did not conform to the terms and conditions of the bid specifications.

Vendor	Base Bid
Trucksmart Inc.	\$54,500
TRL Rents LLC	\$63,477

In an effort to utilize existing 2012-2013 surplus budget resources resulting from a mild winter, the Administration recommends purchasing a replacement aerial bucket truck for use district wide. Since the truck must be delivered by June 30, the Administration was able to locate a gently used truck that can be delivered this fiscal year. All new vehicles had to be ordered for assembly making the delivery time unfeasible.

This information was reviewed with the Board at the May 6, 2013, Board Facilities Committee Meeting, and the May 13, 2013, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes the Administration to award the bid for a used Maintenance Aerial Bucket Truck Class 5 GVW to TRL Rents LLC, 4884 Corporate Street, Canton, Ohio at a cost not to exceed \$63,477 in accordance with all conditions of the bid specifications.

Account Code and Account Title: General Fund 2600-760 Building and Grounds Equipment Replacement
Account Balance: \$63,477 (Pending Budgetary Transfer)

Facilities Items

President Faccinnetto asked Director Follweiler to make a motion to approve Facilities Agenda Items 1, 2, 3, 4 and 5.

Director Follweiler made a motion to approve Facilities Agenda Items 1, 2, 3, 4 and 5. The motion was seconded by Director Bonilla.

President Faccinnetto asked if there was any discussion regarding these items. President Faccinnetto called for a roll call vote on Items 1, 2, 3, 4 and 5.

Director Cann – Yes; Director Follweiler – No to Agenda Item 1 and Yes to Agenda Items 2 through 5; Director McKeon – Yes; Director Ortiz - Yes; Director Patrick – Yes; Director Bonilla – Yes; Director Burkhardt – Yes; and President Faccinnetto – Yes

Motion passes 7-1 for Agenda Item 1

Motions pass 8-0 for Agenda Items 2 through 5

4. *Bid Award for Boiler Replacement at Lincoln Elementary School*

INFORMATION:

Bids were received and publicly opened at 12:00 p.m., Thursday, April 25, 2013, for:

Boiler Replacement at Lincoln Elementary School

Bid packages were picked up by ten (10) vendors with four (4) bids received. 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 specification as listed below:

Vendor	Base Bid
K.C. Mechanical Services	\$ 178,500
Allstates Mechanical	209,000
B&E Boiler Works, Inc.	219,900
Master Mechanical	226,820

This project was authorized at the February 25, 2013, Regular Board Meeting, and this information was reviewed with the Board at the May 6, 2013, Board Facilities Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes the Administration to award the bid for Boiler Replacement at Lincoln Elementary School to K.C. Mechanical Services at a cost not to exceed \$178,500 subject to proper execution of contract documents and a performance bond as required in the bid specifications.

Account Code and Account Title: Capital Reserve 4600-450 Construction Services
Account Balance: \$6,012,641

Facilities Items

President Faccinnetto asked Director Follweiler to make a motion to approve Facilities Agenda Items 1, 2, 3, 4 and 5.

Director Follweiler made a motion to approve Facilities Agenda Items 1, 2, 3, 4 and 5. The motion was seconded by Director Bonilla.

President Faccinnetto asked if there was any discussion regarding these items.

President Faccinnetto called for a roll call vote on Items 1, 2, 3, 4 and 5.

Director Cann – Yes; Director Follweiler – No to Agenda Item 1 and Yes to Agenda Items 2 through 5; Director McKeon – Yes; Director Ortiz - Yes; Director Patrick – Yes; Director Bonilla – Yes; Director Burkhardt – Yes; and President Faccinnetto – Yes

Motion passes 7-1 for Agenda Item 1

Motions pass 8-0 for Agenda Items 2 through 5

5. *Change Order for Lawn Care Services at Freemansburg Elementary School*

INFORMATION:

The administration is recommending that a change order be issued to R.C. Lawncare for lawn care services at Freemansburg Elementary School. The specified lot size of 11.3 acres in the contract that was bid and awarded for this property does not include the PPL Electric Utilities, Inc., easement area of an additional 2.0 acres. R.C. Lawn Care originally bid \$182/cut to cut 11.3 acres at Freemansburg Elementary School and has agreed to cut the additional 2 acres at an additional cost of \$32/cut for the Spring cutting season of the 2012-2013 school year in order to keep this grass area cut and maintained. The revised cost per cut for the remaining contract years are included below:

R.C. Lawncare			
Freemansburg Elementary	2012-2013 (Spring)	2013-2014	2014-2015
Original price per cut	\$182	\$195	\$208
Revised price per cut	\$214	\$230	\$245

The original bid was awarded at the February 27, 2012, Regular Board Meeting. This information was reviewed with the Board at the May 6, 2013, Board Facilities Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes the administration issue a change order to R. C. Lawncare to increase the Freemansburg Elementary School price per cut bid price to \$214 per cut for the Spring cutting season of 2012-2013, \$230 per cut in 2013-2014, and \$245 per cut in 2014-2015.

Account Code and Name: General Fund 2600-414 Maintenance Lawn Care Services

Account Balance: \$47,683.00

Facilities Items

President Faccinnetto asked Director Follweiler to make a motion to approve Facilities Agenda Items 1, 2, 3, 4 and 5.

Director Follweiler made a motion to approve Facilities Agenda Items 1, 2, 3, 4 and 5. The motion was seconded by Director Bonilla.

President Faccinnetto asked if there was any discussion regarding these items.

President Faccinnetto called for a roll call vote on Items 1, 2, 3, 4 and 5.

Director Cann – Yes; Director Follweiler – No to Agenda Item 1 and Yes to Agenda Items 2 through 5; Director McKeon – Yes; Director Ortiz - Yes; Director Patrick – Yes; Director Bonilla – Yes; Director Burkhardt – Yes; and President Faccinnetto – Yes

Motion passes 7-1 for Agenda Item 1

Motions pass 8-0 for Agenda Items 2 through 5

6. Act 80 Request

INFORMATION:

During the 2012-2013 school year, our instructional calendar was 181 days for all students in Grades 1 through 11 and Freedom seniors who are scheduled to graduate on June 5, 2013. The instructional calendar is 180 days for Liberty High School seniors who are scheduled to graduate on June 4, 2013, and all kindergarten students. Due to inclement weather, it is necessary to convert teacher in-service days into Act 80 days. An Act 80 approval from the Pennsylvania Department of Education will eliminate any subsidy penalty for grades with less than 180 days of instruction.

This item was reviewed with the Board on May 6, 2013, at the Board Curriculum Committee Meeting.

RECOMMENDATION:

That the administration be authorized to submit an Act 80 Request Application for the 2012-2013 school year to the Pennsylvania Department of Education identifying up to four scheduled in-service days (August 22, and August 23, October 8, and November 6, 2012) and that our original calendar be revised to reflect up to 184 days.

Curriculum Items

President Faccinnetto asked Director Burkhardt to make a motion to approve Curriculum Agenda Items 6, 7, 8, 9, 10, 11 and 12.

Director Burkhardt made a motion to approve the Curriculum Agenda Items 6, 7, 8, 9, 10, 11 and 12. Director Bonilla seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote on Items 6, 7, 8, 9, 10, 11 and 12.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinnetto

Motions pass 8-0



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PIMS Calendar ID Date school board approved request Type To activate the Type and Rotation fields for a part-time calendar for CTC students, select a secondary grade.Rotation Pattern Description

Grades		
AM Kindergarten		PM Kindergarten
☐ Pre-Kindergarten	☐ 4-year-old	☒ 5-year-old
☐ Alternate Day		☐ Alternate Day
Full-Time Kindergarten/Elementary/Secondary		
☐ Pre-Kindergarten	☐ 4-year-old Kindergarten	☐ 5-year-old Kindergarten
☐ 1	☐ 2	☐ 3
☐ 4	☐ 5	☐ 6
☐ Elementary Ungraded	☐ 7	☐ 8
☐ 9	☐ 10	☐ 11
☐ 12	☐ Secondary Ungraded	☐ Alternative Education

1.	Number of instructional days on the original calendar	184
2.	Number of instructional hours in a regular school day	2 : 45 (hours:minutes)
3.	Total instructional hours lost due to planned, shortened school days not addressed by Act 80	6 : 40 (hours:minutes)
4.	Number of instructional hours on original calendar	499:20
5.	Number of full-day dismissals requested	4
6.	Total instructional hours lost due to full-day dismissal requests	11:00
7.	Number of early dismissals requested	0
8.	Total instructional hours lost due to early dismissal requests	0:00
9.	Total instructional hours lost due to Act 80 requests	11:00
10.	Instructional days on revised calendar (Days in Session)	180
11.	Total number of instructional hours on revised calendar	488:20

Comments

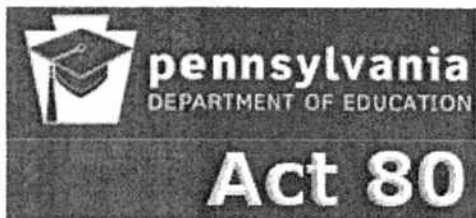
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Date	Activity	Edit	Delete
08/22/2012	Curriculum planning	Edit	Delete
08/23/2012	Curriculum planning	Edit	Delete
10/08/2012	Curriculum planning	Edit	Delete
11/06/2012	Curriculum planning	Edit	Delete

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AUN: 1-20-48-100-2

County: Northampton

Calendar and Dismissal Details

SY: 2012-2013

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PIMS Calendar ID Date school board approved request Type To activate the Type and Rotation fields for a part-time calendar for CTC students, select a secondary grade.Rotation Pattern Description

Grades	
AM Kindergarten	PM Kindergarten
☐ Pre-Kindergarten ☐ 4-year-old ☐ 5-year-old ☐ Alternate Day	☐ Pre-Kindergarten ☐ 4-year-old ☒ 5-year-old ☐ Alternate Day
Full-Time Kindergarten/Elementary/Secondary	
☐ Pre-Kindergarten ☐ 4-year-old Kindergarten ☐ 5-year-old Kindergarten ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ Elementary Ungraded ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ Secondary Ungraded ☐ Alternative Education	

1.	Number of instructional days on the original calendar	184
2.	Number of instructional hours in a regular school day	2 : 45 (hours:minutes)
3.	Total instructional hours lost due to planned, shortened school days not addressed by Act 80	6 : 40 (hours:minutes)
4.	Number of instructional hours on original calendar	499:20
5.	Number of full-day dismissals requested	4
6.	Total instructional hours lost due to full-day dismissal requests	11:00
7.	Number of early dismissals requested	0
8.	Total instructional hours lost due to early dismissal requests	0:00
9.	Total instructional hours lost due to Act 80 requests	11:00
10.	Instructional days on revised calendar (Days in Session)	180
11.	Total number of instructional hours on revised calendar	488:20

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Summary of Full-Day Dismissals

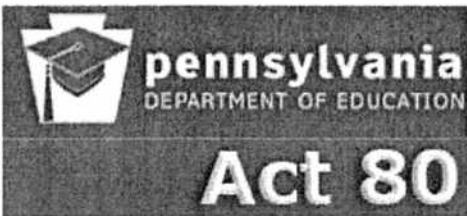
Date	Activity	 Edit	 Delete
08/22/2012	Curriculum planning	Edit	Delete
08/23/2012	Curriculum planning	Edit	Delete
10/08/2012	Curriculum planning	Edit	Delete
11/06/2012	Curriculum planning	Edit	Delete

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Calendar and Dismissal Details

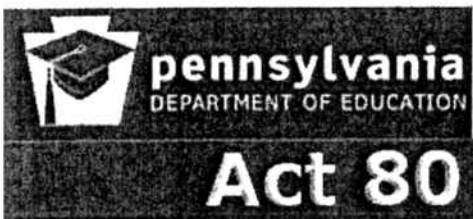
SY: 2012-2013

[Calendar Details](#) | [Full-Day Dismissals](#) | [Early Dismissals](#)
PIMS Calendar ID Date school board approved request Type To activate the Type and Rotation fields for a part-time calendar for CTC students, select a secondary grade.Rotation Pattern Description

Grades		
AM Kindergarten		PM Kindergarten
☐ Pre-Kindergarten	☐ 4-year-old	☐ Pre-Kindergarten
☐ 5-year-old		☐ 4-year-old
☐ Alternate Day		☐ 5-year-old
☐ Alternate Day		
Full-Time Kindergarten/Elementary/Secondary		
☐ Pre-Kindergarten	☐ 4-year-old Kindergarten	☒ 5-year-old Kindergarten
☐ 1	☐ 2	☐ 3
☐ 4	☐ 5	☐ 6
☐ Elementary Ungraded	☐ 7	☐ 8
☐ 9	☐ 10	☐ 11
☐ 12	☐ Secondary Ungraded	☐ Alternative Education

1.	Number of instructional days on the original calendar	184
2.	Number of instructional hours in a regular school day	5 : 35 (hours:minutes)
3.	Total instructional hours lost due to planned, shortened school days not addressed by Act 80	16 : 40 (hours:minutes)
4.	Number of instructional hours on original calendar	1010:40
5.	Number of full-day dismissals requested	4
6.	Total instructional hours lost due to full-day dismissal requests	22:20
7.	Number of early dismissals requested	0
8.	Total instructional hours lost due to early dismissal requests	0:00
9.	Total instructional hours lost due to Act 80 requests	22:20
10.	Instructional days on revised calendar (Days in Session)	180
11.	Total number of instructional hours on revised calendar	988:20

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Calendar and Dismissal Details

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Summary of Full-Day Dismissals

Date	Activity	 Edit	 Delete
08/22/2012	Curriculum planning	Edit	Delete
08/23/2012	Curriculum planning	Edit	Delete
10/08/2012	Curriculum planning	Edit	Delete
11/06/2012	Curriculum planning	Edit	Delete

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PIMS Calendar ID

Date school board approved request

Type To activate the Type and Rotation fields for a part-time calendar for CTC students, select a secondary grade.

Rotation Pattern

Description

Grades		
AM Kindergarten		PM Kindergarten
☐ Pre-Kindergarten	☐ 4-year-old	☐ 5-year-old
☐ Alternate Day		☐ Alternate Day
Full-Time Kindergarten/Elementary/Secondary		
☐ Pre-Kindergarten	☐ 4-year-old Kindergarten	☐ 5-year-old Kindergarten
☒ 1	☒ 2	☒ 3
☒ 4	☒ 5	☐ 6
☐ Elementary Ungraded	☐ 7	☐ 8
☐ 9	☐ 10	☐ 11
☐ 12	☐ Secondary Ungraded	☐ Alternative Education

1.	Number of instructional days on the original calendar	184
2.	Number of instructional hours in a regular school day	5 : 35 (hours:minutes)
3.	Total instructional hours lost due to planned, shortened school days not addressed by Act 80	16 : 40 (hours:minutes)
4.	Number of instructional hours on original calendar	1010:40
5.	Number of full-day dismissals requested	3
6.	Total instructional hours lost due to full-day dismissal requests	16:45
7.	Number of early dismissals requested	0
8.	Total instructional hours lost due to early dismissal requests	0:00
9.	Total instructional hours lost due to Act 80 requests	16:45
10.	Instructional days on revised calendar (Days in Session)	181
11.	Total number of instructional hours on revised calendar	993:55

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Summary of Full-Day Dismissals

Date	Activity	Edit	Delete
08/22/2012	Curriculum planning	Edit	Delete
08/23/2012	Curriculum planning	Edit	Delete
10/08/2012	Curriculum planning	Edit	Delete

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PIMS Calendar ID

Date school board approved request

Type To activate the Type and Rotation fields for a part-time calendar for CTC students, select a secondary grade.

Rotation Pattern

Description

Grades		
AM Kindergarten		PM Kindergarten
☐ Pre-Kindergarten	☐ 4-year-old	☐ 5-year-old
☐ Alternate Day		☐ Alternate Day
Full-Time Kindergarten/Elementary/Secondary		
☐ Pre-Kindergarten	☐ 4-year-old Kindergarten	☐ 5-year-old Kindergarten
☐ 1	☐ 2	☐ 3
☐ 4	☐ 5	☒ 6
☐ Elementary Ungraded	☒ 7	☒ 8
☐ 9	☐ 10	☐ 11
☐ 12	☐ Secondary Ungraded	☐ Alternative Education

1.	Number of instructional days on the original calendar	184
2.	Number of instructional hours in a regular school day	5 : 46 (hours:minutes)
3.	Total instructional hours lost due to planned, shortened school days not addressed by Act 80	11 : 36 (hours:minutes)
4.	Number of instructional hours on original calendar	1049:28
5.	Number of full-day dismissals requested	3
6.	Total instructional hours lost due to full-day dismissal requests	17:18
7.	Number of early dismissals requested	0
8.	Total instructional hours lost due to early dismissal requests	0:00
9.	Total instructional hours lost due to Act 80 requests	17:18
10.	Instructional days on revised calendar (Days in Session)	181
11.	Total number of instructional hours on revised calendar	1032:10

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Calendar and Dismissal Details

SY: 2012-2013[Calendar Details](#) | [Full-Day Dismissals](#) | [Early Dismissals](#)

Summary of Full-Day Dismissals

Date	Activity	 Edit	 Delete
08/22/2012	Curriculum planning	Edit	Delete
08/23/2012	Curriculum planning	Edit	Delete
10/08/2012	Curriculum planning	Edit	Delete

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Calendar and Dismissal Details

SY: 2012-2013

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PIMS Calendar ID

Date school board approved request

Type To activate the Type and Rotation fields for a part-time calendar for CTC students, select a secondary grade.

Rotation Pattern

Description

Grades		
AM Kindergarten		PM Kindergarten
☐ Pre-Kindergarten ☐ 4-year-old ☐ 5-year-old ☐ Alternate Day		☐ Pre-Kindergarten ☐ 4-year-old ☐ 5-year-old ☐ Alternate Day
Full-Time Kindergarten/Elementary/Secondary		
☐ Pre-Kindergarten ☐ 4-year-old Kindergarten ☐ 5-year-old Kindergarten ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ Elementary Ungraded ☐ 7 ☐ 8 ☒ 9 ☒ 10 ☒ 11 ☒ 12 ☐ Secondary Ungraded ☐ Alternative Education		

1.	Number of instructional days on the original calendar	184
2.	Number of instructional hours in a regular school day	5 : 49 (hours:minutes)
3.	Total instructional hours lost due to planned, shortened school days not addressed by Act 80	5 : 36 (hours:minutes)
4.	Number of instructional hours on original calendar	1064:40
5.	Number of full-day dismissals requested	3
6.	Total instructional hours lost due to full-day dismissal requests	17:27
7.	Number of early dismissals requested	0
8.	Total instructional hours lost due to early dismissal requests	0:00
9.	Total instructional hours lost due to Act 80 requests	17:27
10.	Instructional days on revised calendar (Days in Session)	181
11.	Total number of instructional hours on revised calendar	1047:13

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SY: 2012-2013

Calendar Details

Full-Day Dismissals

Early Dismissals

Summary of Full-Day Dismissals			
Date	Activity	 Edit	 Delete
08/22/2012	Curriculum planning	Edit	Delete
08/23/2012	Curriculum planning	Edit	Delete
10/08/2012	Curriculum planning	Edit	Delete
Add Dismissal			
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Institution: Bethlehem Area SD

AUN: 1-20-48-100-2

County: Northampton

Calendar and Dismissal Details

SY: 2012-2013

[Calendar Details](#) | [Full-Day Dismissals](#) | [Early Dismissals](#)

PIMS Calendar ID

Date school board approved request

Type To activate the Type and Rotation fields for a part-time calendar for CTC students, select a secondary grade.

Rotation Pattern

Description

Grades		
AM Kindergarten		PM Kindergarten
☐ Pre-Kindergarten	☐ 4-year-old	☐ 5-year-old
☐ Alternate Day		☐ Alternate Day
Full-Time Kindergarten/Elementary/Secondary		
☐ Pre-Kindergarten	☐ 4-year-old Kindergarten	☐ 5-year-old Kindergarten
☐ 1	☐ 2	☐ 3
☐ 4	☐ 5	☐ 6
☐ Elementary Ungraded	☐ 7	☐ 8
☐ 9	☐ 10	☐ 11
☒ 12	☐ Secondary Ungraded	☐ Alternative Education

1.	Number of instructional days on the original calendar	184
2.	Number of instructional hours in a regular school day	5 : 52 (hours:minutes)
3.	Total instructional hours lost due to planned, shortened school days not addressed by Act 80	3 : 30 (hours:minutes)
4.	Number of instructional hours on original calendar	1075:58
5.	Number of full-day dismissals requested	4
6.	Total instructional hours lost due to full-day dismissal requests	23:28
7.	Number of early dismissals requested	0
8.	Total instructional hours lost due to early dismissal requests	0:00
9.	Total instructional hours lost due to Act 80 requests	23:28
10.	Instructional days on revised calendar (Days in Session)	180
11.	Total number of instructional hours on revised calendar	1052:30

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Calendar and Dismissal Details

SY: 2012-2013[Calendar Details](#) | [Full-Day Dismissals](#) | [Early Dismissals](#)

Summary of Full-Day Dismissals

Date	Activity	 Edit	 Delete
08/22/2012	Curriculum planning	Edit	Delete
08/23/2012	Curriculum planning	Edit	Delete
10/08/2012	Curriculum planning	Edit	Delete
11/06/2012	Curriculum planning	Edit	Delete

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7. *Freshman Seminar Course Textbook for the 2013-2014 School Year*

INFORMATION:

Information was reviewed with the Board at the April 8, 2013, and the May 6, 2013, Board Curriculum Committee Meetings for use of the textbook, Study Skills & Strategies for use in the Freshman Seminar Course starting in the 2013-2014 school year.

RECOMMENDATION:

That the Board of School Directors approves the use of the textbook, Study Skills & Strategies for use in the Freshman Seminar Course starting in the 2013-2014 school year.

Curriculum Items

President Faccinnetto asked Director Burkhardt to make a motion to approve Curriculum Agenda Items 6, 7, 8, 9, 10, 11 and 12.

Director Burkhardt made a motion to approve the Curriculum Agenda Items 6, 7, 8, 9, 10, 11 and 12. Director Bonilla seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote on Items 6, 7, 8, 9, 10, 11 and 12.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinnetto

Motions pass 8-0

8. *Memoranda of Agreement Between the Board of School Directors of the Bethlehem Area School District and the United Way of the Greater Lehigh Valley/COMPASS Community Schools*

INFORMATION:

The purpose of the attached five (5) Memoranda of Agreement is to support the continuance of Full Service Community Schools at Donegan Elementary School, Lincoln Elementary School, Calypso Elementary School, Fountain Hill Elementary School, and Broughal Middle School beginning on July 1, 2013, and ending June 30, 2014.

This item was reviewed by the Board at the May 6, 2013, Board Curriculum Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the attached five (5) Memoranda of Agreement between the Board of School Directors of the Bethlehem Area School District and the United Way of the Greater Lehigh Valley/COMPASS Community Schools to continue Full Service Community Schools at Donegan Elementary School, Lincoln Elementary School, Calypso Elementary School, Fountain Hill Elementary School, and Broughal Middle School at an expense to the BASD of \$30,000 (included in the 2013-2014 BASD Preliminary Final Budget).

Account Code and Account Title: Professional Education-Community School Expenses 3300-320
Account Balance: 2013-2014 Budget

Curriculum Items

President Faccinnetto asked Director Burkhardt to make a motion to approve Curriculum Agenda Items 6, 7, 8, 9, 10, 11 and 12.

Director Burkhardt made a motion to approve the Curriculum Agenda Items 6, 7, 8, 9, 10, 11 and 12.
Director Bonilla seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote on Items 6, 7, 8, 9, 10, 11 and 12.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinnetto

Motions pass 8-0

MEMORANDUM OF AGREEMENT

This agreement is made between United Way of the Greater Lehigh Valley/COMPASS located in Allentown, Pennsylvania, hereinafter referred to as the CONTRACTOR, and Bethlehem Area School District located in Bethlehem, Pennsylvania, hereinafter referred to as SUBCONTRACTOR A and Lehigh University, College of Education/CDUEL located in Bethlehem, Pennsylvania, hereinafter referred to as SUBCONTRACTOR B for the purposes of providing services as related to Donegan Elementary School, a COMPASS Community School with United Way of the Greater Lehigh Valley. Details of the agreement are as follows:

1. PURPOSE OF THE AGREEMENT

Services to be provided by the CONTRACTOR, SUBCONTRACTOR A and SUBCONTRACTOR B as outlined in Appendix A. The CONTRACTOR, SUBCONTRACTOR A and SUBCONTRACTOR B assures that it will comply with all guidelines required in Appendix A for provision of the above services.

2. TERM

Period of the contract will be from 7/1/2013 to 6/30/2014.

3. BUDGET & PAYMENT

The amount of the contract is \$35,000 as outlined in Appendix B. The contract is funded by CONTRACTOR . The SUBCONTRACTOR B will be paid on the first of each of 12 months in the amount of \$2,916.66 upon receipt of the signed contract. The SUBCONTRACTOR B agrees to spend funds according to the approved budget as outlined in Appendix B.

Should the SUBCONTRACTOR B need a program and/or budget revision, the CONTRACTOR must receive a written request that includes a detailed budget and justification for the changes. CONTRACTOR must approve program changes and/or budget revisions prior to SUBCONTRACTOR B making any changes.

This agreement is subject to the availability of United Way and other Grant funding. Unavailability of these funds shall automatically terminate this agreement and render it void without liability to the CONTRACTOR.

4. REPORTING

The SUBCONTRACTOR A and SUBCONTRACTOR B must submit the following reports:

<u>Report</u>	<u>Period Covered</u>	<u>Due Date</u>
Projected Budget for fiscal year	2013-2014 school year	30 days of 1 st payment
Result Based Plan	2013-2014 school year	10-31-13
Comprehensive Annual Report	2013-2014 school year	7-31-14
Actual year Expenditures (Appendix C)	2013-2014 fiscal year	7-31-14

*Collection and input/submission/report of standard indicator data points will be an ongoing process for CSCDs in 2013-2014 through this partnership for purposes of continuous improvement and accountability of investments.

5. INDEMNITY TO CONTRACTOR

The SUBCONTRACTORS A & B agrees to indemnify, defend and hold harmless the CONTRACTOR (its officers, agents, and employees) from any and all loss, claim, cost of damage, including reasonable counsel fees, resulting from any:

- a. Breach of this Agreement by Subcontractor;
- b. Professional error or omission by the SUBCONTRACTORS A and/or B or by its employees, agents, or contacts;
- c. General public liability and malpractice claims arising in connecting with the business or activities of the SUBCONTRACTORS A and/or B in performance of this Agreement.

6. CONFIDENTIALITY

The CONTRACTOR, SUBCONTRACTORS A and B are responsible for assuring the confidentiality of all records with which they come into contact.

7. TERMINATION OR CANCELLATION

If, through any cause, the SUBCONTRACTORS A and/or B fails to fulfill in a timely or proper manner its obligations under this contract, or if the SUBCONTRACTORS A and/or B violates any of the terms of this contract, the CONTRACTOR may terminate the contract immediately upon notification of the SUBCONTRACTOR A and B, and the SUBCONTRACTOR B agrees to return to the CONTRACTOR any unspent funds immediately. In addition, either party to this agreement shall have the right to terminate this agreement subject to a 15-day written notice by either party at any time.

We have affixed our signatures below in acceptance of this agreement.

Dr. Joseph Roy	Date
----------------	------

Superintendent
Bethlehem Area School District

Dr. Jack Silva	Date
----------------	------

Assistant Superintendent
Bethlehem Area School District

Dr. Gary Sasso	Date
----------------	------

Dean of College of Education
Lehigh University

George White	Date
--------------	------

Director, CDUEL
Lehigh University

Marci Ronald	Date
--------------	------

Vice President, Community Impact
United Way of the Greater Lehigh Valley

Debra Klocek	Date
--------------	------

Vice President, Finance
United Way of the Greater Lehigh Valley

Appendix A

Nature of the Community School Partnership, Guiding Principles under which all parties herein will operate and an Outline of the Services to be Provided through this contract.

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

The Community School Model is designed to transform a public school into the hub of the community through the use of a *coordinated effort to integrate and align* comprehensive *academic, social and health* programs and services around a *common vision for serving students, families and community members*. The ability to respond to the needs of students, families and community members in a *results-focused* manner is possible due to the partnerships forged with community based organizations, local nonprofits, institutions of higher education, other public or private entities and the School District. This contract shall serve to support the creation of a Full Service Community School at **Donegan Elementary** through the primary role of a Community School Coordinator who shall serve to maximize a partnership model through which we can collectively assess the strengths and gaps of existing programs and services at Donegan Elementary, explore the most effective means to strengthen connections between identified and new partners and to develop and act upon strategies for *implementing the six conditions for learning* with a focus on gaining results for students, families, staff and community.

Community School Conditions for Learning

Early Childhood Development

- High quality programs
- Academic linkages to Kindergarten
- Parent transitioning to Kindergarten

Quality Education

- Strong leadership/clear vision
- Competent and prepared teachers
- Rich and challenging curriculum
- Effective instruction
- High standards and expectation for students
- Small schools
- Small classes

Positive Youth Development and Motivation to Learn

- Opportunities for active and concrete learning
- After-school enrichment programs that enhance (vs. replicate) classroom work
- Use of community as a living textbook for learning
- Intentional opportunities for all youth to build developmental assets
- Effective supports for reshaping problematic behaviors

Basic Physical, Mental, and Emotional Needs of Students and Families Met

- Connections to accessible and affordable physical health, mental health, and substance abuse assessments and interventions
- Nutrition education and modeling via lunches, snacks, etc.
- Opportunities/supports for physical exercise

Mutual Respect and Effective Collaboration among Parents, Families, School Staff

- Welcoming/inviting school environment and practices
- Multiple avenues for parent/family engagement (re: child's education and school improvement)
- Intentional emphasis on student and family strengths
- High attention to cultural, socioeconomic, and other family-specific characteristics/experiences
- Frequent, relevant, and user-friendly communications
- Regularly sought parent input/feedback re: school environment, programs, practices, etc.

Safe, Supportive, and Respectful School Environment

- Intentional focus on building and reinforcing caring relationships (student to student, student to educator, educator to educator . . .)
- Engagement of community advocates to help create safer, more positive school environment
- Attention to actual condition of school buildings in terms of image, safety, positive learning

Services provided by UWGLV/COMPASS/CONTRACTOR

- Training and technical assistance as mutually agreed by CONTRACTOR, SUBCONTRACTOR A and SUBCONTRACTOR B, including at a minimum the following at no additional cost to the partnership:
 - Community School Model orientation for any individual new to the team at Donegan, identified as integral to the operation and implementation of the CS model, this would include any other BASD staff hired at Donegan as well as any Community Fellows assigned to work at Donegan through other partner entities.
 - On-going training and technical assistance opportunities with leaders knowledgeable about the Community School Model, as deemed necessary and appropriate.
 - On-going connection to “best practice” strategies used by experts in the field through webinars, open forums, conferences and the technical support provided by COMPASS.
 - Quarterly, on/off site, individual coaching and support from COMPASS for the Community School Coordinator and any assigned BASD staff or Community Fellows key to the successful implementation of the model.
 - Monthly, on-site core group coaching and support from COMPASS.
 - On-going assessment of training and technical assistance needs for CSC, BASD and Lehigh University/CDUEL.
 - Monthly group training for the Community School Coordinator/Community Fellow(s)/21st CCLC staff in areas that will strengthen the implementation of the Community School Model.
 - Facilitated peer to peer consultations regarding local best practices and supports.

- In partnership with Lehigh University/CDUEL and BASD, UWGLV will seek additional revenue to support the implementation of the Community School Model at Donegan Elementary.
 - Assistance with application for collaborative grants based on the needs of BASD and Lehigh University/CDUEL.
 - Training in Community TechKnowledge (CTK) database to facilitate easy input of relevant data into the UWGLV reporting system.
 - Training in the use of data software system (Results Scorecard or similar program) in the event that such a software program is purchased to display COMPASS data resulting from work taking place at Donegan .
- ❑ Will schedule, coordinate, and market COMPASS Community School visits for the purpose of engaging potential funders and key stakeholders to provide support on behalf of the COMPASS Community School initiative in the BASD.
 - ❑ Recognize SUBCONTRACTOR A and B to have autonomy in determining its own policies within the scope and spirit of this agreement and be committed to openly addressing any foreseeable conflicts as a result of the independent determination of a policy related to this particular school site.
 - ❑ Inform donors and the community of the needs, priorities, and changing conditions of Donegan, BASD and the community at large and the ways in which support of UWGLV/COMPASS' partner agency programs/services can address these needs.
 - ❑ Offer assistance with seeking and garnering additional funding with regard to implementation of the Community School Model as requested and when possible. In the event that UWGLV is not able to assist Lehigh University/CDUEL or BASD in pursuit of additional funding for reasons of timeline and/or limited organizational resources, UWGLV will inform Lehigh University/CDUEL and BASD as soon as the inability to assist is recognized by UWGLV. UWGLV will make a good faith effort to offer support to Lehigh University/CDUEL and/or BASD by directing them to other options available for assistance with funding opportunities.
 - ❑ UWGLV/COMPASS will notify BASD in writing within 30 days of a Community School Coordinator or Secondary position leaving employment at Donegan Elementary so as to have the email account associated with that individual properly disabled by District Administration.
 - ❑ UWGLV/COMPASS reserves the right to place conditions on this Community School Partnership that could affect present and future funding if, as the partnership is assessed, it fails to maintain a stable and/or forward moving progression of growth. The process for placing and removing conditions on such a partnership for said reasons is attached in **Appendix D**.

***Services provided by SUBCONTRACTOR A – Bethlehem Area School District
Donegan Elementary***

The Principal of Donegan Elementary will effectively support the implementation of the Community School Model and holds the final authority to approve implementation of programs, services, or strategies related to the Community School partnership and shall be consulted for final decision-making on all aspects of the partnership

- ❑ In-kind support through Administrative level participation at Leadership Team meetings/planning sessions, and active collaboration with Lehigh University/CDUEL and UWGLV/COMPASS in implementing the Community School Model at Donegan Elementary .
- ❑ Recognize Lehigh University, College of Education/CDUEL as a Lead Community Partner that serves as fiscal agent for BASD at Donegan Elementary.
- ❑ Provide on-going training and support opportunities for Community School Coordinator and Secondary position/s to ensure professional development. This includes:
 - Orientation to Bethlehem Area School District Vision, Mission and Goals, including the Standards Aligned Systems, Resiliency Framework and other important connecting work such as Promise Neighborhood, 21st CCLC, Roadmap to Educational Excellence, Leader in Me, etc.
 - Orientation to all relevant BASD database systems and reporting mechanisms
 - Ongoing orientation to all new facets of curriculum that impact CSC's work
 - Inclusion in all site level faculty meetings, IST meetings and other relevant staff meetings
 - Inclusion in role-alike meetings within the District related to 21st CCLC or similar positions
- ❑ Positive leadership by the school Principal to promote the Community School Model in the building and the community and thereby strengthen relationships with internal stakeholders; district administration, faculty and students as well as external stakeholders; program providers, community leaders and local government officials as well as among the Community School Leadership Team and including the Community School Coordinator.
- ❑ Recognition of role of Community School Coordinator as a leader and key partner in the school. This can be demonstrated through various measures, including but not limited to:
 - Clearly designated space for CSC to work (with as close proximity to the Principal's office as available)
 - Allowance for CSC to research potential program needs/desires among teachers, students, families and community members as part of the expected work
 - Openness to discuss new ideas for programming, academic structure, etc. that are initiated by the Community School Coordinator
 - Inclusion in all relevant BASD staff meetings, grade level, IST meetings, Child Study, etc.
 - Participation in development and review of school goals/improvement plan
 - Participation in and support of the CSC as the facilitator of the site-based Leadership Team.
- ❑ Agreement to permit and participate in at least two (2) Community School tours/site visits per year
- ❑ Will utilize site visits by public officials to share the Community School model and philosophy so that a greater understanding of and support for the CS model is grasped by community stakeholders. Will inform and/or involve Lehigh/CDUEL and UWGLV/COMPASS to the degree possible in all stated site visits of this nature.

