



MEMORANDUM

May 16, 2014

TO: BOARD OF SCHOOL DIRECTORS

FROM: STACY M. GOBER, BOARD SECRETARY

SUBJECT: REGULAR MONTHLY MEETING – May 19, 2014

The Regular Monthly Meeting of the Board of School Directors of the Bethlehem Area School District will be held on ***Monday, May 19, 2014, at 7:00 p.m. in the Auditorium of East Hills Middle School, 2005 Chester Avenue, Bethlehem, PA 18017.*** The agenda is attached.

SMG:bac
Attachments
pc: Dr. Roy

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

MISSION STATEMENT

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

A G E N D A
REGULAR MEETING – May 19, 2014

1. Roll Call
2. Pledge of Allegiance
3. Silent Meditation
4. Recognition
5. Courtesy of the Floor to Visitors (30 minutes allowed)
6. Reports of Student Representatives
7. Approval of Minutes
 - April 24, 2014 – Budget Workshop*
 - April 28, 2014 – Regular Board Meeting*
 - May 12, 2014 – Special Board Meeting*
8. Approval of Committee Minutes
 - May 5, 2014 - Board Curriculum Committee Meeting*
 - May 12, 2014 – Board Finance Committee Meeting*
9. Financial Report/Payment of Bills
 - Budgetary Transfers – Page 32*
 - Treasurer's Report –Page 33*
 - Monthly Bills – Page 34*
 - Budget Information – Page 35*
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 19, 2014

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 19, 2014, at 7:00 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 Michele Cann, Director Eugene McKeon, Director Craig Neiman, Director Rogelio Ortiz, Director Shannon Patrick, Director Angela Sinkler, Director Sudantha Vidanage and President Michael Faccinetto – 9

Members absent - None

Others present: Dr. Joseph Roy, Superintendent of Schools; Stacy Gober, Board Secretary; Attorney Donald Spry, Solicitor; Administrators, 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.

MOMENT OF
SILENT MEDITATION

Dr. Roy stated that there is staff and student recognition for this evening. The first recognition is for Mary Colon, Principal at Clearview Elementary School, who will be retiring in June. She started in the District in 1984 teaching at Lincoln Elementary School. In 1994, she was assigned to her first leadership role as Assistant Principal at Broughal Middle School and then at Donegan Elementary School. In 1999, she was appointed as Principal at Clearview Elementary School. Mary has served the District with great dedication, loyalty, and leadership in helping the students, staff and community at Clearview achieve their educational goals and aspirations. On behalf of the Administration and Board, they congratulated Mary for 30 years of service to the District and wished her a happy retirement.

RECOGNITION

Dr. Silva also congratulated Mary Colon on her retirement on behalf the educators and thanked her for her excellent long standing service to the District being a strong advocate for Pre-K students, a leader in the full day Kindergarten movement in the District and community, and a strong Principal with students, parents, and staff at Clearview. He wished her well on her retirement.

Mary Colon thanked everyone for their comments. As stated, she came to the District in 1984 that allowed her to work immediately with second language students. Along the way she began working with many other students. It was a grand opportunity and blessing for her to be able to work in the best District that excels in many areas. Throughout her career she had the opportunity to promote an Academic Excellence Program that was in the District previously, and she went across the country training other Districts who wanted to adopt what BASD was doing. BASD has always been #1 and ahead of the game in many areas. She has been proud to be part of this District for 30 years, and also serve the community of Bethlehem as well as serving the minority students. Even though she is retiring, you will still see her as her job is not done. She would like to continue to work on the Roadmap to Educational Excellence. She is leaving because she wants to take the next step in her life and use that energy to help, especially in the area of early childhood in the District. She

hopes to back here in front of everyone with many initiatives. She is leaving Clearview in good hands, and there are many people that have changed her life forever.

The second recognition this evening is for the Student Board Representatives who will be graduating in June. They serve the Board for a period of one (1) year and attend monthly Board meetings and serve the Board throughout the year. Tonight, the Administration and Board would like to thank Emma Illick-Frank from Liberty High School and Michael Samuelson from Freedom High School for their service for this school year. They provided the student voice to the Board and provided a unique perspective that assists the Board in its deliberations and for providing the monthly reports of the many events and achievements that occur at the high schools. Dr. Roy also introduced Caitlin McCadden from Freedom and Natalie Hart from Liberty for their service as Alternate Student Board Representative for this year and will take over for Emma and Michael in September.

The third and final recognition for this evening is student recognition for the second annual BASD Mini-THON held on April 26 at Freedom High School. The event was a huge success filled with incredible entertainment and diverse activities for 12 hours straight. Students from both high schools worked together year round to organize the event and help raise over \$57,000 to fight pediatric cancer. The money raised will go to Penn State's main THON charity, the Four Diamonds Fund at Hershey Medical Center. The fund directly assists families who have children with cancer, helping to ease their worries about the cost of treatment and medical bills. Tonight, the Board and Administration wants to congratulate both high schools for their exceptional work and dedication to this cause. Because there are so many students involved in this effort it is impossible to recognize all of them individually. Each school will be presented with a Certificate of Commendation and recognize five (5) students from each high school who were instrumental in the organization, planning and creativity of the program. In addition, the Board and Administration would like to congratulate the advisors which include Loretta Lohenitz, Bill Safranek, and John Wallaesa from Freedom; and Kim McHenry, Kelly Varju, and Beth Guarriello from Liberty. Dr. Roy asked Mr. LaPorta and Mr. Bailey to come forward to help recognize the students. From Freedom High School, Evan Anthony, Noah Gonzalez, Haley Maurer, Alyssa Villani, and Nicholas Youwakim. From Liberty High School, Owen Evans, Megan Latham, Kalyn Lazar, Brenna McCornac, and Kali McCornac. A certificate was presented to the high school principals to display in their schools.

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. As per school board policy, generally, speakers are limited to taxpayers, residents, or employees of this school district. 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.

None

COURTESY
OF THE FLOOR
TO VISITORS

Emma Illick-Frank – Liberty High School Student Board Representative – Ms.

REPORTS OF THE

Illick-Frank stated that Liberty remains busy as the school year comes to a close. On May 3, Liberty hosted the second annual “Alumni Day” with alumni classes spanning 60 years. There were performances by the 1st Company, Pep Band, and Grenadier Band. There was a bell ringing ceremony that welcomed current and incoming freshman students. The Student Government sent special thank you cards, sandwiches, and gift bags to the first responders from the lockdown in April. On May 1, the Northampton County Special Olympics was held at Liberty. Over 500 athletes took part in the track and field meet and approximately 1,000 volunteers assisted in this event. Last Thursday the Freddy Awards were announced, and Drew Donaher received a nomination, the scenery was also nominated, as well as the pit orchestra. A new jazz band was formed this year and had a performance at the Bethlehem Public Library on May 6. The chorus and band are gearing up for their performances at graduation on June 5. Spring sports have been successful this year at Liberty. Baseball and softball teams both qualified for District XI and Lehigh Valley Conference playoffs. The lacrosse teams have also had a successful season. In track and field, there are two (2) District XI champions, and two (2) second place winners. The sports banquet will be held this Wednesday. Nineteen Liberty women of the graduating class were awarded scholarships by the American Association of University of Women for their hard work and involvement in school and the community. The prom was held this past Friday at ArtsQuest. The freshmen center teachers were recognized at the Excellence in Education ceremony. Members of Liberty’s PJAS have been competing at Penn State with their science experiments and presentations. Last week, Liberty athletes and musicians transferred the iconic bell to Freedom. The bell resides at the high school that has won most athletic events throughout the year. In closing, she thanked the Board for this opportunity to be the Student Board Representative for Liberty this year.