- ❑ Agreement that the Community School Coordinator will follow the BASD academic calendar for non-instructional staff related to inclement weather and will refer to Lehigh/CDUEL's attendance policy on all other days in coordination with the Executive Director.
- ❑ Agreement to allow COMPASS to be part of the beginning of year Open House or Orientation either by way of Community School Coordinator, or UWGLV/COMPASS staff directly.
- ❑ Agreement to seek opportunities to include COMPASS in at least one presentation to the BASD Board of Directors per year, in collaboration with principals, key district staff members and Lehigh/CDUEL staff regarding implementation of the Community School model.
- ❑ Agreement to participate in at least one presentation a year to key constituents, including the COMPASS Council, Community Impact Council, Coalition for Community Schools partners, or others.
- ❑ Any results-focused plan for the Community School partnership shall be directly linked to the vision and academic plan designed by the Principal of Donegan Elementary. Any additional plan shall be designed in collaboration with the Principal and staff of Donegan Elementary.
- ❑ BASD Administration agrees to provide the identified data sought for the completion of the Annual School Data report directly to the UWGLV and indirectly through its data sharing with the Community School Coordinator for evaluation and reporting purposes.
- ❑ Participate in ongoing and annual performance review of Community School Coordinator. This could require BASD staff to "sit-in" on the evaluation and offer verbal feedback, meet with Lehigh/CDUEL and UWGLV prior to the evaluation to discuss strengths and areas that need improvement, complete a questionnaire related to CSC performance.
- ❑ Dedicated office space, desk, adequate computer, phone, and related supports for the Community School Coordinator.
- ❑ Individual BASD email address for the Community School Coordinator to support implementation of the Community School model.
- ❑ Support for the Leadership Team to communicate with each other, parents, and community (email, newsletters, and district-wide announcements).
- ❑ Access to facility and facility usage for programs and services directly related to the implementation of the Community School Model at Donegan.
- ❑ Permission to create and shape new content related to Donegan Elementary being a COMPASS Community School for inclusion on the School website and/or the BASD website with links to both Lehigh/CDUEL and UWGLV/COMPASS sites as well as other important partners.

- ❑ Custodial/Security support for use of building in non-contracted custodial/security hours available when expenses are covered by an entity other than BASD unless arrangements are made through the principal of Donegan Elementary.
- ❑ Release time for principals, faculty and staff to participate in training and regular meetings, as appropriate and when expenses are covered by an entity other than BASD unless arrangements are made through the principal of Donegan Elementary.
- ❑ Active involvement in promoting Community School initiative: assessing needs and progress of school and community, participating in resource development designed to improve the Community School Conditions for Learning.
- ❑ Agreement to administer the School Community Network "Schools Capacity for Community School Partnership" survey or similar tool, to the degree appropriate to all Administrators/Staff at Donegan 2x during 2013-2014. The survey is to be crafted as an electronic tool by COMPASS/UWGLV and administered through BASD leadership with all results provided anonymously to COMPASS/UWGLV for review and analysis. (Attached as Appendix F). Such an analysis and review will then be shared with BASD Administration by COMPASS/UWGLV.

Services provided by SUBCONTRACTOR B – Lehigh University, College of Education/CDUEL

- ❑ Employment of Community School Coordinator and any relevant Secondary position/s with benefits package, as appropriate.
- ❑ Regular informal supervision and monthly formal supervision with Community School Coordinator
- ❑ Provide on-going training and support opportunities for Community School Coordinator and/or Secondary position(s) to ensure professional development. This includes:
 - Proficiency in basic computer applications such as Microsoft Word and Excel.
 - Knowledge of Lehigh/CDUEL mission, vision, policies, etc.
 - Primary understanding of Pennsylvania's Public Education System.
 - Professional communication skills; verbal, written, otherwise.
 - Sense of individual accountability to multiple entities.
 - Effective time management skills and prioritization of multiple tasks.
 - Ability to lead and negotiate within groups of varied interests.
 - Competency in all other skills essential to a professional workplace.
 - Ability to supervise secondary position/s hired through Lehigh/CDUEL for the implementation of the CS model at Donegan.
- ❑ In collaboration with the Principal of Donegan Elementary and the United Way, Lehigh/CDUEL will conduct ongoing formative evaluation and a yearly summative evaluation of the performance of the Community School Coordinator and any secondary positions.
- ❑ Participate in bi-annual Lead Partner supervisor/CSC meetings, quarterly role-alike groups, Lead Partner/Principal meetings as necessary and other trainings sponsored by the UWGLV geared toward the evaluation and strengthening of the partnership.

- ❑ Act as fiscal agent for United Way campaign dollars received on behalf of Donegan Elementary.
- ❑ In-kind resources of programs and services to support the implementation of the Community School initiative in the BASD.

The Community School Coordinator under the given role and responsibilities, shall act as a “school official” of the BASD for the purposes of data access and collection. Under current FERPA regulations, this allows the CSC to regularly access the BASD database and view student records due to having “legitimate educational interest.” Further details are outlined in Appendix C.

Consistent with all state and federal confidentiality laws, UWGLV/COMPASS, BASD, and Lehigh/CDUEL agree to maintain the confidentiality of all student and family information with which they come into contact

- ❑ Review/revise the job description and performance evaluation of the Community School Coordinator and any secondary positions as needed to best meet current responsibilities and priorities of the Community School Initiative. This should be conducted each year by Lehigh/CDUEL in collaboration with BASD and UWGLV/COMPASS.
- ❑ Active participation on site-based Leadership Team.
- ❑ Active involvement in promoting Community School model: assessing needs and progress of school and community using agreed upon standardized forms, participating in resource development.
- ❑ Agreement to permit and participate in at least two Community School tours/visits per year.
- ❑ Agreement to participate in at least one presentation a year to key constituents, including the COMPASS Council, Community Impact Council, Coalition for Community Schools partners, or others.
- ❑ Agreement to administer the School Community Network “Organizational Capacity for Community School Partnerships” survey or similar tool to the degree appropriate within Lehigh/CDUEL, including Board of Directors, Administration and other employees 2 x in 2013-2014. The survey is to be crafted as an electronic tool by COMPASS/UWGLV and administered through Lehigh/CDUEL leadership with all results provided anonymously to COMPASS/UWGLV for review and analysis. (Attached as Appendix G) Such review and analysis will then be shared with Lehigh/CDUEL Administration by COMPASS/UWGLV.

Appendix B

Budget

United Way of the Greater Lehigh Valley/COMPASS

An investment total of \$25,000 for fiscal year 2013-2014 to support a Full Time Community School Coordinator position as stated below.

- Community School Coordinator- \$25,000 full time, 40 hours, 12 month position

One Hundred percent (100%) of the investment is to be used to support the salary of the CSC Position.

An estimate of financial support from UWGLV follows:

July 1, 2012 – June 30, 2013 \$25,000
July 1, 2013 – June 30, 2014 \$35,000

Community investment awards are contingent upon availability of funding; annual notification will inform you of your partnership investment award for a given fiscal year. Payment to your organization is on a monthly basis, in equal distributions, with the first payment on July 1, 2013. This support is separate from any other donor-designated gifts your organization might receive through UWGLV or any other United Way.

In the event of a delay in the approval of this contract, the first actual monthly payment will include all previously scheduled but unpaid payments.

Bethlehem Area School District

Financial support of \$4,200 to be in the school budget and available to support the implementation of the Community School Model at Donegan Elementary School

Appendix C

Reports/Data Sharing/Collection

Consistent with all state and federal confidentiality laws, BASD and Lehigh/CDUEL agree to provide to UWGLV/COMPASS all data needed to assess results of Community School model implementation in the Bethlehem Area School District at Donegan Elementary. Additionally, BASD agrees to provide the CSC with direct access to the BASD database for the purposes of reviewing student data and appropriately aligning available programs, services and strategies to best meet the needs of students and families. This access will be granted through the assignment of a unique username and password to the CSC. BASD agrees to provide to UWGLV, Lehigh/CDUEL and the CSC orientation to data collection systems.

Data Access, Collection and Reports, Partnership Evaluation and Results Based Accountability

In order to evaluate United Way investments, the United Way and COMPASS will report on key, research-based indicators that are essential for measuring academic success. The School District is a key partner in the ability to demonstrate results and must therefore provide an initial orientation to its data collection system and capability as well as evaluative data as necessary and appropriate and in accordance with district policies and all applicable state and federal laws, including HIPAA and FERPA, throughout the course of the year:

COMPASS/United Way of the Greater Lehigh Valley requires that in the context of the Community School model and this partnership and for the purposes of this agreement the Community School Coordinator is deemed a “school official” for purposes of accessing students records and reviewing and working with data that is individually identifiable. This provision is made available under the ***The Family Educational Rights and Privacy Act (FERPA)*** wherein it states:

(a) An educational agency or institution may disclose personally identifiable information from an education record of a student without the consent required by §99.30 if the disclosure meets one or more of the following conditions:

(1)(i)(A) The disclosure is to other ***school officials***, including teachers, within the agency or institution whom the agency or institution has determined to have ***legitimate educational interests***.

(B) A contractor, consultant, volunteer, or ***other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official*** under this paragraph provided that the outside party—

(1) ***Performs an institutional service or function for which the agency or institution would otherwise use employees;***

(2) ***Is under the direct control of the agency or institution with respect to the use and maintenance of education records; and***

(3) ***Is subject to the requirements of §99.33(a) governing the use and redisclosure of personally identifiable information from education records.***

(ii) An educational agency or institution must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. An educational agency or institution that does not use physical or technological access controls must ensure that its administrative policy for controlling access to education records is effective and that it remains in compliance with the legitimate educational interest requirement in paragraph (a)(1)(i)(A) of this section.

While a Community School Coordinator is herein considered a "School Official" as described above, UWGLV/COMPASS maintains the belief that in order to maximize the highest degree of compliance with all district, local, state and federal confidentiality laws and regulations the following should be maintained at the discretion of the district:

- Community School Coordinator shall sign off on any and all Confidentiality waivers, intended or acceptable use policies, etc. as indicated by BASD.
- Community School Coordinator shall be granted Administrator access in a "Read Only" format
- BASD establishes the parameters under which CSC can request/generate reports related to the data and information available in the database system and for what purposes other than that which is stated herein it can be used.
- Community School Coordinator shall be assigned a unique username and password in order to access the BASD Database.

It should also be understood that

- Regular access to student/school data by the Community School Coordinator allows for maximum efficiency when creating or coordinating programs and services around a particular identified need.
- The ongoing collection and review of data assists the Community School Coordinator to modify strategies mid-stream so that programs and services match changes in need.
- The ability to directly access data also helps the CSC ensure the quality of the programming and services meets expectations.
- The ability to directly access data allows the CSC to demonstrate impact as well as existing areas of need to stakeholders who may be interested in understanding how resources need to maintain or shift to have greatest impact.
- Non-individually identifiable data may be shared with the UWGLV/COMPASS, Community School Leadership Team members, COMPASS Council members and the community

The Community School Coordinator at DONEGAN will be responsible to submit

- A **Results-Based Plan** that outlines Donegan Elementary School's top 2-4 priorities for the next 1-3 years and provide a snapshot of the top 5-6 key strategies intended to be implemented over the course of the next year to meet each of the priority goals. It will also outline the desired outcomes as well as the measurement tool for each strategy. This plan will be reviewed by UWGLV/COMPASS upon submission which is to be **no later than October 31, 2013** and will be evaluated collectively at the **June 2014 CSCD training session**. The evaluation will be used to determine what strategies appeared to be most feasible and effective at particular sites as well as to establish if there is a possibility for replication across the initiative. The highlights of success and lessons learned will be recorded in the Annual report due on July 31, 2014.

- The **Results-Based Plan** should be in alignment with the school/district's school improvement plan/accountability plan and the district's strategic plan and is intended to be a working document.
- Non-individually identifiable data shall be entered into the CTK database on a yet to be determined timeline wherein UWGLV/COMPASS staff will bridge the data to the Results Scorecard Software system allowing for demonstrable action and impact in desired site specific areas.
- Lehigh/CDUEL must submit a completed **Budget form** within 30 days of receipt of the first payment that outlines the intended uses of the aforementioned investment for the fiscal year July, 2013 through June, 2014. (Budget form template is attached to this document as Appendix E).
- Lehigh/CDUEL must submit an **Expenditures report** at the end of the fiscal year as part of the annual reporting process as an account of other funding and leverage dollars that were utilized to enhance and support the Community School work at Donegan Elementary .
- Lehigh/CDUEL must submit a site based **Comprehensive Annual Report** by July 31, 2014 related to the Community School at Donegan Elementary. This report is to be entered in the online database CTK by the Community School Coordinator. Information submitted for this report will include:
 - Demographic data
 - Behavioral data
 - Attendance data
 - Mobility rate data
 - Family Engagement Data
 - Out-of-School time participation data
 - Partnership data, including types and depths of partnerships created
 - Free and reduced lunch rates, etc.

And will provide a snapshot of quantity, quality and impact that has taken place over the year at DONEGAN through the provision and coordination of various programs and services. This annual report allows UWGLV/COMPASS to assess the progress and stage of development at this particular COMPASS site and compare it to the balance of sites across the initiative.

Appendix D

Enacting Conditions for Funding on a Site's Performance

1. Partnership site identified as experiencing significant challenges for a significant period of time
2. COMPASS Executive Committee informed of challenges and a plan to consider conditions for continued partnership are discussed
3. All partners called together to discuss challenges and identify key areas for growth and change in order for partnership/funding to continue
4. All partners receive formal communication regarding conditions for continued partnership funding and identified timeline.
5. Partnership receives training, technical support and coaching support offered to partnership site and examines trends in progress and action
6. Partners meet by agreed upon deadline and to determine if evidence to support positive growth exists at a level acceptable to continue funding
7. COMPASS Executive Committee is offered an update regarding partnership's efforts to make positive growth and the results of the effort
8. COMPASS Council receives information regarding challenges, receives recommendation from COMPASS Executive Committee regarding how to proceed with funding and staff support of partnership
9. COMPASS Council members make decision regarding funding and staff support
10. Partnership receives communication and updated timeline regarding expectations for continued growth, funding and staff support or receives information regarding plans to dissolve partnership

Appendix E

Community School Budget and Funding Sources School Year 2013-2014						
School Name		District				
Lead Partner Organization		Phone				
Fiscal Contact Name		Email				
COLLABORATIVE PROGRAM/FUNDING PARTNERS						
ITEM	BUDGET/ IN KIND VALUE	LEAD PARTNER	SCHOOL DISTRICT	Community Partners for Student Success	UNITED WAY	TOTAL
1. STAFF						
Community School Coordinator						
Salary						
Benefits						
Travel						
Training						
2. STRATEGIES/PROGRAMS						
3. ADMINISTRATION/ OTHER EXPENSES						
BUDGET TOTAL						
4. IN KIND SUPPORT (Specify)						
IN KIND TOTAL						

MEMORANDUM OF AGREEMENT

This agreement is made between United Way of the Greater Lehigh Valley/COMPASS located in Allentown, Pennsylvania, hereinafter referred to as the CONTRACTOR, and Bethlehem Area School District located in Bethlehem, Pennsylvania, hereinafter referred to as SUBCONTRACTOR A and Communities In Schools of the Lehigh Valley located in Allentown, Pennsylvania, hereinafter referred to as SUBCONTRACTOR B for the purposes of providing services as related to Lincoln Elementary, a COMPASS Community School with United Way of the Greater Lehigh Valley. Details of the agreement are as follows:

1. PURPOSE OF THE AGREEMENT

Services to be provided by the CONTRACTOR, SUBCONTRACTOR A and SUBCONTRACTOR B as outlined in Appendix A. The CONTRACTOR, SUBCONTRACTOR A and SUBCONTRACTOR B assures that it will comply with all guidelines required in Appendix A for provision of the above services.

2. TERM

Period of the contract will be from 7/1/2013 to 6/30/2014.

3. BUDGET & PAYMENT

The amount of the contract is \$60,000 as outlined in Appendix B. The contract is funded by CONTRACTOR. The SUBCONTRACTOR B will be paid on the first of each of 12 months in the amount of \$5,000 upon receipt of the signed contract. The SUBCONTRACTOR B agrees to spend funds according to the approved budget as outlined in Appendix B.

Should the SUBCONTRACTOR B need a program and/or budget revision, the CONTRACTOR must receive a written request that includes a detailed budget and justification for the changes. CONTRACTOR must approve program changes and/or budget revisions prior to SUBCONTRACTOR B making any changes.

This agreement is subject to the availability of United Way and other Grant funding. Unavailability of these funds shall automatically terminate this agreement and render it void without liability to the CONTRACTOR.

4. REPORTING

The SUBCONTRACTOR A and SUBCONTRACTOR B must submit the following reports:

<u>Report</u>	<u>Period Covered</u>	<u>Due Date</u>
Projected Budget for fiscal year	2013-2014 school year	30 days of 1 st payment
Result Based Plan	2013-2014 school year	10-31-13
Comprehensive Annual Report	2013-2014 school year	7-31-14
Actual year Expenditures (Appendix C)	2013-2014 fiscal year	7-31-14

5. INDEMNITY TO CONTRACTOR

The SUBCONTRACTORS A & B agrees to indemnify, defend and hold harmless the CONTRACTOR (its officers, agents, and employees) from any and all loss, claim, cost of damage, including reasonable counsel fees, resulting from any:

- a. Breach of this Agreement by Subcontractor;
- b. Professional error or omission by the SUBCONTRACTORS A and/or B or by its employees, agents, or contacts;
- c. General public liability and malpractice claims arising in connecting with the business or activities of the SUBCONTRACTORS A and/or B in performance of this Agreement.

6. CONFIDENTIALITY

The CONTRACTOR, SUBCONTRACTORS A and B are responsible for assuring the confidentiality of all records with which they come into contact.

7. TERMINATION OR CANCELLATION

If, through any cause, the SUBCONTRACTORS A and/or B fails to fulfill in a timely or proper manner its obligations under this contract, or if the SUBCONTRACTORS A and/or B violates any of the terms of this contract, the CONTRACTOR may terminate the contract immediately upon notification of the SUBCONTRACTOR A and B, and the SUBCONTRACTOR B agrees to return to the CONTRACTOR any unspent funds immediately. In addition, either party to this agreement shall have the right to terminate this agreement subject to a 15-day written notice by either party at any time.

We have affixed our signatures below in acceptance of this agreement.

Dr. Joseph Roy Date
Superintendent
Bethlehem Area School District

Dr. Jack Silva Date
Assistant Superintendent
Bethlehem Area School District

Tim Mulligan Date
Executive Director
Communities In Schools of the Lehigh Valley

Marci Ronald Date
Vice President, Community Impact
United Way of the Greater Lehigh Valley

Debra Klocek Date
Vice President, Finance
United Way of the Greater Lehigh Valley

Appendix A

Nature of the Community School Partnership, Guiding Principles under which all parties herein will operate and an Outline of the Services to be Provided through this contract.

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

The Community School Model is designed to transform a public school into the hub of the community through the use of a *coordinated effort* to *integrate* and *align* comprehensive *academic, social and health* programs and services around a *common vision for serving students, families and community members*. The ability to respond to the needs of students, families and community members in a *results-focused* manner is possible due to the partnerships forged with community based organizations, local nonprofits, institutions of higher education, other public or private entities and the School District. This contract shall serve to support the creation of a Full Service Community School at **Lincoln Elementary** through the primary role of a Community School Coordinator who shall serve to maximize a partnership model through which we can collectively assess the strengths and gaps of existing programs and services at Lincoln Elementary, explore the most effective means to strengthen connections between identified and new partners and to develop and act upon strategies for *implementing the six conditions for learning* with a focus on gaining results for students, families, staff and community.

Community School Conditions for Learning

Early Childhood Development

- High quality programs
- Academic linkages to Kindergarten
- Parent transitioning to Kindergarten

Quality Education

- Strong leadership/clear vision
- Competent and prepared teachers
- Rich and challenging curriculum
- Effective instruction
- High standards and expectation for students
- Small schools
- Small classes

Positive Youth Development and Motivation to Learn

- Opportunities for active and concrete learning
- After-school enrichment programs that enhance (vs. replicate) classroom work
- Use of community as a living textbook for learning
- Intentional opportunities for all youth to build developmental assets
- Effective supports for reshaping problematic behaviors

Basic Physical, Mental, and Emotional Needs of Students and Families Met

- Connections to accessible and affordable physical health, mental health, and substance abuse assessments and interventions
- Nutrition education and modeling via lunches, snacks, etc.

- Opportunities/supports for physical exercise
- Mutual Respect and Effective Collaboration among Parents, Families, School Staff*
- Welcoming/inviting school environment and practices
 - Multiple avenues for parent/family engagement (re: child's education and school improvement)
 - Intentional emphasis on student and family strengths
 - High attention to cultural, socioeconomic, and other family-specific characteristics/experiences
 - Frequent, relevant, and user-friendly communications
 - Regularly sought parent input/feedback re: school environment, programs, practices, etc.

Safe, Supportive, and Respectful School Environment

- Intentional focus on building and reinforcing caring relationships (student to student, student to educator, educator to educator . . .)
- Engagement of community advocates to help create safer, more positive school environment
- Attention to actual condition of school buildings in terms of image, safety, positive learning

Services provided by UWGLV/COMPASS/CONTRACTOR

- ❑ Training and technical assistance as mutually agreed by CONTRACTOR, SUBCONTRACTOR A and SUBCONTRACTOR B, including at a minimum the following at no additional cost to the partnership:
 - Community School Model orientation for any individual new to the team at Lincoln, identified as integral to the operation and implementation of the CS model, this would include any other BASD staff hired at Lincoln as well as any Community Fellows assigned to work at Lincoln through other partner entities.
 - On-going training and technical assistance opportunities with leaders knowledgeable about the Community School Model, as deemed necessary and appropriate.
 - On-going connection to "best practice" strategies used by experts in the field through webinars, open forums, conferences and the technical support provided by COMPASS.
 - Quarterly, on/off site, individual coaching and support from COMPASS for the Community School Coordinator and any assigned BASD staff or Community Fellows key to the successful implementation of the model.
 - Monthly, on-site core group coaching and support from COMPASS.
 - On-going assessment of training and technical assistance needs for CSC, BASD and CISLV.
 - Monthly group training for the Community School Coordinator/Community Fellow(s)/21st CCLC staff in areas that will strengthen the implementation of the Community School Model.
 - Facilitated peer to peer consultations regarding local best practices and supports.
 - In partnership with CISLV and BASD, UWGLV will seek additional revenue to support the implementation of the Community School Model at Lincoln Elementary.
 - Assistance with application for collaborative grants based on the needs of BASD and CISLV.
 - Training in Community TechKnowledge (CTK) database to facilitate easy input of relevant data into the UWGLV reporting system.

- Training in the use of data software system (Results Scorecard or similar program) in the event that such a software program is purchased to display COMPASS data resulting from work taking place at Lincoln .
- ❑ Will schedule, coordinate, and market COMPASS Community School visits for the purpose of engaging potential funders and key stakeholders to provide support on behalf of the COMPASS Community School initiative in the BASD.
- ❑ Recognize SUBCONTRACTOR A and B to have autonomy in determining its own policies within the scope and spirit of this agreement and be committed to openly addressing any foreseeable conflicts as a result of the independent determination of a policy related to this particular school site.
- ❑ Inform donors and the community of the needs, priorities, and changing conditions of Lincoln, BASD and the community at large and the ways in which support of UWGLV/COMPASS' partner agency programs/services can address these needs.
- ❑ Offer assistance with seeking and garnering additional funding with regard to implementation of the Community School Model as requested and when possible. In the event that UWGLV is not able to assist CISLV or BASD in pursuit of additional funding for reasons of timeline and/or limited organizational resources, UWGLV will inform CISLV and BASD as soon as the inability to assist is recognized by UWGLV. UWGLV will make a good faith effort to offer support to CISLV and/or BASD by directing them to other options available for assistance with funding opportunities.
- ❑ UWGLV/COMPASS will notify BASD in writing within 30 days of a Community School Coordinator or Secondary position leaving employment at Lincoln Elementary so as to have the email account associated with that individual properly disabled by District Administration.
- ❑ UWGLV/COMPASS reserves the right to place conditions on this Community School Partnership that could affect present and future funding if, as the partnership is assessed, it fails to maintain a stable and/or forward moving progression of growth. The process for placing and removing conditions on such a partnership for said reasons is attached in **Appendix D**.

***Services provided by SUBCONTRACTOR A – Bethlehem Area School District
Lincoln Elementary***

The Principal of Lincoln Elementary will effectively support the implementation of the Community School Model and holds the final authority to approve implementation of programs, services, or strategies related to the Community School partnership and shall be consulted for final decision-making on all aspects of the partnership

- ❑ In-kind support through Administrative level participation at Leadership Team meetings/planning sessions, and active collaboration with CISLV and UWGLV/COMPASS in implementing the Community School Model at Lincoln Elementary .
- ❑ Recognize Communities In Schools of the Lehigh Valley as a Lead Community Partner that serves as fiscal agent for BASD at Lincoln Elementary.

- ❑ Provide on-going training and support opportunities for Community School Coordinator and Secondary position/s to ensure professional development. This includes:
 - Orientation to Bethlehem Area School District Vision, Mission and Goals, including the Standards Aligned Systems, Resiliency Framework and other important connecting work such as Promise Neighborhood, 21st CCLC, Roadmap to Educational Excellence, Leader in Me, etc.
 - Orientation to all relevant BASD database systems and reporting mechanisms
 - Ongoing orientation to all new facets of curriculum that impact CSC's work
 - Inclusion in all site level faculty meetings, IST meetings and other relevant staff meetings
 - Inclusion in role-alike meetings within the District related to 21st CCLC or similar positions
- ❑ Positive leadership by the school Principal to promote the Community School Model in the building and the community and thereby strengthen relationships with internal stakeholders; district administration, faculty and students as well as external stakeholders; program providers, community leaders and local government officials as well as among the Community School Leadership Team and including the Community School Coordinator.
- ❑ Recognition of role of Community School Coordinator as a leader and key partner in the school. This can be demonstrated through various measures, including but not limited to:
 - Clearly designated space for CSC to work (with as close proximity to the Principal's office as available)
 - Allowance for CSC to research potential program needs/desires among teachers, students, families and community members as part of the expected work
 - Openness to discuss new ideas for programming, academic structure, etc. that are initiated by the Community School Coordinator
 - Inclusion in all relevant BASD staff meetings, grade level, IST meetings, Child Study, etc.
 - Participation in development and review of school goals/improvement plan
 - Participation in and support of the CSC as the facilitator of the site-based Leadership Team.
- ❑ Agreement to permit and participate in at least two (2) Community School tours/site visits per year
- ❑ Will utilize site visits by public officials to share the Community School model and philosophy so that a greater understanding of and support for the CS model is grasped by community stakeholders. Will inform and/or involve CISLV and UWGLV/COMPASS to the degree possible in all stated site visits of this nature.
- ❑ Agreement that the Community School Coordinator will follow the BASD academic calendar for non-instructional staff related to inclement weather and will refer to CISLV's attendance policy on all other days in coordination with the Executive Director.
- ❑ Agreement to allow COMPASS to be part of the beginning of year Open House or Orientation either by way of Community School Coordinator, or UWGLV/COMPASS staff directly.

- ❑ Agreement to seek opportunities to include COMPASS in at least one presentation to the BASD Board of Directors per year, in collaboration with principals, key district staff members and CISLV staff regarding implementation of the Community School model.
- ❑ Agreement to participate in at least one presentation a year to key constituents, including the COMPASS Council, Community Impact Council, Coalition for Community Schools partners, or others.
- ❑ Any results-focused plan for the Community School partnership shall be directly linked to the vision and academic plan designed by the Principal of Lincoln Elementary. Any additional plan shall be designed in collaboration with the Principal and staff of Lincoln Elementary.
- ❑ BASD Administration agrees to provide the identified data sought for the completion of the Annual School Data report directly to the UWGLV and indirectly through its data sharing with the Community School Coordinator for evaluation and reporting purposes.
- ❑ Participate in ongoing and annual performance review of Community School Coordinator. This could require BASD staff to “sit-in” on the evaluation and offer verbal feedback, meet with CISLV and UWGLV prior to the evaluation to discuss strengths and areas that need improvement, complete a questionnaire related to CSC performance.
- ❑ Dedicated office space, desk, adequate computer, phone, and related supports for the Community School Coordinator.
- ❑ Individual BASD email address for the Community School Coordinator to support implementation of the Community School model.
- ❑ Support for the Leadership Team to communicate with each other, parents, and community (email, newsletters, and district-wide announcements).
- ❑ Access to facility and facility usage for programs and services directly related to the implementation of the Community School Model at Lincoln.
- ❑ Permission to create and shape new content related to Lincoln Elementary being a COMPASS Community School for inclusion on the School website and/or the BASD website with links to both CISLV and UWGLV/COMPASS sites as well as other important partners.
- ❑ Custodial/Security support for use of building in non-contracted custodial/security hours available when expenses are covered by an entity other than BASD unless arrangements are made through the principal of Lincoln Elementary.
- ❑ Release time for principals, faculty and staff to participate in training and regular meetings, as appropriate and when expenses are covered by an entity other than BASD unless arrangements are made through the principal of Lincoln Elementary.
- ❑ Active involvement in promoting Community School initiative: assessing needs and progress of school and community, participating in resource development designed to improve the Community School Conditions for Learning.

- ❑ Agreement to administer the School Community Network “Schools Capacity for Community School Partnership” survey or similar tool, to the degree appropriate to all Administrators/Staff at Lincoln 2x during 2013-2014. The survey is to be crafted as an electronic tool by COMPASS/UWGLV and administered through BASD leadership with all results provided anonymously to COMPASS/UWGLV for review and analysis. (Attached as Appendix F). Such an analysis and review will then be shared with BASD Administration by COMPASS/UWGLV.

Services provided by SUBCONTRACTOR B – Communities In Schools of the Lehigh Valley

- ❑ Employment of Community School Coordinator and any relevant Secondary position/s with benefits package, as appropriate.
- ❑ Regular informal supervision and monthly formal supervision with Community School Coordinator
- ❑ Provide on-going training and support opportunities for Community School Coordinator and/or Secondary position(s) to ensure professional development. This includes:
 - Proficiency in basic computer applications such as Microsoft Word and Excel.
 - Knowledge of CISLV mission, vision, policies, etc.
 - Primary understanding of Pennsylvania’s Public Education System.
 - Professional communication skills; verbal, written, otherwise.
 - Sense of individual accountability to multiple entities.
 - Effective time management skills and prioritization of multiple tasks.
 - Ability to lead and negotiate within groups of varied interests.
 - Competency in all other skills essential to a professional workplace.
 - Ability to supervise secondary position/s hired through CISLV for the implementation of the CS model at Lincoln.
- ❑ In collaboration with the Principal of Lincoln Elementary and the United Way, CISLV will conduct ongoing formative evaluation and a yearly summative evaluation of the performance of the Community School Coordinator and any secondary positions.
- ❑ Participate in bi-annual Lead Partner supervisor/CSC meetings, quarterly role-alike groups, Lead Partner/Principal meetings as necessary and other trainings sponsored by the UWGLV geared toward the evaluation and strengthening of the partnership.
- ❑ Act as fiscal agent for United Way campaign dollars received on behalf of Lincoln Elementary.
- ❑ In-kind resources of programs and services to support the implementation of the Community School initiative in the BASD.

The Community School Coordinator under the given role and responsibilities, shall act as a “school official” of the BASD for the purposes of data access and collection. Under current FERPA regulations, this allows the CSC to regularly access the BASD database and view student records due to having “legitimate educational interest.” Further details are outlined in Appendix C.

Consistent with all state and federal confidentiality laws, UWGLV/COMPASS, BASD, and CISLV agree to maintain the confidentiality of all student and family information with which they come into contact

- ❑ Review/revise the job description and performance evaluation of the Community School Coordinator and any secondary positions as needed to best meet current responsibilities and priorities of the Community School Initiative. This should be conducted each year by CISLV in collaboration with BASD and UWGLV/COMPASS.
- ❑ Active participation on site-based Leadership Team.
- ❑ Active involvement in promoting Community School model: assessing needs and progress of school and community using agreed upon standardized forms, participating in resource development.
- ❑ Agreement to permit and participate in at least two Community School tours/visits per year.
- ❑ Agreement to participate in at least one presentation a year to key constituents, including the COMPASS Council, Community Impact Council, Coalition for Community Schools partners, or others.
- ❑ Agreement to administer the School Community Network "Organizational Capacity for Community School Partnerships" survey or similar tool to the degree appropriate within CISLV, including Board of Directors, Administration and other employees 2 x in 2013-2014. The survey is to be crafted as an electronic tool by COMPASS/UWGLV and administered through CISLV leadership with all results provided anonymously to COMPASS/UWGLV for review and analysis. (Attached as Appendix G) Such review and analysis will then be shared with CISLV Administration by COMPASS/UWGLV.

Appendix B

Budget

United Way of the Greater Lehigh Valley/COMPASS

An investment total of \$60,000 for fiscal year 2012-2013 to support a Full Time Community School Coordinator position and Part Time Secondary Position as stated below.

- ❑ Community School Coordinator- \$35,000 full time, 40 hours, 12 month position
- ❑ Secondary Position - \$25,000 part-time, 3-4 hours a day, 4 days a week for 10-12 months as stated below.

One Hundred percent (100%) of the investment is to be used to support the salary of the CSC and Secondary Position.

An estimate of financial support from UWGLV follows:

July 1, 2012 – June 30, 2013 \$60,000
July 1, 2013 – June 30, 2014 \$60,000

Community investment awards are contingent upon availability of funding; annual notification will inform you of your partnership investment award for a given fiscal year. Payment to your organization is on a monthly basis, in equal distributions, with the first payment on July 1, 2012. This support is separate from any other donor-designated gifts your organization might receive through UWGLV or any other United Way.

In the event of a delay in the approval of this contract, the first actual monthly payment will include all previously scheduled but unpaid payments.

Bethlehem Area School District

Financial support of \$4,200 to be in the school budget and available to support the implementation of the Community School Model at Lincoln Elementary School.

Appendix C

Reports/Data Sharing/Collection

Consistent with all state and federal confidentiality laws, BASD and CISLV agree to provide to UWGLV/COMPASS all data needed to assess results of Community School model implementation in the Bethlehem Area School District at Lincoln Elementary. Additionally, BASD agrees to provide the CSC with direct access to the BASD database for the purposes of reviewing student data and appropriately aligning available programs, services and strategies to best meet the needs of students and families. This access will be granted through the assignment of a unique username and password to the CSC. BASD agrees to provide to UWGLV, CISLV and the CSC orientation to data collection systems.

Data Access, Collection and Reports, Partnership Evaluation and Results Based Accountability

In order to evaluate United Way investments, the United Way and COMPASS will report on key, research-based indicators that are essential for measuring academic success. The School District is a key partner in the ability to demonstrate results and must therefore provide an initial orientation to its data collection system and capability as well as evaluative data as necessary and appropriate and in accordance with district policies and all applicable state and federal laws, including HIPAA and FERPA, throughout the course of the year:

COMPASS/United Way of the Greater Lehigh Valley requires that in the context of the Community School model and this partnership and for the purposes of this agreement the Community School Coordinator is deemed a "school official" for purposes of accessing students records and reviewing and working with data that is individually identifiable. This provision is made available under the ***The Family Educational Rights and Privacy Act (FERPA)*** wherein it states:

(a) An educational agency or institution may disclose personally identifiable information from an education record of a student without the consent required by §99.30 if the disclosure meets one or more of the following conditions:

(1)(i)(A) The disclosure is to other ***school officials***, including teachers, within the agency or institution whom the agency or institution has determined to have ***legitimate educational interests***.

(B) A contractor, consultant, volunteer, or ***other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official*** under this paragraph provided that the outside party—

(1) ***Performs an institutional service or function for which the agency or institution would otherwise use employees;***

(2) ***Is under the direct control of the agency or institution with respect to the use and maintenance of education records; and***

(3) ***Is subject to the requirements of §99.33(a) governing the use and redisclosure of personally identifiable information from education records.***

(ii) An educational agency or institution must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. An educational agency or institution that does not use physical or technological access controls must ensure that its administrative policy for controlling access to education records is effective and that it remains in compliance with the legitimate educational interest requirement in paragraph (a)(1)(i)(A) of this section.

While a Community School Coordinator is herein considered a "School Official" as described above, UWGLV/COMPASS maintains the belief that in order to maximize the highest degree of compliance with all district, local, state and federal confidentiality laws and regulations the following should be maintained at the discretion of the district:

- Community School Coordinator shall sign off on any and all Confidentiality waivers, intended or acceptable use policies, etc. as indicated by BASD.
- Community School Coordinator shall be granted Administrator access in a "Read Only" format
- BASD establishes the parameters under which CSC can request/generate reports related to the data and information available in the database system and for what purposes other than that which is stated herein it can be used.
- Community School Coordinator shall be assigned a unique username and password in order to access the BASD Database.

It should also be understood that

- Regular access to student/school data by the Community School Coordinator allows for maximum efficiency when creating or coordinating programs and services around a particular identified need.
- The ongoing collection and review of data assists the Community School Coordinator to modify strategies mid-stream so that programs and services match changes in need.
- The ability to directly access data also helps the CSC ensure the quality of the programming and services meets expectations.
- The ability to directly access data allows the CSC to demonstrate impact as well as existing areas of need to stakeholders who may be interested in understanding how resources need to maintain or shift to have greatest impact.
- Non-individually identifiable data may be shared with the UWGLV/COMPASS, Community School Leadership Team members, COMPASS Council members and the community

The Community School Coordinator at LINCOLN will be responsible to submit

- A **Results-Based Plan** that outlines Lincoln Elementary School's top 2-4 priorities for the next 1-3 years and provide a snapshot of the top 5-6 key strategies intended to be implemented over the course of the next year to meet each of the priority goals. It will also outline the desired outcomes as well as the measurement tool for each strategy. This plan will be reviewed by UWGLV/COMPASS upon submission which is to be **no later than October 31, 2013** and will be evaluated collectively at the **June 2014 CSCD training session**. The evaluation will be used to determine what strategies appeared to be most feasible and effective at particular sites as well as to establish if there is a possibility for replication across the initiative. The highlights of success and lessons learned will be recorded in the Annual report due on July 31, 2014.

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- CISLV must submit an **Expenditures report** at the end of the fiscal year as part of the annual reporting process as an account of other funding and leverage dollars that were utilized to enhance and support the Community School work at Lincoln Elementary .
- CISLV must submit a site based **Comprehensive Annual Report** by July 31, 2014 related to the Community School at Lincoln Elementary. This report is to be entered in the online database CTK by the Community School Coordinator. Information submitted for this report will include:
 - Demographic data
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 - Partnership data, including types and depths of partnerships created
 - Free and reduced lunch rates, etc.

And will provide a snapshot of quantity, quality and impact that has taken place over the year at LINCOLN through the provision and coordination of various programs and services. This annual report allows UWGLV/COMPASS to assess the progress and stage of development at this particular COMPASS site and compare it to the balance of sites across the initiative.

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1. Partnership site identified as experiencing significant challenges for a significant period of time
2. COMPASS Executive Committee informed of challenges and a plan to consider conditions for continued partnership are discussed
3. All partners called together to discuss challenges and identify key areas for growth and change in order for partnership/funding to continue
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8. COMPASS Council receives information regarding challenges, receives recommendation from COMPASS Executive Committee regarding how to proceed with funding and staff support of partnership
9. COMPASS Council members make decision regarding funding and staff support
10. Partnership receives communication and updated timeline regarding expectations for continued growth, funding and staff support or receives information regarding plans to dissolve partnership

Appendix E

Community School Budget and Funding Sources School Year 2013-2014						
School Name		District				
Lead Partner Organization		Phone				
Fiscal Contact Name		Email				
COLLABORATIVE PROGRAM/FUNDING PARTNERS						
ITEM	BUDGET/ IN KIND VALUE	LEAD PARTNER	SCHOOL DISTRICT	Community Partners for Student Success	UNITED WAY	TOTAL
1. STAFF						
Community School Coordinator						
Salary						
Benefits						
Travel						
Training						
2. STRATEGIES/PROGRAMS						
3. ADMINISTRATION/ OTHER EXPENSES						
BUDGET TOTAL						
4. IN KIND SUPPORT (Specify)						
IN KIND TOTAL						

MEMORANDUM OF AGREEMENT

This agreement is made between United Way of the Greater Lehigh Valley/COMPASS located in Allentown, Pennsylvania, hereinafter referred to as the CONTRACTOR, and Bethlehem Area School District located in Bethlehem, Pennsylvania, hereinafter referred to as SUBCONTRACTOR A and Communities In Schools of the Lehigh Valley located in Allentown, Pennsylvania, hereinafter referred to as SUBCONTRACTOR B for the purposes of providing services as related to Calypso Elementary, a COMPASS Community School with United Way of the Greater Lehigh Valley. Details of the agreement are as follows:

1. PURPOSE OF THE AGREEMENT

Services to be provided by the CONTRACTOR, SUBCONTRACTOR A and SUBCONTRACTOR B as outlined in Appendix A. The CONTRACTOR, SUBCONTRACTOR A and SUBCONTRACTOR B assures that it will comply with all guidelines required in Appendix A for provision of the above services.

2. TERM

Period of the contract will be from 7/1/2013 to 6/30/2014.

3. BUDGET & PAYMENT

The amount of the contract is \$34,500 as outlined in Appendix B. The contract is funded by CONTRACTOR. The SUBCONTRACTOR B will be paid on the first of each of 12 months in the amount of \$2,875 upon receipt of the signed contract. The SUBCONTRACTOR B agrees to spend funds according to the approved budget as outlined in Appendix B.

Should the SUBCONTRACTOR B need a program and/or budget revision, the CONTRACTOR must receive a written request that includes a detailed budget and justification for the changes. CONTRACTOR must approve program changes and/or budget revisions prior to SUBCONTRACTOR B making any changes.

This agreement is subject to the availability of United Way and other Grant funding. Unavailability of these funds shall automatically terminate this agreement and render it void without liability to the CONTRACTOR.

4. REPORTING

The SUBCONTRACTOR A and SUBCONTRACTOR B must submit the following reports:

<u>Report</u>	<u>Period Covered</u>	<u>Due Date</u>
Projected Budget for fiscal year	2013-2014 school year	30 days of 1 st payment
Result Based Plan	2013-2014 school year	10-31-13
Comprehensive Annual Report	2013-2014 school year	7-31-14
Actual year Expenditures (Appendix C)	2013-2014 fiscal year	7-31-14

*Collection and input/submission/report of standard indicator data points will be an ongoing process for CSCDs in 2013-2014 through this partnership for purposes of continuous improvement and accountability of investments.

5. INDEMNITY TO CONTRACTOR

The SUBCONTRACTORS A & B agrees to indemnify, defend and hold harmless the CONTRACTOR (its officers, agents, and employees) from any and all loss, claim, cost of damage, including reasonable counsel fees, resulting from any:

- a. Breach of this Agreement by Subcontractor;
- b. Professional error or omission by the SUBCONTRACTORS A and/or B or by its employees, agents, or contacts;
- c. General public liability and malpractice claims arising in connecting with the business or activities of the SUBCONTRACTORS A and/or B in performance of this Agreement.

6. CONFIDENTIALITY

The CONTRACTOR, SUBCONTRACTORS A and B are responsible for assuring the confidentiality of all records with which they come into contact.

7. TERMINATION OR CANCELLATION

If, through any cause, the SUBCONTRACTORS A and/or B fails to fulfill in a timely or proper manner its obligations under this contract, or if the SUBCONTRACTORS A and/or B violates any of the terms of this contract, the CONTRACTOR may terminate the contract immediately upon notification of the SUBCONTRACTOR A and B, and the SUBCONTRACTOR B agrees to return to the CONTRACTOR any unspent funds immediately. In addition, either party to this agreement shall have the right to terminate this agreement subject to a 15-day written notice by either party at any time.

We have affixed our signatures below in acceptance of this agreement.

Dr. Joseph Roy	Date
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Superintendent
Bethlehem Area School District

Dr. Jack Silva	Date
----------------	------

Assistant Superintendent
Bethlehem Area School District

Tim Mulligan	Date
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Executive Director
Communities In Schools of the Lehigh Valley

Marci Ronald	Date
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Vice President, Community Impact
United Way of the Greater Lehigh Valley

Debra Klocek	Date
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Vice President, Finance
United Way of the Greater Lehigh Valley

Appendix A

Nature of the Community School Partnership, Guiding Principles under which all parties herein will operate and an Outline of the Services to be Provided through this contract.

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

The Community School Model is designed to transform a public school into the hub of the community through the use of a *coordinated* effort to *integrate* and *align* comprehensive *academic, social and health* programs and services around a *common vision for serving students, families and community members*. The ability to respond to the needs of students, families and community members in a *results-focused* manner is possible due to the partnerships forged with community based organizations, local nonprofits, institutions of higher education, other public or private entities and the School District. This contract shall serve to support the creation of a Full Service Community School at **Calypso Elementary** through the primary role of a Community School Coordinator who shall serve to maximize a partnership model through which we can collectively assess the strengths and gaps of existing programs and services at Calypso Elementary, explore the most effective means to strengthen connections between identified and new partners and to develop and act upon strategies for *implementing the six conditions for learning* with a focus on gaining results for students, families, staff and community.

Community School Conditions for Learning

Early Childhood Development

- High quality programs
- Academic linkages to Kindergarten
- Parent transitioning to Kindergarten

Quality Education

- Strong leadership/clear vision
- Competent and prepared teachers
- Rich and challenging curriculum
- Effective instruction
- High standards and expectation for students
- Small schools
- Small classes

Positive Youth Development and Motivation to Learn

- Opportunities for active and concrete learning
- After-school enrichment programs that enhance (vs. replicate) classroom work
- Use of community as a living textbook for learning
- Intentional opportunities for all youth to build developmental assets
- Effective supports for reshaping problematic behaviors

Basic Physical, Mental, and Emotional Needs of Students and Families Met

- Connections to accessible and affordable physical health, mental health, and substance abuse assessments and interventions
- Nutrition education and modeling via lunches, snacks, etc.

- Opportunities/supports for physical exercise

Mutual Respect and Effective Collaboration among Parents, Families, School Staff

- Welcoming/inviting school environment and practices
- Multiple avenues for parent/family engagement (re: child's education and school improvement)
- Intentional emphasis on student and family strengths
- High attention to cultural, socioeconomic, and other family-specific characteristics/experiences
- Frequent, relevant, and user-friendly communications
- Regularly sought parent input/feedback re: school environment, programs, practices, etc.

Safe, Supportive, and Respectful School Environment

- Intentional focus on building and reinforcing caring relationships (student to student, student to educator, educator to educator . . .)
- Engagement of community advocates to help create safer, more positive school environment
- Attention to actual condition of school buildings in terms of image, safety, positive learning

Services provided by UWGLV/COMPASS/CONTRACTOR

- ❑ Training and technical assistance as mutually agreed by CONTRACTOR, SUBCONTRACTOR A and SUBCONTRACTOR B, including at a minimum the following at no additional cost to the partnership:
 - Community School Model orientation for any individual new to the team at Calypso, identified as integral to the operation and implementation of the CS model, this would include any other BASD staff hired at Calypso as well as any Community Fellows assigned to work at Calypso through other partner entities.
 - On-going training and technical assistance opportunities with leaders knowledgeable about the Community School Model, as deemed necessary and appropriate.
 - On-going connection to “best practice” strategies used by experts in the field through webinars, open forums, conferences and the technical support provided by COMPASS.
 - Quarterly, on/off site, individual coaching and support from COMPASS for the Community School Coordinator and any assigned BASD staff or Community Fellows key to the successful implementation of the model.
 - Monthly, on-site core group coaching and support from COMPASS.
 - On-going assessment of training and technical assistance needs for CSC, BASD and CISLV.
 - Monthly group training for the Community School Coordinator/Community Fellow(s)/21st CCLC staff in areas that will strengthen the implementation of the Community School Model.
 - Facilitated peer to peer consultations regarding local best practices and supports.
 - In partnership with CISLV and BASD, UWGLV will seek additional revenue to support the implementation of the Community School Model at Calypso Elementary.
 - Assistance with application for collaborative grants based on the needs of BASD and CISLV.

- Training in Community TechKnowledge (CTK) database to facilitate easy input of relevant data into the UWGLV reporting system.
 - Training in the use of data software system (Results Scorecard or similar program) in the event that such a software program is purchased to display COMPASS data resulting from work taking place at Calypso .
- ❑ Will schedule, coordinate, and market COMPASS Community School visits for the purpose of engaging potential funders and key stakeholders to provide support on behalf of the COMPASS Community School initiative in the BASD.
- ❑ Recognize SUBCONTRACTOR A and B to have autonomy in determining its own policies within the scope and spirit of this agreement and be committed to openly addressing any foreseeable conflicts as a result of the independent determination of a policy related to this particular school site.
- ❑ Inform donors and the community of the needs, priorities, and changing conditions of Calypso, BASD and the community at large and the ways in which support of UWGLV/COMPASS' partner agency programs/services can address these needs.
- ❑ Offer assistance with seeking and garnering additional funding with regard to implementation of the Community School Model as requested and when possible. In the event that UWGLV is not able to assist CISLV or BASD in pursuit of additional funding for reasons of timeline and/or limited organizational resources, UWGLV will inform CISLV and BASD as soon as the inability to assist is recognized by UWGLV. UWGLV will make a good faith effort to offer support to CISLV and/or BASD by directing them to other options available for assistance with funding opportunities.
- ❑ UWGLV/COMPASS will notify BASD in writing within 30 days of a Community School Coordinator or Secondary position leaving employment at Calypso Elementary so as to have the email account associated with that individual properly disabled by District Administration.
- ❑ UWGLV/COMPASS reserves the right to place conditions on this Community School Partnership that could affect present and future funding if, as the partnership is assessed, it fails to maintain a stable and/or forward moving progression of growth. The process for placing and removing conditions on such a partnership for said reasons is attached in **Appendix D**.

***Services provided by SUBCONTRACTOR A – Bethlehem Area School District
Calypso Elementary***

The Principal of Calypso Elementary will effectively support the implementation of the Community School Model and holds the final authority to approve implementation of programs, services, or strategies related to the Community School partnership and shall be consulted for final decision-making on all aspects of the partnership

- ❑ In-kind support through Administrative level participation at Leadership Team meetings/planning sessions, and active collaboration with CISLV and UWGLV/COMPASS in implementing the Community School Model at Calypso Elementary .

- ❑ Recognize Communities In Schools of the Lehigh Valley as a Lead Community Partner that serves as fiscal agent for BASD at Calypso Elementary.
- ❑ Provide on-going training and support opportunities for Community School Coordinator and Secondary position/s to ensure professional development. This includes:
 - Orientation to Bethlehem Area School District Vision, Mission and Goals, including the Standards Aligned Systems, Resiliency Framework and other important connecting work such as Promise Neighborhood, 21st CCLC, Roadmap to Educational Excellence, etc.
 - Orientation to all relevant BASD database systems and reporting mechanisms
 - Ongoing orientation to all new facets of curriculum that impact CSC's work
 - Inclusion in all site level faculty meetings, IST meetings and other relevant staff meetings
 - Inclusion in role-alike meetings within the District related to 21st CCLC or similar positions
- ❑ Positive leadership by the school Principal to promote the Community School Model in the building and the community and thereby strengthen relationships with internal stakeholders; district administration, faculty and students as well as external stakeholders; program providers, community leaders and local government officials as well as among the Community School Leadership Team and including the Community School Coordinator.
- ❑ Recognition of role of Community School Coordinator as a leader and key partner in the school. This can be demonstrated through various measures, including but not limited to:
 - Clearly designated space for CSC to work (with as close proximity to the Principal's office as available)
 - Allowance for CSC to research potential program needs/desires among teachers, students, families and community members as part of the expected work
 - Openness to discuss new ideas for programming, academic structure, etc. that are initiated by the Community School Coordinator
 - Inclusion in all relevant BASD staff meetings, grade level, IST meetings, Child Study, etc.
 - Participation in development and review of school goals/improvement plan
 - Participation in and support of the CSC as the facilitator of the site-based Leadership Team.
- ❑ Agreement to permit and participate in at least two (2) Community School tours/site visits per year
- ❑ Will utilize site visits by public officials to share the Community School model and philosophy so that a greater understanding of and support for the CS model is grasped by community stakeholders. Will inform and/or involve CISLV and UWGLV/COMPASS to the degree possible in all stated site visits of this nature.
- ❑ Agreement that the Community School Coordinator will follow the BASD academic calendar for non-instructional staff related to inclement weather and will refer to CISLV's attendance policy on all other days in coordination with the Executive Director.

- ❑ Agreement to allow COMPASS to be part of the beginning of year Open House or Orientation either by way of Community School Coordinator, or UWGLV/COMPASS staff directly.
- ❑ Agreement to seek opportunities to include COMPASS in at least one presentation to the BASD Board of Directors per year, in collaboration with principals, key district staff members and CISLV staff regarding implementation of the Community School model.
- ❑ Agreement to participate in at least one presentation a year to key constituents, including the COMPASS Council, Community Impact Council, Coalition for Community Schools partners, or others.
- ❑ Any results-focused plan for the Community School partnership shall be directly linked to the vision and academic plan designed by the Principal of Calypso Elementary. Any additional plan shall be designed in collaboration with the Principal and staff of Calypso Elementary.
- ❑ BASD Administration agrees to provide the identified data sought for the completion of the Annual School Data report directly to the UWGLV and indirectly through its data sharing with the Community School Coordinator for evaluation and reporting purposes.
- ❑ Participate in ongoing and annual performance review of Community School Coordinator. This could require BASD staff to “sit-in” on the evaluation and offer verbal feedback, meet with CISLV and UWGLV prior to the evaluation to discuss strengths and areas that need improvement, complete a questionnaire related to CSC performance.
- ❑ Dedicated office space, desk, adequate computer, phone, and related supports for the Community School Coordinator.
- ❑ Individual BASD email address for the Community School Coordinator to support implementation of the Community School model.
- ❑ Support for the Leadership Team to communicate with each other, parents, and community (email, newsletters, and district-wide announcements).
- ❑ Access to facility and facility usage for programs and services directly related to the implementation of the Community School Model at CALYPSO.
- ❑ Permission to create and shape new content related to Calypso Elementary being a COMPASS Community School for inclusion on the School website and/or the BASD website with links to both CISLV and UWGLV/COMPASS sites as well as other important partners.
- ❑ Custodial/Security support for use of building in non-contracted custodial/security hours available when expenses are covered by an entity other than BASD unless arrangements are made through the principal of Calypso Elementary.
- ❑ Release time for principals, faculty and staff to participate in training and regular meetings, as appropriate and when expenses are covered by an entity other than BASD unless arrangements are made through the principal of Calypso Elementary.

- ❑ Active involvement in promoting Community School initiative: assessing needs and progress of school and community, participating in resource development designed to improve the Community School Conditions for Learning.
- ❑ Agreement to administer the School Community Network “Schools Capacity for Community School Partnership” survey or similar tool, to the degree appropriate to all Administrators/Staff at Calypso 2x during 2013-2014. The survey is to be crafted as an electronic tool by COMPASS/UWGLV and administered through BASD leadership with all results provided anonymously to COMPASS/UWGLV for review and analysis. (Attached as Appendix F). Such an analysis and review will then be shared with BASD Administration by COMPASS/UWGLV.

Services provided by SUBCONTRACTOR B – Communities In Schools of the Lehigh Valley

- ❑ Employment of Community School Coordinator and any relevant Secondary position/s with benefits package, as appropriate.
- ❑ Regular informal supervision and monthly formal supervision with Community School Coordinator
- ❑ Provide on-going training and support opportunities for Community School Coordinator and/or Secondary position(s) to ensure professional development. This includes:
 - Proficiency in basic computer applications such as Microsoft Word and Excel.
 - Knowledge of CISLV mission, vision, policies, etc.
 - Primary understanding of Pennsylvania’s Public Education System.
 - Professional communication skills; verbal, written, otherwise.
 - Sense of individual accountability to multiple entities.
 - Effective time management skills and prioritization of multiple tasks.
 - Ability to lead and negotiate within groups of varied interests.
 - Competency in all other skills essential to a professional workplace.
 - Ability to supervise secondary position/s hired through CISLV for the implementation of the CS model at Calypso.
- ❑ In collaboration with the Principal of Calypso Elementary and the United Way, CISLV will conduct ongoing formative evaluation and a yearly summative evaluation of the performance of the Community School Coordinator and any secondary positions.
- ❑ Participate in bi-annual Lead Partner supervisor/CSC meetings, quarterly role-alike groups, Lead Partner/Principal meetings as necessary and other trainings sponsored by the UWGLV geared toward the evaluation and strengthening of the partnership.
- ❑ Act as fiscal agent for United Way campaign dollars received on behalf of Calypso Elementary.
- ❑ In-kind resources of programs and services to support the implementation of the Community School initiative in the BASD.

The Community School Coordinator under the given role and responsibilities, shall act as a “school official” of the BASD for the purposes of data access and collection. Under current

FERPA regulations, this allows the CSC to regularly access the BASD database and view student records due to having “legitimate educational interest.” Further details are outlined in Appendix C.

Consistent with all state and federal confidentiality laws, UWGLV/COMPASS, BASD, and CISLV agree to maintain the confidentiality of all student and family information with which they come into contact

- ❑ Review/revise the job description and performance evaluation of the Community School Coordinator and any secondary positions as needed to best meet current responsibilities and priorities of the Community School Initiative. This should be conducted each year by CISLV in collaboration with BASD and UWGLV/COMPASS.
- ❑ Active participation on site-based Leadership Team.
- ❑ Active involvement in promoting Community School model: assessing needs and progress of school and community using agreed upon standardized forms, participating in resource development.
- ❑ Agreement to permit and participate in at least two Community School tours/visits per year.
- ❑ Agreement to participate in at least one presentation a year to key constituents, including the COMPASS Council, Community Impact Council, Coalition for Community Schools partners, or others.
- ❑ Agreement to administer the School Community Network “Organizational Capacity for Community School Partnerships” survey or similar tool to the degree appropriate within CISLV, including Board of Directors, Administration and other employees 2 x in 2013-2014. The survey is to be crafted as an electronic tool by COMPASS/UWGLV and administered through CISLV leadership with all results provided anonymously to COMPASS/UWGLV for review and analysis. (Attached as Appendix G) Such review and analysis will then be shared with CISLV Administration by COMPASS/UWGLV.

Appendix B

Budget

United Way of the Greater Lehigh Valley/COMPASS

An investment total of \$34,500 for fiscal year 2013-2014 to support a Full Time Community School Coordinator position as stated below.

- Community School Coordinator- \$34,500 full time, 40 hours, 12 month position

One Hundred percent (100%) of the investment is to be used to support the salary of the CSC and Secondary Position.

An estimate of financial support from UWGLV follows:

July 1, 2012 – June 30, 2013 \$34,500

July 1, 2013 – June 30, 2014 \$34,500

Community investment awards are contingent upon availability of funding; annual notification will inform you of your partnership investment award for a given fiscal year. Payment to your organization is on a monthly basis, in equal distributions, with the first payment on July 1, 2013. This support is separate from any other donor-designated gifts your organization might receive through UWGLV or any other United Way.

In the event of a delay in the approval of this contract, the first actual monthly payment will include all previously scheduled but unpaid payments.

Bethlehem Area School District

Financial support of \$4,200 to be in the school budget and available to support the implementation of the Community School Model at Calypso Elementary School

Appendix C

Reports/Data Sharing/Collection

Consistent with all state and federal confidentiality laws, BASD and CISLV agree to provide to UWGLV/COMPASS all data needed to assess results of Community School model implementation in the Bethlehem Area School District at Calypso Elementary. Additionally, BASD agrees to provide the CSC with direct access to the BASD database for the purposes of reviewing student data and appropriately aligning available programs, services and strategies to best meet the needs of students and families. This access will be granted through the assignment of a unique username and password to the CSC. BASD agrees to provide to UWGLV, CISLV and the CSC orientation to data collection systems.

Data Access, Collection and Reports, Partnership Evaluation and Results Based Accountability

In order to evaluate United Way investments, the United Way and COMPASS will report on key, research-based indicators that are essential for measuring academic success. The School District is a key partner in the ability to demonstrate results and must therefore provide an initial orientation to its data collection system and capability as well as evaluative data as necessary and appropriate and in accordance with district policies and all applicable state and federal laws, including HIPAA and FERPA, throughout the course of the year:

COMPASS/United Way of the Greater Lehigh Valley requires that in the context of the Community School model and this partnership and for the purposes of this agreement the Community School Coordinator is deemed a “school official” for purposes of accessing students records and reviewing and working with data that is individually identifiable. This provision is made available under the ***The Family Educational Rights and Privacy Act (FERPA)*** wherein it states:

(a) An educational agency or institution may disclose personally identifiable information from an education record of a student without the consent required by §99.30 if the disclosure meets one or more of the following conditions:

(1)(i)(A) The disclosure is to other ***school officials***, including teachers, within the agency or institution whom the agency or institution has determined to have ***legitimate educational interests***.

(B) A contractor, consultant, volunteer, or ***other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official*** under this paragraph provided that the outside party—

(1) ***Performs an institutional service or function for which the agency or institution would otherwise use employees;***

(2) Is under the direct control of the agency or institution with respect to the use and maintenance of education records; and

(3) ***Is subject to the requirements of §99.33(a) governing the use and redisclosure of personally identifiable information from education records.***

(ii) An educational agency or institution must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. An educational agency or institution that does not use physical or technological access controls must ensure that its administrative policy for controlling access to education records is effective and that it remains in compliance with the legitimate educational interest requirement in paragraph (a)(1)(i)(A) of this section.

While a Community School Coordinator is herein considered a “School Official” as described above, UWGLV/COMPASS maintains the belief that in order to maximize the highest degree of

compliance with all district, local, state and federal confidentiality laws and regulations the following should be maintained at the discretion of the district:

- Community School Coordinator shall sign off on any and all Confidentiality waivers, intended or acceptable use policies, etc. as indicated by BASD.
- Community School Coordinator shall be granted Administrator access in a “Read Only” format
- BASD establishes the parameters under which CSC can request/generate reports related to the data and information available in the database system and for what purposes other than that which is stated herein it can be used.
- Community School Coordinator shall be assigned a unique username and password in order to access the BASD Database.

It should also be understood that

- Regular access to student/school data by the Community School Coordinator allows for maximum efficiency when creating or coordinating programs and services around a particular identified need.
- The ongoing collection and review of data assists the Community School Coordinator to modify strategies mid-stream so that programs and services match changes in need.
- The ability to directly access data also helps the CSC ensure the quality of the programming and services meets expectations.
- The ability to directly access data allows the CSC to demonstrate impact as well as existing areas of need to stakeholders who may be interested in understanding how resources need to maintain or shift to have greatest impact.
- Non-individually identifiable data may be shared with the UWGLV/COMPASS, Community School Leadership Team members, COMPASS Council members and the community

The Community School Coordinator at CALYPSO will be responsible to submit

- A **Results-Based Plan** that outlines Calypso Elementary School’s top 2-4 priorities for the next 1-3 years and provide a snapshot of the top 5-6 key strategies intended to be implemented over the course of the next year to meet each of the priority goals. It will also outline the desired outcomes as well as the measurement tool for each strategy. This plan will be reviewed by UWGLV/COMPASS upon submission which is to be **no later than October 31, 3013** and will be evaluated collectively at the **June 2014 CSCD training session**. The evaluation will be used to determine what strategies appeared to be most feasible and effective at particular sites as well as to establish if there is a possibility for replication across the initiative. The highlights of success and lessons learned will be recorded in the Annual report due on July 31, 2014.
- The **Results-Based Plan** should be in alignment with the school/district’s school improvement plan/accountability plan and the district’s strategic plan and is intended to be a working document.

- Non-individually identifiable data shall be entered into the CTK database on a yet to be determined timeline wherein UWGLV/COMPASS staff will bridge the data to the Results Scorecard Software system allowing for demonstrable action and impact in desired site specific areas.
- CISLV must submit a completed **Budget form** within 30 days of receipt of the first payment that outlines the intended uses of the aforementioned investment for the fiscal year July, 2012 through June, 2014. (Budget form template is attached to this document as Appendix E).
- CISLV must submit an **Expenditures report** at the end of the fiscal year as part of the annual reporting process as an account of other funding and leverage dollars that were utilized to enhance and support the Community School work at Calypso Elementary .
- BCGA must submit a site based **Comprehensive Annual Report** by July 31, 2014 related to the Community School at Calypso Elementary. This report is to be entered in the online database CTK by the Community School Coordinator. Information submitted for this report will include:
 - Demographic data
 - Behavioral data
 - Attendance data
 - Mobility rate data
 - Family Engagement Data
 - Out-of-School time participation data
 - Partnership data, including types and depths of partnerships created
 - Free and reduced lunch rates, etc.

And will provide a snapshot of quantity, quality and impact that has taken place over the year at CALYPSO through the provision and coordination of various programs and services. This annual report allows UWGLV/COMPASS to assess the progress and stage of development at this particular COMPASS site and compare it to the balance of sites across the initiative.

Appendix D

Enacting Conditions for Funding on a Site's Performance

1. Partnership site identified as experiencing significant challenges for a significant period of time
2. COMPASS Executive Committee informed of challenges and a plan to consider conditions for continued partnership are discussed
3. All partners called together to discuss challenges and identify key areas for growth and change in order for partnership/funding to continue
4. All partners receive formal communication regarding conditions for continued partnership funding and identified timeline.
5. Partnership receives training, technical support and coaching support offered to partnership site and examines trends in progress and action
6. Partners meet by agreed upon deadline and to determine if evidence to support positive growth exists at a level acceptable to continue funding
7. COMPASS Executive Committee is offered an update regarding partnership's efforts to make positive growth and the results of the effort
8. COMPASS Council receives information regarding challenges, receives recommendation from COMPASS Executive Committee regarding how to proceed with funding and staff support of partnership
9. COMPASS Council members make decision regarding funding and staff support
10. Partnership receives communication and updated timeline regarding expectations for continued growth, funding and staff support or receives information regarding plans to dissolve partnership

Community School Budget and Funding Sources School Year 2013-2014						
School Name		District				
Lead Partner Organization		Phone				
Fiscal Contact Name		Email				
COLLABORATIVE PROGRAM/FUNDING PARTNERS						
ITEM	BUDGET/ IN KIND VALUE	LEAD PARTNER	SCHOOL DISTRICT	Community Partners for Student Success	UNITED WAY	T O T A L
1. STAFF						
Community School Coordinator						
Salary						
Benefits						
Travel						
Training						
2. STRATEGIES/PROGRAMS						
3. ADMINISTRATION/ OTHER EXPENSES						
BUDGET TOTAL						
4. IN KIND SUPPORT (Specify)						
IN KIND TOTAL						

MEMORANDUM OF AGREEMENT

This agreement is made between United Way of the Greater Lehigh Valley/COMPASS located in Allentown, Pennsylvania, hereinafter referred to as the CONTRACTOR, and Bethlehem Area School District located in Bethlehem, Pennsylvania, hereinafter referred to as SUBCONTRACTOR A and Northampton Community College located in Bethlehem, Pennsylvania, hereinafter referred to as SUBCONTRACTOR B for the purposes of providing services as related to Fountain Hill Elementary, a COMPASS Community School with United Way of the Greater Lehigh Valley. Details of the agreement are as follows:

1. PURPOSE OF THE AGREEMENT

Services to be provided by the CONTRACTOR, SUBCONTRACTOR A and SUBCONTRACTOR B as outlined in Appendix A. The CONTRACTOR, SUBCONTRACTOR A and SUBCONTRACTOR B assures that it will comply with all guidelines required in Appendix A for provision of the above services.

2. TERM

Period of the contract will be from 7/1/2013 to 6/30/2014.

3. BUDGET & PAYMENT

The amount of the contract is \$60,000 as outlined in Appendix B. The contract is funded by CONTRACTOR . The SUBCONTRACTOR B will be paid on the first of each of 12 months in the amount of \$5,000 upon receipt of the signed contract. The SUBCONTRACTOR B agrees to spend funds according to the approved budget as outlined in Appendix B.

Should the SUBCONTRACTOR B need a program and/or budget revision, the CONTRACTOR must receive a written request that includes a detailed budget and justification for the changes. CONTRACTOR must approve program changes and/or budget revisions prior to SUBCONTRACTOR B making any changes.

This agreement is subject to the availability of United Way and other Grant funding. Unavailability of these funds shall automatically terminate this agreement and render it void without liability to the CONTRACTOR.

4. REPORTING

The SUBCONTRACTOR A and SUBCONTRACTOR B must submit the following reports:

<u>Report</u>	<u>Period Covered</u>	<u>Due Date</u>
Projected Budget for fiscal year	2013-2014 school year	30 days of 1 st payment
Result Based Plan	2013-2014 school year	10-31-13
Comprehensive Annual Report	2013-2014 school year	7-31-14
Actual year Expenditures (Appendix C)	2013-2014 fiscal year	7-31-14

*Collection and input/submission/report of standard indicator data points will be an ongoing process for CSCDs in 2013-2014 through this partnership for purposes of continuous improvement and accountability of investments.

5. INDEMNITY TO CONTRACTOR

The SUBCONTRACTORS A & B agrees to indemnify, defend and hold harmless the CONTRACTOR (its officers, agents, and employees) from any and all loss, claim, cost of damage, including reasonable counsel fees, resulting from any:

- a. Breach of this Agreement by Subcontractor;
- b. Professional error or omission by the SUBCONTRACTORS A and/or B or by its employees, agents, or contacts;
- c. General public liability and malpractice claims arising in connecting with the business or activities of the SUBCONTRACTORS A and/or B in performance of this Agreement.

6. CONFIDENTIALITY

The CONTRACTOR, SUBCONTRACTORS A and B are responsible for assuring the confidentiality of all records with which they come into contact.

7. TERMINATION OR CANCELLATION

If, through any cause, the SUBCONTRACTORS A and/or B fails to fulfill in a timely or proper manner its obligations under this contract, or if the SUBCONTRACTORS A and/or B violates any of the terms of this contract, the CONTRACTOR may terminate the contract immediately upon notification of the SUBCONTRACTOR A and B, and the SUBCONTRACTOR B agrees to return to the CONTRACTOR any unspent funds immediately. In addition, either party to this agreement shall have the right to terminate this agreement subject to a 15-day written notice by either party at any time.

We have affixed our signatures below in acceptance of this agreement.

Dr. Joseph Roy Date
Superintendent
Bethlehem Area School District

Dr. Jack Silva Date
Assistant Superintendent
Bethlehem Area School District

Dr. Gary Sasso Date
Dean of College of Education
Lehigh University

George White Date
Director, CDUEL
Lehigh University

Marci Ronald Date
Vice President, Community Impact
United Way of the Greater Lehigh Valley

Debra Klocek Date
Vice President, Finance
United Way of the Greater Lehigh Valley

Appendix A

Nature of the Community School Partnership, Guiding Principles under which all parties herein will operate and an Outline of the Services to be Provided through this contract.