Michael Samuelson – Freedom High School Student Board Representative – Mr. Samuelson stated that many exciting events have occurred in the last month with the delivery of the bell which has finally been reclaimed since 1992. A pep rally will be held this Wednesday. The band and chorus held their spring concerts. The prom was held on May 3 at DeSales University. Freddy fever has swept through Freedom with 14 nominations including best actor, best actress, and outstanding overall production. Freedom will perform at the Freddy Awards this Thursday. Senior Danny Youngelman has three (3) Freddy nominations this year, and he has broken two (2) Freddy records. He has the most individual Freddy nominations for a performer over the last four (4) years totaling 10, and he is the only performer to be nominated for four (4) consecutive best actor nominations. The last day for seniors is this Friday with finals scheduled for next week and graduation on June 4 at Stabler. He thanked the Board for this opportunity to be the Student Board representative for Freedom this year.

President Faccinetto asked for a motion to approve the minutes for the April 24, 2014, Budget Workshop; April 28, 2014, Regular Board Meeting; and May 12, 2014, Special Board Meeting.

APPROVAL OF
MINUTES

Director Bonilla made a motion and seconded by Director Patrick to approve the Board meeting minutes.

MOTION TO ACCEPT
MINUTES

President Faccinetto asked if there was any discussion regarding the minutes. Seeing none, he called for a voice vote to approve the minutes. Motion passed unanimously by voice vote.

VOICE VOTE TO
ACCEPT MINUTES

President Faccinetto asked for a motion to approve the minutes for the May 5, 2014, Board Curriculum Committee Meeting; and May 12, 2014, Board Finance

APPROVAL OF
COMMITTEE MINUTES

MAY 19, 2014

Committee Meeting.

Director Patrick made a motion and seconded by Director McKeon to approve the Committee meeting minutes.

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 approve the Committee minutes Motion passed unanimously by voice vote.

VOICE VOTE TO
ACCEPT MINUTES

President Faccinetto asked Director McKeon for a motion to approve the Financial Reports/Payment of Bills as follows: Budgetary Transfers (Page 32); Treasurer's Reports (Page 33); Monthly Bills (Page 34); and Budget Information (Page 35).

FINANCIAL REPORTS/
PAYMENT OF BILLS

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

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.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinetto

ROLL CALL VOTE

Motion passes 9-0 for the Financial Report/Payment of Bills

President Faccinetto stated that the Board had an Executive Session prior to this evening's meeting regarding litigation and personnel.

PRESIDENT'S
COMMUNICATIONS

Dr. Roy stated that at the Board Human Resources Committee last week, the Club Sport Policy was discussed and will be brought back to the June Human Resources Committee Meeting for further discussion specifically in regards to lacrosse. He also asked the athletic directors for a detailed budget impact for costing with the initial start-up money. They have already provided some information and wanted to share it with the Board this evening. Because lacrosse is willing to donate current uniforms and equipment, the initial costs would be reduced by \$25,000. The start-up costs would be \$50,000 rather than \$80,000 that was discussed initially.

SUPERINTENDENT'S
REPORT

President Faccinetto asked if anyone one had Unfinished Business.

UNFINISHED BUSINESS

None

Facilities Item

President Faccinetto asked Director Cann for a motion to approve Facilities Agenda Items 1, 2, 3 and 4.

RECOMMENDATIONS
OF THE
ADMINISTRATION

Director Cann made a motion seconded by Director Patrick to approve Facilities Agenda Items 1, 2, 3 and 4.

MOTION TO APPROVE
FACILITIES ITEM 1, 2, 3
AND 4

President Faccinetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote of the Facilities Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinetto

ROLL CALL VOTE
ITEM 1, 2, 3 AND 4

Motion passes 9-0 for Facilities Agenda Items 1, 2, 3 and 4

Curriculum Items

President Faccinetto asked Director Bonilla for a motion to approve Curriculum Agenda Items 5, 6, 7, 8 and 9.

MOTION TO APPROVE
CURRICULUM ITEMS 5,

MAY 19, 2014

Director Bonilla made a motion seconded by Director Patrick to approve Curriculum Agenda Items 5, 6, 7, 8 and 9.

6, 7, 8 AND 9

President Faccinetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote of the Curriculum Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinetto

ROLL CALL VOTE
ITEMS 5, 6, 7, 8 AND 9

Motion passes 9-0 for Curriculum Agenda Items 5, 6, 7, 8 and 9

Finance Items

President Faccinetto asked Director McKeon for a motion to approve Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18.

MOTION TO APPROVE
FINANCE ITEMS 10, 11,
12, 13, 14, 15, 16, 17 AND
18

Director McKeon made a motion and seconded by Director Neiman to approve Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18.

President Faccinetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote for the Finance Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinetto

ROLL CALL VOTE
ITEMS 10, 11, 12, 13, 14,
15, 16, 17 AND 18

Motion passes 9-0 for Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18

Human Resources Items

President Faccinetto asked Director Patrick for a motion to approve Human Resources Agenda Items 19, 20, 21, 22, 23, 24 and 25.

MOTION TO APPROVE
HUMAN RESOURCES
ITEMS 19, 20, 21, 22, 23,
24 AND 25

Director Patrick made a motion and seconded by Director Bonilla to approve Human Resources Agenda Items 19, 20, 21, 22, 23, 24 and 25.

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

Director Bonilla stated that he will be abstaining from Agenda Item 24 A #1. This has nothing to do with the candidate. It is just in hopes that moving forward that the District will continue to advocate for diverse candidates.

Director Ortiz stated that he will also be abstaining for the same reason the Director Bonilla just stated.

President Faccinetto called for a roll call vote for the Human Resources Agenda Items.

Director Vidanage – Yes; Director Bonilla – Yes to Agenda Items 19, 20, 21, 22, 23, 24 and 25 and Abstain from Agenda Item 24 A #1; Director Cann – Yes; Director McKeon – Yes; Director Neiman – Yes; Director Ortiz - Yes to Agenda Items 19, 20, 21, 22, 23, 24 and 25 and Abstain from Agenda Item 24 A #1; Director Patrick – Yes; Director Sinkler – Yes; and President Faccinetto - Yes

ROLL CALL VOTE
ITEMS 19, 20, 21, 22, 23,
24 AND 25

Motion passes 9-0 for Human Resources Agenda Items 19, 20, 21, 22, 23 and 25

Motion passes 7-0-2 for Agenda Item 24 A #1, and 9-0 for remaining items under Agenda Item 24

Director Cann asked for clarification if abstaining is the proper thing to do if you want to vote no. Attorney Spry responded that they have the right to abstain for any reason, not just conflict.

Dr. Roy introduced Heather Bennett Knerr from Allentown School District as the

new principal at Clearview Elementary School. She has a proven record of success in urban schools.