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

The Community School Model is designed to transform a public school into the hub of the community through the use of a *coordinated* effort to *integrate* and *align* comprehensive *academic, social and health* programs and services around a *common vision for serving students, families and community members*. The ability to respond to the needs of students, families and community members in a *results-focused* manner is possible due to the partnerships forged with community based organizations, local nonprofits, institutions of higher education, other public or private entities and the School District. This contract shall serve to support the creation of a Full Service Community School at **Fountain Hill Elementary** through the primary role of a Community School Director who shall serve to maximize a partnership model through which we can collectively assess the strengths and gaps of existing programs and services at Fountain Hill Elementary, explore the most effective means to strengthen connections between identified and new partners and to develop and act upon strategies for *implementing the six conditions for learning* with a focus on gaining results for students, families, staff and community.

Community School Conditions for Learning

Early Childhood Development

- High quality programs
- Academic linkages to Kindergarten
- Parent transitioning to Kindergarten

Quality Education

- Strong leadership/clear vision
- Competent and prepared teachers
- Rich and challenging curriculum
- Effective instruction
- High standards and expectation for students
- Small schools
- Small classes

Positive Youth Development and Motivation to Learn

- Opportunities for active and concrete learning
- After-school enrichment programs that enhance (vs. replicate) classroom work
- Use of community as a living textbook for learning
- Intentional opportunities for all youth to build developmental assets
- Effective supports for reshaping problematic behaviors

Basic Physical, Mental, and Emotional Needs of Students and Families Met

- Connections to accessible and affordable physical health, mental health, and substance abuse assessments and interventions
- Nutrition education and modeling via lunches, snacks, etc.
- Opportunities/supports for physical exercise

Mutual Respect and Effective Collaboration among Parents, Families, School Staff

- Welcoming/inviting school environment and practices
- Multiple avenues for parent/family engagement (re: child's education and school improvement)
- Intentional emphasis on student and family strengths
- High attention to cultural, socioeconomic, and other family-specific characteristics/experiences
- Frequent, relevant, and user-friendly communications
- Regularly sought parent input/feedback re: school environment, programs, practices, etc.

Safe, Supportive, and Respectful School Environment

- Intentional focus on building and reinforcing caring relationships (student to student, student to educator, educator to educator . . .)
- Engagement of community advocates to help create safer, more positive school environment
- Attention to actual condition of school buildings in terms of image, safety, positive learning

Services provided by UWGLV/COMPASS/CONTRACTOR

- Training and technical assistance as mutually agreed by CONTRACTOR, SUBCONTRACTOR A and SUBCONTRACTOR B, including at a minimum the following at no additional cost to the partnership:
 - Community School Model orientation for any individual new to the team at FHE, identified as integral to the operation and implementation of the CS model, this would include any other BASD staff hired at FHE as well as any Community Fellows assigned to work at FHE through other partner entities.
 - On-going training and technical assistance opportunities with leaders knowledgeable about the Community School Model, as deemed necessary and appropriate.
 - On-going connection to “best practice” strategies used by experts in the field through webinars, open forums, conferences and the technical support provided by COMPASS.
 - Quarterly, on/off site, individual coaching and support from COMPASS for the Community School Director and any assigned BASD staff or Community Fellows key to the successful implementation of the model.
 - Monthly, on-site core group coaching and support from COMPASS.
 - On-going assessment of training and technical assistance needs for CSD, BASD and NCC.
 - Monthly group training for the Community School Director/Community Fellow(s)/21st CCLC staff in areas that will strengthen the implementation of the Community School Model.
 - Facilitated peer to peer consultations regarding local best practices and supports.

- In partnership with NCC and BASD, UWGLV will seek additional revenue to support the implementation of the Community School Model at Fountain Hill Elementary.
 - Assistance with application for collaborative grants based on the needs of BASD and NCC.
 - Training in Community TechKnowledge (CTK) database to facilitate easy input of relevant data into the UWGLV reporting system.
 - Training in the use of data software system (Results Scorecard or similar program) in the event that such a software program is purchased to display COMPASS data resulting from work taking place at FHE .
-
- ❑ Will schedule, coordinate, and market COMPASS Community School visits for the purpose of engaging potential funders and key stakeholders to provide support on behalf of the COMPASS Community School initiative in the BASD.
 - ❑ Recognize SUBCONTRACTOR A and B to have autonomy in determining its own policies within the scope and spirit of this agreement and be committed to openly addressing any foreseeable conflicts as a result of the independent determination of a policy related to this particular school site.
 - ❑ Inform donors and the community of the needs, priorities, and changing conditions of FHE, BASD and the community at large and the ways in which support of UWGLV/COMPASS' partner agency programs/services can address these needs.
 - ❑ Offer assistance with seeking and garnering additional funding with regard to implementation of the Community School Model as requested and when possible. In the event that UWGLV is not able to assist NCC or BASD in pursuit of additional funding for reasons of timeline and/or limited organizational resources, UWGLV will inform NCC and BASD as soon as the inability to assist is recognized by UWGLV. UWGLV will make a good faith effort to offer support to NCC and/or BASD by directing them to other options available for assistance with funding opportunities.
 - ❑ UWGLV/COMPASS will notify BASD in writing within 30 days of a Community School Director or Secondary position leaving employment at Fountain Hill Elementary so as to have the email account associated with that individual properly disabled by District Administration.
 - ❑ UWGLV/COMPASS reserves the right to place conditions on this Community School Partnership that could affect present and future funding if, as the partnership is assessed, it fails to maintain a stable and/or forward moving progression of growth. The process for placing and removing conditions on such a partnership for said reasons is attached in **Appendix D**.

***Services provided by SUBCONTRACTOR A – Bethlehem Area School District
Fountain Hill Elementary***

The Principal of Fountain Hill Elementary will effectively support the implementation of the Community School Model and holds the final authority to approve implementation of programs, services, or strategies related to the Community School partnership and shall be consulted for final decision-making on all aspects of the partnership

- ❑ In-kind support through Administrative level participation at Leadership Team meetings/planning sessions, and active collaboration with NCC and UWGLV/COMPASS in implementing the Community School Model at Fountain Hill Elementary .
- ❑ Recognize Northampton Community College as a Lead Community Partner that serves as fiscal agent for BASD at Fountain Hill Elementary.
- ❑ Provide on-going training and support opportunities for Community School Director and Secondary position/s to ensure professional development. This includes:
 - Orientation to Bethlehem Area School District Vision, Mission and Goals, including the Standards Aligned Systems, Resiliency Framework and other important connecting work such as Promise Neighborhood, 21st CCLC, Roadmap to Educational Excellence, etc.
 - Orientation to all relevant BASD database systems and reporting mechanisms
 - Ongoing orientation to all new facets of curriculum that impact CSD's work
 - Inclusion in all site level faculty meetings, IST meetings and other relevant staff meetings
 - Inclusion in role-alike meetings within the District related to 21st CCLC or similar positions
- ❑ Positive leadership by the school Principal to promote the Community School Model in the building and the community and thereby strengthen relationships with internal stakeholders; district administration, faculty and students as well as external stakeholders; program providers, community leaders and local government officials as well as among the Community School Leadership Team and including the Community School Director.
- ❑ Recognition of role of Community School Director as a leader and key partner in the school. This can be demonstrated through various measures, including but not limited to:
 - Clearly designated space for CSD to work (with as close proximity to the Principal's office as available)
 - Allowance for CSD to research potential program needs/desires among teachers, students, families and community members as part of the expected work
 - Openness to discuss new ideas for programming, academic structure, etc. that are initiated by the Community School Director
 - Inclusion in all relevant BASD staff meetings, grade level, IST meetings, Child Study, etc.
 - Participation in development and review of school goals/improvement plan
 - Participation in and support of the CSD as the facilitator of the site-based Leadership Team.
- ❑ Agreement to permit and participate in at least two (2) Community School tours/site visits per year
- ❑ Will utilize site visits by public officials to share the Community School model and philosophy so that a greater understanding of and support for the CS model is grasped by community stakeholders. Will inform and/or involve NCC and UWGLV/COMPASS to the degree possible in all stated site visits of this nature.

- ❑ Agreement that the Community School Director will follow the BASD academic calendar for non-instructional staff related to inclement weather and will refer to NCC's attendance policy on all other days in coordination with the Executive Director.
- ❑ Agreement to allow COMPASS to be part of the beginning of year Open House or Orientation either by way of Community School Director, or UWGLV/COMPASS staff directly.
- ❑ Agreement to seek opportunities to include COMPASS in at least one presentation to the BASD Board of Directors per year, in collaboration with principals, key district staff members and NCC staff regarding implementation of the Community School model.
- ❑ Agreement to participate in at least one presentation a year to key constituents, including the COMPASS Council, Community Impact Council, Coalition for Community Schools partners, or others.
- ❑ Any results-focused plan for the Community School partnership shall be directly linked to the vision and academic plan designed by the Principal of Fountain Hill Elementary. Any additional plan shall be designed in collaboration with the Principal and staff of Fountain Hill Elementary.
- ❑ BASD Administration agrees to provide the identified data sought for the completion of the Annual School Data report directly to the UWGLV and indirectly through its data sharing with the Community School Director for evaluation and reporting purposes.
- ❑ Participate in ongoing and annual performance review of Community School Director. This could require BASD staff to "sit-in" on the evaluation and offer verbal feedback, meet with NCC and UWGLV prior to the evaluation to discuss strengths and areas that need improvement, complete a questionnaire related to CSD performance.
- ❑ Dedicated office space, desk, adequate computer, phone, and related supports for the Community School Director.
- ❑ Individual BASD email address for the Community School Director to support implementation of the Community School model.
- ❑ Support for the Leadership Team to communicate with each other, parents, and community (email, newsletters, and district-wide announcements).
- ❑ Access to facility and facility usage for programs and services directly related to the implementation of the Community School Model at FHE.
- ❑ Permission to create and shape new content related to Fountain Hill Elementary being a COMPASS Community School for inclusion on the School website and/or the BASD website with links to both NCC and UWGLV/COMPASS sites as well as other important partners.
- ❑ Custodial/Security support for use of building in non-contracted custodial/security hours available when expenses are covered by an entity other than BASD unless arrangements are made through the principal of Fountain Hill Elementary.

- ❑ Release time for principals, faculty and staff to participate in training and regular meetings, as appropriate and when expenses are covered by an entity other than BASD unless arrangements are made through the principal of Fountain Hill Elementary.
- ❑ Active involvement in promoting Community School initiative: assessing needs and progress of school and community, participating in resource development designed to improve the Community School Conditions for Learning.
- ❑ Agreement to administer the School Community Network “Schools Capacity for Community School Partnership” survey or similar tool, to the degree appropriate to all Administrators/Staff at FHE 2x during 2013-2014. The survey is to be crafted as an electronic tool by COMPASS/UWGLV and administered through BASD leadership with all results provided anonymously to COMPASS/UWGLV for review and analysis. (Attached as Appendix F). Such an analysis and review will then be shared with BASD Administration by COMPASS/UWGLV.

Services provided by SUBCONTRACTOR B – Northampton Community College

- ❑ Employment of Community School Director and any relevant Secondary position/s with benefits package, as appropriate.
- ❑ Regular informal supervision and monthly formal supervision with Community School Director
- ❑ Provide on-going training and support opportunities for Community School Director and/or Secondary position(s) to ensure professional development. This includes:
 - Proficiency in basic computer applications such as Microsoft Word and Excel.
 - Knowledge of NCC mission, vision, policies, etc.
 - Primary understanding of Pennsylvania’s Public Education System.
 - Professional communication skills; verbal, written, otherwise.
 - Sense of individual accountability to multiple entities.
 - Effective time management skills and prioritization of multiple tasks.
 - Ability to lead and negotiate within groups of varied interests.
 - Competency in all other skills essential to a professional workplace.
 - Ability to supervise secondary position/s hired through NCC for the implementation of the CS model at FHE.
- ❑ In collaboration with the Principal of Fountain Hill Elementary and the United Way, NCC will conduct ongoing formative evaluation and a yearly summative evaluation of the performance of the Community School Director and any secondary positions.
- ❑ Participate in bi-annual Lead Partner supervisor/CSD meetings, quarterly role-alike groups, Lead Partner/Principal meetings as necessary and other trainings sponsored by the UWGLV geared toward the evaluation and strengthening of the partnership.
- ❑ Act as fiscal agent for United Way campaign dollars received on behalf of Fountain Hill Elementary.
- ❑ In-kind resources of programs and services to support the implementation of the Community School initiative in the BASD.

The Community School Director under the given role and responsibilities, shall act as a “school official” of the BASD for the purposes of data access and collection. Under current FERPA regulations, this allows the CSD to regularly access the BASD database and view student records due to having “legitimate educational interest.” Further details are outlined in Appendix C.

Consistent with all state and federal confidentiality laws, UWGLV/COMPASS, BASD, and NCC agree to maintain the confidentiality of all student and family information with which they come into contact

- ❑ Review/revise the job description and performance evaluation of the Community School Director and any secondary positions as needed to best meet current responsibilities and priorities of the Community School Initiative. This should be conducted each year by NCC in collaboration with BASD and UWGLV/COMPASS.
- ❑ Active participation on site-based Leadership Team.
- ❑ Active involvement in promoting Community School model: assessing needs and progress of school and community using agreed upon standardized forms, participating in resource development.
- ❑ Agreement to permit and participate in at least two Community School tours/visits per year.
- ❑ Agreement to participate in at least one presentation a year to key constituents, including the COMPASS Council, Community Impact Council, Coalition for Community Schools partners, or others.
- ❑ Agreement to administer the School Community Network “Organizational Capacity for Community School Partnerships” survey or similar tool to the degree appropriate within NCC, including Board of Directors, Administration and other employees 2 x in 2013-2014. The survey is to be crafted as an electronic tool by COMPASS/UWGLV and administered through NCC leadership with all results provided anonymously to COMPASS/UWGLV for review and analysis. (Attached as Appendix G) Such review and analysis will then be shared with NCC Administration by COMPASS/UWGLV.

Appendix B

Budget

United Way of the Greater Lehigh Valley/COMPASS

An investment total of \$60,000 for fiscal year 2013-2014 to support a Full Time Community School Director position and Part Time Secondary Position as stated below.

- ❑ Community School Director- \$35,000 full time, 40 hours, 12 month position
- ❑ Secondary Position - \$25,000 part-time, 3-4 hours a day, 4 days a week for 10-12 months as stated below.

One Hundred percent (100%) of the investment is to be used to support the salary of the CSD and Secondary Position.

An estimate of financial support from UWGLV follows:

July 1, 2012 – June 30, 2013 \$60,000
July 1, 2013 – June 30, 2014 \$60,000

Community investment awards are contingent upon availability of funding; annual notification will inform you of your partnership investment award for a given fiscal year. Payment to your organization is on a monthly basis, in equal distributions, with the first payment on July 1, 2013. This support is separate from any other donor-designated gifts your organization might receive through UWGLV or any other United Way.

In the event of a delay in the approval of this contract, the first actual monthly payment will include all previously scheduled but unpaid payments.

Bethlehem Area School District

Financial support of \$4,200 to be included in the school budget and available to support the implementation of the Community School Model at Fountain Hill Elementary School.

In addition, financial support of \$9,000 will be directed to Northampton Community College to pay 50% of the remaining salary balance/benefits for the Community School Director at Fountain Hill Elementary above that which is covered by UWGLV/COMPASS' contribution.

Appendix C

Reports/Data Sharing/Collection

Consistent with all state and federal confidentiality laws, BASD and NCC agree to provide to UWGLV/COMPASS all data needed to assess results of Community School model implementation in the Bethlehem Area School District at Fountain Hill Elementary. Additionally, BASD agrees to provide the CSD with direct access to the BASD database for the purposes of reviewing student data and appropriately aligning available programs, services and strategies to best meet the needs of students and families. This access will be granted through the assignment of a unique username and password to the CSD. BASD agrees to provide to UWGLV, NCC and the CSD orientation to data collection systems.

Data Access, Collection and Reports, Partnership Evaluation and Results Based Accountability

In order to evaluate United Way investments, the United Way and COMPASS will report on key, research-based indicators that are essential for measuring academic success. The School District is a key partner in the ability to demonstrate results and must therefore provide an initial orientation to its data collection system and capability as well as evaluative data as necessary and appropriate and in accordance with district policies and all applicable state and federal laws, including HIPAA and FERPA, throughout the course of the year:

COMPASS/United Way of the Greater Lehigh Valley requires that in the context of the Community School model and this partnership and for the purposes of this agreement the Community School Director is deemed a "school official" for purposes of accessing students records and reviewing and working with data that is individually identifiable. This provision is made available under the ***The Family Educational Rights and Privacy Act (FERPA)*** wherein it states:

(a) An educational agency or institution may disclose personally identifiable information from an education record of a student without the consent required by §99.30 if the disclosure meets one or more of the following conditions:

(1)(i)(A) The disclosure is to other ***school officials***, including teachers, within the agency or institution whom the agency or institution has determined to have ***legitimate educational interests***.

(B) A contractor, consultant, volunteer, or ***other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official*** under this paragraph provided that the outside party—

(1) Performs an institutional service or function for which the agency or institution would otherwise use employees;

(2) Is under the direct control of the agency or institution with respect to the use and maintenance of education records; and

(3) Is subject to the requirements of §99.33(a) governing the use and redisclosure of personally identifiable information from education records.

(ii) An educational agency or institution must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. An educational agency or institution that does not use physical or technological access controls must ensure that its administrative policy for controlling

access to education records is effective and that it remains in compliance with the legitimate educational interest requirement in paragraph (a)(1)(i)(A) of this section.

While a Community School Director is herein considered a "School Official" as described above, UWGLV/COMPASS maintains the belief that in order to maximize the highest degree of compliance with all district, local, state and federal confidentiality laws and regulations the following should be maintained at the discretion of the district:

- Community School Director shall sign off on any and all Confidentiality waivers, intended or acceptable use policies, etc. as indicated by BASD.
- Community School Director shall be granted Administrator access in a "Read Only" format
- BASD establishes the parameters under which CSD can request/generate reports related to the data and information available in the database system and for what purposes other than that which is stated herein it can be used.
- Community School Director shall be assigned a unique username and password in order to access the BASD Database.

It should also be understood that

- Regular access to student/school data by the Community School Director allows for maximum efficiency when creating or coordinating programs and services around a particular identified need.
- The ongoing collection and review of data assists the Community School Director to modify strategies mid-stream so that programs and services match changes in need.
- The ability to directly access data also helps the CSD ensure the quality of the programming and services meets expectations.
- The ability to directly access data allows the CSD to demonstrate impact as well as existing areas of need to stakeholders who may be interested in understanding how resources need to maintain or shift to have greatest impact.
- Non-individually identifiable data may be shared with the UWGLV/COMPASS, Community School Leadership Team members, COMPASS Council members and the community

The Community School Director at FHE will be responsible to submit

- A **Results-Based Plan** that outlines Fountain Hill Elementary School's top 2-4 priorities for the next 1-3 years and provide a snapshot of the top 5-6 key strategies intended to be implemented over the course of the next year to meet each of the priority goals. It will also outline the desired outcomes as well as the measurement tool for each strategy. This plan will be reviewed by UWGLV/COMPASS upon submission which is to be **no later than October 31, 2013** and will be evaluated collectively at the **June 2014 CSCD training session**. The evaluation will be used to determine what strategies appeared to be most feasible and effective at particular sites as well as to establish if there is a possibility for replication across the initiative. The highlights of success and lessons learned will be recorded in the Annual report due on July 31, 2014.

- The **Results-Based Plan** should be in alignment with the school/district's school improvement plan/accountability plan and the district's strategic plan and is intended to be a working document.
- Non-individually identifiable data shall be entered into the CTK database on a yet to be determined timeline wherein UWGLV/COMPASS staff will bridge the data to the Results Scorecard Software system allowing for demonstrable action and impact in desired site specific areas.
- NCC must submit a completed **Budget form** within 30 days of receipt of the first payment that outlines the intended uses of the aforementioned investment for the fiscal year July, 2013 through June, 2014. (Budget form template is attached to this document as Appendix E).
- NCC must submit an **Expenditures report** at the end of the fiscal year as part of the annual reporting process as an account of other funding and leverage dollars that were utilized to enhance and support the Community School work at Fountain Hill Elementary
- NCC must submit a site based **Comprehensive Annual Report** by July 31, 2014 related to the Community School at Fountain Hill Elementary. This report is to be entered in the online database CTK by the Community School Director. Information submitted for this report will include:
 - Demographic data
 - Behavioral data
 - Attendance data
 - Mobility rate data
 - Family Engagement Data
 - Out-of-School time participation data
 - Partnership data, including types and depths of partnerships created
 - Free and reduced lunch rates, etc.

And will provide a snapshot of quantity, quality and impact that has taken place over the year at FHE through the provision and coordination of various programs and services. This annual report allows UWGLV/COMPASS to assess the progress and stage of development at this particular COMPASS site and compare it to the balance of sites across the initiative.

Appendix D

Enacting Conditions for Funding on a Site's Performance

1. Partnership site identified as experiencing significant challenges for a significant period of time
2. COMPASS Executive Committee informed of challenges and a plan to consider conditions for continued partnership are discussed
3. All partners called together to discuss challenges and identify key areas for growth and change in order for partnership/funding to continue
4. All partners receive formal communication regarding conditions for continued partnership funding and identified timeline.
5. Partnership receives training, technical support and coaching support offered to partnership site and examines trends in progress and action
6. Partners meet by agreed upon deadline and to determine if evidence to support positive growth exists at a level acceptable to continue funding
7. COMPASS Executive Committee is offered an update regarding partnership's efforts to make positive growth and the results of the effort
8. COMPASS Council receives information regarding challenges, receives recommendation from COMPASS Executive Committee regarding how to proceed with funding and staff support of partnership
9. COMPASS Council members make decision regarding funding and staff support
10. Partnership receives communication and updated timeline regarding expectations for continued growth, funding and staff support or receives information regarding plans to dissolve partnership

Appendix E

Community School Budget and Funding Sources School Year 2013-2014						
School Name	District					
Lead Partner Organization	Phone					
Fiscal Contact Name	Email					
COLLABORATIVE PROGRAM/FUNDING PARTNERS						
ITEM	BUDGET/ IN KIND VALUE	LEAD PARTNER	SCHOOL DISTRICT	Community Partners for Student Success	UNITED WAY	TOTAL
1. STAFF						
Community School Coordinator						
Salary						
Benefits						
Travel						
Training						
2. STRATEGIES/PROGRAMS						
3. ADMINISTRATION/ OTHER EXPENSES						
BUDGET TOTAL						
4. IN KIND SUPPORT (Specify)						
IN KIND TOTAL						

MEMORANDUM OF AGREEMENT

This agreement is made between United Way of the Greater Lehigh Valley/COMPASS located in Allentown, Pennsylvania, hereinafter referred to as the CONTRACTOR, and Bethlehem Area School District located in Bethlehem, Pennsylvania, hereinafter referred to as SUBCONTRACTOR A and Lehigh University, College of Education/CDUEL located in Bethlehem, Pennsylvania, hereinafter referred to as SUBCONTRACTOR B for the purposes of providing services as related to Broughal Middle School, a COMPASS Community School with United Way of the Greater Lehigh Valley. Details of the agreement are as follows:

1. PURPOSE OF THE AGREEMENT

Services to be provided by the CONTRACTOR, SUBCONTRACTOR A and SUBCONTRACTOR B as outlined in Appendix A. The CONTRACTOR, SUBCONTRACTOR A and SUBCONTRACTOR B assures that it will comply with all guidelines required in Appendix A for provision of the above services.

2. TERM

Period of the contract will be from 7/1/2013 to 6/30/2014.

3. BUDGET & PAYMENT

The amount of the contract is \$50,000 as outlined in Appendix B. The contract is funded by CONTRACTOR . The SUBCONTRACTOR B will be paid on the first of each of 12 months in the amount of \$4,166.66 upon receipt of the signed contract. The SUBCONTRACTOR B agrees to spend funds according to the approved budget as outlined in Appendix B.

Should the SUBCONTRACTOR B need a program and/or budget revision, the CONTRACTOR must receive a written request that includes a detailed budget and justification for the changes. CONTRACTOR must approve program changes and/or budget revisions prior to SUBCONTRACTOR B making any changes.

This agreement is subject to the availability of United Way and other Grant funding. Unavailability of these funds shall automatically terminate this agreement and render it void without liability to the CONTRACTOR.

4. REPORTING

The SUBCONTRACTOR A and SUBCONTRACTOR B must submit the following reports:

<u>Report</u>	<u>Period Covered</u>	<u>Due Date</u>
Projected Budget for fiscal year	2013-2014 school year	30 days of 1 st payment
Result Based Plan	2013-2014 school year	10-31-13
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Superintendent
Bethlehem Area School District

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Nature of the Community School Partnership, Guiding Principles under which all parties herein will operate and an Outline of the Services to be Provided through this contract.

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

The Community School Model is designed to transform a public school into the hub of the community through the use of a *coordinated* effort to *integrate* and *align* comprehensive *academic, social and health* programs and services around a *common vision for serving students, families and community members*. The ability to respond to the needs of students, families and community members in a *results-focused* manner is possible due to the partnerships forged with community based organizations, local nonprofits, institutions of higher education, other public or private entities and the School District. This contract shall serve to support the creation of a Full Service Community School at **Broughal Middle School** through the primary role of a Community School Coordinator who shall serve to maximize a partnership model through which we can collectively assess the strengths and gaps of existing programs and services at Broughal Middle School, explore the most effective means to strengthen connections between identified and new partners and to develop and act upon strategies for *implementing the six conditions for learning* with a focus on gaining results for students, families, staff and community.

Community School Conditions for Learning

Early Childhood Development

- High quality programs
- Academic linkages to Kindergarten
- Parent transitioning to Kindergarten

Quality Education

- Strong leadership/clear vision
- Competent and prepared teachers
- Rich and challenging curriculum
- Effective instruction
- High standards and expectation for students
- Small schools
- Small classes

Positive Youth Development and Motivation to Learn

- Opportunities for active and concrete learning
- After-school enrichment programs that enhance (vs. replicate) classroom work
- Use of community as a living textbook for learning
- Intentional opportunities for all youth to build developmental assets
- Effective supports for reshaping problematic behaviors

Basic Physical, Mental, and Emotional Needs of Students and Families Met

- Connections to accessible and affordable physical health, mental health, and substance abuse assessments and interventions
- Nutrition education and modeling via lunches, snacks, etc.

- Opportunities/supports for physical exercise
- Mutual Respect and Effective Collaboration among Parents, Families, School Staff*
- Welcoming/inviting school environment and practices
 - Multiple avenues for parent/family engagement (re: child's education and school improvement)
 - Intentional emphasis on student and family strengths
 - High attention to cultural, socioeconomic, and other family-specific characteristics/experiences
 - Frequent, relevant, and user-friendly communications
 - Regularly sought parent input/feedback re: school environment, programs, practices, etc.

Safe, Supportive, and Respectful School Environment

- Intentional focus on building and reinforcing caring relationships (student to student, student to educator, educator to educator . . .)
- Engagement of community advocates to help create safer, more positive school environment
- Attention to actual condition of school buildings in terms of image, safety, positive learning

Services provided by UWGLV/COMPASS/CONTRACTOR

- ❑ Training and technical assistance as mutually agreed by CONTRACTOR, SUBCONTRACTOR A and SUBCONTRACTOR B, including at a minimum the following at no additional cost to the partnership:
 - Community School Model orientation for any individual new to the team at Broughal, identified as integral to the operation and implementation of the CS model, this would include any other BASD staff hired at Broughal as well as any Community Fellows assigned to work at Broughal through other partner entities.
 - On-going training and technical assistance opportunities with leaders knowledgeable about the Community School Model, as deemed necessary and appropriate.
 - On-going connection to "best practice" strategies used by experts in the field through webinars, open forums, conferences and the technical support provided by COMPASS.
 - Quarterly, on/off site, individual coaching and support from COMPASS for the Community School Coordinator and any assigned BASD staff or Community Fellows key to the successful implementation of the model.
 - Monthly, on-site core group coaching and support from COMPASS.
 - On-going assessment of training and technical assistance needs for CSC, BASD and Lehigh University/CDUEL.
 - Monthly group training for the Community School Coordinator/Community Fellow(s)/21st CCLC staff in areas that will strengthen the implementation of the Community School Model.
 - Facilitated peer to peer consultations regarding local best practices and supports.
 - In partnership with Lehigh University/CDUEL and BASD, UWGLV will seek additional revenue to support the implementation of the Community School Model at Broughal Middle.
 - Assistance with application for collaborative grants based on the needs of BASD and Lehigh University/CDUEL.

- Training in Community TechKnowledge (CTK) database to facilitate easy input of relevant data into the UWGLV reporting system.
 - Training in the use of data software system (Results Scorecard or similar program) in the event that such a software program is purchased to display COMPASS data resulting from work taking place at Broughal .
- Will schedule, coordinate, and market COMPASS Community School visits for the purpose of engaging potential funders and key stakeholders to provide support on behalf of the COMPASS Community School initiative in the BASD.
- Recognize SUBCONTRACTOR A and B to have autonomy in determining its own policies within the scope and spirit of this agreement and be committed to openly addressing any foreseeable conflicts as a result of the independent determination of a policy related to this particular school site.
- Inform donors and the community of the needs, priorities, and changing conditions of Broughal, BASD and the community at large and the ways in which support of UWGLV/COMPASS' partner agency programs/services can address these needs.
- Offer assistance with seeking and garnering additional funding with regard to implementation of the Community School Model as requested and when possible. In the event that UWGLV is not able to assist Lehigh University/CDUEL or BASD in pursuit of additional funding for reasons of timeline and/or limited organizational resources, UWGLV will inform Lehigh University/CDUEL and BASD as soon as the inability to assist is recognized by UWGLV. UWGLV will make a good faith effort to offer support to Lehigh University/CDUEL and/or BASD by directing them to other options available for assistance with funding opportunities.
- UWGLV/COMPASS will notify BASD in writing within 30 days of a Community School Coordinator or Secondary position leaving employment at Broughal Middle so as to have the email account associated with that individual properly disabled by District Administration.
- UWGLV/COMPASS reserves the right to place conditions on this Community School Partnership that could affect present and future funding if, as the partnership is assessed, it fails to maintain a stable and/or forward moving progression of growth. The process for placing and removing conditions on such a partnership for said reasons is attached in **Appendix D**.

***Services provided by SUBCONTRACTOR A – Bethlehem Area School District
Broughal Middle***

The Principal of Broughal Middle will effectively support the implementation of the Community School Model and holds the final authority to approve implementation of programs, services, or strategies related to the Community School partnership and shall be consulted for final decision-making on all aspects of the partnership

- ❑ In-kind support through Administrative level participation at Leadership Team meetings/planning sessions, and active collaboration with Lehigh University/CDUEL and UWGLV/COMPASS in implementing the Community School Model at Broughal Middle .
- ❑ Recognize Lehigh University, College of Education/CDUEL as a Lead Community Partner that serves as fiscal agent for BASD at Broughal Middle.
- ❑ Provide on-going training and support opportunities for Community School Coordinator and Secondary position/s to ensure professional development. This includes:
 - Orientation to Bethlehem Area School District Vision, Mission and Goals, including the Standards Aligned Systems, Resiliency Framework and other important connecting work such as Promise Neighborhood, 21st CCLC, Roadmap to Educational Excellence, Leader in Me, etc.
 - Orientation to all relevant BASD database systems and reporting mechanisms
 - Ongoing orientation to all new facets of curriculum that impact CSC's work
 - Inclusion in all site level faculty meetings, IST meetings and other relevant staff meetings
 - Inclusion in role-alike meetings within the District related to 21st CCLC or similar positions
- ❑ Positive leadership by the school Principal to promote the Community School Model in the building and the community and thereby strengthen relationships with internal stakeholders; district administration, faculty and students as well as external stakeholders; program providers, community leaders and local government officials as well as among the Community School Leadership Team and including the Community School Coordinator.
- ❑ Recognition of role of Community School Coordinator as a leader and key partner in the school. This can be demonstrated through various measures, including but not limited to:
 - Clearly designated space for CSC to work (with as close proximity to the Principal's office as available)
 - Allowance for CSC to research potential program needs/desires among teachers, students, families and community members as part of the expected work
 - Openness to discuss new ideas for programming, academic structure, etc. that are initiated by the Community School Coordinator
 - Inclusion in all relevant BASD staff meetings, grade level, IST meetings, Child Study, etc.
 - Participation in development and review of school goals/improvement plan
 - Participation in and support of the CSC as the facilitator of the site-based Leadership Team.
- ❑ Agreement to permit and participate in at least two (2) Community School tours/site visits per year
- ❑ Will utilize site visits by public officials to share the Community School model and philosophy so that a greater understanding of and support for the CS model is grasped by community stakeholders. Will inform and/or involve Lehigh/CDUEL and UWGLV/COMPASS to the degree possible in all stated site visits of this nature.

- ❑ Agreement that the Community School Coordinator will follow the BASD academic calendar for non-instructional staff related to inclement weather and will refer to Lehigh/CDUEL's attendance policy on all other days in coordination with the Executive Director.
- ❑ Agreement to allow COMPASS to be part of the beginning of year Open House or Orientation either by way of Community School Coordinator, or UWGLV/COMPASS staff directly.
- ❑ Agreement to seek opportunities to include COMPASS in at least one presentation to the BASD Board of Directors per year, in collaboration with principals, key district staff members and Lehigh/CDUEL staff regarding implementation of the Community School model.
- ❑ Agreement to participate in at least one presentation a year to key constituents, including the COMPASS Council, Community Impact Council, Coalition for Community Schools partners, or others.
- ❑ Any results-focused plan for the Community School partnership shall be directly linked to the vision and academic plan designed by the Principal of Broughal Middle. Any additional plan shall be designed in collaboration with the Principal and staff of Broughal Middle.
- ❑ BASD Administration agrees to provide the identified data sought for the completion of the Annual School Data report directly to the UWGLV and indirectly through its data sharing with the Community School Coordinator for evaluation and reporting purposes.
- ❑ Participate in ongoing and annual performance review of Community School Coordinator. This could require BASD staff to "sit-in" on the evaluation and offer verbal feedback, meet with Lehigh/CDUEL and UWGLV prior to the evaluation to discuss strengths and areas that need improvement, complete a questionnaire related to CSC performance.
- ❑ Dedicated office space, desk, adequate computer, phone, and related supports for the Community School Coordinator.
- ❑ Individual BASD email address for the Community School Coordinator to support implementation of the Community School model.
- ❑ Support for the Leadership Team to communicate with each other, parents, and community (email, newsletters, and district-wide announcements).
- ❑ Access to facility and facility usage for programs and services directly related to the implementation of the Community School Model at Broughal.
- ❑ Permission to create and shape new content related to Broughal Middle being a COMPASS Community School for inclusion on the School website and/or the BASD website with links to both Lehigh/CDUEL and UWGLV/COMPASS sites as well as other important partners.

- ❑ Custodial/Security support for use of building in non-contracted custodial/security hours available when expenses are covered by an entity other than BASD unless arrangements are made through the principal of Broughal Middle.
- ❑ Release time for principals, faculty and staff to participate in training and regular meetings, as appropriate and when expenses are covered by an entity other than BASD unless arrangements are made through the principal of Broughal Middle.
- ❑ Active involvement in promoting Community School initiative: assessing needs and progress of school and community, participating in resource development designed to improve the Community School Conditions for Learning.
- ❑ Agreement to administer the School Community Network "Schools Capacity for Community School Partnership" survey or similar tool, to the degree appropriate to all Administrators/Staff at Broughal 2x during 2013-2014. The survey is to be crafted as an electronic tool by COMPASS/UWGLV and administered through BASD leadership with all results provided anonymously to COMPASS/UWGLV for review and analysis. (Attached as Appendix F). Such an analysis and review will then be shared with BASD Administration by COMPASS/UWGLV.