NORTHAMPTON COMMUNITY COLLEGE – Mrs. Leeson and Mr. Rosado provided an update to the Board. Mrs. Leeson stated that the Trustees met on May 1. Graduation is scheduled for this Thursday. Last month, the Trustees, students and faculty had the opportunity to hear an outstanding presentation from keynote speaker, Wes Moore. The capital and operating budgets were approved. The Monroe Campus construction project is back on schedule and everything is ready to open in the fall. The Achieve a Dream annual coaches visit is taking place in May, and the persistence rate through this program are up about 3% where students are returning from one semester to another, and the PEL recipients who are the low income students are outpacing the non PEL recipients in this program. NCC is looking at a new public health program because of the new Obama care, and they feel there will be a lot of opportunities in the public health arena for non-medical care, but more public health awareness. NCC is looking at developing a two-year program that will segway into a four-year program. The Trustees also hired a new vice president for enrollment and student affairs.

COMMITTEE REPORTS

Mr. Rosado wanted to thank the Board and Administration for the opportunity to serve as a Trustee representing the BASD. He had the opportunity to attend the American Association of Community College conference in Washington, D.C. It was an excellent conference and experience for him. He attended workshops that had a specific focus in increasing the college going rate of under represented students, specifically men of color. Many colleges are implementing plans and programs to change this and increase the college going rate of those groups. Like anything, this is not going to happen by accident. There has to be a plan to focus on this effort so that we can increase those numbers. When he returned from the workshop, he met with Dr. Erickson and gave a report to the Trustees. He will continue to work on this as a key focus for NCC and will need support from the sponsoring Districts and local businesses and community leaders.

PSBA – Director Bonilla stated that PSBA education groups have been urging the State to pass a special education funding change to correct the system of overpaying the charter schools. PSBA has issued new reports comparing charter schools to traditional public school requirements. A child protection bill was signed into law reporting requirements for school employees. PSBA is also requesting proposals for the 2015 Legislative Platform.

SUPERINTENDENT’S DIVERSITY COMMITTEE – Director Bonilla stated that the committee will meet June 11.

COLONIAL INTERMEDIATE UNIT 20 – Director McKeon stated that the Board will meet next Wednesday.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL COMMITTEE – Director Patrick stated that the Board met on May 6. BASD’s Student Board Representative, Michael Samuelson, was the recipient of Bridge’s scholarship and congratulated Michael. The five (5) directors that represent BASD at Vo-Tech has supported the proposal to adopt a policy that would block charter school students from attending Vo-Tech. The view is that BASD does not have an ala carte menu in which if you decide not to attend BASD, you cannot attend Vo-Tech as they view this as an educational extension of the BASD family.

BASD FOUNDATION – President Faccinetto stated that the Foundation meets tomorrow.

President Faccinetto asked if there was any New or Miscellaneous Business.

NEW OR
MISCELLANEOUS
BUSINESS

Director McKeon stated that there are a lot of people here this evening, and Dr. Roy stated earlier that the District is committed to find funding for the lacrosse team. If in the event the athletic department cannot find the money, he will not support revoking the policy. He does not want the sport to be pulled out from underneath them.

Director Bonilla wanted to reiterate that as stated before that he does not agree with adding another sport if it does not fit into the budget. His original understanding was that it was going to be outside of the original the budget. Since that has been clarified and will fit in the current athletic budget, he would be willing to support adding it as a sport next year.

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

COURTESY OF THE
FLOOR

Joe Sexton (1820 Wilson Avenue, Bethlehem) – Mr. Sexton is the President and founder of the girls' and boys' lacrosse clubs and presently the head coach of the boys' lacrosse team and was the girls' head coach previously. Lacrosse is a spring sport and the fastest growing sport in the United States. Lacrosse also is the lowest injury for all sports. There are 61 men's and 92 women's D1 programs in the country for lacrosse. Athletes who play D2 and D3 often have other types of aides available. The percent of all high school athletes that go and compete in all college sports averages 7.6% with lacrosse being 11.7% and is the highest of all sports. There are approximately 140 players between Liberty and Freedom. The Liberty girls' lacrosse team began in 2004 and the boys started in 2012. The girls' team has been competing at varsity and junior varsity (JV) levels for 11 years and the boys' for three years. Each of the clubs ranges from 30 to 60 players. The Liberty girls' team won the Lehigh Valley Invitational Championship in 2004. The Liberty girls' varsity team won the 2008 championship. Both Freedom teams made it to the Districts this year. From Liberty alone, 15 girls have played in college and one (1) person made the US team. Four (4) to six (6) boys plan to participate in lacrosse during their college terms. In 2009, all Districts converted lacrosse to schools sports, except for BASD, leaving them with no schedule as they all became PIAA compliant and unable to play freestanding clubs such as BASD. So then he drafted a club sports policy and proposed it to the BASD Board and was passed to keep the lacrosse schedule. Soon after that, Freedom formed their teams. Students have had to pay between \$100 to \$180 in dues plus equipment. We were also denied access to the stadium or gym areas until Fred Harris came on board. It has been perplexing that the Board has taken 11 years to finally see and consider doing this in the District. It has been called a ludicrous and ridiculous move to add lacrosse. In fact, a board that was originally against adding lacrosse had a nephew who played on the team. He does understand that installing another sport after rearranging and trimming some academic programs may not look good in the public eye, but here this evening you have 280 parents and 140 players. Sports are important to parents and students. He thanked the Board for their time and consideration to add lacrosse as a sport in BASD.

Gail Rold (5232 Vermont Drive, Easton) – Ms. Rold is the treasurer for the Freedom lacrosse club and a founding officer. She also had a daughter who has played lacrosse for the last four (4) years. On behalf of the Freedom parents who have children in the lacrosse club, it continues to be a vital part of their high school experience. Four (4) years ago when the club was formed, they only dreamed of the

successes that they have all achieved. There are 52 players this year between varsity and JV on the girls' and boys' teams. There are six (6) seniors who are continuing lacrosse at college. Five (5) seniors were recognized in the Lehigh Valley Conference All Star Teams. There are seven (7) players representing Freedom in the inaugural LVC Lacrosse All Star Games on June 1. Of Freedom's five (5) Commended National Merit Scholars, two (2) are lacrosse players. Three (3) of the top 10 of the graduating class are lacrosse players. Clearly, these are exceptional young men and women who are actively involved in so many other areas of student life at Freedom and in the community. Many of the current players have coached, officiated, and mentored the students at clinics. We need to insure that there is a stable and supported high school lacrosse program to offer to the students. They recognize and acknowledge the financial challenges that the District faces in providing the best learning environment for children while leveraging limited resources, but she would argue that providing opportunities for a well-rounded high school education is about much more than academics alone. Being part of a sports team is instrumental in preparing students to succeed in the world. Lacrosse's goal since the founding is to enhance maturity, foster leadership, instill self-esteem, encourage sportsmanship, and create self-discipline in the team members for the teaching and coaching of the sport of lacrosse. However, these opportunities to achieve this should not be limited to only those students whose families can afford the \$450 needed to participate in the program. We owe it to all of the students to provide that opportunity. Everything that the lacrosse teams have now will be turned over to the District if the Board votes to add lacrosse as a sport in the District.

Patrick Eighmy (1503 Creek Road, Bethlehem) – Mr. Eighmy is a senior at Liberty who helped start the lacrosse club as a sophomore. The underclassmen have fantastic leadership, and they want to see it grow tremendously. They have built a strong program. He is also a member of the football team, and he has seen what sports have done for students, especially those who could not afford it otherwise. Football and lacrosse have provided tremendous direction and these characteristics cannot be taught in a classroom as it is teamwork, leadership, and to overcome adversity. It makes him so happy seeing lacrosse possibly becoming a District sport.

Andrew Morgan (343 Rauch Street, Bethlehem) – Mr. Morgan is also a senior and the captain of the lacrosse club. He has seen what athletics can do to academics. By playing football and lacrosse, it has helped him tremendously to get into college to continue his education. He would like to see other students who could not afford that to have the same opportunities that he has to continue their education. The attendance at the Liberty and Freedom game was outstanding and shows the support the community has for the sport. He hopes that the Board agrees to make lacrosse a sport.

President Faccinnetto asked if there were any items for Open Forum.

OPEN FORUM

Director Bonilla stated that someone in the community asked why the District may be adding lacrosse and not hockey, and he asked Dr. Roy to explain. Dr. Roy responded that ice hockey is not a PIAA sport and is not in our league, not in District XI, not in State playoffs, and it is not sponsored by other schools as a varsity level. It is out there in the community as a club sport unlike what was said about lacrosse. Director Bonilla wanted to state why he chose to change his mind on lacrosse. Originally, it was difficult to consider raising the budget to a 5% tax increase and he was against raising the taxes. It was his original interpretation that lacrosse would fit into the excess of the 5% and not into the budget, and Dr. Roy explained that it would fit within the budget which changed my mind. In addition, since his nephew did play the sport, he had a difficult family discussion and that also changed his

MAY 19, 2014

mind. He does support lacrosse. He also wanted to congratulate Freedom on the bell and he is sad to see it change hands as he is a Liberty alumni.

Director McKeon stated that when he was asked to officiate lacrosse, he could work the girls' or the boys' teams and his comment was he cannot catch the boys because he does not referee them any more in basketball but he can catch the girls. He wants to retract that statement as he cannot catch the girls on a 110 yard field. He had a very interesting first season officiating lacrosse.

President Faccinetto thanked all the students and parents that came out to support lacrosse.

President Faccinetto asked for a motion for Adjournment. Director Bonilla made a motion and seconded by Director Patrick. The meeting adjourned at 8:05 p.m.

ADJOURNMENT

Attest,

Stacy M. Gober
Board Secretary

SMG:dln

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1. *Generator Replacement for Asa Packer Elementary School*

INFORMATION:

Bids were received and publicly opened at 12:00 p.m., Tuesday, April 22, 2014, for:

Generator Replacement – Asa Packer Elementary School

Bids were picked up by nine vendors with seven 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 specifications as listed below:

Vendor	Base Bid
Albarell Electric, Inc.	\$81,899
Ace Electric	91,750
Arc Electric	94,900
Barry J. Hoffman Co.	90,740
Shannon A. Smith, Inc.	103,210
Spotts Brothers, Inc,	102,460
West Side Hammer Electric	99,800

This project was authorized at the January 27, 2014, Regular Board Meeting, and this information was reviewed with the Board at the May 5, 2014, Board Facilities Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to award the bid for Generator Replacement at Asa Packer Elementary School to Albarell Electric, Inc., 901 West Lehigh Street, Bethlehem, Pennsylvania, at a cost not to exceed \$81,899 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: \$6,087,621.99

Facilities Item

President Faccinnetto asked Director Cann for a motion to approve Facilities Agenda Items 1, 2, 3 and 4.

Director Cann made a motion seconded by Director Patrick to approve Facilities Agenda Items 1, 2, 3 and 4.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote of the Facilities Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinnetto

Motion passes 9-0 for Facilities Agenda Items 1, 2, 3 and 4

2. ***Roof Replacement for Spring Garden Elementary School Gym and Roof Repairs for the SPARK Building and Liberty High School***

INFORMATION:

Bids were received and publicly opened at 12:00 p.m., Tuesday, April 22, 2014, for:

Roof Replacement – Spring Garden Elementary School Gym
Roof Repairs – SPARK Building and Liberty High School

Bids were picked up by five vendors with three 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 specifications as listed below:

Vendor	Base Bid	ALT 1*	ALT 2**
ProCom Roofing Corp.	\$230,100	(\$35,000)	(\$64,000)
David/Randall & Associates	323,700	(59,550)	(97,750)
Munn Roofing	236,000	(28,400)	(69,600)

*Alternate 1 is to deduct the cost of roof repairs at Liberty High School that will extend the current warranty.

**Alternate 2 is to deduct the cost of roof work at the SPARK building.

This project was authorized at the January 27, 2014, Regular Board Meeting, and this information was reviewed with the Board at the May 5, 2014, Board Facilities Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to award the bid for Roof Replacement at Spring Garden Elementary School and Roof Repairs and the SPARK Building and Liberty High School to ProCom Roofing Corp., 375 Easton Road, Warrington, Pennsylvania, at a cost not to exceed \$230,100 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: \$6,087,621.99

Facilities Item

President Faccinnetto asked Director Cann for a motion to approve Facilities Agenda Items 1, 2, 3 and 4.

Director Cann made a motion seconded by Director Patrick to approve Facilities Agenda Items 1, 2, 3 and 4.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote of the Facilities Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinnetto

Motion passes 9-0 for Facilities Agenda Items 1, 2, 3 and 4

3. *Masonry Repairs for Donegan Elementary and East Hills Middle Schools*

INFORMATION:

Bids were received and publicly opened at 12:00 p.m., Tuesday, April 22, 2014, for:

Masonry Repairs – Donegan Elementary and East Hills Middle Schools

Bids were picked up by seven vendors with six 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 specifications as listed below:

Vendor	Base Bid	ALT 1*
Spotts Brothers, Inc.	\$141,168	(\$6,800)
Bill Anskis Co.	353,646	(78,064)
C&D Waterproofing	187,000	(20,000)
Eschbach Brothers	259,000	(21,500)
Machemer Contracting	186,735	(23,100)
T.A. Silfies Masonry	186,100	(26,170)

* Alternate 1 is to deduct the cost of all repairs at East Hills Middle School.

This project was authorized at the January 27, 2014, Regular Board Meeting, and this information was reviewed with the Board at the May 5, 2014, Board Facilities Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to award the bid for Masonry Repairs at Donegan Elementary and East Hills Middle Schools to Spotts Brothers, Inc., 42 Berger Street, Schuylkill Haven, Pennsylvania, at a cost not to exceed \$141,168 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: \$6,087,621.99

Facilities Item

President Faccinnetto asked Director Cann for a motion to approve Facilities Agenda Items 1, 2, 3 and 4.