Services provided by SUBCONTRACTOR B – Lehigh University, College of Education/CDUEL

- ❑ Employment of Community School Coordinator and any relevant Secondary position/s with benefits package, as appropriate.
- ❑ Regular informal supervision and monthly formal supervision with Community School Coordinator
- ❑ Provide on-going training and support opportunities for Community School Coordinator and/or Secondary position(s) to ensure professional development. This includes:
 - Proficiency in basic computer applications such as Microsoft Word and Excel.
 - Knowledge of Lehigh/CDUEL mission, vision, policies, etc.
 - Primary understanding of Pennsylvania's Public Education System.
 - Professional communication skills; verbal, written, otherwise.
 - Sense of individual accountability to multiple entities.
 - Effective time management skills and prioritization of multiple tasks.
 - Ability to lead and negotiate within groups of varied interests.
 - Competency in all other skills essential to a professional workplace.
 - Ability to supervise secondary position/s hired through Lehigh/CDUEL for the implementation of the CS model at Broughal.
- ❑ In collaboration with the Principal of Broughal Middle and the United Way, Lehigh/CDUEL will conduct ongoing formative evaluation and a yearly summative evaluation of the performance of the Community School Coordinator and any secondary positions.
- ❑ Participate in bi-annual Lead Partner supervisor/CSC meetings, quarterly role-alike groups, Lead Partner/Principal meetings as necessary and other trainings sponsored by the UWGLV geared toward the evaluation and strengthening of the partnership.

- ❑ Act as fiscal agent for United Way campaign dollars received on behalf of Broughal Middle.
- ❑ In-kind resources of programs and services to support the implementation of the Community School initiative in the BASD.

The Community School Coordinator under the given role and responsibilities, shall act as a “school official” of the BASD for the purposes of data access and collection. Under current FERPA regulations, this allows the CSC to regularly access the BASD database and view student records due to having “legitimate educational interest.” Further details are outlined in Appendix C.

Consistent with all state and federal confidentiality laws, UWGLV/COMPASS, BASD, and Lehigh/CDUEL agree to maintain the confidentiality of all student and family information with which they come into contact

- ❑ Review/revise the job description and performance evaluation of the Community School Coordinator and any secondary positions as needed to best meet current responsibilities and priorities of the Community School Initiative. This should be conducted each year by Lehigh/CDUEL in collaboration with BASD and UWGLV/COMPASS.
- ❑ Active participation on site-based Leadership Team.
- ❑ Active involvement in promoting Community School model: assessing needs and progress of school and community using agreed upon standardized forms, participating in resource development.
- ❑ Agreement to permit and participate in at least two Community School tours/visits per year.
- ❑ Agreement to participate in at least one presentation a year to key constituents, including the COMPASS Council, Community Impact Council, Coalition for Community Schools partners, or others.
- ❑ Agreement to administer the School Community Network “Organizational Capacity for Community School Partnerships” survey or similar tool to the degree appropriate within Lehigh/CDUEL, including Board of Directors, Administration and other employees 2 x in 2013-2014. The survey is to be crafted as an electronic tool by COMPASS/UWGLV and administered through Lehigh/CDUEL leadership with all results provided anonymously to COMPASS/UWGLV for review and analysis. (Attached as Appendix G) Such review and analysis will then be shared with Lehigh/CDUEL Administration by COMPASS/UWGLV.

Appendix B

Budget

United Way of the Greater Lehigh Valley/COMPASS

An investment total of \$50,000 for fiscal year 2013-2014 to support a Full Time Community School Coordinator position and Part Time Secondary Position as stated below.

- ❑ Community School Coordinator- \$35,000 full time, 40 hours, 12 month position
- ❑ Secondary Position - \$15,000 part-time, 3-4 hours a day, 4 days a week for 10-12 months as stated below.

One Hundred percent (100%) of the investment is to be used to support the salary of the CSC and Secondary Position.

An estimate of financial support from UWGLV follows:

July 1, 2012 – June 30, 2013 \$50,000
July 1, 2013 – June 30, 2014 \$50,000

Community investment awards are contingent upon availability of funding; annual notification will inform you of your partnership investment award for a given fiscal year. Payment to your organization is on a monthly basis, in equal distributions, with the first payment on July 1, 2013. This support is separate from any other donor-designated gifts your organization might receive through UWGLV or any other United Way.

In the event of a delay in the approval of this contract, the first actual monthly payment will include all previously scheduled but unpaid payments.

Bethlehem Area School District

Financial support of \$4,200 to the school budget and available to support the implementation of the Community School Model at Broughal Middle School

Appendix C

Reports/Data Sharing/Collection

Consistent with all state and federal confidentiality laws, BASD and Lehigh/CDUEL agree to provide to UWGLV/COMPASS all data needed to assess results of Community School model implementation in the Bethlehem Area School District at Broughal Middle. Additionally, BASD agrees to provide the CSC with direct access to the BASD database for the purposes of reviewing student data and appropriately aligning available programs, services and strategies to best meet the needs of students and families. This access will be granted through the assignment of a unique username and password to the CSC. BASD agrees to provide to UWGLV, Lehigh/CDUEL and the CSC orientation to data collection systems.

Data Access, Collection and Reports, Partnership Evaluation and Results Based Accountability

In order to evaluate United Way investments, the United Way and COMPASS will report on key, research-based indicators that are essential for measuring academic success. The School District is a key partner in the ability to demonstrate results and must therefore provide an initial orientation to its data collection system and capability as well as evaluative data as necessary and appropriate and in accordance with district policies and all applicable state and federal laws, including HIPAA and FERPA, throughout the course of the year:

COMPASS/United Way of the Greater Lehigh Valley requires that in the context of the Community School model and this partnership and for the purposes of this agreement the Community School Coordinator is deemed a "school official" for purposes of accessing students records and reviewing and working with data that is individually identifiable. This provision is made available under the ***The Family Educational Rights and Privacy Act (FERPA)*** wherein it states:

(a) An educational agency or institution may disclose personally identifiable information from an education record of a student without the consent required by §99.30 if the disclosure meets one or more of the following conditions:

(1)(i)(A) The disclosure is to other ***school officials***, including teachers, within the agency or institution whom the agency or institution has determined to have ***legitimate educational interests***.

(B) A contractor, consultant, volunteer, or ***other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official*** under this paragraph provided that the outside party—

(1) ***Performs an institutional service or function for which the agency or institution would otherwise use employees;***

(2) ***Is under the direct control of the agency or institution with respect to the use and maintenance of education records; and***

(3) ***Is subject to the requirements of §99.33(a) governing the use and redisclosure of personally identifiable information from education records.***

(ii) An educational agency or institution must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. An educational agency or institution that does not use physical or technological access controls must ensure that its administrative policy for controlling access to education records is effective and that it remains in compliance with the legitimate educational interest requirement in paragraph (a)(1)(i)(A) of this section.

While a Community School Coordinator is herein considered a "School Official" as described above, UWGLV/COMPASS maintains the belief that in order to maximize the highest degree of compliance with all district, local, state and federal confidentiality laws and regulations the following should be maintained at the discretion of the district:

- Community School Coordinator shall sign off on any and all Confidentiality waivers, intended or acceptable use policies, etc. as indicated by BASD.
- Community School Coordinator shall be granted Administrator access in a "Read Only" format
- BASD establishes the parameters under which CSC can request/generate reports related to the data and information available in the database system and for what purposes other than that which is stated herein it can be used.
- Community School Coordinator shall be assigned a unique username and password in order to access the BASD Database.

It should also be understood that

- Regular access to student/school data by the Community School Coordinator allows for maximum efficiency when creating or coordinating programs and services around a particular identified need.
- The ongoing collection and review of data assists the Community School Coordinator to modify strategies mid-stream so that programs and services match changes in need.
- The ability to directly access data also helps the CSC ensure the quality of the programming and services meets expectations.
- The ability to directly access data allows the CSC to demonstrate impact as well as existing areas of need to stakeholders who may be interested in understanding how resources need to maintain or shift to have greatest impact.
- Non-individually identifiable data may be shared with the UWGLV/COMPASS, Community School Leadership Team members, COMPASS Council members and the community

The Community School Coordinator at BROUGHAL will be responsible to submit

- A **Results-Based Plan** that outlines Broughal Middle School's top 2-4 priorities for the next 1-3 years and provide a snapshot of the top 5-6 key strategies intended to be implemented over the course of the next year to meet each of the priority goals. It will also outline the desired outcomes as well as the measurement tool for each strategy. This plan will be reviewed by UWGLV/COMPASS upon submission which is to be **no later than October 31, 2013** and will be evaluated collectively in the **June 2014 monthly CSCD training session**. The evaluation will be used to determine what strategies appeared to be most feasible and effective at particular sites as well as to establish if there is a possibility for replication across the initiative. The highlights of success and lessons learned will be recorded in the Annual report due on July 31, 2014.

- The **Results-Based Plan** should be in alignment with the school/district's school improvement plan/accountability plan and the district's strategic plan and is intended to be a working document.
- Non-individually identifiable data shall be entered into the CTK database on a yet to be determined timeline wherein UWGLV/COMPASS staff will bridge the data to the Results Scorecard Software system allowing for demonstrable action and impact in desired site specific areas.
- Lehigh/CDUEL must submit a completed **Budget form** within 30 days of receipt of the first payment that outlines the intended uses of the aforementioned investment for the fiscal year July, 2013 through June, 2014. (Budget form template is attached to this document as Appendix E).
- Lehigh/CDUEL must submit an **Expenditures report** at the end of the fiscal year as part of the annual reporting process as an account of other funding and leverage dollars that were utilized to enhance and support the Community School work at Broughal Middle .
- Lehigh/CDUEL must submit a site based **Comprehensive Annual Report** by July 31, 2014 related to the Community School at Broughal Middle. This report is to be entered in the online database CTK by the Community School Coordinator. Information submitted for this report will include:
 - Demographic data
 - Behavioral data
 - Attendance data
 - Mobility rate data
 - Family Engagement Data
 - Out-of-School time participation data
 - Partnership data, including types and depths of partnerships created
 - Free and reduced lunch rates, etc.

And will provide a snapshot of quantity, quality and impact that has taken place over the year at BROUGHAL through the provision and coordination of various programs and services. This annual report allows UWGLV/COMPASS to assess the progress and stage of development at this particular COMPASS site and compare it to the balance of sites across the initiative.

Appendix D

Enacting Conditions for Funding on a Site's Performance

1. Partnership site identified as experiencing significant challenges for a significant period of time
2. COMPASS Executive Committee informed of challenges and a plan to consider conditions for continued partnership are discussed
3. All partners called together to discuss challenges and identify key areas for growth and change in order for partnership/funding to continue
4. All partners receive formal communication regarding conditions for continued partnership funding and identified timeline.
5. Partnership receives training, technical support and coaching support offered to partnership site and examines trends in progress and action
6. Partners meet by agreed upon deadline and to determine if evidence to support positive growth exists at a level acceptable to continue funding
7. COMPASS Executive Committee is offered an update regarding partnership's efforts to make positive growth and the results of the effort
8. COMPASS Council receives information regarding challenges, receives recommendation from COMPASS Executive Committee regarding how to proceed with funding and staff support of partnership
9. COMPASS Council members make decision regarding funding and staff support
10. Partnership receives communication and updated timeline regarding expectations for continued growth, funding and staff support or receives information regarding plans to dissolve partnership

Appendix E

Community School Budget and Funding Sources School Year 2013-2014						
School Name		District				
Lead Partner Organization		Phone				
Fiscal Contact Name		Email				
COLLABORATIVE PROGRAM/FUNDING PARTNERS						
ITEM	BUDGET/ IN KIND VALUE	LEAD PARTNER	SCHOOL DISTRICT	Community Partners for Student Success	UNITED WAY	TOTAL
1. STAFF						
Community School Coordinator						
Salary						
Benefits						
Travel						
Training						
2. STRATEGIES/PROGRAMS						
3. ADMINISTRATION/ OTHER EXPENSES						
BUDGET TOTAL						
4. IN KIND SUPPORT (Specify)						
IN KIND TOTAL						

9. *Athletic Ticket Prices*

INFORMATION:

The Athletic Family Ticket Program has been in effect for the past 31 years. This concept was developed to enable families with school-aged children to attend athletic events at a reduced rate.

For the 2013-2014 school year, the administration is recommending that all ticket/pass prices remain the same as they were in the 2012-2013 school year. These prices align our District with most other Lehigh Valley schools and with District XI ticket pricing. In addition, our pass prices remain the same with a limit of 6 per family pass purchase.

This information was reviewed with the Board at the May 6, 2013, Board Curriculum Committee Meeting.

RECOMMENDATION:

- a. That the administration be authorized to approve the following admittance fees for football, basketball, and wrestling events for the 2012-2013 school year as follows:

Students	-	\$3
Adults	-	\$6
Senior Citizens	-	No Charge

- b. That the administration be authorized to approve the Family Ticket Program and Student Season Pass for the 2013-2014 school year as follows:

Student Football Pass	-	\$10
Student All Sports Pass	-	\$20
Adult All-Sports Pass	-	\$50
Family All-Sports Pass (6 person limit)	-	\$70

Curriculum Items

President Faccinnetto asked Director Burkhardt to make a motion to approve Curriculum Agenda Items 6, 7, 8, 9, 10, 11 and 12.

Director Burkhardt made a motion to approve the Curriculum Agenda Items 6, 7, 8, 9, 10, 11 and 12. Director Bonilla seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote on Items 6, 7, 8, 9, 10, 11 and 12.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinnetto

Motions pass 8-0

10. *Waivers*

INFORMATION:

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

RECOMMENDATION:

That the Board of School of School Directors adopts the waivers relating to Student Numbers 0958615, 0970329, 0971633, 1008711, 1009495, and 1011155.

Curriculum Items

President Faccinnetto asked Director Burkhardt to make a motion to approve Curriculum Agenda Items 6, 7, 8, 9, 10, 11 and 12.

Director Burkhardt made a motion to approve the Curriculum Agenda Items 6, 7, 8, 9, 10, 11 and 12.
Director Bonilla seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote on Items 6, 7, 8, 9, 10, 11 and 12.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinnetto

Motions pass 8-0

RECOMMENDATION:

1. Ron Knecht

\$1,470.00

All expenses will be fundraised.

Motions pass 8-0

12. *Conference*

RECOMMENDATION:

1. Yaritza Rodriguez June 19-21, 2013
Audie Torres Ninth Annual Eastern Regional Conference
On After-School
Baltimore, Maryland
21st CCLC – COHORT 6 Grant 1450-324 = \$560.00
21st CCLC – COHORT 6 Grant 1450-581 = 932.52
\$1,492.52

	Amount	Balance
Estimated Expenses:		
Registration		
21 st CCLC – COHORT 6 Grant 1450-324	\$560.00	\$560.00
Registration Cost = \$280/pp x 2/employees = \$560.00		
Lodging/Meals/Transportation		
21 st CCLC – COHORT 6 Grant 1450-581	\$932.52	\$4,573.45
Lodging = 2/nights @ \$133.88/night x 2/employees = \$535.52		
Meals = 2/days @ \$40/day x 2/employees = \$160.00		
Transportation = Rental for 3/days x \$44/day + \$80/gas = \$212.00		
Other = Tolls = \$25.00		

Curriculum Items

President Faccinnetto asked Director Burkhardt to make a motion to approve Curriculum Agenda Items 6, 7, 8, 9, 10, 11 and 12.

Director Burkhardt made a motion to approve the Curriculum Agenda Items 6, 7, 8, 9, 10, 11 and 12.
Director Bonilla seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote on Items 6, 7, 8, 9, 10, 11 and 12.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinnetto

Motions pass 8-0

13. Resignations**RECOMMENDATION:****A. Instructional**

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Antes, Douglas	Hanover/Spring Garden Music Teacher	Retirement	May 14, 2013
2.	Cieslak, Kathy	Freemansburg/Miller Heights Physical Education Teacher	Retirement	June 12, 2013
3.	Repyneck, Mary	Liberty Science Teacher	Retirement	June 4, 2013
4.	Stauffer, Illona	Freedom Spanish Teacher	Retirement	June 12, 2013

B. Noninstructional

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Bearer, Victoria	District-wide Associate Nurse	Retirement	June 6, 2013
2.	Hartranft, Thomas	Assistant Supervisor of Transportation	Resignation	July 27, 2013
3.	Heptner, Deborah	Bus Driver	Retirement	June 1, 2013

14. Furlough

The following noninstructional staff member will be furloughed due to the termination of Cohort 5, 21st Century Community Learning Centers Grant:

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Correll, Chad	Nitschmann Coordinator	Furlough	July 1, 2013

15. Terminations

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Mendoza, Mara	Northeast Coordinator	Grant ended	July 1, 2013
2.	Merill-Newhard, Angela	East Hills Coordinator	Grant ended	July 1, 2013
3.	Ortiz-Fuentes, Irma	Marvine Family Center (.5) 0-3 Secretary/Clerk	Grant ended	July 1, 2013

16. *Leaves of Absence***RECOMMENDATION:*****A. Instructional***

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Buchanan, Karen	Northeast English Teacher	Family Medical Leave of Absence	May 20, 2013, until the end of the 2012-2013 school year
2.	Chiafulio, Amber	Freedom Science Teacher	Family Medical Leave of Absence	August 21, 2013, until the end of the day on October 11, 2013
3.	Dailey, Rosemary	Fountain Hill Reading Teacher	Family Medical Leave of Absence	April 22, 2013, intermittently, until the end of the day on April 22, 2014
4.	Dutton, Tammy	East Hills Gifted Teacher	Family Medical Leave of Absence	April 22, 2013, intermittently, until the end of the day on April 22, 2014
5.	Gleghorn, Laurie	Miller Heights Grade 5 Teacher	Family Medical Leave of Absence	August 21, 2013, until the end of the day on November 14, 2013
6.	Langmayer, Alicia	Liberty Business Teacher	Family Medical Leave of Absence	June 3, 2013, until the end of the 2012-2013 school year
7.	Layton, Jennifer	Nitschmann Special Education Teacher	Childrearing Leave of Absence	August 21, 2013, until the end of the 2013-2014 school year
8.	Meila, Jeffrey	Governor Wolf Grade 4 Teacher	Family Medical Leave of Absence	April 26, 2013, until the end of the day on May 10, 2013
9.	Mueller, Jennifer	Miller Heights Speech Therapist	Family Medical Leave of Absence	April 19, 2013, until the end of the day on April 26, 2013
10.	Shellaway, Mark	Calypso Grade 4 Teacher	Family Medical Leave of Absence	April 29, 2013, until the end of the day on May 24, 2013

16. *Leaves of Absence***RECOMMENDATION:*****B. Noninstructional***

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Collazo, Elizabeth	East Hills General Kitchen Help	General Leave of Absence	April 30, 2013, until the end of the 2012- 2013 school year
2.	D'Angelo, Susan	Lincoln Associate Nurse	Family Medical Leave of Absence	March 26, 2013, until the end of the day on April 26, 2013
3.	Nemeth, Ernest	Custodial/Warehouse Supervisor	Family Medical Leave of Absence	April 3, 2013, until the end of the day on April 11, 2013
4.	Savitski, Kelly	East Hills Teacher Assistant	Family Medical Leave of Absence	April 26, 2013, until the end of the day on May 6, 2013

17. *Nominations***RECOMMENDATION:*****A. Instructional***

	NAME	ASSIGNMENT	SALARY	EFFECTIVE
1.	Zundel, Evon	Freedom/Liberty Technology Integration Specialist	\$75,286 Master's +15, Step 14	August 21, 2013

B. Noninstructional

	NAME	ASSIGNMENT	SALARY	EFFECTIVE
1.	Freeman, Jennie	Nitschmann General Kitchen Help 3.5 hours daily, lunch	\$12.93 per hour	May 21, 2013
2.	Hartranft, Thomas	Part-time Bus Driver	\$18.21 per hour	July 27, 2013
3.	Rodriguez, Margarita	Nitschmann General Kitchen Help 3.5 hours daily, lunch	\$12.93 per hour	May 21, 2013

17. Nominations**RECOMMENDATION:*****B. Noninstructional (continued)***

	NAME	ASSIGNMENT	SALARY	EFFECTIVE
4.	Thatcher, Michael	Broughal Supplemental Custodian	\$10.00 per hour	May 21, 2013

C. Miscellaneous

	NAME	ASSIGNMENT	SALARY
1.	Hicks, Amanda	Coach – East Hills Assistant Soccer	\$1,359.00
2.	Korcienski, James	Coach – Northeast (.5) Assistant Softball	\$679.50
3.	Spina, Lynn	Coach – Freedom Head Cheerleading	\$3,847.00 <i>to be adjusted for 2013-2014 school year</i>
4.	Danyi, Kelly Golden, Denise Hujisa, Bridget Kemmerer, Erin Landis, Barbara Longyore, Jane Miller, Susan Moll, Jennifer Morgan, Megan Radler, Chad Sassaman, Melissa Shadle, Karen Stephan, Amanda Stocker, Megan Weisler-Smith, Susan	Extended School Year Program Special Education Teachers	\$34.40 per hour
5.	De La Rosa, Adnery Giovarelli, Beth Koehler, Debra Nann, Cynthia Shreiner, Susan VanWyk, Denise	Extended School Year Program Special Education Teacher Assistants	\$16.26 per hour

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

	NAME	ASSIGNMENT	SALARY
6.	Torres, Andrea Kukuvka, Luke Zellner, Tracy Keen, Alicia	Extracurricular Activity Advisors <i>Marvine</i> Safety Patrol Student Council (.5) Student Council (.5) <i>Spring Garden</i> Conflict Management	 \$345.00 \$172.50 \$172.50 \$345.00
7.	Maldonado, Celeste	Intern Psychologist 2013-2014 school year	\$7,500.00 <i>(ACCESS funded)</i>
8.	Hartman, Shea	Permanent Day-to-Day Substitute East Hills <i>(replacing K. Wakeman)</i>	\$100 per day effective April 8, 2013
9.	Dawson, William	Permanent Day-to-Day Substitute Nitschmann <i>(replacing N. Schaefer)</i>	\$100 per day effective April 29, 2013
10.	Parker, Denise Wescoe, Jennifer	Project SOS Summer Safety Camp	\$34.40 per hour <i>State Farm Grant funded</i>
11.	Brown, David Kise, Alfred Solitario, Brenda	Special Education Office – Summer Testing Educational Support Teachers	To be paid contractual per diem rate
12.	Rodriguez, Lorna	Special Education Office – Summer Testing Home and School Visitor	To be paid contractual per diem rate
13.	Bell, Colleen Cordero, Lydia Dowling, Carole Dugas, Tara Hagar, Susan Keeler, Amy Lawrence, Kelly Lesinski, Michelle Lubell, Elyse Sharp-Ross, Mary Valish, Frank, Jr. Wisser, Karen	Special Education Office – Summer Testing School Psychologists	To be paid contractual per diem rate

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

	NAME	ASSIGNMENT	SALARY
14.	Heptner, Deborah	Substitute Bus Driver <i>(to be used in emergency situations)</i>	\$16.93 per hour
15.	Bloszinsky, Brad Feigley, William Jordan, Diane McGoff, Tara Petrosky, Robert	Summer Career Program Freedom Teachers	\$34.40 per hour <i>(grant funded)</i>
16.	Schachter, Carole Zito, Annette	Summer Enrollment Services ESOL screening	To be paid contractual per diem rate, not to exceed 25 days
17.	Miller, Christine	Summer Dining Services Cook/Site Monitor 6.5 hours per day	\$16.82 per hour <i>Summer Food Service Program funded</i>
18.	King, Debra	Summer Dining Services Assistant Cook/Site Monitor 5.5 hours per day	\$15.59 per hour <i>Summer Food Service Program funded</i>
19.	Bruno, Paulette Kimminour, Amanda Mullin, Helen Naples, Susan Strohl, Jerry	Summer Dining Services General Kitchen Help 3.5 hours daily	\$13.61 per hour <i>Summer Food Service Program funded</i>
20.	Myers, Rosemary	Summer Dining Services General Kitchen Help 3.5 hours daily	\$13.93 per hour <i>Summer Food Service Program funded</i>
21.	Price, Lynda Applegate, Donna Berardinucci, Deborah Dzienis, Jayne Ehret, Brenda Kammetler, Debra Price, Lynda Reinsprecht, Maribeth Wallbillich, Donna	Summer Dining Services Alternates (by seniority) Cook/Assistant Cook/Site Monitor General Kitchen Help	To be paid regular hourly rate <i>Summer Food Service Program funded</i>

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

	NAME	ASSIGNMENT	SALARY
22.	Any dining service employee already approved by the Board of School Directors	Summer Dining Services Alternate/Special Event Help	To be paid regular hourly rate <i>Summer Food Service Program funded</i>
23.	Omdahl, Matthew Soto, Noel Baez, Esmary Brennan, Julia Canales, Juan Murphy, Raymond Ross, Matthew Sanchez, Minoshka Turner, Kalia Vega, Reynaldo Wheeler, Daunee Zayas, Emmanuel	Summer Painting Crew Leader Student Workers	\$12.00 per hour \$10.00 per hour
24.	Hryczyn, Marlice	Summer School – District Coordinator	\$34.40 per hour
25.	Achenzie, Jeffrey Arner, Michael Bednarik, Jeanne Bieber, Susan Burke, Stacey Cleffi, Michael Coppock, Richard Dectis, Nicholas D’Emilio, Christopher D’Emilio, Nicole Fogarty, Michele Gardiner, Kristen Giannantonio, Amy Hart, Nicole Herbst, Christine Kroboth, Suzanne Leeson, Maureen	Summer School – District High School Teachers <i>(dependent on enrollment)</i>	\$34.40 per hour

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

	NAME	ASSIGNMENT	SALARY
25.	McKellin, Janice Muller, Michael Patti, Joshua Peters, Karl Rarig, Debra Reitz, Tara Rodriguez, Lisa Searock, Jessica Shuler, Jeremy Snyder, Tracey Steele, Tracy	High School Teachers <i>(continued)</i>	\$34.40 per hour
26.	Bieber, Susan Gardiner, Kristen George, Crystal Pitsilos, Andrew Venzani, Michael	Summer School – District Middle School Teachers <i>(dependent on enrollment)</i>	\$34.40 per hour
27.	Snyder, Susan Calderon, Jeanette <i>(substitute)</i> Pastor, Mark <i>(substitute)</i>	Summer School – District Middle/High School Monitors <i>(dependent on enrollment)</i>	To be paid regular hourly rate
28.	Burgos-Halm, Evanyl DaCosta, Janice Ehrlich, Judith Garcia, Daniel Giampapa, Tammy Giordano, Sophia Kaar, Karen Kalamar, Pamela Kindt, Dee Kirkpatrick, Jocelyn Loller, Tracey Olivares, Aja Piacenti, Lori Rivera, Angel Schwarzbach, Lori	Summer School – Elementary Donegan – Teachers	21 st CCLC Grant funded \$34.40 per hour

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

	NAME	ASSIGNMENT	SALARY
28.	Wastler, Amy	Donegan – Teachers (<i>continued</i>)	\$34.40 per hour
	Williams, Janice Williams, Joe Collazo, Myriam Mertz, Diane Nolf, Donna Rivera, Patsy	Donegan – Teacher Assistants	\$16.26 per hour
29.	Culligan, Amy	Summer School – Elementary	<i>21st CCLC Grant funded</i> \$34.40 per hour
	Dolak, Donna Erney, Nicole Ginsburg, Jeremy Johnson, Jennifer Jones, Karen Wawrzynizk, Taylor Velez, Mary Lynn, Patricia Meckes, Cassandra	Fountain Hill – Teachers Substitute Teacher Teacher Assistants	
30.	Artim, Lindsey	Summer School – Elementary	<i>21st CCLC Grant funded</i> \$34.40 per hour
	Henninger, Jennifer	Freemansburg – Teachers	
	Korves, Ann Williams, Wanda Zulli, Ashley DiMaria, Martin Martinez, Sarah Ross, Lori Schaffer, Timothy Trinidad, Annjanette Weaver, Heather	Substitute Teachers	
	Diaspe, Sharon Galarza Emily Ocasio-Baiardi, Marilyn Yurko, Donna Ross, Lori	Teacher Assistants Substitute Teacher Assistants	
			\$16.26 per hour
			\$16.26 per hour
			\$10.00 per hour

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

	NAME	ASSIGNMENT	SALARY
31.	Craven, Kyle DiMaria, Martin Garcia, Matilde Hernandez, Martha Kukuvka, Luke Myles, Maria Reybitz, Jessica Seidenberger, Rebecca Torres, Andrea Wills, Thomas Zellner, Tracy Amann, Justin Tovar, Yazmin	Summer School – Elementary Marvine – Teachers Helpers	<i>21st CCLC Grant funded</i> \$34.40 per hour \$7.25 per hour
32.	Bickley, Laura Craven, Kyle Danilovicz, Judith Marrero, Antonio Phillips, John Reed, Christine Thomas, Sandra Zellner, Tracy Greenawald, Keri Rodriguez, Daiyana	Summer School – English Acquisition Teachers Substitute Teachers	 \$34.40 per hour
33.	Adams, Shayla Altimare, James Kamyab, Melissa Lyons, Matthew Marek, Deborah McKellin, Janice Medina, Jose Santana, Carlos Schultz, Barry	Summer School – Middle Schools Broughal – Teachers	<i>21st CCLC Grant funded</i> \$34.40 per hour

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

	NAME	ASSIGNMENT	SALARY
33.	Searock, Jessica Stehly, Katie Thomas, Megan Torres, Aileen Wilmore, Karen Cressman, Jayne Fernandez, Yaraivette Michael, Ruby Turanchik, Maryann	Broughal – Teachers (<i>continued</i>) Teacher Assistants	\$34.40 per hour \$16.26 per hour
34.	Arena, Rona Craven, Lisa Dodson, Ann Grasso, Teresa Gross, Jason Knecht, Ronald Klose, Connie Majczan, Sheri Seaman, Stephanie Shive, Linda Smisko, Roseann Spieker, Daniel Vanderstel, Elisa Zoudeh, Nancy Kaminski, Kathleen	Summer School – Middle Schools Northeast – Teachers Teacher Assistant (Substitute)	<i>21st CCLC Grant funded</i> \$34.40 per hour \$10.00 per hour
35.	Oliveria, Rosemarie Vasquez, Mariangeli	Summer Second Language Guides	\$11.00 per hour
36.	Rodriguez, Maureen Stom, Lori Collazo, Myriam Fehnel, Ann Marie Menendez, Evelyn Pena, Jacqueline Villeda, Johany	Summer SPARK Program Teachers Teacher Assistants	<i>Pre-K Counts Grant funded</i> \$34.40 per hour \$16.26 per hour

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

	NAME	ASSIGNMENT	SALARY
36.	Ocasio-Baiardi, Marilyn	Summer SPARK Program (continued) Substitute Teacher Assistant	\$16.26 per hour
37.	Connolly, Patrick Corpora, Kathleen	Summer Technology Integration Specialists	To be paid contractual per diem rate, not to exceed 15 days, collectively

D. Substitutes

INSTRUCTIONAL	NONINSTRUCTIONAL
Bielen, Gary	Haberstumpf, Rita
Bolden, Denisha	Maya, Jessica
Bringenberg, Kayla	Schaeffer, Ilene
Dalton, Kaitlin	
Ragard, Denise	

18. Reassignments**RECOMMENDATION:****A. Noninstructional**

	NAME	FROM/TO	SALARY	EFFECTIVE
1.	Avila, Marisol	From: Fountain Hill, General Kitchen Help, 3.5 hours daily, lunch/.5 hour daily, breakfast To: Fountain Hill, General Kitchen Help, 3.5 hours daily, lunch/1 hour daily, breakfast	\$13.93 per hour	May 21, 2013

18. Reassignments**RECOMMENDATION:****A. Noninstructional (continued)**

	NAME	FROM/TO	SALARY	EFFECTIVE
2.	Cintron, Evelyn	From: Spring Garden, General Kitchen Help, 3.75 hours daily, lunch To: Liberty, General Kitchen Help, 3.5 hours daily, lunch	\$13.93 per hour	May 21, 2013
3.	Colon, Carmen	From: Fountain Hill, General Kitchen Help, 3.75 hours daily, lunch To: Fountain Hill, General Kitchen Help, 3.75 hours daily, lunch/.5 hour daily, breakfast	\$13.93 per hour	May 21, 2013

Human Resources Items

President Faccinnetto asked Director Ortiz to make a motion to approve Human Resource Agenda Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23.

Director Ortiz made a motion to approve Human Resources Agenda Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23. Director Follweiler seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items.

President Faccinnetto called for a roll call vote on Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23.

Director Cann – Yes; Director Follweiler – No to Agenda Item 21 and Yes to Agenda Items 13 through 20, 22 and 23; Director McKeon – No to Agenda Item 21 and Yes to Agenda Items 13 through 20, 22 and 23; Director Ortiz - Yes; Director Patrick – Yes; Director Bonilla – No to Agenda Item 19 and Yes to Agenda Items 13 through 18, 20 through 23; Director Burkhardt – Yes; and President Faccinnetto – Yes

Motion passes 7-1 for Agenda Item 19

Motion passes 6-2 for Agenda Item 21

Motions pass 8-0 for Agenda Items 13, 14, 15, 16, 17, 18, 20, 22, and 23

19. *Salary Increase for Language Guides Position*

INFORMATION:

The Center for Language Assessment utilizes second language guides to work with students in their native languages to ensure adequate ESOL support and communication with the family. This support is provided on a limited basis, typically for no more than one year to acclimate the newcomers to the new school, new culture, and high academic demands in content areas. On some occasions, due to special circumstances and needs of the ELLs, a second year of support is granted.

For the 2012-2013 school year, \$50,000 was allocated for this purpose. For the 2013-2014 school year, \$53,100 has been allocated and approved which includes the recommended 5% increase.

This proposal was presented at the May 13, 2013, Board Human Resources Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the revised rate of pay for language guides as follows, effective July 1, 2013:

	2012-2013 Rate Per Hour	2013-2014 Rate Per Hour
With more than three consecutive years of service.	\$11.00	\$11.55
With three or fewer consecutive years of service.	\$10.40	\$10.92

Account Code and Account Title: General Fund 199 Language Guides

Account Balance: 2013-2014 Budget

Human Resources Items

President Faccinnetto asked Director Ortiz to make a motion to approve Human Resource Agenda Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23.

Director Ortiz made a motion to approve Human Resources Agenda Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23. Director Follweiler seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items.

President Faccinnetto called for a roll call vote on Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23.

Director Cann – Yes; Director Follweiler – No to Agenda Item 21 and Yes to Agenda Items 13 through 20, 22 and 23; Director McKeon – No to Agenda Item 21 and Yes to Agenda Items 13 through 20, 22 and 23; Director Ortiz - Yes; Director Patrick – Yes; Director Bonilla – No to Agenda Item 19 and Yes to Agenda Items 13 through 18, 20 through 23; Director Burkhardt – Yes; and President Faccinnetto – Yes

Motion passes 7-1 for Agenda Item 19

Motion passes 6-2 for Agenda Item 21

Motions pass 8-0 for Agenda Items 13, 14, 15, 16, 17, 18, 20, 22, and 23

20. *Memorandum of Understanding Between the Board of School Directors of the Bethlehem Area School District and the Bethlehem Education Association Regarding Middle School Content Area Leader Position*

INFORMATION:

The attached Memorandum of Understanding is a contracted settlement reached between the Bethlehem Education Association and the District.

This Memorandum of Understanding was reviewed with the Board at the Board Human Resources Committee Meeting on May 13, 2013.

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 Bethlehem Education Association to temporarily create the position of Middle School Content Area Leader.

Human Resources Items

President Faccinnetto asked Director Ortiz to make a motion to approve Human Resource Agenda Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23.

Director Ortiz made a motion to approve Human Resources Agenda Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23. Director Follweiler seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items.

President Faccinnetto called for a roll call vote on Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23.