Director Cann made a motion seconded by Director Patrick to approve Facilities Agenda Items 1, 2, 3 and 4.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote of the Facilities Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinnetto

Motion passes 9-0 for Facilities Agenda Items 1, 2, 3 and 4

4. *Parking Lot Reconstruction at the Education Center*

INFORMATION:

Bids were received and publicly opened at 12:00 p.m., Tuesday, April 22, 2014, for:

Parking Lot Reconstruction – Education Center

Bids were picked up by nine (9) vendors with eight (8) 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 specifications as listed below:

Vendor	Base Bid
Graver Industries, Inc. dba Barker & Barker Paving	\$212,734
B.F. Brown & Co.	222,995
Bracalente Constructions	280,550
Glenn Hale Built	264,930
James D. Morrissey	316,120
Lehigh Valley Site	292,537
Penn Quaker Site	295,525
RGC Development	267,400

This project was authorized at the January 27, 2014, Regular Board Meeting, and this information was reviewed with the Board at the May 5, 2014, Board Facilities Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to award the bid for Parking Lot Reconstruction at the Education Center to Graver Industries, Inc. dba Barker & Barker Paving, 1401 Easton Avenue, Bethlehem, Pennsylvania, at a cost not to exceed \$212,734 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: \$6,087,621.99

Facilities Item

President Faccinnetto asked Director Cann for a motion to approve Facilities Agenda Items 1, 2, 3 and 4.

Director Cann made a motion seconded by Director Patrick to approve Facilities Agenda Items 1, 2, 3 and 4.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote of the Facilities Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinnetto

Motion passes 9-0 for Facilities Agenda Items 1, 2, 3 and 4

5. ***Memoranda of Agreement Between the Board of School Directors of the Bethlehem Area School District and United Way of the Greater Lehigh Valley***

INFORMATION:

The purpose of the attached five Memoranda of Agreement is to support Full Service Community Schools at Donegan Elementary School, Lincoln Elementary School, William Penn Elementary School, Fountain Hill Elementary School, and Broughal Middle School beginning on July 1, 2014, and ending June 30, 2015.

This item was reviewed by the Board at the May 5, 2014, Board Curriculum Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the attached five Memoranda of Agreement between the Board of School Directors of the Bethlehem Area School District and the United Way of the Greater Lehigh Valley/United Way Community Schools to operate Full Service Community Schools at Donegan Elementary School, Lincoln Elementary School, William Penn Elementary School, Fountain Hill Elementary School, and Broughal Middle School at an expense to the BASD of \$30,000 (included in the 2014-2015 BASD Preliminary Final Budget).

Account Code and Account Title: General Fund – 3300-320 Community School Prof Educ Svc
Account Balance: 2014-2015 Budget

Curriculum Items

President Faccinnetto asked Director Bonilla for a motion to approve Curriculum Agenda Items 5, 6, 7, 8 and 9.

Director Bonilla made a motion seconded by Director Patrick to approve Curriculum Agenda Items 5, 6, 7, 8 and 9.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote of the Curriculum Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinnetto

Motion passes 9-0 for Curriculum Agenda Items 5, 6, 7, 8 and 9

MEMORANDUM OF AGREEMENT

This agreement is made between United Way of the Greater Lehigh Valley 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, located in Bethlehem, Pennsylvania, hereinafter referred to as SUBCONTRACTOR B for the purposes of providing services as related to Donegan Elementary School, a United Way 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 assure that they will comply with all guidelines required in Appendix A for provision of the above services.

2. TERM

Period of the contract will be from 7/1/2014 to 6/30/2018.

Annual review and approval of this contract by the Board of Directors of SUBCONTRACTOR A is necessary to ensure compliance with all stipulated guidance procedures of said governing body.

3. BUDGET & PAYMENT

The amount of the contract is \$35,000 annually as outlined in Appendix B. The contract is funded by CONTRACTOR. The SUBCONTRACTOR B will be paid on the first of each of 48 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	Each FY covered by contract	30 days of 1 st payment
Annual Performance Report	School years covered by contract	July 31 st each year
Actual Expenditures Report	Each FY covered by contract	July 31 st each year

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 A and/or B;
- 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 30-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 of Schools
Bethlehem Area School District

Dr. Jack Silva Date
Assistant Superintendent and Chief Academic Officer
Bethlehem Area School District

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

Dr. George White Date
Director of CDUEL/College of Education
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 funding, training and other support of the primary role of a Community School Coordinator.

Community School Coordinator shall work with the Principal, staff, students and families of Donegan Elementary as well as with Community Partners to assess the strengths and gaps of existing programs and services at Donegan Elementary, strengthen connections between new and existing partners and to develop and act upon strategies that will create the six conditions for learning that promote improved social, emotional, developmental and academic results for students, families, staff and community.

Services provided by UWGLV/ 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 and training for anyone identified as integral to the success of Donegan.
 - In partnership with Lehigh University and BASD, UWGLV will seek additional revenue to support the implementation of the Community School Model at Donegan Elementary.
 - Training in data management and use to drive decisions as well as in the reporting of results required by UWGLV through this contract.
- ❑ Marketing support to demonstrate the strength of partnership to achieve results as well as to further engage partners and community members in the work.
- ❑ Resource development support to further engage potential funders and secure key resources.
- ❑ 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 flexibility and open communication to avoid conflicts in existing policies.

- ❑ UWGLV will notify BASD in writing within 30 days of any 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.

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

The Principal of Donegan Elementary will positively and effectively support the implementation of the Community School Model through consistently demonstrating acts to incorporate the six conditions of learning and a collaborative approach to problem solving and meeting identified needs. The Principal 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 partnership growth and change.

Specifically the Principal/District shall demonstrate commitment to the implementation of this model by:

- ❑ Participation and leadership at site-based Leadership Team meetings/planning sessions, and active collaboration with Lehigh University and UWGLV in identifying needs, using data to drive decisions and planning for success at Donegan Elementary.
- ❑ Recognition of Lehigh University as a Lead Community Partner that serves as fiscal agent for BASD at Donegan Elementary.
- ❑ Provision of 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, Leader in Me, Restorative Practices, etc.
 - Orientation to all relevant BASD database systems and reporting mechanisms
 - Ongoing orientation to all new facets of curriculum that impact Donegan students and staff
 - Inclusion in all site level faculty meetings, IST meetings and other relevant staff meetings
- ❑ 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 University's attendance policy on all other days in coordination with the assigned Supervisor.
- ❑ Agreement to provide access to the District shared drive, databases and the BASD email system through an individually created account to the Community School Coordinator.
- ❑ Agreement to provide access to District shared drive, databases and BASD email system through an individually created account to any additional Community School positions secured to support this work at Donegan at the discretion of the Principal. Such additional Community School positions could be an After School or Activities Coordinator, Parent Liaison, AmeriCorps VISTA or MSW or similar intern.

- ❑ Participation in ongoing and annual performance review of Community School Coordinator.
- ❑ Dedicated office space, desk, computer, phone, and related supports for the Community School Coordinator
- ❑ Dedicated office space, desk, computer, phone and related supports for any additional Community School positions secured to support this work at Donegan at the discretion of the Principal such as an After-School or Activities Coordinator, Parent Liaison, AmeriCorps VISTA, MSW or similar intern.
- ❑ Ensuring creation of an individual BASD email address for the Community School Coordinator.
- ❑ Ensuring creation of an individual BASD email address for any additional Community School positions secured to support this work at Donegan at the discretion of the Principal such as an After-School or Activities Coordinator, Parent Liaison, AmeriCorps VISTA, MSW or similar intern.
- ❑ Permission to access and use facility for programs and services directly related to the implementation of the Community School Model at Donegan.
- ❑ 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 BASD/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 BASD/Principal of Donegan Elementary.
- ❑ Agreement to administer an on-line anonymous pre and post assessment survey to all Administrators/Staff/Parents/Students at Donegan during each contract year.