Director Cann – Yes; Director Follweiler – No to Agenda Item 21 and Yes to Agenda Items 13 through 20, 22 and 23; Director McKeon – No to Agenda Item 21 and Yes to Agenda Items 13 through 20, 22 and 23; Director Ortiz - Yes; Director Patrick – Yes; Director Bonilla – No to Agenda Item 19 and Yes to Agenda Items 13 through 18, 20 through 23; Director Burkhardt – Yes; and President Faccinnetto – Yes

Motion passes 7-1 for Agenda Item 19

Motion passes 6-2 for Agenda Item 21

Motions pass 8-0 for Agenda Items 13, 14, 15, 16, 17, 18, 20, 22, and 23

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

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

WHEREAS, The parties wish to temporarily create the position of Middle School Content Area Leader for the 2013-2014 school year.

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

1. At each of the four middle schools, the temporary positions of Language Arts, Math, Reading, Science and Social Studies Content Area Leaders will be established during the 2013-14 school year.
2. Each bargaining unit member appointed to said positions will be compensated according to the following stipend schedule:

Five Person or less	\$ 748
Six Person	\$ 811
Seven Person	\$ 864
Eight Person	\$ 925
Nine Person	\$1021
Ten Person	\$1038

3. The Middle School Content Area Leader will provide without additional pay no more than ten (10) additional hours of work to be scheduled immediately following the close of the teacher day.
4. The responsibilities described in the Middle School Content Area Leader job description signed and dated July 29, 2011 will apply.
5. Except as listed above, all other Articles and Exhibits of the Collective Bargaining Agreement shall remain in full force and effect.
6. This Memorandum of Understanding will sunset at the close of the 190th contractual work day of the 2013-14 school year.

In WITNESS WHEREOF, The parties hereto have caused their names to be subscribed by their duly authorized officers and representatives this ____ day of May, 2013.

BETHLEHEM AREA SCHOOL
DISTRICT

BETHLEHEM EDUCATION
ASSOCIATION

WITNESS:

WITNESS:

21. *Memorandum of Understanding Between the Board of School Directors of the Bethlehem Area School District and the Bethlehem Education Association Regarding Middle School Grade Level Leader Position*

INFORMATION:

The attached Memorandum of Understanding is a contracted settlement reached between the Bethlehem Education Association and the District.

This Memorandum of Understanding was reviewed with the Board at the Board Human Resources Committee Meeting on May 13, 2013.

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 Bethlehem Education Association to temporarily create the position of Middle School Grade Level Leader.

Human Resources Items

President Faccinetto asked Director Ortiz to make a motion to approve Human Resource Agenda Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23.

Director Ortiz made a motion to approve Human Resources Agenda Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23. Director Follweiler seconded the motion.

President Faccinetto asked if there was any discussion regarding these items.

Director Follweiler stated that she would be voting no for Agenda Item 21 as discussed at the Board Human Resources Meeting. She feels that the subject level leader and the principal and assistant principal are sufficient. She understands Dr. Silva's rationale.

President Faccinetto called for a roll call vote on Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23.

Director Cann – Yes; Director Follweiler – No to Agenda Item 21 and Yes to Agenda Items 13 through 20, 22 and 23; Director McKeon – No to Agenda Item 21 and Yes to Agenda Items 13 through 20, 22 and 23; Director Ortiz - Yes; Director Patrick – Yes; Director Bonilla – No to Agenda Item 19 and Yes to Agenda Items 13 through 18, 20 through 23; Director Burkhardt – Yes; and President Faccinetto – Yes

Motion passes 7-1 for Agenda Item 19

Motion passes 6-2 for Agenda Item 21

Motions pass 8-0 for Agenda Items 13, 14, 15, 16, 17, 18, 20, 22, and 23

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

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

WHEREAS, The parties wish to temporarily create the position of Middle School Grade Level Leader for the 2013-14 school year.

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

1. At each of the four middle schools, the temporary positions of Gifted/Special Education (6-8), General Studies (7), General Studies (8), ESOL/Foreign Language (6-8), and Related Arts (6-8) Grade Level Leaders will be established during the 2013-14 school year.

2. Each bargaining unit member appointed to said positions will be compensated according to the following stipend schedule:

Five Person or less	\$ 748
Six Person	\$ 811
Seven Person	\$ 864
Eight Person	\$ 925
Nine Person	\$ 1021
Ten Person	\$ 1038

3. The Middle School Grade Level Leader will provide without additional pay no more than ten (10) additional hours of work to be scheduled immediately following the close of the teacher day.

4. The responsibilities described in the Middle School Grade Level Leader job description signed and dated July 29, 2011 will apply.

5. Except as listed above, all other Articles and Exhibits of the Collective Bargaining Agreement shall remain in full force and effect.

6. This Memorandum of Understanding will sunset at the close of the 190th contractual work day of the 2013-14 school year.

In WITNESS WHEREOF, The parties hereto have caused their names to be subscribed by their duly authorized officers and representatives this ____ day of May, 2013.

BETHLEHEM AREA SCHOOL
DISTRICT

BETHLEHEM EDUCATION
ASSOCIATION

WITNESS:

WITNESS:

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

INFORMATION:

The District strives to conserve energy by reducing heat in school facilities. Since the reduced temperature is not conducive to sedentary work, the District will be closed on December 23, 26, 27, and 30, 2013. As in the past, clerks/secretaries who are scheduled to work these days have been given options as described on the attached Memorandum of Understanding.

This item was reviewed with the Board at the Board Human Resources Committee Meeting on May 13, 2013.

RECOMMENDATION:

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

Human Resources Items

President Faccinnetto asked Director Ortiz to make a motion to approve Human Resource Agenda Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23.

Director Ortiz made a motion to approve Human Resources Agenda Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23. Director Follweiler seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items.

President Faccinnetto called for a roll call vote on Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23.

Director Cann – Yes; Director Follweiler – No to Agenda Item 21 and Yes to Agenda Items 13 through 20, 22 and 23; Director McKeon – No to Agenda Item 21 and Yes to Agenda Items 13 through 20, 22 and 23; Director Ortiz - Yes; Director Patrick – Yes; Director Bonilla – No to Agenda Item 19 and Yes to Agenda Items 13 through 18, 20 through 23; Director Burkhardt – Yes; and President Faccinnetto – Yes

Motion passes 7-1 for Agenda Item 19

Motion passes 6-2 for Agenda Item 21

Motions pass 8-0 for Agenda Items 13, 14, 15, 16, 17, 18, 20, 22, and 23

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

The Bethlehem Area School District strives to conserve energy by reducing heat in school facilities. Since the reduced temperature is not conducive to sedentary work, the district will be closed on December 23, 26, 27, and 30, 2013, when the clerks/secretaries are usually scheduled to work (a total of 26 hours). The parties agree to the following:

1. The clerks/secretaries will not report to work during the days listed above; however, can opt to receive their normal pay for that period. The following options to make up the 26 hours are available:

OPTION 1:

- a. The 12-month clerks/secretaries will make up hours of work from July through January or take vacation days. No more than five (5) make-up hours can be scheduled per week. The make-up hours are to be scheduled by the supervisor/principal in consultation with their clerks/secretaries.
- b. The 10-month clerks/secretaries will make up the hours of work from July through January. The make-up hours are to be scheduled by the supervisor/principal in consultation with their clerks/secretaries. Note: Prior to August 15, 2013, hours to be made up will be in half-day or full-day increments. After August 15, 2013, no more than five (5) make-up hours can be scheduled per week. During the week of August 9, 2013, no more than 40 hours of actual work may be performed.

OPTION 2:

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

OPTION 3:

A combination of Option 1 and Option 2.

2. The overtime section of the Collective Bargaining Agreement that requires time and one-half pay for time over a 7 ½ hour day, or time and one-half pay over a 37 ½ hour work week will not apply to the make-up hours.
3. Clerks/secretaries who do not report make-up hours shall receive a reduction in their pay the last payday in February equal to the number of hours not made up.

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

FOR THE DISTRICT:

FOR THE UNION:

Date

Date

23. *Annual Election of Colonial Intermediate Unit 20 Board of School Directors***INFORMATION:**

The annual election process is now occurring for Colonial Intermediate Unit (CIU) 20 Board members who are seeking election for the upcoming term on the CIU 20 Board of School Directors beginning July 1, 2013, through June 30, 2016. Ballots will be distributed for voting at this evening's meeting.

The annual election of CIU 20 Board members is conducted in accordance with the Public School Code of 1949, Sec. 910-A [24 PS 9-960(b)]. CIU 20 Board members with terms expiring June 30, 2013 (three-year terms) or those completing terms of former Board members appear on the ballot for election by all the members of the 13 school boards. Every Board member should participate in the voting process, and it is recommended that should a member not be present at the time of voting, some effort be made to solicit that vote and signature.

The Board of School Directors shall cast their ballot and return it to the Board Secretary. The Board Secretary will include the results in the official minutes and communicate the outcome to CIU 20.

This information was reviewed with the Board at the May 13, 2013, Board Human Resources Committee Meeting.

RECOMMENDATION:

That the Board of School Directors elects the following Colonial Intermediate Unit 20 Board members who are seeking election for the upcoming term on the Colonial Intermediate Unit 20 Board of School Directors beginning July 1, 2013, through June 30, 2016:

Eileen Featherman	East Stroudsburg Area School District
Robert Moskaitis	Easton Area School District
Jane Erdo	Northampton Area School District
Thomas Murphy, Sr.	Pleasant Valley School District
Dorothy Sirolli	Pocono Mountain School District

Human Resources Items

President Faccinnetto asked Director Ortiz to make a motion to approve Human Resource Agenda Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23.

Director Ortiz made a motion to approve Human Resources Agenda Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23. Director Follweiler seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items. President Faccinnetto called for a roll call vote on Items 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23.

Director Cann – Yes; Director Follweiler – No to Agenda Item 21 and Yes to Agenda Items 13 through 20, 22 and 23; Director McKeon – No to Agenda Item 21 and Yes to Agenda Items 13 through 20, 22 and 23; Director Ortiz - Yes; Director Patrick – Yes; Director Bonilla – No to Agenda Item 19 and Yes to Agenda Items 13 through 18, 20 through 23; Director Burkhardt – Yes; and President Faccinnetto – Yes

Motion passes 7-1 for Agenda Item 19

Motion passes 6-2 for Agenda Item 21

Motions pass 8-0 for Agenda Items 13, 14, 15, 16, 17, 18, 20, 22, and 23

24. *Dependent Eligibility Audit*

INFORMATION:

At the February 11, 2013 Board Finance Committee Meeting, the Board was informed that the District has been working together with Colonial Intermediate Unit (CIU) 20 and the Employee Benefit Trust of Eastern Pennsylvania (EBTEP) related to performing a dependent eligibility audit. The group and the administration suggests this audit to insure that everyone on the healthcare plan is eligible to receive benefits. Not only is this a contractual equity concern as well as a significant financial concern for coverage of ineligible benefits but will only be magnified due to the changes resulting from the Affordable Care Act.

CIU 20 solicited proposals and interviewed three (3) firms and together with EBTEP is recommending that participating Districts contract with Health Management Systems, Inc. (HMS) to provide a Dependent Eligibility Audit in an effort to reduce costs and preserve health benefits for all eligible members. HMS focuses on health care containment, recovery, and compliance and is endorsed by the American Hospital Associations, the American Association of School Administrators, Top Source, and the Employers Health Coalition. They have conducted over 800 dependent audits saving over \$2 billion with an average of 8.1% ineligible dependents with local clients including the City of Allentown, Hatboro Horsham School District and Hershey Foods.

The total fee proposal for CIU 20 is \$89,734 to review 5,782 employees and 12,492 dependents, of which the BASD's share is \$20,307.19. The audit is expected to be approved by EBTEP at their meeting on May 23, 2013, and will begin in Fall 2013 to include all planning, surveys, communications, notifications, customer service support, verification and reporting. HMS includes a performance guarantee of 2:1 on their fee resulting from claim savings by eliminating ineligible people who are on the plan incorrectly, or they will refund their fee in full thereby eliminating all risk to undertaking this project.

This information was reviewed with the Board at the May 13, 2013 Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the District's participation with Colonial Intermediate Unit 20 and the Employee Benefit Trust of Eastern Pennsylvania in a Dependent Eligibility Audit with Health Management Systems, Inc. at an estimated cost of \$20,308 to be paid from the Employee Benefits Fund pending EBTEP Board approval.

Account Code and Account Title: Employee Benefit Fund 2830-330
Account Balance: 2013-2014 Budget

Finance Items

President Faccinetto asked Director McKeon to make motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Director McKeon made a motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35. Director Follweiler seconded the motion.

President Faccinetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote on Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinetto

Motions pass 8-0

25. *Reappointment of Board Secretary***INFORMATION:**

Stacy Gober was appointed Board Secretary at the November 16, 2009, Regular Board Meeting, in conjunction with her appointment as Assistant to the Superintendent for Finance and Administration. In addition, Russell Giordano was appointed Assistant Board Secretary at the June 27, 2011, Regular Board Meeting, in the event of the absence of the Board Secretary.

In accordance with Board Policy 005, Organization, the Board shall during the month of May in every fourth year, elect a Secretary who shall serve for four (4) years beginning the first day of July after such election. The Secretary should be compensated in the manner and at the rate determined by the Board.

This agenda item serves as the reappointment of Stacy Gober as Board Secretary effective July 1, 2013, through June 30, 2017, as well as Russell Giordano serving as Assistant Board Secretary in the event of the absence of the Board Secretary.

This information was reviewed with the Board at the May 13, 2013, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors reappoints the following at no additional compensation:

- A. Stacy Gober to serve as Board Secretary effective July 1, 2013, through June 30, 2017.
- B. Russell Giordano to serve as Assistant Board Secretary in the event of the absence of the Board Secretary.

Finance Items

President Faccinnetto asked Director McKeon to make motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Director McKeon made a motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35. Director Follweiler seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote on Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinnetto

Motions pass 8-0

26. *Reappointment of Board Treasurer*

INFORMATION:

Nancy Mautino was reappointed Board Treasurer at the May 21, 2012, Regular Board Meeting effective July 1, 2012, through June 30, 2013.

In accordance with Board Policy 005, Organization, the Board shall annually during the month of May elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. This agenda item serves as the reappointment of Nancy Mautino as Board Treasurer at no additional compensation effective July 1, 2013, through June 30, 2014.

This information was reviewed with the Board at the May 13, 2013, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors reappoints Nancy Mautino to serve as Board Treasurer at no additional compensation effective July 1, 2013, through June 30, 2014, and be bonded in the amount of \$1,000,000.

Finance Items

President Faccinnetto asked Director McKeon to make motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Director McKeon made a motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35. Director Follweiler seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote on Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinnetto

Motions pass 8-0

27. *Reappointment of District Solicitor***INFORMATION:**

The Bethlehem Area School District Board of School Directors appointed King, Spry, Herman, Freund & Faul, LLC as Solicitor for the Bethlehem Area School District at their January 22, 2008, Regular Board Meeting. The firm has provided the District legal services since 2008 and their current agreement expires June 30, 2013. Attached is the Proposal for the Scope of Services and Compensation for the 2013-2014 fiscal year ending June 30, 2014. There is no increase from the current year's agreement.

The Board reviewed this information in Executive Session on April 15, 2013, and also at the Board Finance Committee Meeting on May 13, 2013.

RECOMMENDATION:

That the Board of School Directors accepts the attached Proposal for the Scope of Services and Compensation of King, Spry, Herman, Freund & Faul, LLC for the period July 1, 2013, through June 30, 2014.

Account Code and Account Title: General Fund-2350-330-Legal Services
Account Balance: 2013-2014 Budget

Finance Items

President Faccinnetto asked Director McKeon to make motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Director McKeon made a motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35. Director Follweiler seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote on Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinnetto

Motions pass 8-0



KINGSPRY

April 30, 2013

JEROME B. FRANK
DONALD F. SPRY II
DOMENIC P. SBROCCHI
KIRBY C. UPRIGHT, LL.M., CPA
KENT H. HERMAN
TERENCE L. FAUL
JOHN E. FREUND, III
JEFFREY T. TUCKER
GLENN M. HAZELTINE
JAMES F. SWARTZ, III*
KEVIN C. REID
PAUL S. FRANK
BRIAN J. TAYLOR
MICHAEL A. GAUL
ELIZABETH M. KELLY
ELLEN C. SCHURDAK
KRISTINE RODDICK
REBECCA A. YOUNG
DOROTA GASINICA-KOZAK
JESSICA F. MOYER
LUCAS J. REPKA
ERIN D. GILSBACH
CATHERINE L. STEHLIN
AVERY E. SMITH
KEELY J. COLLINS
KARLEY BIGGS SEBIA
JONATHAN M. HUERTA
ANDREW T. BENCH, LL.M.
PETER B. MCEVOY

OF COUNSEL:
E. DRUMMOND KING
JAMES J. RAVELLE, Ph.D., JD.
PAUL K. BLUNT

AFFILIATED WITH:
LAW OFFICES OF IRA WEISS
PITTSBURGH, PA 15219

*Certified Civil Trial
Advocate by National
Board of Trial Advocacy
("A" PA Supreme Court)

Mr. Michael Faccinetto, President of Board of Directors
Bethlehem Area School District
c/o Stacy M. Gober, Assistant to the Superintendent for
Finance and Administration
1516 Sycamore Street
Bethlehem, PA 18017

**RE: Proposal for Scope of Services and Compensation
For Bethlehem Area School District Solicitor**

Dear Mr. Faccinetto:

This will constitute our proposal for the scope of our legal services to Bethlehem Area School District and as solicitor to Bethlehem Area School District's Board of Directors. If accepted by the Board, this will constitute our agreement for the period July 1, 2013 to June 30, 2014 or severance, whichever shall first occur.

SERVICES

King, Spry, Herman, Freund & Faul, LLC (KSHFF) will provide comprehensive general counsel, legal consultation services, and representation on all legal matters affecting the Bethlehem Area School District (School District). It is anticipated that, from time to time, after consultation with KSHFF, the School District may engage special counsel as may be recommended by KSHFF, as required by the Attorney's Code of Professional Responsibility, or in the best interests of the School District.

COMPENSATION

1. **Annual Fee:** The School District shall pay to KSHFF the amount of \$16,000 Annual Fee. The services included under the Annual Fee are as follows:
 - All telephone conferences and email exchanges between KSHFF and School District officials involving general legal advice which resolves the issue in the telephone conference or email exchange;
 - Attendance at one (1) public Board meeting monthly, together with any executive sessions which immediately precede or follow the public meeting;
 - Any email exchanges or telephone calls with board officers or members and resolution of any school board issues that do not involve extensive research;
 - Attend one (1) monthly meeting with Superintendent and his designee(s) to review legal matters;

KING, SPRY, HERMAN, FREUND & FAUL, LLC • ATTORNEYS & COUNSELORS AT LAW
ONE WEST BROAD STREET • SUITE 700 • BETHLEHEM, PA 18018 • TEL: 610-332-0390 • FAX: 610-332-0314

ALLENTOWN ❖ BETHLEHEM ❖ STROUDSBURG

www.kingspry.com

{00017087}

- All services not otherwise chargeable.
2. **Services outside of Annual Fee – non litigation:** For all other services above the Annual Fee and not involved in litigation, the School District shall be billed at the blended rate of \$125 per hour for professional tasks and \$80 per hour for paraprofessional tasks.
 3. **Services outside of Annual Fee - litigation:** For matters where KSHFF represents the School District in litigation, billing will be charged at litigation rates consistent with hourly rates which shall be a blended rate of \$150 per hour for professional tasks and \$80 per hour for paraprofessional tasks. This litigation shall include any circumstances where the School District is contacted by an attorney representing a client; litigation is threatened, actual litigation involving any matter before a court, administrative agency or hearings before the School Board or a hearing officer designated by the Board. This rate shall also apply to employee discipline matters, labor negotiations, and construction matters. Where King Spry is approved defense counsel rates shall be consistent with those rates approved by the carrier, where KSHFF represents the School District before courts, administrative agencies, or in arbitrations. Litigation shall not include student disciplinary cases before the School Board, which will be charged at the non-litigation rate.

KSHFF represents to the School District that it is approved and qualified as defense counsel for the Pennsylvania School Boards Association Insurance Trust endorsed school leaders errors and omissions insurance as well as other writers of educators liability and errors and omissions insurance including AIG. In the event of litigation, an administrative due process request, a claim, or suit within the coverage of the Board of Directors' errors and omissions policy, the School District agrees to submit such claims for coverage and defense, and to request the designation of KSHFF as defense counsel for the School District. In the event of such designation, the School District agrees to accept the hourly rate approved by the insurance carrier.
 4. **Non-adversary or Instructional Service:** KSHFF will provide training and instruction in special education and other school law issues as requested to School District faculty and administration at \$130 per hour, which shall be billed separately.
 5. **Billing:** We will submit itemized invoices on a monthly basis. Litigation matters subject to the approved insurance rate will be invoiced separately from school solicitor services. Bond counsel fees will be paid at closing and will be contingent upon a successful closing.

KING, SPRY, HERMAN, FREUND & FAUL LLC

6. **Reimbursable Expenses:** The School District agrees to reimbursement KSHFF payment of out-of-pocket expenses advanced on behalf of the School District including, but not limited to, filing fees for legal documents, advertising, experts, exhibit preparation, extraordinary photocopying, and overnight delivery costs. Long distance telephone charges, ordinary photocopying, and postage will not be charged unless reimbursable by insurance.
7. **Student Discipline:** \$130/hour for preparation and attendance at all student discipline waiver conferences, hearings and preparation of adjudications not to exceed \$60,000.
8. **Special Education Matters:** \$150/hour for consultation, witness prep, representation at resolution sessions and due process hearings.

MUNICIPAL FINANCE AND BOND COUNSEL SERVICES

KSHFF represents and warrants that it is qualified and experienced in the handling of tax-exempt municipal bonds and other municipal finance matters. In the event the School District elects to use the services of KSHFF for purposes of bond counsel in a general obligation financing, KSHFF's fee will be calculated as follows:

	<u>Issue Amount</u>	<u>Fee Amount/ Multiplier</u>
	\$0-\$3.5 million	\$5,000.00
on the first	\$3.5 - 10 million	.0015
on the next	\$10 - 25 million	.0010
	Over \$25 million	.0005

Should the financing transaction present unusual issues or complexity, KSHFF will advise the School District and arrive at a mutually agreed fee before undertaking the assignment.

All out-of-pocket expenses involving the transaction will be reimbursed to KSHFF.

Where KSHFF acts as bond counsel, School District will have the option to pay KSHFF a total counsel fee equal to 50% of the Bond Counsel fee or to forego such fee. In the event the School District elects to pay KSHFF's total counsel fee, KSHFF will credit such fee against its annual fee spread evenly over six (6) months billing. In the event KSHFF is not Bond Counsel, KSHFF will receive a fee equal to 50% of Bond Counsel's fee for local counsel fees.

PERSONNEL ASSIGNED

KSHFF represents that it has adequate personnel trained in school law and municipal finance to meet the School District's needs. Fees for counsel assigned or who could be assigned to School District's work will be provided in a separate

KING, SPRY, HERMAN, FREUND & FAUL LLC

schedule. The primary responsible attorney will be KSHFF partner Donald F. Spry, II, Esquire. Time charges are based upon the professional nature of the task and not personnel assigned. Task assignments shall be at the sole discretion of the primary responsible attorney.

KSHFF represents that it has secured and upon request will provide the District with evidence of Professional Liability Insurance.

KSHFF looks forward to serving the needs of the Bethlehem Area School District.

Very truly yours,

KING, SPRY, HERMAN, FREUND & FAUL, LLC



Donald F. Spry, II, Esq.

DFSII/nmf

28. 2013-2014 School Breakfast and Lunch Prices**INFORMATION:**

Each year the Administration reviews the school breakfast and lunch prices for the new school year. The prices for the 2012-2013 school year are as follows:

	Breakfast Prices 2012-2013	Lunch Prices 2012-2013
Free	\$0.00	\$0.00
Reduced	\$0.30	\$0.40
Elementary	\$1.45	\$2.25
Secondary	\$1.55	\$2.45
Elementary Second Lunch*	---	\$2.90
Secondary Second Lunch*	---	\$3.10
Adult	\$2.10	\$3.35

*Students purchasing a second lunch, which are non-reimbursable from the government, cost \$0.65 more than the base lunch price.

In reviewing the USDA Price Equity guidelines, the District must increase student and adult lunch prices by \$0.10 cents with free and reduced lunch prices remaining the same for the 2013-2014 school year. For breakfast, the District must also increase student and adult breakfast prices by \$0.10 cents with free and reduced breakfast prices remaining the same for the 2013-2014 school year.

This information was reviewed with the Board at the May 13, 2013, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the school breakfast and lunch prices for the 2013-2014 school year as follows:

	Breakfast Prices 2013-2014	Lunch Prices 2013-2014
Free	\$0.00	\$0.00
Reduced	\$0.30	\$0.40
Elementary	\$1.55	\$2.35
Secondary	\$1.65	\$2.55
Elementary Second Lunch*	---	\$3.00
Secondary Second Lunch*	---	\$3.20
Adult	\$2.20	\$3.45

*Students purchasing a second lunch, which are non-reimbursable from the government, will cost \$0.65 more than the base lunch price.

Finance Items

President Faccinetto asked Director McKeon to make motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Director McKeon made a motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35. Director Follweiler seconded the motion.

President Faccinetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote on Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinetto

Motions pass 8-0

29. 2013-2014 Satellite Food Services**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 \$2.35 and \$2.55 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 \$1.85 for breakfast and \$2.75 for lunch per student, but 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 May 13, 2013, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes providing the following Satellite Food Services for the 2013-2014 school year:

	Breakfast Price Per Meal	Lunch Price Per Meal	
Centennial School	NA	\$ 2.35 Elementary	\$ 2.55 Secondary
		In accordance with the National School Lunch Pgm	
Lehigh Valley Dual Language Charter School	\$ 1.85	\$ 2.75	
Lincoln Leadership Academy	\$ 1.85	\$ 2.75	

Finance Items

President Faccinetto asked Director McKeon to make motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Director McKeon made a motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35. Director Follweiler seconded the motion.

President Faccinetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote on Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinetto

Motions pass 8-0

30. 2013-2014 Sodexo Food Service Contract Addendum**INFORMATION:**

The Business Office has received and reviewed the annual addendum renewal from Sodexo for food service management services for the 2013-2014 school year.

Sodexo's fees are based on Management and General Support/Administrative costs and are recommended to remain the same as the current 2012-2013 rates. The Management Fees for the 2013-2014 school year are \$0.094 per meal served. Likewise, the General Support/Administrative Fees are \$0.146 per meal. The Bethlehem Area School District realizes additional discounts based on Sodexo's National Vendor Programs and all rebates are reflected in the Food Service operating budget.

The anticipated 2013-2014 budget for fees and discounts are as follows:

General Support /Administrative Fees	\$ 344,411
Management Fees	221,744
Less Discounts	(392,997)
Net Fees less Discounts	<u>\$ 173,158</u>

This information was reviewed with the Board at the May 13, 2013, 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 2013-2014 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: Food Service Fund 3100-571

Account Balance: 2013-2014 Budget

Finance Items

President Faccinnetto asked Director McKeon to make motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Director McKeon made a motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35. Director Follweiler seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote on Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinnetto

Motions pass 8-0

31. *Tuition Rates for Child Care Program*

INFORMATION:

The Bethlehem Area School District's Child Care Program is a self-sustaining program with centers housed in each of the District's 16 elementary schools. The proposed rate increase allows the District to remain competitive with other Child Care providers in the Lehigh Valley.

Child Care Rates

Pre-Kindergarten & Kindergarten (All Year)

Hours Per Day	Current 2012-2013 Rates		Proposed 2013-2014 Rates Effective July 1, 2013 – June 30, 2014					
	Daily	Weekly	Daily	Weekly	3rd Child		4th Child (50%)	
0 to 2.5	\$14.00	\$ 70.00	\$18.00	\$ 90.00	\$12.00	\$ 60.00	\$ 9.00	\$45.00
2.6 to 5.0	23.50	117.50	25.00	125.00	17.50	87.50	12.50	62.50
5.1 to 10.0	33.00	165.00	35.00	175.00	25.00	125.00	17.50	87.50
10.1 to 11.5	35.00	175.00	37.00	185.00	26.00	130.00	18.50	92.50

School-Age Grades 1-5 (All Year)

Hours Per Day	Current 2012-2013 Rates		Proposed 2013-2014 Rates Effective July 1, 2013 – June 30, 2014					
	Daily	Weekly	Daily	Weekly	3rd Child		4th Child (50%)	
0 to 2.5	\$13.00	\$ 65.00	\$18.50	\$ 92.50	\$12.50	\$ 62.50	\$ 9.25	\$46.25
2.6 to 5.0	21.50	107.50	25.00	125.00	19.00	95.00	12.50	62.50
5.1 to 10.0	30.00	150.00	33.00	165.00	30.00	150.00	16.50	82.50
10.1 to 11.5	35.00	175.00	38.00	190.00	28.00	140.00	19.00	95.00

This information was reviewed with the Board at the May 13, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the Child Care fees for the 2013-2014 school year effective July 1, 2013.

Finance Items

President Faccinnetto asked Director McKeon to make motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Director McKeon made a motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35. Director Follweiler seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote on Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinnetto

Motions pass 8-0

32. *Colonial Intermediate Unit 20 Contract for Service Agreement*

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 Board of School Directors of Colonial Intermediate Unit 20 approved the following agreement at their April meeting. It is recommended that this agreement be approved as the most effective solution for the students' educational needs.

This information was reviewed with the Board at the May 13, 2013, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the Colonial Intermediate Unit 20 Contract for Service Agreement as follows:

Homebound Instruction for two (2) students during Extended School Year Program	\$44/hour plus mileage reimbursement Not to exceed \$1,408 Effective June 27, 2013, through July 25, 2013
--	---

Account Code and Account Title: General Fund 1200-322 Special Education IU Services
Account Balance: \$324,244.38

Finance Items

President Faccinnetto asked Director McKeon to make motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Director McKeon made a motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35. Director Follweiler seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote on Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinnetto

Motions pass 8-0

COLONIAL INTERMEDIATE UNIT 20
A Regional Service Agency
6 Danforth Drive
Easton, Pennsylvania 18045-7899

CONTRACT FOR SERVICE
(REVENUE GENERATING)

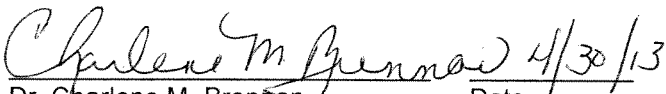
This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and Bethlehem Area School District, 1516 Sycamore Street, Bethlehem, PA 18017-6099, (610) 861-0500.

Colonial Intermediate Unit 20 will provide homebound instruction for two students during the Extended School Year Program who attend the Bethlehem Area School District.

The cost for said services is \$44.00 per hour, for 32 hours and shall not exceed \$1,408.00, plus mileage as per Colonial Intermediate Unit 20's reimbursement for travel policy. This contract will be in effect from June 27, 2013 through July 25, 2013.

Bethlehem Area School District will be billed for services rendered by Colonial Intermediate Unit 20.

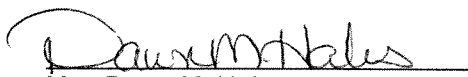
The signed contract must be returned to Mr. Jon Wallitsch, Assistant Director of Business Services, at the Intermediate Unit Office.


Dr. Charlene M. Brennan
Executive Director

Date

Bethlehem Area School District

Date


Mrs. Dawn M. Hales
Secretary to the Board

Date

Federal ID Number

To comply with Federal laws, State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our Intermediate Unit, the Colonial Intermediate Unit 20 declares itself to be an equal rights and opportunities agency. As an equal rights and opportunities agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex and disabilities as defined by law. The Intermediate Unit's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-6405, TDD/TTY Hearing Impaired (610) 252-3786.

33. *Contracted Service Agreements for Special Education Services*

INFORMATION:

The District currently has a need to provide contracted services for a psychiatric evaluation and Extended School Year services to those students who require them based upon their individual needs.

This information was reviewed with the Board at the May 13, 2013, Board Finance Committee Meeting.

RECOMMENDATION:

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

- A. Dr. Martha Turnberg – Psychiatric evaluation, travel, and submission of a written report not to exceed \$550. The Agreement shall commence upon the coordination of an appointment and will expire June 30, 2013.
- B. Krista Beam – Extended School Year services for the 2013 summer based upon the student's needs as outlined in the Individualized Education Plan (IEP) at a rate of \$30 per hour for 15 hours of direct instruction. The Agreement shall commence June 10, 2013, and will expire August 15, 2013.
- C. Jana Frankenfield – Extended School Year services for the 2013 summer based upon the student's needs as outlined in the IEP at a rate of \$35 per hour for 25 hours of direct instruction. The Agreement shall commence June 10, 2013, and will expire August 15, 2013.
- D. Jami Miller – Extended School Year services for the 2013 summer based upon the student's needs as outlined in the IEP at a rate of \$30 per hour for 15 hours of direct instruction. The Agreement shall commence June 10, 2013, and will expire August 15, 2013.

Account Code and Account Title: Medical Assistance ACCESS Funds

Account Balance: \$1,472,016.84

Finance Items

President Faccinnetto asked Director McKeon to make motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Director McKeon made a motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35. Director Follweiler seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote on Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinnetto

Motions pass 8-0

Bethlehem Area School District
1516 Sycamore Street
Bethlehem, PA 18017

AGREEMENT

THIS AGREEMENT, made this 20th day of May 2013, between **Dr. Martha Turnberg**, (hereinafter called CONTRACTOR), and BETHLEHEM AREA SCHOOL DISTRICT, (hereinafter called DISTRICT).

WITNESSETH:

WHEREAS, DISTRICT is a School District located in Northampton and Lehigh Counties, Pennsylvania, and DISTRICT desires to have the following services performed: **Psychiatric Evaluation**, and WHEREAS, CONTRACTOR agrees to perform these services for the DISTRICT under the terms and conditions set forth in this AGREEMENT,

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

1. This Agreement shall commence upon the coordination of an appointment. Either party may cancel this Agreement upon thirty (30) days' written notice; otherwise, Agreement shall remain in effect and expire on June 30, 2013.

The work to be performed by CONTRACTOR includes a psychiatric evaluation, travel, and submission of a written report.

DISTRICT will pay the CONTRACTOR the total of **\$550.00** for the work to be performed under this Agreement. Payment will be provided to the CONTRACTOR within 30 days upon submission of monthly services to the Director of Special Education.

2. Parties to this Agreement agree that CONTRACTOR is a professional person, and that the relation created by this Agreement is that of employer-independent contractor.

CONTRACTOR is not an employee of the DISTRICT, and not entitled to the benefits provided by the DISTRICT to its employees, including, but not limited to, group insurance, state pension plan, leaves of absence, workers' compensation insurance or employment compensation insurance. DISTRICT may, during the term of this Agreement, engage other independent contractors to perform the same work that CONTRACTOR performs hereunder. CONTRACTOR may practice her profession for others during those periods when she is not performing work under this Agreement for DISTRICT. DISTRICT is interested only in the results obtained under this Agreement. The manner and means of conducting the work are under the sole control of CONTRACTOR. CONTRACTOR agrees, however, to comply with all Pennsylvania and Federal laws and regulations which apply to DISTRICT or the services to be performed by CONTRACTOR, and any internal policies or procedures of DISTRICT enacted to comply with said State and Federal laws and regulation.

3. CONTRACTOR, for the compensation specified in Paragraph 3, hereby agrees to pay and shall hold the DISTRICT harmless against the payment, of all taxes, contributions, or premiums which may be payable under Federal, State, or local laws arising out of the performance of the work to be performed by the CONTRACTOR hereunder.
4. The services to be performed by CONTRACTOR are to be performed solely by CONTRACTOR and are not to be assigned nor delegated to any other individual, whether or not they are an employee of CONTRACTOR.

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

District

Contractor

Bethlehem Area School District
1516 Sycamore Street
Bethlehem, PA 18017

AGREEMENT

THIS AGREEMENT, made this 20th day of May 2013, between **Ms. Krista Beam**, (hereinafter called CONTRACTOR), and BETHLEHEM AREA SCHOOL DISTRICT, (hereinafter called DISTRICT).