Services provided by SUBCONTRACTOR B –Lehigh University

- ❑ Employment of Community School Coordinator and any relevant Secondary position/s with benefits package, as appropriate.
- ❑ Regular informal supervision and monthly formal supervision (1 hour) 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 University's 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 University for the implementation of the CS model at Donegan.
- ❑ In collaboration with the Principal of Donegan Elementary and the United Way, Lehigh University will conduct ongoing formative evaluation and a yearly summative evaluation of the performance of the Community School Coordinator and any secondary positions.
- ❑ 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.
- ❑ 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 administer an on-line anonymous pre and post assessment survey to all appropriate individuals connected to the Lehigh University entity, including board of Directors, Administration and other employees during each contract year.

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, BASD, and Lehigh University agree to maintain the confidentiality of all student and family information with which they come into contact

Appendix B

Budget

United Way of the Greater Lehigh Valley/COMPASS

An investment total of \$35,000 for fiscal year 2014-2015 to support a Full Time Community School Coordinator position as stated below.

- ❑ Community School Coordinator- \$35,000 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, 2014 – June 30, 2015	\$35,000
July 1, 2015 – June 30, 2016	\$35,000
July 1, 2016 – June 30, 2017	\$35,000
July 1, 2017 – June 30, 2018	\$35,000

Community investment awards are contingent upon availability of funding and annual performance of investments; 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, 2014. 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 \$4,200.00 annually 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 University agree to provide to United Way of the Greater Lehigh Valley (UWGLV) all data needed to assess results of Community School model implementation in the Bethlehem Area School District at Donegan Elementary. 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. Access shall be granted through the assignment of a unique username and password to the CSC. BASD agrees to provide to CSC and Lehigh University an orientation to data collection systems used at Donegan Elementary.

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. At the discretion of the Principal of Donegan Elementary school, additional positions secured to support the Community School work at Donegan may also be deemed as a “school official” for the purposes stated above. These provisions are 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 and possible other positions at the discretion of the Principal of Donegan is/are herein considered a “School Official” as described above, UWGLV asserts the following should be maintained at the discretion of the district to in order to maximize the highest degree of compliance with all district, local, state and federal confidentiality laws and regulations:

- Community School Coordinator shall sign off on any and all confidentiality waivers, intended or acceptable use policies, etc. as indicated by BASD.
- Any additional positions secured to support the Community School work at Donegan at the discretion of the Principal, such as Afterschool program or Activities Coordinator, Parent Liaison, AmeriCorps VISTA, MSW or similar intern 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
- Any additional positions secured to support the Community School work at Donegan at the discretion of the Principal, such as Afterschool Program or Activities Coordinator, Parent Liaisons, AmeriCorps VISTAs and/or MSW or similar interns shall be granted “Read Only” format in an access level appropriate to obtain the data necessary to perform the function for which they have been secured.
- BASD establishes the parameters under which CSC and any other Community School position secured to support this work 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.
- Any additional positions secured to support the Community School work at Donegan such as an After-School or Activities Coordinator, Parent Liaison, AmeriCorps VISTA, MSW or similar intern shall be assigned a unique username and password in order to access the BASD Database at the discretion of the Principal based on whether or not the access is necessary to achieve the goal of their stated role.

It should also be understood that regular access to student/school data by the Community School Coordinator and specified additional positions allows for:

- Maximum efficiency when creating or coordinating programs and services around a particular identified need.
- Ability to modify strategies mid-stream so programs/services meet the changing needs.
- Quality checks regarding the programs and services that are implemented.
- Demonstrated impact and further outreach about growing areas of need.

Lehigh University as the Lead Partner of the Community School work at Donegan will be responsible to 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, 2014 through June, 2015. (Budget form template is attached to this document as Appendix E and must be submitted each FY for this stated contract).
- A completed **Expenditures report** at the end of each fiscal year of this contract as part of the annual reporting process. This report is used to determine other funding and

leveraged dollars that were secured and utilized to enhance and support the Community School work at Donegan Elementary.

- A completed ***Comprehensive Performance Report*** by July 31st of each fiscal year of this contract. This report is to be entered through the online database Community TechKnowledge (CTK) by Lehigh University. Information submitted in this report will include but is not limited to:
 - Attendance, behavioral, demographic, mobility, family engagement, out-of-school time, partnership and poverty data.

Additionally this report 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 to assess the progress and stage of development at this particular United Way Community Schools site and compare it to itself over time and to the balance of sites across the initiative in the Lehigh Valley.

Appendix D

Enacting Conditions for Funding on a United Way Community School's Performance

1. Partnership site identified as experiencing significant challenges for a significant period of time
2. United Way Community Schools 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. United Way Community Schools Executive Committee is offered an update regarding partnership's efforts to make positive growth and the results of the effort
8. United Way Community Schools Council receives information regarding challenges, receives recommendation from United Way Community Schools Executive Committee regarding how to proceed with funding and staff support of partnership
9. United Way Community Schools 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 2014-2015

School Name	District					
Lehigh University	Phone					
Fiscal Contact Name	Email					
COLLABORATIVE PROGRAM/FUNDING PARTNERS						
ITEM	BUDGET/ IN KIND VALUE	Lehigh Universit y	SCHOOL DISTRICT	UNITED WAY	Other	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 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 School, a United Way 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 assure that they will comply with all guidelines required in Appendix A for provision of the above services.

2. TERM

Period of the contract will be from 7/1/2014 to 6/30/2018.

Annual review and approval of this contract by the Board of Directors of SUBCONTRACTOR A is necessary to ensure compliance with all stipulated guidance procedures of said governing body.

3. BUDGET & PAYMENT

The amount of the contract is \$60,000 annually as outlined in Appendix B. The contract is funded by CONTRACTOR . The SUBCONTRACTOR B will be paid on the first of each of 48 months in the amount of \$5,000.00 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	Each FY covered by contract	30 days of 1 st payment
Annual Performance Report	School years covered by contract	July 31 st each year
Actual Expenditures Report	Each FY covered by contract	July 31 st each year

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 A and/or B;
- 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 30-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 of Schools
Bethlehem Area School District

Dr. Jack Silva Date
Assistant Superintendent
Bethlehem Area School District

Tim Mulligan Date
President
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 funding, training and other support of the primary role of a Community School Coordinator.

Community School Coordinator shall work with the Principal, staff, students and families of Lincoln Elementary as well as with Community Partners to assess the strengths and gaps of existing programs and services at Lincoln Elementary, strengthen connections between new and existing partners and to develop and act upon strategies that will create the six conditions for learning that promote improved social, emotional, developmental and academic results for students, families, staff and community.

Services provided by UWGLV/ 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 and training for anyone identified as integral to the success of Lincoln.
 - In partnership with Communities In Schools of the Lehigh Valley and BASD, UWGLV will seek additional revenue to support the implementation of the Community School Model at Lincoln Elementary.
 - Training in data management and use to drive decisions as well as in the reporting of results required by UWGLV through this contract.
- ❑ Marketing support to demonstrate the strength of partnership to achieve results as well as to further engage partners and community members in the work.
- ❑ Resource development support to further engage potential funders and secure key resources.
- ❑ 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 flexibility and open communication to avoid conflicts in existing policies.