WITNESSETH:

WHEREAS, DISTRICT is a School District located in Northampton and Lehigh Counties, Pennsylvania, and DISTRICT desires to have the following services performed: **Provision of Extended School Year (ESY) under Special Education State and Federal Regulations**, and WHEREAS, CONTRACTOR agrees to perform these services for the DISTRICT under the terms and conditions set forth in this AGREEMENT,

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

1. This Agreement shall commence on June 10, 2013. Either party may cancel this Agreement upon thirty (30) days' written notice; otherwise, Agreement shall remain in effect and expire on August 15, 2013.

The work to be performed by CONTRACTOR includes the provision of Summer 2013: Extended School Year. The CONTRACTOR will provide **15 hours** of direct instruction to the District student targeting the skill areas identified by the IEP team at the time of eligibility. The CONTRACTOR will provide the DISTRICT progress monitoring data documenting the student's maintenance of skills at the conclusion of the identified ESY instructional hours.

DISTRICT will pay the CONTRACTOR the total of **\$30.00 per hour** for the work to be performed under this Agreement. Payment will be provided to the CONTRACTOR within 30 days upon submission of services rendered to the Director of Special Education.

2. Parties to this Agreement agree that CONTRACTOR is a professional person, and that the relation created by this Agreement is that of employer-independent contractor.

CONTRACTOR is not an employee of the DISTRICT, and not entitled to the benefits provided by the DISTRICT to its employees, including, but not limited to, group insurance, state pension plan, leaves of absence, workers' compensation insurance or employment compensation insurance. DISTRICT may, during the term of this Agreement, engage other independent contractors to perform the same work that CONTRACTOR performs hereunder. CONTRACTOR may practice her profession for others during those periods when she is not performing work under this Agreement for DISTRICT. DISTRICT is interested only in the results obtained under this Agreement. The manner and means of conducting the work are under the sole control of CONTRACTOR. CONTRACTOR agrees, however, to comply with all Pennsylvania and Federal laws and regulations which apply to DISTRICT or the services to be performed by CONTRACTOR, and any internal policies or procedures of DISTRICT enacted to comply with said State and Federal laws and regulation.

3. CONTRACTOR, for the compensation specified in Paragraph 3, hereby agrees to pay and shall hold the DISTRICT harmless against the payment, of all taxes, contributions, or premiums which may be payable under Federal, State, or local laws arising out of the performance of the work to be performed by the CONTRACTOR hereunder.
4. The services to be performed by CONTRACTOR are to be performed solely by CONTRACTOR and are not to be assigned nor delegated to any other individual, whether or not they are an employee of CONTRACTOR.

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

District

Contractor

Bethlehem Area School District
1516 Sycamore Street
Bethlehem, PA 18017

AGREEMENT

THIS AGREEMENT, made this 20th day of May 2013, between **Ms. Jana Frankenfield**, (hereinafter called CONTRACTOR), and BETHLEHEM AREA SCHOOL DISTRICT, (hereinafter called DISTRICT).

WITNESSETH:

WHEREAS, DISTRICT is a School District located in Northampton and Lehigh Counties, Pennsylvania, and DISTRICT desires to have the following services performed: **Provision of Extended School Year (ESY) under Special Education State and Federal Regulations**, and WHEREAS, CONTRACTOR agrees to perform these services for the DISTRICT under the terms and conditions set forth in this AGREEMENT,

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

1. This Agreement shall commence on June 10, 2013. Either party may cancel this Agreement upon thirty (30) days' written notice; otherwise, Agreement shall remain in effect and expire on August 15, 2013.

The work to be performed by CONTRACTOR includes the provision of Summer 2013: Extended School Year. The CONTRACTOR will provide **25 hours** of direct instruction to the District student targeting the skill areas identified by the IEP team at the time of eligibility. The CONTRACTOR will provide the DISTRICT progress monitoring data documenting the student's maintenance of skills at the conclusion of the identified ESY instructional hours.

DISTRICT will pay the CONTRACTOR the total of **\$35.00 per hour** for the work to be performed under this Agreement. Payment will be provided to the CONTRACTOR within 30 days upon submission of services rendered to the Director of Special Education.

2. Parties to this Agreement agree that CONTRACTOR is a professional person, and that the relation created by this Agreement is that of employer-independent contractor.

CONTRACTOR is not an employee of the DISTRICT, and not entitled to the benefits provided by the DISTRICT to its employees, including, but not limited to, group insurance, state pension plan, leaves of absence, workers' compensation insurance or employment compensation insurance. DISTRICT may, during the term of this Agreement, engage other independent contractors to perform the same work that CONTRACTOR performs hereunder. CONTRACTOR may practice her profession for others during those periods when she is not performing work under this Agreement for DISTRICT. DISTRICT is interested only in the results obtained under this Agreement. The manner and means of conducting the work are under the sole control of CONTRACTOR. CONTRACTOR agrees, however, to comply with all Pennsylvania and Federal laws and regulations which apply to DISTRICT or the services to be performed by CONTRACTOR, and any internal policies or procedures of DISTRICT enacted to comply with said State and Federal laws and regulation.

3. CONTRACTOR, for the compensation specified in Paragraph 3, hereby agrees to pay and shall hold the DISTRICT harmless against the payment, of all taxes, contributions, or premiums which may be payable under Federal, State, or local laws arising out of the performance of the work to be performed by the CONTRACTOR hereunder.
4. The services to be performed by CONTRACTOR are to be performed solely by CONTRACTOR and are not to be assigned nor delegated to any other individual, whether or not they are an employee of CONTRACTOR.

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

District

Contractor

Bethlehem Area School District
1516 Sycamore Street
Bethlehem, PA 18017

AGREEMENT

THIS AGREEMENT, made this 20th day of May 2013, between **Ms. Jami Miller**, (hereinafter called CONTRACTOR), and BETHLEHEM AREA SCHOOL DISTRICT, (hereinafter called DISTRICT).

WITNESSETH:

WHEREAS, DISTRICT is a School District located in Northampton and Lehigh Counties, Pennsylvania, and DISTRICT desires to have the following services performed: **Provision of Extended School Year (ESY) under Special Education State and Federal Regulations**, and WHEREAS, CONTRACTOR agrees to perform these services for the DISTRICT under the terms and conditions set forth in this AGREEMENT,

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

1. This Agreement shall commence on June 10, 2013. Either party may cancel this Agreement upon thirty (30) days' written notice; otherwise, Agreement shall remain in effect and expire on August 15, 2013.

The work to be performed by CONTRACTOR includes the provision of Summer 2013: Extended School Year. The CONTRACTOR will provide **15 hours** of direct instruction to the District student targeting the skill areas identified by the IEP team at the time of eligibility. The CONTRACTOR will provide the DISTRICT progress monitoring data documenting the student's maintenance of skills at the conclusion of the identified ESY instructional hours.

DISTRICT will pay the CONTRACTOR the total of **\$30.00 per hour** for the work to be performed under this Agreement. Payment will be provided to the CONTRACTOR within 30 days upon submission of services rendered to the Director of Special Education.

2. Parties to this Agreement agree that CONTRACTOR is a professional person, and that the relation created by this Agreement is that of employer-independent contractor.

CONTRACTOR is not an employee of the DISTRICT, and not entitled to the benefits provided by the DISTRICT to its employees, including, but not limited to, group insurance, state pension plan, leaves of absence, workers' compensation insurance or employment compensation insurance. DISTRICT may, during the term of this Agreement, engage other independent contractors to perform the same work that CONTRACTOR performs hereunder. CONTRACTOR may practice her profession for others during those periods when she is not performing work under this Agreement for DISTRICT. DISTRICT is interested only in the results obtained under this Agreement. The manner and means of conducting the work are under the sole control of CONTRACTOR. CONTRACTOR agrees, however, to comply with all Pennsylvania and Federal laws and regulations which apply to DISTRICT or the services to be performed by CONTRACTOR, and any internal policies or procedures of DISTRICT enacted to comply with said State and Federal laws and regulation.

3. CONTRACTOR, for the compensation specified in Paragraph 3, hereby agrees to pay and shall hold the DISTRICT harmless against the payment, of all taxes, contributions, or premiums which may be payable under Federal, State, or local laws arising out of the performance of the work to be performed by the CONTRACTOR hereunder.
4. The services to be performed by CONTRACTOR are to be performed solely by CONTRACTOR and are not to be assigned nor delegated to any other individual, whether or not they are an employee of CONTRACTOR.

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

District

Contractor

34. *Trash Removal Recycling Services through Colonial Intermediate Unit 20 Joint Purchasing Bid*

INFORMATION:

The District recently participated in the Colonial Intermediate Unit (CIU) 20 cooperative trash removal recycling services with the CIU 20 through the Northampton/Monroe/Pike County Joint Purchasing Board for the school years 2013-2014 through 2017-2018. By adding our volume to the remainder of the CIU 20, the District can leverage their buying power and be more attractive to vendors who might provide aggressive pricing to achieve the guaranteed contract.

Bids were opened Thursday, April 25, 2013. The participating Districts reviewed the bids to determine compliance with specifications. The lowest responsible bidder was Republic Services, Inc. The following bids were received:

Vendor	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Republic Services, Inc.	\$109,122.86	\$109,122.86	\$111,305.32	\$113,531.42	\$115,802.05
Advanced Disposal Services	\$109,791.04	\$112,003.84	\$114,216.64	\$116,429.44	\$118,874.24
Chrin Hauling, Inc.	No Bid	No Bid	No Bid	No Bid	No Bid
J.P. Mascaro & Sons	\$147,989.00	\$147,989.00	\$147,989.00	\$147,989.00	\$147,989.00
Waste Management	\$133,221.24	\$137,217.85	\$141,334.41	\$145,574.46	\$149,941.69

This information was reviewed with the Board at the May 13, 2013, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors awards the bid for Trash Removal Recycling Services to Republic Services, Inc., 1200 Irving Street, Allentown, Pennsylvania 18109, for the school years 2013-2014 through 2017-2018 with all terms and pricing in accordance with the bid proposal submitted to the Northampton/Monroe/Pike County Joint Purchasing Board with costs as follows:

<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
\$109,122.86	\$109,122.86	\$111,305.32	\$113,531.42	\$115,802.05

**Account Code and Account Title: General Fund 2600-411 Disposal Services
Food Services 3100-411 Disposal Services**

Account Balance: 2013-2014, 2014-2015, 2015-2016, 2016-2017, and 2017-2018 Budgets

Finance Items

President Faccinnetto asked Director McKeon to make motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Director McKeon made a motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35. Director Follweiler seconded the motion.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote on Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinnetto

Motions pass 8-0

35. *Special Education Settlement Agreement*

INFORMATION:

The parents of Student Number 1008218 of the Bethlehem Area School District, who is eligible for special education under the Individual Disabilities Education Act (IDEA), along with the Bethlehem Area School District, met to discuss issues surrounding the Free and Appropriate Public Education (FAPE) of this student. Both parties met in an attempt to achieve an amicable resolution to the disputes in an effort to avoid complex time-consuming due process litigation and to move forward in the best interest of the child.

This information was reviewed with the Board during Executive Session on May 13, 2013.

RECOMMENDATION:

That the Board of School Directors approves the Settlement Agreement and Release all disputes between the Bethlehem Area School District and the parents on behalf of Student Number 1008218.

Finance Items

President Faccinetto asked Director McKeon to make motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Director McKeon made a motion to approve Finance Agenda Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35. Director Follweiler seconded the motion.

President Faccinetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote on Items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinetto

Motions pass 8-0

Budgetary Transfers

RECOMMENDATION:

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

President Faccinetto asked Director McKeon to make a motion to approve the Financial Reports/Payment of Bills as follows: Budgetary Transfers (Page 43); Treasurer's Report (Page 44); Monthly Bills (Page 45); and Budget Information which is an informational/non-voting item (Page 46).

Director McKeon made a motion to approve the Financial Reports/Payment of Bills. Director Bonilla seconded the motion.

President Faccinetto asked if there was any discussion. Seeing none, he asked for a roll call vote on the Financial Reports/Payment of Bills.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinetto

Motions pass 8-0

May, 2013

Bethlehem Area School District
2012-13 BUDGET TRANSFERS

<u>FROM ACCOUNT</u>	<u>DESCRIPTION</u>		<u>TO ACCOUNT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>	<u>REASON</u>
10-2271-581-000-30-353-000-530-0000	Instr Staff Dev-Travel/Conf		10-1100-122-000-30-353-000-530-0000	Prof. Sub. Salary		\$15.00	Sub Coverage
10-5900-840-290-00-000-000-000-0000	Budgetary Reserve-Extra Grants		10-1100-329-174-30-353-000-000-0000	Instr-Prof Ed Svcs Other		\$ 11,000.00	State Farm Grant - Presenters
10-2380-610-000-10-121-000-210-0000	Principal Off-General Supplies		10-1100-432-000-10-121-121-210-0000	Instr-Repairs/Maint		\$ 208.83	Musical Instrument Repairs
10-1100-610-000-30-353-100-530-0000	Instr-Art Supplies		10-1100-432-000-30-353-000-530-0000	Repair/Maint. Of Equip.		\$ 355.00	Kiln Inspection
10-5900-840-290-00-000-000-000-0000	Budgetary Reserve-Extra Grants		10-1100-438-174-30-353-000-000-0000	Instr-Tech Maint		\$ 476.00	State Farm Grant-Realign Budget to Actual
10-1100-751-000-10-121-000-210-0000	Instr-Non Cap Equip		10-1100-550-000-10-121-000-210-0000	Instr-Printing/Binding		\$ 85.10	Printing
10-2380-610-000-10-121-000-210-0000	Principal Off-General Supplies		10-1100-550-000-10-121-000-210-0000	Instr-Printing/Binding		\$ 30.11	Journal Paper
10-2250-640-000-30-353-000-530-0000	Library Svcs-Books/Periodicals		10-1100-610-000-30-353-121-530-0000	Instr-Music Supplies		\$ 300.00	Band/ChoralSheet Music
10-3210-582-000-30-353-000-530-0000	Student Act-Filed Trips		10-1100-610-000-30-353-121-530-0000	Instr-Music Supplies		\$ 279.66	Band/ChoralSheet Music
10-3210-610-000-30-353-000-530-0000	Student Act-General Supplies		10-1100-610-000-30-353-121-530-0000	Instr-Music Supplies		\$ 400.00	Band/ChoralSheet Music
10-3210-894-000-30-353-000-530-0000	Student Act-Student Fees		10-1100-610-000-30-353-121-530-0000	Instr-Music Supplies		\$ 1,189.20	Band/ChoralSheet Music
10-1100-640-000-30-353-150-530-0000	Instr-Lang Arts Books/Periodicals		10-1100-610-000-30-353-150-530-0000	Instr-Lang Arts Supplies		\$ 103.50	Toner
10-2271-324-000-30-353-000-530-0000	Instr Staff Dev-Registration Fees		10-1100-610-000-30-353-160-530-0000	Instr-World Lang Supplies		\$119.25	Toner
10-5900-840-290-00-000-000-000-0000	Budgetary Reserve-Extra Grants		10-1100-610-174-30-353-000-000-0000	Instr-General Supplies		\$ 1,144.29	State Farm Grant-Realign Budget to Actual
10-1100-123-211-00-000-111-000-0000	Instr-Prof Extra Duty		10-1100-610-181-10-101-000-000-0000	Instr-General Supplies		\$ 459.97	Target Grant - Realing Budget to Actual
10-5900-840-290-00-000-000-000-0000	Budgetary Reserve-Extra Grants		10-1100-635-174-30-353-000-000-0000	Instr-Meals/Refreshments		\$ 858.84	State Farm Grant-Realign Budget to Actual
10-1100-751-000-10-121-000-210-0000	Instr-Non Cap Equip		10-1100-640-000-10-121-000-210-0000	Instr-Books/Periodicals		\$ 1,435.35	Reading Tutoring Materials
10-2380-610-000-10-121-000-210-0000	Principal Off-General Supplies		10-1100-640-000-10-121-000-210-0000	Instr-Books/Periodicals		\$ 36.80	Reading Tutoring Materials
10-5900-840-290-00-000-000-000-0000	Budgetary Reserve-Extra Grants		10-1100-650-174-30-353-000-000-0000	Instr-Tech Supplies/Fees		\$ 186.30	State Farm Grant-Realign Budget to Actual
10-5900-840-290-00-000-000-000-0000	Budgetary Reserve-Extra Grants		10-1100-751-174-30-353-000-000-0000	Instr-Non Cap Equip		\$ 870.45	State Farm Grant-Realign Budget to Actual
10-1100-640-000-10-102-000-020-0000	Instr-Books/Periodicals		10-1100-757-000-10-102-535-020-0000	Instr-Hrdwr/Sftwr		\$ 233.00	Elmo Document Camera
10-1100-123-211-00-000-111-000-0000	Instr-Prof Extra Duty		10-1100-757-181-10-101-000-000-0000	Instr-Hrdwr/Sftwr		\$ 4,312.00	Target Grant - Realing Budget to Actual
10-5900-840-290-00-000-000-000-0000	Budgetary Reserve-Extra Grants		10-1100-894-174-30-353-000-000-0000	Instr-Student Fees	1	\$ 15,000.00	State Farm Grant - Fieldtrips
10-1190-650-416-10-100-000-000-0000	Fed Funded Prgms-Tech Supplies/Fees		10-1190-757-416-10-105-000-000-0000	Fed Funded Prgms-Hrdwr/Sftwr		\$ 5,091.92	Projector Wall Plates/Cables-Sch Imprv
10-1190-270-471-00-000-153-000-0000	Fed Funded Prgms-Medical Ins		10-1190-757-471-00-000-153-000-2012	Fed Funded Prgms-Hrdwr/Sftwr		\$ 2,696.45	Title III - PowerSync Cart & Ace Monitor
10-1190-270-471-00-000-153-000-0000	Fed Funded Prgms-Medical Ins		10-1190-894-471-30-350-153-000-2012	Fed Funded Prgms-Student Fees		\$ 298.10	Title III - Fieldtrip Da Vinvi Discovery
10-1100-220-000-00-000-000-000-0000	Instr-FICA Benefit		10-1340-220-000-20-241-000-000-0000	Business Ed-FICA Benefit	2	\$ 21,745.39	Realign Budget to Actual
10-1100-230-000-00-000-000-000-0000	Instr-Retirement Benefit		10-1340-230-000-20-200-000-000-0000	Business Ed-Retirement Benefit	2	\$ 35,591.83	Realign Budget to Actual
10-1100-270-000-00-000-000-000-0000	Instr-Medical		10-1340-271-000-20-200-000-000-0000	Business Ed-Med Health	2	\$ 12,790.44	Realign Budget to Actual
10-1100-270-000-00-000-000-000-0000	Instr-Medical		10-1340-271-000-30-300-000-000-0000	Business Ed-Med Health	2	\$ 7,273.53	Realign Budget to Actual

May, 2013

Bethlehem Area School District
2012-13 BUDGET TRANSFERS

10-1100-270-000-00-000-000-0000	Instr-Medical		10-1340-272-000-20-200-000-000-0000	Business Ed-Dental	2	\$ 6,555.36	Realign Budget to Actual
10-1100-270-000-00-000-000-0000	Instr-Medical		10-1340-276-000-20-200-000-000-0000	Business Ed-Prescription	2	\$ 16,897.00	Realign Budget to Actual
10-1100-610-000-20-244-000-440-0000	Instr-General Supplies		10-1340-432-000-20-244-000-440-0000	Home Ec-Repairs/Maint		\$ 62.00	Sewing Machine Repairs
10-1100-610-000-20-244-000-440-0000	Instr-General Supplies		10-1350-432-000-20-244-000-440-0000	Industrial Arts-Repairs/Maint		\$ 1,073.15	Shop Equip Repairs
10-2380-610-000-30-353-000-530-0000	Principal Off-General Supplies		10-1350-610-000-30-353-000-530-0000	Industrial Arts-Supplies		\$ 36.75	Toner
10-1100-240-000-00-000-000-HR0-0000	Instr-Tuition Reimbursement		10-1360-240-000-00-000-000-HR0-0000	Business Ed-Tuition Reimbursement		\$ 16,435.00	Realign Budget to Actual
10-1290-567-000-00-000-119-GF0-0000	Sp Ed Othr Sprt-Tuition APS		10-1442-563-000-30-300-119-GF0-0000	Alt Ed Prgms-Tuition to Non Public	3	\$ 167,000.00	Realign Budget to Actual
10-1100-751-000-10-121-000-210-0000	Instr-Non Cap Equip		10-2220-610-000-10-121-000-210-0000	Tech Sprt Svcs-Supplies		\$ 43.01	Adaptors
10-2220-757-000-10-121-000-210-0000	Tech Sprt Svcs-Non Cap Hrdwr/Sftwr		10-2220-610-000-10-121-000-210-0000	Tech Sprt Svcs-Supplies		\$ 894.00	Projector Mounts, Parts,Cables
10-1100-610-000-10-125-000-250-0000	Instr-General Supplies		10-2250-610-000-10-125-000-250-0000	Llibrary Svcs-General Supplies		\$ 250.00	Book Repair Supplies
10-5900-840-290-00-000-000-000-0000	Budgetary Reserve-Extra Grants		10-2260-123-174-30-353-000-000-0000	C & I Svcs-Prof Extra Duty		\$ 24,056.00	State Farm Grant - O.T. Teacher
10-5900-840-290-00-000-000-000-0000	Budgetary Reserve-Extra Grants		10-2260-220-174-30-353-000-000-0000	C & I Svcs-FICA Benefit		\$ 920.00	State Farm Grant - O.T. Teacher
10-5900-840-290-00-000-000-000-0000	Budgetary Reserve-Extra Grants		10-2260-230-174-30-353-000-000-0000	C & I Svcs-Retirement Benefit		\$ 1,486.84	State Farm Grant - O.T. Teacher
10-2260-123-000-00-000-000-DT0-0000	C & I-Prof Extra Duty		10-2271-324-000-00-000-000-DT0-0000	Instr Staff Dev Cert-Prof Training	4	\$ 40,000.00	Correct Band Uniform Transfer
10-2271-123-000-00-000-000-DT0-0000	Instr Staff Dev Cert-Prof Extra Duty Sal		10-2271-324-000-00-000-000-DT0-0000	Instr Staff Dev Cert-Prof Training	4	\$ 9,450.00	Correct Band Uniform Transfer
10-2420-330-000-00-000-702-EH0-0000	Med Svcs-Othr Prof Svcs		10-2271-324-000-00-000-000-EH0-0000	Instr Staff Dev Cert-Prof Training	4	\$ 50.00	School Nursing Update
10-1100-757-000-10-129-000-290-0000	Instr-Non Cap Hrdwr/Sftwr		10-2220-757-000-10-129-000-290-0000	Tech Sprt Svcs-Non Cap Hrdwr/Sftwr	5	\$ 2,600.00	iPad Carts
10-2834-581-000-00-000-000-AE0-0000	Staff Dev Svcs Non Instr Cert-Travel		10-2360-751-000-00-000-000-AE0-0000	Supt Off-Non Cap Equip		\$ 5,820.00	Chairs
10-1100-751-000-10-121-000-210-0000	Instr-Non Cap Equip		10-2380-550-000-10-121-000-210-0000	Principal Off-Printing/Binding		\$ 20.55	Envelopes
10-1100-610-000-20-244-000-440-0000	Instr-General Supplies		10-2380-610-000-20-244-000-440-0000	Principal Off-General Supplies		\$ 1,000.00	Office Supplies
10-3210-610-000-20-242-000-420-0000	Student Act-General Supplies		10-2390-610-000-20-242-000-420-0000	Othr Admin Svcs-General Supplies		\$ 458.71	Grade 8 Moving Up Ceremony
10-1360-610-000-30-353-000-530-0000	Business Ed-General Supplies		10-2600-431-000-30-353-000-NE0-0000	Facilities-Repairs/Maint Bldgs		\$ 4,351.06	FHS Gym Floor Logo
10-2380-751-000-30-353-000-530-0000	Principal Off-Non Cap Equip		10-2600-431-000-30-353-000-NE0-0000	Facilities-Repairs/Maint Bldgs		\$ 23.94	FHS Gym Floor Logo
10-2380-810-000-30-353-000-530-0000	Principal Off-Dues/Fees		10-2600-431-000-30-353-000-NE0-0000	Facilities-Repairs/Maint Bldgs		\$ 2,625.00	FHS Gym Floor Logo
10-1100-751-000-10-121-000-210-0000	Instr-Non Cap Equip		10-2600-610-000-10-121-000-210-0000	Facilities-General Supplies		\$ 38.99	Magnets for Doors
10-1100-123-211-00-000-111-000-0000	Instr-Prof Extra Duty		10-2600-752-181-10-101-000-000-0000	Facilities-Cap Equip		\$ 41,528.82	Target Grant - Playground
10-2600-621-000-00-000-000-NE0-0000	Facilities-Natural Gas		10-2600-762-000-00-000-000-NE0-0000	Facilities-Cap Equip Replacement		\$ 63,477.00	Aerial Bucket Truck
10-2240-610-000-30-353-000-530-0000	Cmptr Asst Instr Sprt-General Supplies		10-2660-610-000-30-353-000-530-0000	Security Svcs-General Supplie		\$ 4.34	Surveillance Shipping Costs
10-5900-840-290-00-000-000-000-0000	Budgetary Reserve-Extra Grants		10-2720-171-174-30-353-000-000-0000	Vehicle Oper-Bus Driver Salary		\$ 546.81	State Farm Grant - Fieldtrips
10-5900-840-290-00-000-000-000-0000	Budgetary Reserve-Extra Grants		10-2720-220-174-30-353-000-000-0000	Vehicle Oper-FICA Benefit		\$ 20.59	State Farm Grant - Fieldtrips

May, 2013

Bethlehem Area School District
2012-13 BUDGET TRANSFERS

10-5900-840-290-00-000-000-0000	Budgetary Reserve-Extra Grants		10-2720-230-174-30-353-000-000-0000	Vehicle Oper-Retirement Benefit		\$ 33.79	State Farm Grant - Fieldtrips
10-5900-840-290-00-000-000-0000	Budgetary Reserve-Extra Grants		10-2720-627-174-30-353-000-000-0000	Vehicle Oper-Diesel Fuel		\$ 124.53	State Farm Grant - Fieldtrips
10-2240-618-000-00-000-535-TK0-0000	Cmptr Instr Sprr Svcs-Admin Sftw/Lic Fees		10-2820-618-000-00-000-535-TK0-0000	Information Svcs-Admin Sftwr/Lic Fees	6	\$ 10,000.00	Parent Link Annual Fees
10-2600-538-000-00-000-535-TK0-0000	Facilities-Telecommunication Svcs		10-2820-618-000-00-000-535-TK0-0000	Information Svcs-Admin Sftwr/Lic Fees	6	\$ 4,260.00	Parent Link Annual Fees
10-2820-530-000-00-000-000-AE0-0000	Informations Svcs-Communications		10-2820-768-000-00-000-000-AE0-0000	Information Svcs-Hrdwr/Sftwr		\$ 8,630.00	Parent Link Upgrade
10-2836-581-432-10-100-000-000-0000	Staff Dev Svcs Non Instr-Travel		10-2836-324-432-10-100-000-000-0000	Staff Dev Non Instr-Training		\$ 560.00	Eastern Regional Conf on After-School
10-2120-610-000-30-350-000-500-0000	Guidance Svcs-General Supplies		10-2840-618-000-00-000-535-TN0-0000	Data Proc Svcs-Admin Sftwr/Lic		\$ 950.00	Yrly Maint File Maker Pro 12
10-2120-650-000-30-350-000-500-0000	Guidance Svcs-Tech Supplies & Fees		10-2840-767-000-00-000-535-TN0-0000	Data Proc Svcs-Non Cap Hrdwr/Sftwr		\$ 1,069.00	Upgrade File Maker Pro 12
10-3210-610-000-20-242-000-420-0000	Student Act-General Supplies		10-3210-514-000-20-242-000-420-0000	Student Act-Board/Lodging		\$ 1,270.00	PA Jr Academy of Science
10-5900-840-290-00-000-000-000-0000	Budgetary Reserve-Extra Grants		10-3210-757-174-30-353-000-000-0000	Student Act-Hrdwr/Sftwr		\$ 934.29	State Farm Grant-Realign Budget to Actual
10-3250-137-000-20-200-900-DU0-0000	Athletics-Game Help Salary		10-3250-331-000-30-300-900-DU0-0000	Athletics-Prof Svcs Officials		\$ 5,500.00	Game Officials/Track workers
10-3250-151-000-30-300-900-DU0-0000	Athletics-Clerical Salary		10-3250-331-000-30-300-900-DU0-0000	Athletics-Prof Svcs Officials		\$ 4,000.00	Game Officials/Track workers
10-3250-136-000-30-300-900-DU0-0000	Athletics-Coaches Salary		10-3250-610-000-30-300-900-DU0-0000	Athletics-General Supplies	7	\$ 6,000.00	Realign Budget to Actual
10-5110-832-000-00-000-000-NT0-0000	Debt Svc-Interest Serial Bonds		10-5110-911-000-00-000-000-GC0-0000	Debt Svc-Loans & Lease-Purchase	8	\$ 70,940.00	Bus Lease

Treasurer's Reports

RECOMMENDATION:

That the Board of School Directors approves the Treasurer's Report dated March 31, 2013.

President Faccinetto asked Director McKeon to make a motion to approve the Financial Reports/Payment of Bills as follows: Budgetary Transfers (Page 43); Treasurer's Report (Page 44); Monthly Bills (Page 45); and Budget Information which is an informational/non-voting item (Page 46).

Director McKeon made a motion to approve the Financial Reports/Payment of Bills. Director Bonilla seconded the motion.

President Faccinetto asked if there was any discussion. Seeing none, he asked for a roll call vote on the Financial Reports/Payment of Bills.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinetto

Motions pass 8-0

**Bethlehem Area School District
Treasurer's Report
April 30, 2013**

Fund	Beginning Balance March 31, 2013	Receipts	Disbursements	Ending Balance April 30, 2013
10 - General	33,501,761.74	28,599,805.73	22,673,255.90	39,428,311.57
22 - Capital Reserve	2,696,576.24	3,000,000.00	3,001,080.00	2,695,496.24
30 - Bond Fund	289,962.87	-	2,020.00	287,942.87
50 - Food Service	353,699.63	862,206.50	1,075,270.46	140,635.67
52 - Daycare	743,633.72	243,302.84	222,325.61	764,610.95
70 - Scholarships	279,808.70	2,550.01	2,865.46	279,493.25
71 - Self Insurance	7,138,327.35	4,274,390.80	8,143,478.65	3,269,239.50
81 - Student Activity	552,733.92	191,141.51	157,468.05	586,407.38
\$	45,556,504.17	\$ 37,173,397.39	\$ 35,277,764.13	\$ 47,452,137.43

Summary of Receipts									
	10 - General	22 - Capital Reserve	30 - Bond Fund	50 - Food Services	52 - Day Care	70 - Scholarship	71 - Self Insurance	81 - Student Activity	Total
Federal	378,688.03	-	-	390,927.98	-	-	-	-	769,616.01
State	4,757,813.72	-	-	22,536.02	28,895.00	-	-	-	4,809,244.74
Local*	23,458,394.53	3,000,000.00	-	448,741.82	214,407.77	2,550.00	4,274,390.78	191,141.51	31,589,626.41
Interest Earned	4,909.45	-	-	0.68	0.07	0.01	0.02	-	4,910.23
Total	28,599,805.73	3,000,000.00	-	862,206.50	243,302.84	2,550.01	4,274,390.80	191,141.51	\$ 37,173,397.39

Summary of Disbursements									
	10 - General	32 - Capital Reserve	30 - Bond Fund	50 - Food Services	52 - Day Care	70 - Scholarship	71 - Self Insurance	81 - Student Activity	Total
Payroll/Benefits	10,743,234.73	-	-	289,962.97	187,329.78	-	-	-	11,220,527.48
Operating Expenditures **	9,524,775.35	3,001,080.00	2,020.00	785,307.49	34,995.83	2,865.46	8,143,478.65	157,468.05	21,651,990.83
Debt Service	2,405,245.82	-	-	-	-	-	-	-	2,405,245.82
Total	22,673,255.90	3,001,080.00	2,020.00	1,075,270.46	222,325.61	2,865.46	8,143,478.65	157,468.05	\$ 35,277,764.13

*Includes \$19M Maturity in CDs & Treasury Bills

**Includes purchase of \$5,735,000 in CD's in Self-Insurance Fund

**Includes purchase of \$3M in CD's in Capital Reserve Fund

Report of Depositories							
	Wells Fargo	PSDLAF	PA INVEST	PLGIT	KNBT	BTFCU	Total
10 - General	23,047,284.22	12,743,407.48	2,207,644.08	1,429,975.79			39,428,311.57
22 - Capital Reserve		2,695,496.24					2,695,496.24
30 - Bond Fund		287,942.87					287,942.87
50 - Food Service		140,635.67					140,635.67
52 - Daycare		764,610.95					764,610.95
70 - Scholarships		221,290.86				58,202.39	279,493.25
71 - Self Insurance		3,269,239.50					3,269,239.50
81 - Student Activity		586,407.38					586,407.38
	23,047,284.22	20,709,030.95	2,207,644.08	1,429,975.79	-	58,202.39	\$ 47,452,137.43

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
April 30, 2013**

<u>Fund</u>	<u>Bank or Institution</u>	<u>Type</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Investment Term</u>	<u>Principal Invested</u>	<u>Par Value</u>	<u>Interest Rate</u>	<u>Market Yield</u>	<u>Interest Receivable</u>
General	PSDLAF	CD PSDLAF Collateralized CD Pool Term	04/30/13	06/25/13	56	\$16,000,000.00	\$16,000,000.00	0.150%		\$3,682.19
						\$16,000,000.00	\$16,000,000.00			\$3,682.19
	Safra National Bank	CD Wells Fargo Brokerage Account	10/12/12	10/11/13	364	\$248,000.00	\$248,000.00	0.450%		\$1,116.00
	Bank Baroda NY	CD Wells Fargo Brokerage Account	10/16/12	10/16/13	365	\$248,000.00	\$248,000.00	0.400%		\$992.00
	Bank of India	CD Wells Fargo Brokerage Account	10/17/12	10/16/13	364	\$248,000.00	\$248,000.00	0.450%		\$1,116.00
	Bank of China NY	CD Wells Fargo Brokerage Account	10/17/12	10/16/13	364	\$248,000.00	\$248,000.00	0.400%		\$992.00
	Beal Bank SSB	CD Wells Fargo Brokerage Account	10/17/12	10/16/13	364	\$248,000.00	\$248,000.00	0.350%		\$868.00
	Beal Bank USA	CD Wells Fargo Brokerage Account	10/17/12	10/16/13	364	\$248,000.00	\$248,000.00	0.350%		\$868.00
	Community Financial Svcs	CD Wells Fargo Brokerage Account	10/17/12	10/17/13	365	\$248,000.00	\$248,000.00	0.250%		\$620.00
	Discover Bk	CD Wells Fargo Brokerage Account	10/17/12	10/17/13	365	\$248,000.00	\$248,000.00	0.300%		\$744.00
	Goldman Sachs Bk USA	CD Wells Fargo Brokerage Account	10/17/12	10/17/13	365	\$248,000.00	\$248,000.00	0.350%		\$868.00
	Mizuho Corporate Bk	CD Wells Fargo Brokerage Account	10/17/12	10/17/13	365	\$248,000.00	\$248,000.00	0.300%		\$744.00
	Sovereign Bank	CD Wells Fargo Brokerage Account	10/17/12	10/17/13	365	\$248,000.00	\$248,000.00	0.350%		\$868.00
	BMW Bank	CD Wells Fargo Brokerage Account	10/18/12	10/18/13	365	\$248,000.00	\$248,000.00	0.350%		\$868.00
	Bank Hapoalim BM NY	CD Wells Fargo Brokerage Account	10/23/12	10/23/13	365	\$248,000.00	\$248,000.00	0.500%		\$1,240.00
	Key Bk National Assn Ohio	CD Wells Fargo Brokerage Account	10/24/12	10/24/13	365	\$248,000.00	\$248,000.00	0.250%		\$620.00
	Apple Bk for Savings NY	CD Wells Fargo Brokerage Account	10/24/12	10/24/13	365	\$248,000.00	\$248,000.00	0.300%		\$744.00
	Citizens State Bank	CD Wells Fargo Brokerage Account	10/25/12	10/25/13	365	\$248,000.00	\$248,000.00	0.250%		\$620.00
	Enerbank	CD Wells Fargo Brokerage Account	10/25/12	10/25/13	365	\$248,000.00	\$248,000.00	0.350%		\$868.00
	BBCN	CD Wells Fargo Brokerage Account	10/31/12	10/31/13	365	\$248,000.00	\$248,000.00	0.300%		\$744.00
	BAC Florida Bank	CD Wells Fargo Brokerage Account	10/31/12	10/31/13	365	\$248,000.00	\$248,000.00	0.250%		\$620.00
	United States Treasury Bill	Wells Fargo Brokerage Account	10/11/12	05/02/13	203	\$2,997,885.41	\$3,000,000.00	0.127%		\$2,114.59
						\$7,709,885.41	\$7,712,000.00			\$18,234.59
General Total						\$23,709,885.41	\$23,712,000.00			\$21,916.78
Capital Reserve	PSDLAF	CD PSDLAF Collateralized CD Pool Term	04/30/13	06/25/13	56	\$3,000,000.00	\$3,000,000.00	0.150%		\$690.41
Capital Reserve Total						\$3,000,000.00	\$3,000,000.00			\$690.41
Self-Insurance	One West Bank	CD	04/29/13	04/29/14	365	\$245,000.00	\$245,000.00	0.600%		\$1,470.00
	First Bancorp	CD	04/29/13	04/29/14	365	\$245,000.00	\$245,000.00	0.350%		\$857.50
	Liberty Bank	CD	04/29/13	04/29/14	365	\$245,000.00	\$245,000.00	0.300%		\$735.00
	PSDLAF	CD PSDLAF Collateralized CD Pool Term	04/30/13	06/25/13	56	\$5,000,000.00	\$5,000,000.00	0.150%		\$1,150.68
Self-Insurance Total						\$5,735,000.00	\$5,735,000.00			\$4,213.18

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.