- ❑ UWGLV will notify BASD in writing within 30 days of any 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.

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

The Principal of Lincoln Elementary will positively and effectively support the implementation of the Community School Model through consistently demonstrating acts to incorporate the six conditions of learning and a collaborative approach to problem solving and meeting identified needs. The Principal 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 partnership growth and change.

Specifically the Principal/District shall demonstrate commitment to the implementation of this model by:

- ❑ Participation and leadership at site-based Leadership Team meetings/planning sessions, and active collaboration with Communities In Schools of the Lehigh Valley and UWGLV in identifying needs, using data to drive decisions and planning for success at Lincoln Elementary.
- ❑ Recognition of Communities In Schools of the Lehigh Valley as a Lead Community Partner that serves as fiscal agent for BASD at Lincoln Elementary.
- ❑ Provision of 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, Leader in Me, Restorative Practices, etc.
 - Orientation to all relevant BASD database systems and reporting mechanisms
 - Ongoing orientation to all new facets of curriculum that impact Lincoln students and staff
 - Inclusion in all site level faculty meetings, IST meetings and other relevant staff meetings
- ❑ Agreement that the Community School Coordinator will follow the BASD academic calendar for non-instructional staff related to inclement weather and will refer to Communities In Schools of the Lehigh Valley's attendance policy on all other days in coordination with the assigned Supervisor.
- ❑ Agreement to provide access to the District shared drive, databases and the BASD email system through an individually created account to the Community School Coordinator.
- ❑ Agreement to provide access to District shared drive, databases and BASD email system through an individually created account to any additional Community School positions secured to support this work at Lincoln at the discretion of the Principal. Such

additional Community School positions could be an After School or Activities Coordinator, Parent Liaison, AmeriCorps VISTA or MSW or similar intern.

- ❑ Participation in ongoing and annual performance review of Community School Coordinator.
- ❑ Dedicated office space, desk, computer, phone, and related supports for the Community School Coordinator
- ❑ Dedicated office space, desk, computer, phone and related supports for any additional Community School positions secured to support this work at Lincoln at the discretion of the Principal such as an After-School or Activities Coordinator, Parent Liaison, AmeriCorps VISTA, MSW or similar intern.
- ❑ Ensuring creation of an individual BASD email address for the Community School Coordinator.
- ❑ Ensuring creation of an individual BASD email address for any additional Community School positions secured to support this work at Lincoln at the discretion of the Principal such as an After-School or Activities Coordinator, Parent Liaison, AmeriCorps VISTA, MSW or similar intern.
- ❑ Permission to access and use facility for programs and services directly related to the implementation of the Community School Model at Lincoln.
- ❑ 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 BASD/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 BASD/Principal of Lincoln Elementary.
- ❑ Agreement to administer an on-line anonymous pre and post assessment survey to all Administrators/Staff/Parents/Students at Lincoln during each contract year.

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 (1 hour) 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 Communities In Schools of the Lehigh Valley's 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 Communities In Schools of the Lehigh Valley for the implementation of the CS model at Lincoln.
- ❑ In collaboration with the Principal of Lincoln Elementary and the United Way, Communities In Schools of the Lehigh Valley will conduct ongoing formative evaluation and a yearly summative evaluation of the performance of the Community School Coordinator and any secondary positions.
- ❑ 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.
- ❑ 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 administer an on-line anonymous pre and post assessment survey to all appropriate individuals connected to the Communities In Schools of the Lehigh Valley entity, including board of Directors, Administration and other employees during each contract year.

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, BASD, and Communities In Schools of the Lehigh Valley agree to maintain the confidentiality of all student and family information with which they come into contact

Appendix B

Budget

United Way of the Greater Lehigh Valley/COMPASS

An investment total of \$60,000 for fiscal year 2014-2015 to support a Full Time Community School Coordinator and secondary position as stated below.

- ☐ Community School Coordinator- Full time, 40 hours, 12 month position
- ☐ Secondary Position - Part-time, 3-4 hours a day, 4 days a week for 10-12 months

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, 2014 – June 30, 2015	\$60,000
July 1, 2015 – June 30, 2016	\$60,000
July 1, 2016 – June 30, 2017	\$60,000
July 1, 2017 – June 30, 2018	\$60,000

Community investment awards are contingent upon availability of funding and annual performance of investments; 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, 2014. 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 \$4,200.00 annually 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 Communities In Schools of the Lehigh Valley agree to provide to United Way of the Greater Lehigh Valley (UWGLV) all data needed to assess results of Community School model implementation in the Bethlehem Area School District at Lincoln Elementary. 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. Access shall be granted through the assignment of a unique username and password to the CSC. BASD agrees to provide to CSC and Communities In Schools of the Lehigh Valley an orientation to data collection systems used at Lincoln Elementary.

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. At the discretion of the Principal of Lincoln Elementary school, additional positions secured to support the Community School work at Lincoln may also be deemed as a “school official” for the purposes stated above. These provisions are 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 and possible other positions at the discretion of the Principal of Lincoln is/are herein considered a “School Official” as described above, UWGLV asserts the following should be maintained at the discretion of the district to in order to maximize the highest degree of compliance with all district, local, state and federal confidentiality laws and regulations:

- Community School Coordinator shall sign off on any and all confidentiality waivers, intended or acceptable use policies, etc. as indicated by BASD.
- Any additional positions secured to support the Community School work at Lincoln at the discretion of the Principal, such as Afterschool program or Activities Coordinator, Parent Liaison, AmeriCorps VISTA, MSW or similar intern 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
- Any additional positions secured to support the Community School work at Lincoln at the discretion of the Principal, such as Afterschool Program or Activities Coordinator, Parent Liaisons, AmeriCorps VISTAs and/or MSW or similar interns shall be granted “Read Only” format in an access level appropriate to obtain the data necessary to perform the function for which they have been secured.
- BASD establishes the parameters under which CSC and any other Community School position secured to support this work 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.
- Any additional positions secured to support the Community School work at Lincoln such as an After-School or Activities Coordinator, Parent Liaison, AmeriCorps VISTA, MSW or similar intern shall be assigned a unique username and password in order to access the BASD Database at the discretion of the Principal based on whether or not the access is necessary to achieve the goal of their stated role.

It should also be understood that regular access to student/school data by the Community School Coordinator and specified additional positions allows for:

- Maximum efficiency when creating or coordinating programs and services around a particular identified need.
- Ability to modify strategies mid-stream so programs/services meet the changing needs.
- Quality checks regarding the programs and services that are implemented.
- Demonstrated impact and further outreach about growing areas of need.

Communities In Schools of the Lehigh Valley as the Lead Partner of the Community School work at Lincoln will be responsible to 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, 2014 through June, 2015. (Budget form template is attached to this document as Appendix E and must be submitted each FY for this stated contract).
- A completed **Expenditures report** at the end of each fiscal year of this contract as part of the annual reporting process. This report is used to determine other funding and

leveraged dollars that were secured and utilized to enhance and support the Community School work at Lincoln Elementary.