President Faccinetto asked Director McKeon to make a motion to approve the Financial Reports/Payment of Bills as follows: Budgetary Transfers (Page 43); Treasurer's Report (Page 44); Monthly Bills (Page 45); and Budget Information which is an informational/non-voting item (Page 46).

Director McKeon made a motion to approve the Financial Reports/Payment of Bills. Director Bonilla seconded the motion.

President Faccinetto asked if there was any discussion. Seeing none, he asked for a roll call vote on the Financial Reports/Payment of Bills.

Yes – Directors Cann, Follweiler, McKeon, Ortiz, Patrick, Bonilla, Burkhardt and President Faccinetto

Motions pass 8-0

Budget Information

INFORMATION:

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

Condensed IV Board Summary Report

From 04/01/2013 To 04/30/2013

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
1100 INSTRUCTION - REG PROG ELEM/SECONDARY						
100 SALARY	52,464,387.54	3,983,579.77	33,472,556.43	0.00	63.80	18,991,831.11
200 EMPLOYEE BENEFITS	27,537,628.35	1,912,621.67	17,701,634.16	-9,533.52	64.24	9,845,527.71
300 PURCHASED PROF & TECH	621,165.83	163,482.81	1,151,874.05	0.00	185.43 *	-530,708.22
400 PURCHASED PROPERTY SVC	512,605.34	6,635.67	182,964.30	7,075.63	37.07	322,565.41
500 OTHER PURCHASED SVCS	9,766,781.53	1,463,165.16	8,613,718.29	0.00	88.19	1,153,063.24
600 SUPPLIES	1,445,096.79	205,816.35	1,102,459.79	89,123.58	82.45	253,513.42
700 PROPERTY	409,818.38	26,097.03	329,647.74	74,879.90	98.70	5,290.74
800 OTHER OBJECTS	132.00	0.00	430.10	0.00	325.83 (1)	-298.10
Total	92,757,615.76	7,761,398.46	62,555,284.86	161,545.59	67.61	30,040,785.31
*IU20 Partial Hosp. costs recorded to 1100-322 temporarily until end of yr when actual expenses will be reconciled to actual accts based on student attendance/participation.						
1200 INSTRUCTION - SPEC PROG ELEMEN/SECOND						
100 SALARY	10,382,562.00	849,648.56	6,955,766.83	0.00	66.99	3,426,795.17
200 EMPLOYEE BENEFITS	4,830,237.00	416,257.69	3,867,975.50	0.00	80.07	962,261.50
300 PURCHASED PROF & TECH	5,699,161.13	427,241.38	3,131,712.06	0.00	54.95	2,567,449.07
400 PURCHASED PROPERTY SVC	10,453.68	50.00	6,961.02	150.00	68.02	3,342.66
500 OTHER PURCHASED SVCS	2,534,494.00	293,294.55	1,740,919.26	0.00	68.68	793,574.74
600 SUPPLIES	217,693.11	1,263.49	174,941.54	9,165.89	84.57	33,585.68
700 PROPERTY	21,095.49	4,507.92	17,292.99	3,311.25	97.67	491.25
800 OTHER OBJECTS	46,400.00	960.00	14,789.62	125.00	32.14	31,485.38
Total	23,742,096.41	1,993,223.59	15,910,358.82	12,752.14	67.06	7,818,985.45
1300 INSTRUCTION - VOCATIONAL EDUCATION						
100 SALARY	1,882,138.00	203,355.98	1,735,427.27	0.00	92.20	146,710.73
200 EMPLOYEE BENEFITS	721,519.00	89,293.81	787,392.93	0.00	109.12 (2)	-65,873.93
400 PURCHASED PROPERTY SVC	14,239.45	0.00	13,000.55	800.00	96.91	438.90
500 OTHER PURCHASED SVCS	5,902,561.00	415,665.10	5,018,128.41	881,311.00	99.94	3,121.59
600 SUPPLIES	167,524.64	1,693.66	45,502.00	11,806.36	34.20	110,216.28
700 PROPERTY	99,281.52	310.44	77,326.93	5,239.00	83.16	16,715.59
Total	8,787,263.61	710,318.99	7,676,778.09	899,156.36	97.59	211,329.16
1400 INSTRUCTION - OTHER INSTRUCTION PROG						

Condensed IV Board Summary Report

From 04/01/2013 To 04/30/2013

fabrdco4

Account Description		Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
100	SALARY	804,784.00	57,566.75	562,646.34	0.00	69.91	242,137.66
200	EMPLOYEE BENEFITS	163,331.00	11,438.92	111,090.31	0.00	68.01	52,240.69
300	PURCHASED PROF & TECH	727,113.85	230,856.57	1,224,193.52	0.00	168.36 **	-497,079.67
400	PURCHASED PROPERTY SVC	68.15	0.00	68.15	0.00	100.00	0.00
500	OTHER PURCHASED SVCS	202,247.00	55,779.04	209,040.34	0.00	103.35 (3)	-6,793.34
600	SUPPLIES	106,920.58	3,169.67	96,268.34	4,068.20	93.84	6,584.04
700	PROPERTY	21,298.93	248.19	21,112.67	0.00	99.12	186.26
800	OTHER OBJECTS	13,000.00	0.00	4,240.20	0.00	32.61	8,759.80
Total		2,038,763.51	359,059.14	2,228,659.87	4,068.20	109.51	-193,964.56
**IU20 Colonial Academy cost recorded to 1442-322 temporarily until end of yr when actual expenses will be reconciled to actual accts based on student attendance/participation.							
1500	INSTRUCTION - NONPUBLIC SCHOOL PGMS						
100	SALARY	19,782.59	0.00	4,089.40	0.00	20.67	15,693.19
200	EMPLOYEE BENEFITS	2,766.00	2.51	833.31	0.00	30.12	1,932.69
300	PURCHASED PROF & TECH	38,000.00	0.00	0.00	0.00	0.00	38,000.00
600	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
Total		60,548.59	2.51	4,922.71	0.00	8.13	55,625.88
1600	INSTRUCTION - ADULT EDUCATION PROGRAM						
100	SALARY	1,845.00	0.00	0.00	0.00	0.00	1,845.00
200	EMPLOYEE BENEFITS	370.00	0.00	0.00	0.00	0.00	370.00
300	PURCHASED PROF & TECH	4,127.15	105.30	3,930.95	0.00	95.24	196.20
500	OTHER PURCHASED SVCS	0.00	0.00	0.00	0.00	0.00	0.00
600	SUPPLIES	472.85	0.00	0.00	0.00	0.00	472.85
Total		6,815.00	105.30	3,930.95	0.00	57.68	2,884.05
1700	INSTRUCTION - COMMUNITY/JR COLLEGE ED						
500	OTHER PURCHASED SVCS	2,159,750.00	174,948.66	1,809,852.56	349,897.44	100.00	0.00
600	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
Total		2,159,750.00	174,948.66	1,809,852.56	349,897.44	100.00	0.00
1800	INSTRUCTION - PRE- KINDERGARTEN						
100	SALARY	358,199.00	31,230.76	253,580.09	0.00	70.79	104,618.91

Condensed IV Board Summary Report

From 04/01/2013 To 04/30/2013

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
200 EMPLOYEE BENEFITS	208,907.00	17,729.20	173,359.82	0.00	82.98	35,547.18
300 PURCHASED PROF & TECH	4,874.34	0.00	0.00	0.00	0.00	4,874.34
400 PURCHASED PROPERTY SVC	20,200.00	0.00	0.00	0.00	0.00	20,200.00
500 OTHER PURCHASED SVCS	3,000.00	106.29	269.95	0.00	8.99	2,730.05
600 SUPPLIES	15,300.00	1,293.24	14,297.23	697.21	98.00	305.56
800 OTHER OBJECTS	2,525.00	0.00	917.50	0.00	36.33	1,607.50
Total	613,005.34	50,359.49	442,424.59	697.21	72.28	169,883.54

Function 1000 - INSTRUCTION

Total Expenditure	130,165,858.22	11,049,416.14	90,632,212.45	1,428,116.94	70.72	38,105,528.83
Total Other Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	130,165,858.22	11,049,416.14	90,632,212.45	1,428,116.94	70.72	38,105,528.83

Condensed IV Board Summary Report

From 04/01/2013 To 04/30/2013

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Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
2100 SUPPORT SERVICES - SUPPORT-STUDENT SVCS						
000 .	0.00	0.00	0.00	0.00	0.00	0.00
100 SALARY	5,393,783.47	407,864.03	3,737,979.56	0.00	69.30	1,655,803.91
200 EMPLOYEE BENEFITS	2,269,371.33	189,517.73	1,798,003.77	0.00	79.22	471,367.56
300 PURCHASED PROF & TECH	123,528.18	2,250.00	26,546.00	0.00	21.48	96,982.18
400 PURCHASED PROPERTY SVC	36,648.00	164.26	15,445.03	0.00	42.14	21,202.97
500 OTHER PURCHASED SVCS	6,046.10	563.59	5,567.23	0.00	92.07	478.87
600 SUPPLIES	166,431.76	413.94	29,131.52	2,591.32	19.06	134,708.92
700 PROPERTY	935.63	0.00	935.63	0.00	100.00	0.00
800 OTHER OBJECTS	11,877.50	0.00	10,698.00	0.00	90.06	1,179.50
Total	8,008,621.97	600,773.55	5,624,306.74	2,591.32	70.26	2,381,723.91
2200 SUPPORT SERVICES - SUPPRT SVCS-INSTR STAFF						
100 SALARY	3,248,573.91	266,431.43	2,500,691.72	0.00	76.97	747,882.19
200 EMPLOYEE BENEFITS	1,385,768.51	118,365.69	1,133,886.88	0.00	81.82	251,881.63
300 PURCHASED PROF & TECH	30,620.00	1,868.00	46,525.71	-20.00	151.88 ⁽⁴⁾	-15,885.71
400 PURCHASED PROPERTY SVC	57,101.00	530.00	16,898.65	648.00	30.72	39,554.35
500 OTHER PURCHASED SVCS	27,817.83	2,524.01	15,685.29	0.00	56.38	12,132.54
600 SUPPLIES	280,299.37	15,818.27	206,529.19	41,826.75	88.60	31,943.43
700 PROPERTY	35,653.86	8,925.07	31,393.25	4,904.80	101.80 ⁽⁵⁾	-644.19
800 OTHER OBJECTS	14,340.00	269.00	8,597.00	0.00	59.95	5,743.00
Total	5,080,174.48	414,731.47	3,960,207.69	47,359.55	78.88	1,072,607.24
2300 SUPPORT SERVICES - SUPPORT SERVICES-ADMIN						
100 SALARY	5,682,696.92	453,657.79	4,634,533.65	0.00	81.55	1,048,163.27
200 EMPLOYEE BENEFITS	2,277,478.07	188,392.08	1,896,605.54	0.00	83.27	380,872.53
300 PURCHASED PROF & TECH	1,223,400.00	42,155.27	582,400.77	0.00	47.60	640,999.23
400 PURCHASED PROPERTY SVC	95,082.79	17,255.50	75,150.90	550.00	79.61	19,381.89
500 OTHER PURCHASED SVCS	221,716.89	1,574.51	128,103.07	5,262.41	60.15	88,351.41
600 SUPPLIES	56,401.17	4,692.18	17,761.41	1,679.63	34.46	36,960.13
700 PROPERTY	13,789.74	0.00	10,968.64	1,427.92	89.89	1,393.18
800 OTHER OBJECTS	86,202.92	119.00	41,705.40	0.00	48.38	44,497.52

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From 04/01/2013 To 04/30/2013

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Account Description		Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
Total		9,656,768.50	707,846.33	7,387,229.38	8,919.96	76.59	2,260,619.16
2400	SUPPORT SERVICES - SUPP SVC-PUBLIC HEALTH						
100	SALARY	1,197,818.00	100,660.92	804,327.39	0.00	67.14	393,490.61
200	EMPLOYEE BENEFITS	615,877.00	54,136.33	504,051.08	0.00	81.84	111,825.92
300	PURCHASED PROF & TECH	15,500.00	0.00	2,901.00	0.00	18.71	12,599.00
400	PURCHASED PROPERTY SVC	3,994.00	0.00	1,460.04	1,330.00	69.85	1,203.96
500	OTHER PURCHASED SVCS	16,000.00	0.00	1,264.90	0.00	7.90	14,735.10
600	SUPPLIES	26,348.28	796.67	12,997.23	4,880.05	67.84	8,471.00
700	PROPERTY	6,684.44	265.96	689.96	4,694.20	80.54	1,300.28
Total		1,882,221.72	155,859.88	1,327,691.60	10,904.25	71.11	543,625.87
2500	SUPPORT SERVICES - SUPP SERVICES-BUSINESS						
100	SALARY	745,960.00	57,432.90	635,579.80	0.00	85.20	110,380.20
200	EMPLOYEE BENEFITS	345,112.00	29,131.10	303,662.30	0.00	87.98	41,449.70
300	PURCHASED PROF & TECH	149,000.00	1,190.00	12,104.00	0.00	8.12	136,896.00
400	PURCHASED PROPERTY SVC	194,417.00	0.00	185,835.13	3,261.60	97.26	5,320.27
500	OTHER PURCHASED SVCS	88,640.00	9,382.66	61,960.74	2,617.32	72.85	24,061.94
600	SUPPLIES	49,121.76	368.62	30,201.06	4,103.73	69.83	14,816.97
700	PROPERTY	8,889.10	0.00	392.75	0.00	4.41	8,496.35
800	OTHER OBJECTS	33,000.00	464.86	10,356.78	0.00	31.38	22,643.22
Total		1,614,139.86	97,970.14	1,240,092.56	9,982.65	77.44	364,064.65
2600	SUPPORT SERVICES - OP/MAINT PLANT SVCS						
100	SALARY	6,368,929.00	498,055.30	4,944,472.57	0.00	77.63	1,424,456.43
200	EMPLOYEE BENEFITS	3,330,452.00	273,870.45	2,741,197.13	0.00	82.30	589,254.87
300	PURCHASED PROF & TECH	375,366.30	46,041.48	238,059.89	31,059.00	71.69	106,247.41
400	PURCHASED PROPERTY SVC	4,419,344.14	299,267.97	2,608,369.59	52,264.36	60.20	1,758,710.19
500	OTHER PURCHASED SVCS	525,561.00	7,417.89	517,915.23	0.00	98.54	7,645.77
600	SUPPLIES	2,038,420.26	52,941.24	1,276,747.63	18,276.33	63.53	743,396.30
700	PROPERTY	317,778.13	8,537.92	259,052.85	16,222.65	86.62	42,502.63
800	OTHER OBJECTS	2,700.00	75.00	2,306.50	0.00	85.42	393.50

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From 04/01/2013 To 04/30/2013

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Account Description		Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
Total		17,378,550.83	1,186,207.25	12,588,121.39	117,822.34	73.11	4,672,607.10
2700	SUPPORT SERVICES - STUDENT TRANSP SERVICES						
100	SALARY	2,891,777.00	243,753.28	2,164,224.50	0.00	74.84	727,552.50
200	EMPLOYEE BENEFITS	1,505,316.00	127,583.99	1,227,836.62	0.00	81.56	277,479.38
300	PURCHASED PROF & TECH	21,176.85	-320.00	15,854.35	0.00	74.86	5,322.50
400	PURCHASED PROPERTY SVC	75,806.00	2,388.55	69,482.29	0.00	91.65	6,323.71
500	OTHER PURCHASED SVCS	1,010,823.00	6,508.91	131,645.33	0.00	13.02	879,177.67
600	SUPPLIES	872,608.15	90,622.23	714,584.35	145.75	81.90	157,878.05
700	PROPERTY	172,732.00	0.00	22,731.94	0.00	13.16	150,000.06
800	OTHER OBJECTS	1,238.00	0.00	0.00	0.00	0.00	1,238.00
Total		6,551,477.00	470,536.96	4,346,359.38	145.75	66.34	2,204,971.87
2800	SUPPORT SERVICES - SUPPORT SVCS-CENTRAL						
100	SALARY	1,048,416.00	80,075.34	840,414.88	0.00	80.16	208,001.12
200	EMPLOYEE BENEFITS	965,793.75	98,143.93	845,176.23	0.00	87.51	120,617.52
300	PURCHASED PROF & TECH	152,438.00	24,839.91	132,395.38	4,965.00	90.10	15,077.62
400	PURCHASED PROPERTY SVC	214,137.98	5,930.00	202,186.29	0.00	94.41	11,951.69
500	OTHER PURCHASED SVCS	366,995.40	14,360.45	259,613.97	105,672.00	99.53	1,709.43
600	SUPPLIES	77,918.13	4,780.37	86,996.08	322.91	112.06 (6)	-9,400.86
700	PROPERTY	233,601.96	78,456.58	154,798.35	2,603.00	67.38	76,200.61
800	OTHER OBJECTS	1,810.00	180.00	1,524.00	0.00	84.19	286.00
Total		3,061,111.22	306,766.58	2,523,105.18	113,562.91	86.13	424,443.13
2900	SUPPORT SERVICES - OTHER SUPPORT SERVICES						
500	OTHER PURCHASED SVCS	101,369.86	0.00	101,369.86	0.00	100.00	0.00
Total		101,369.86	0.00	101,369.86	0.00	100.00	0.00

Condensed IV Board Summary Report

From 04/01/2013 To 04/30/2013

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Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
Function 2000 - SUPPORT SERVICES						
Total Expenditure	53,334,435.44	3,940,692.16	39,098,483.78	311,288.73	73.89	13,924,662.93
Total Other Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	53,334,435.44	3,940,692.16	39,098,483.78	311,288.73	73.89	13,924,662.93

Condensed IV Board Summary Report

From 04/01/2013 To 04/30/2013

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Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
3200 NON INSTRUCTIONAL - STUDENT ACTIVITIES						
100 SALARY	1,245,565.80	80,291.42	898,760.40	0.00	72.15	346,805.40
200 EMPLOYEE BENEFITS	272,301.00	17,912.05	186,966.45	0.00	68.66	85,334.55
300 PURCHASED PROF & TECH	163,700.00	11,655.80	148,945.12	0.00	90.98	14,754.88
400 PURCHASED PROPERTY SVC	17,100.00	150.00	6,696.96	0.00	39.16	10,403.04
500 OTHER PURCHASED SVCS	100,833.64	1,092.87	90,777.30	-153.12	89.87	10,209.46
600 SUPPLIES	159,502.13	9,984.29	161,427.05	3,362.90	103.31 (7)	-5,287.82
700 PROPERTY	50,745.44	16,718.53	35,271.58	1,247.98	71.96	14,225.88
800 OTHER OBJECTS	33,242.78	200.00	10,748.26	0.00	32.33	22,494.52
Total	2,042,990.79	138,004.96	1,539,593.12	4,457.76	75.57	498,939.91
3300 NON INSTRUCTIONAL - COMMUNITY SERVICES						
100 SALARY	5,275.20	0.00	2,470.20	0.00	46.82	2,805.00
200 EMPLOYEE BENEFITS	1,055.72	0.00	490.69	0.00	46.47	565.03
300 PURCHASED PROF & TECH	12,951.87	0.00	12,951.87	0.00	100.00	0.00
400 PURCHASED PROPERTY SVC	702.00	0.00	0.00	0.00	0.00	702.00
500 OTHER PURCHASED SVCS	230,000.00	0.00	87,006.86	0.00	37.82	142,993.14
600 SUPPLIES	9,657.33	289.56	9,568.08	0.00	99.07	89.25
Total	259,642.12	289.56	112,487.70	0.00	43.32	147,154.42
3400 NON INSTRUCTIONAL - SCHOLARSHIPS AND AWARDS						
600 SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00

Function 3000 - NON INSTRUCTIONAL

Total Expenditure	2,302,632.91	138,294.52	1,652,080.82	4,457.76	71.94	646,094.33
Total Other Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	2,302,632.91	138,294.52	1,652,080.82	4,457.76	71.94	646,094.33

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Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
4400 FACILITY IMPROVEMENTS - ARCH & ENGINEER IMPROVE						
300 PURCHASED PROF & TECH	45,617.70	254.53	32,736.67	1,051.94	74.06	11,829.09
Total	45,617.70	254.53	32,736.67	1,051.94	74.06	11,829.09
4600 FACILITY IMPROVEMENTS - EXISTING BLDG IMPROVE						
300 PURCHASED PROF & TECH	0.00	0.00	0.00	0.00	0.00	0.00
400 PURCHASED PROPERTY SVC	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00

Function 4000 - FACILITY IMPROVEMENTS

Total Expenditure	45,617.70	254.53	32,736.67	1,051.94	74.06	11,829.09
Total Other Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	45,617.70	254.53	32,736.67	1,051.94	74.06	11,829.09

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Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
5100 OTHR EXP & FINANCE USES - DEBT SERVICE						
800 OTHER OBJECTS	13,057,351.34	2,405,304.62	10,904,928.23	0.00	83.51	2,152,423.11
900 OTHER USES OF FUNDS	10,595,838.66	0.00	10,666,776.80	0.00	100.66	(8) -70,938.14
Total	23,653,190.00	2,405,304.62	21,571,705.03	0.00	91.20	2,081,484.97
5200 OTHR EXP & FINANCE USES - INTERFUND TRANSFERS-OUT						
900 OTHER USES OF FUNDS	0.00	5,000,000.00	5,000,000.00	0.00	0.00	-5,000,000.00
Total	0.00	5,000,000.00	5,000,000.00	0.00	0.00	-5,000,000.00
5800 OTHR EXP & FINANCE USES - SUSPENSE ACCOUNT						
000	0.00	0.00	0.00	0.00	0.00	0.00
200 EMPLOYEE BENEFITS	0.00	0.00	480,287.00	0.00	0.00	-480,287.00
500 OTHER PURCHASED SVCS	0.00	0.00	0.00	0.00	0.00	0.00
600 SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
800 OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	480,287.00	0.00	0.00	-480,287.00
5900 OTHR EXP & FINANCE USES - BUDGETARY RESERVE						
800 OTHER OBJECTS	3,006,905.73	0.00	0.00	0.00	0.00	3,006,905.73
Total	3,006,905.73	0.00	0.00	0.00	0.00	3,006,905.73

Function 5000 - OTHR EXP & FINANCE USES

Total Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expenditure	26,660,095.73	7,405,304.62	27,051,992.03	0.00	101.47	-391,896.30
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	26,660,095.73	7,405,304.62	27,051,992.03	0.00	101.47	-391,896.30

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Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
6000 LOCAL REVENUE						
6111 CURRENT REAL ESTATE TAX	-128,810,569.00	0.00	-131,466,494.90	0.00	102.06	2,655,925.90
6112 INTERIM REAL EXTATE TAX	-1,300,000.00	-73,178.82	-1,303,490.67	0.00	100.26	3,490.67
6113 PUBLIC UTILITY REALTY	-186,753.00	0.00	-185,048.54	0.00	99.08	-1,704.46
6114 PAY IN LIEU -ST/LOCAL	-217,469.00	0.00	-195,975.47	0.00	90.11	-21,493.53
6120 CURRENT PER CAP 679	-231,000.00	-1,417.49	-216,452.15	0.00	93.70	-14,547.85
6141 CURR ACT 511 PC FLAT	-231,000.00	-1,417.49	-216,452.24	0.00	93.70	-14,547.76
6143 CURRENT 511 - LST	-289,000.00	-7,643.87	-234,991.94	0.00	81.31	-54,008.06
6151 CURRENT ACT 511 EIT	-10,750,000.00	-1,000,318.33	-8,874,424.60	0.00	82.55	-1,875,575.40
6153 CURR ACT 511 REAL EST	-1,900,000.00	-94,090.75	-1,204,577.46	0.00	63.39	-695,422.54
6157 CURRENT 511 MERCANTILE	-2,850,000.00	-482,889.67	-2,533,715.27	0.00	88.90	-316,284.73
6211 DISC TAKEN CURR RE TAX	4,017,912.00	0.00	2,268,274.16	0.00	56.45	1,749,637.84
6212 DISC TAKEN INTERIM RE	0.00	993.33	18,759.55	0.00	0.00	-18,759.55
6311 PENALTIES & INT REAL ES	0.00	0.00	-187,244.32	0.00	0.00	187,244.32
6312 PENALTIES & INT INTERIM	0.00	-415.69	-31,105.92	0.00	0.00	31,105.92
6411 DELINQUENT REAL ESTATE	-5,300,000.00	-484,322.65	-3,485,705.63	0.00	65.76	-1,814,294.37
6420 DELINQUENT PC SECT 679	-60,000.00	-3,425.58	-78,308.26	0.00	130.51	18,308.26
6457 DEL ACT 511 MERC TAXES	-506,000.00	0.00	-158,561.87	0.00	31.33	-347,438.13
6510 INTEREST ON INVESTMENTS	-200,000.00	-4,908.76	-94,398.73	0.00	47.19	-105,601.27
6620 DAILY SALES-NON-REIMBUR	0.00	0.00	0.00	0.00	0.00	0.00
6631 SPECIAL FUNCTIONS	0.00	0.00	0.00	0.00	0.00	0.00
6710 ADMISSIONS	-140,000.00	0.00	-122,090.64	-70.00	87.25	-17,839.36
6740 FEES	-16,000.00	-46,046.00	-109,407.42	-436.00	686.52	93,843.42
6750 DISTRICT ACTIVITY-SPECI	0.00	0.00	-6,307.02	0.00	0.00	6,307.02
6790 OTHER DIST ACTIVITY	-150,000.00	0.00	0.00	0.00	0.00	-150,000.00
6821 STATE REV RECEIVED SCH	-12,000.00	0.00	0.00	0.00	0.00	-12,000.00
6829 STATE REV RECEIVED INTR	-143,473.00	0.00	0.00	0.00	0.00	-143,473.00
6831 FED REV RECEIVED OTHER	0.00	0.00	0.00	0.00	0.00	0.00
6832 FED PASS THRU IDEA FUND	-1,843,522.00	-1,356,004.41	-1,356,004.41	0.00	73.55	-487,517.59
6839 FED REV OTHER INTER	0.00	0.00	0.00	0.00	0.00	0.00
6910 LEASE RENTAL INCOME	-105,000.00	-12,406.00	-96,006.76	-37,591.37	127.23	28,598.13
6920 CONTRIBUTION & DONATION	-178,000.00	-1,453.11	-206,701.04	0.00	116.12	28,701.04

Condensed IV Board Summary Report

From 04/01/2013 To 04/30/2013

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
6941 REGULAR SCH TUITION	-125,000.00	0.00	0.00	0.00	0.00	-125,000.00
6942 SUMMER SCHOOL TUITION	-70,000.00	-460.00	-11,280.00	-220.00	16.42	-58,500.00
6943 ADULT EDUCATION TUITION	-65,000.00	0.00	-1,617.00	-440.00	3.16	-62,943.00
6944 RECEIPTS OTHER LEAS IN	-240,000.00	-25,923.28	-285,932.14	-27,249.84	130.49	73,181.98
6970 SVC PROVIDED OTHER FUND	0.00	-5,030.05	-18,384.28	-14,353.90	0.00	32,738.18
6980 REV FROM COMMUNITY SERV	0.00	-120.03	1,372.01	-1,211.06	0.00	-160.95
6991 REFUNDS OF PRIOR YR EXP	-300,000.00	-28,338.97	-1,820,155.69	0.00	606.71	1,520,155.69
6992 Energy Effic Incentives	-57,000.00	0.00	-41,388.33	0.00	72.61	-15,611.67
6999 MISCELLANEOUS REVENUE	-115,000.00	-49,952.94	-230,639.25	-2,685.41	202.89	118,324.66
Total	-152,373,874.00	-3,678,770.56	-152,484,456.23	-84,257.58	100.12	194,839.81

Function 6000 - LOCAL REVENUE

Total Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	-152,373,874.00	-3,678,770.56	-152,484,456.23	-84,257.58	100.12	194,839.81
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	-152,373,874.00	-3,678,770.56	-152,484,456.23	-84,257.58	100.12	194,839.81

Condensed IV Board Summary Report

From 04/01/2013 To 04/30/2013

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
7000 REVENUE STATE SOURCE						
7110 BASIC EDUCATION	-27,044,017.00	-3,897,798.00	-19,488,990.00	0.00	72.06	-7,555,027.00
7160 TUITION ORPHANS & CHILD	-365,000.00	0.00	0.00	0.00	0.00	-365,000.00
7220 VOCATIONAL EDUCATION	-32,000.00	0.00	-9,760.50	0.00	30.50	-22,239.50
7250 MIGRATORY CHILDREN	-2,000.00	0.00	0.00	0.00	0.00	-2,000.00
7271 SPECIAL ED SCHOOL AGED	-6,584,843.00	0.00	-4,938,630.00	0.00	75.00	-1,646,213.00
7290 OTHER PROGRAM SUBSIDIES	0.00	-500.00	-500.00	0.00	0.00	500.00
7292 PRE-K COUNTS	-596,600.00	-51,198.66	-443,764.01	0.00	74.38	-152,835.99
7310 TRANSPORT (REG & ADDTL)	-2,570,435.00	0.00	-1,598,392.00	0.00	62.18	-972,043.00
7320 RENT & SINK FUND PYMT	-1,974,695.00	-184,493.68	-1,458,650.20	0.00	73.86	-516,044.80
7330 HEALTH SERVICES ACT 25	-365,000.00	-331,665.31	-331,665.31	0.00	90.86	-33,334.69
7340 ST PROP TAX REDUCTION	-4,719,990.00	0.00	-4,719,989.85	0.00	100.00	-0.15
7501 PA ACCOUNTABILITY GRANT	0.00	0.00	-665,439.00	0.00	0.00	665,439.00
7599 OTH STATE REV	-1,150,000.00	-10,415.07	-87,000.69	0.00	7.56	-1,062,999.31
7810 STATE SHARE SS & MED	-3,524,431.00	-281,743.00	-2,559,269.60	0.00	72.61	-965,161.40
7820 STATE SHARE RETIRE CONT	-5,835,364.00	0.00	-2,481,534.52	0.00	42.52	-3,353,829.48
Total	-54,764,375.00	-4,757,813.72	-38,783,585.68	0.00	70.81	-15,980,789.32

Function 7000 - REVENUE STATE SOURCE

Total Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	-54,764,375.00	-4,757,813.72	-38,783,585.68	0.00	70.81	-15,980,789.32
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	-54,764,375.00	-4,757,813.72	-38,783,585.68	0.00	70.81	-15,980,789.32

Condensed IV Board Summary Report

From 04/01/2013 To 04/30/2013

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
8000 FEDERAL REVENUE						
8110 PAYMENTS FED IMPACTED	-30,000.00	-5,305.75	-40,110.80	0.00	133.70	10,110.80
8514 NCLB - TITLE I	-3,101,843.00	-246,346.67	-2,267,882.90	0.00	73.11	-833,960.10
8515 NCLB - TITLE II	-702,259.00	-48,024.07	-474,920.81	0.00	67.62	-227,338.19
8516 NCLB - TITLE III	-268,493.00	-17,345.27	-292,273.06	0.00	108.85	23,780.06
8517 NCLB - TITLE IV-21ST CE	-585,000.00	-46,584.34	-671,426.58	0.00	114.77	86,426.58
8580 CHILD CARE & DEV GRANT	-150,000.00	-15,081.93	-124,635.49	0.00	83.09	-25,364.51
8810 School Based MA ACCESS	-445,296.00	0.00	-233,885.72	0.00	52.52	-211,410.28
8820 MED ASSIST REIMB ADM	-55,000.00	0.00	-7,620.98	0.00	13.85	-47,379.02
Total	-5,337,891.00	-378,688.03	-4,112,756.34	0.00	77.04	-1,225,134.66

Function 8000 - FEDERAL REVENUE

Total Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	-5,337,891.00	-378,688.03	-4,112,756.34	0.00	77.04	-1,225,134.66
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	-5,337,891.00	-378,688.03	-4,112,756.34	0.00	77.04	-1,225,134.66

Condensed IV Board Summary Report

From 04/01/2013 To 04/30/2013

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
9000 OTHER REVENUE						
9310 GENERAL FUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
9400 SALE OF FIXED ASSETS	-22,500.00	0.00	-11,761.90	0.00	52.27	-10,738.10
9990 INSURANCE RECOVERIES	-10,000.00	-3,328.28	-3,402.74	0.00	34.02	-6,597.26
Total	-32,500.00	-3,328.28	-15,164.64	0.00	46.66	-17,335.36

Function 9000 - OTHER REVENUE

Total Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	-32,500.00	-3,328.28	-432,088.39	0.00	1329.50	399,588.39
	-32,500.00	-3,328.28	-432,088.39	0.00	1329.50	399,588.39

Grand Totals

Total Expenditure	185,848,544.27	15,128,657.35	131,415,513.72	1,744,915.37	71.65	52,688,115.18
Total Other Expenditure	26,660,095.73	7,405,304.62	27,051,992.03	0.00	101.47	-391,806.30
Total All Expenditures	212,508,640.00	22,533,961.97	158,467,505.75	1,744,915.37	75.39	51,462,371.38
Total Revenue	-212,476,140.00	-8,815,272.31	-195,380,798.25	-84,257.58	91.99	-17,011,084.17
Total Other Revenue	-32,500.00	-3,328.28	-15,164.64	0.00	46.66	-17,335.36
Total All Revenues	-212,508,640.00	-8,818,600.59	-195,395,962.89	-84,257.58	91.98	-16,194,572.03
	0.00	13,715,361.38	-36,928,457.14	1,660,657.79	0.00	35,267,799.35