- A completed ***Comprehensive Performance Report*** by July 31st of each fiscal year of this contract. This report is to be entered through the online database Community TechKnowledge (CTK) by Communities In Schools of the Lehigh Valley. Information submitted in this report will include but is not limited to:
 - Attendance, behavioral, demographic, mobility, family engagement, out-of-school time, partnership and poverty data.

Additionally this report 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 to assess the progress and stage of development at this particular United Way Community Schools site and compare it to itself over time and to the balance of sites across the initiative in the Lehigh Valley.

Appendix D

Enacting Conditions for Funding on a United Way Community School's Performance

1. Partnership site identified as experiencing significant challenges for a significant period of time
2. United Way Community Schools 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. United Way Community Schools Executive Committee is offered an update regarding partnership's efforts to make positive growth and the results of the effort
8. United Way Community Schools Council receives information regarding challenges, receives recommendation from United Way Community Schools Executive Committee regarding how to proceed with funding and staff support of partnership
9. United Way Community Schools 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 2014-2015

School Name	District					
Communities In Schools of the Lehigh Valley						
Fiscal Contact Name				Phone		
				Email		
COLLABORATIVE PROGRAM/FUNDING PARTNERS						
ITEM	BUDGET/ IN KIND VALUE	Communities In Schools of the Lehigh Valley	SCHOOL DISTRICT	UNITED WAY	Other	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 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 Moravian College, located in Bethlehem, Pennsylvania, hereinafter referred to as SUBCONTRACTOR B for the purposes of providing services as related to William Penn Elementary School, a United Way 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 7/1/2014 to 6/30/2018.

Annual review and approval of this contract by the Board of Directors of SUBCONTRACTOR A is necessary to ensure compliance with all stipulated guidance procedures of said governing body.

3. BUDGET & PAYMENT

The amount of the contract is \$35,000 annually as outlined in Appendix B. The contract is funded by CONTRACTOR . The SUBCONTRACTOR B will be paid on the first of each of 48 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	Each FY covered by contract	30 days of 1 st payment
Annual Performance Report	School years covered by contract	July 31 st each year
Actual Expenditures Report	Each FY covered by contract	July 31 st each year

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 A and/or B;
- 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 30-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 of Schools
Bethlehem Area School District

Dr. Jack Silva Date
Assistant Superintendent and Chief Academic Officer
Bethlehem Area School District

Dr. Bryon Grigsby Date
President
Moravian College

Carole Reese Date
Director of Institutional Research and Special Projects
Moravian College

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 **William Penn Elementary** through funding, training and other support of the primary role of a Community School Coordinator.

Community School Coordinator shall work with the Principal, staff, students and families of William Penn Elementary as well as with Community Partners to assess the strengths and gaps of existing programs and services at William Penn Elementary, strengthen connections between new and existing partners and to develop and act upon strategies that will create the six conditions for learning that promote improved social, emotional, developmental and academic results for students, families, staff and community.

Services provided by UWGLV/ 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 and training for anyone identified as integral to the success of William Penn.
 - In partnership with Moravian College and BASD, UWGLV will seek additional revenue to support the implementation of the Community School Model at William Penn Elementary.
 - Training in data management and use to drive decisions as well as in the reporting of results required by UWGLV through this contract.
- ❑ Marketing support to demonstrate the strength of partnership to achieve results as well as to further engage partners and community members in the work.
- ❑ Resource development support to further engage potential funders and secure key resources.
- ❑ 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 flexibility and open communication to avoid conflicts in existing policies.
- ❑ UWGLV will notify BASD in writing within 30 days of any Community School Coordinator or Secondary position leaving employment at William Penn Elementary so as to have

the email account associated with that individual properly disabled by District Administration.

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

The Principal of William Penn Elementary will positively and effectively support the implementation of the Community School Model through consistently demonstrating acts to incorporate the six conditions of learning and a collaborative approach to problem solving and meeting identified needs. The Principal 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 partnership growth and change.

Specifically the Principal/District shall demonstrate commitment to the implementation of this model by:

- ❑ Participation and leadership at site-based Leadership Team meetings/planning sessions, and active collaboration with Moravian College and UWGLV in identifying needs, using data to drive decisions and planning for success at William Penn Elementary.
- ❑ Recognition of Moravian College as a Lead Community Partner that serves as fiscal agent for BASD at William Penn Elementary.
- ❑ Provision of 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, Leader in Me, Restorative Practices, etc.
 - Orientation to all relevant BASD database systems and reporting mechanisms
 - Ongoing orientation to all new facets of curriculum that impact William Penn students and staff
 - Inclusion in all site level faculty meetings, IST meetings and other relevant staff meetings
- ❑ Agreement that the Community School Coordinator will follow the BASD academic calendar for non-instructional staff related to inclement weather and will refer to Moravian College's attendance policy on all other days in coordination with the assigned Supervisor.
- ❑ Agreement to provide access to the District shared drive, databases and the BASD email system through an individually created account to the Community School Coordinator.
- ❑ Agreement to provide access to District shared drive, databases and BASD email system through an individually created account to any additional Community School positions secured to support this work at William Penn at the discretion of the Principal. Such additional Community School positions could be an After School or Activities Coordinator, Parent Liaison, AmeriCorps VISTA or MSW or similar intern.

- ❑ Participation in ongoing and annual performance review of Community School Coordinator.
- ❑ Dedicated office space, desk, computer, phone, and related supports for the Community School Coordinator
- ❑ Dedicated office space, desk, computer, phone and related supports for any additional Community School positions secured to support this work at William Penn at the discretion of the Principal such as an After-School or Activities Coordinator, Parent Liaison, AmeriCorps VISTA, MSW or similar intern.
- ❑ Ensuring creation of an individual BASD email address for the Community School Coordinator.
- ❑ Ensuring creation of an individual BASD email address for any additional Community School positions secured to support this work at William Penn at the discretion of the Principal such as an After-School or Activities Coordinator, Parent Liaison, AmeriCorps VISTA, MSW or similar intern.
- ❑ Permission to access and use facility for programs and services directly related to the implementation of the Community School Model at William Penn.
- ❑ 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 BASD/Principal of William Penn 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 BASD/Principal of William Penn Elementary.
- ❑ Agreement to administer an on-line anonymous pre and post assessment survey to all Administrators/Staff/Parents/Students at William Penn during each contract year.

Services provided by SUBCONTRACTOR B –Moravian College

- ❑ Employment of Community School Coordinator and any relevant Secondary position/s with benefits package, as appropriate.
- ❑ Regular informal supervision and monthly formal supervision (1 hour) 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 Moravian College's 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 Moravian College for the implementation of the CS model at William Penn.
- In collaboration with the Principal of William Penn Elementary and the United Way, Moravian College will conduct ongoing formative evaluation and a yearly summative evaluation of the performance of the Community School Coordinator and any secondary positions.
- Act as fiscal agent for United Way campaign dollars received on behalf of William Penn Elementary.
- In-kind resources of programs and services to support the implementation of the Community School initiative in the BASD.
- 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 administer an on-line anonymous pre and post assessment survey to all appropriate individuals connected to the Moravian College entity, including board of Directors, Administration and other employees during each contract year.

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, BASD, and Moravian College agree to maintain the confidentiality of all student and family information with which they come into contact

Appendix B

Budget

United Way of the Greater Lehigh Valley/COMPASS

An investment total of \$35,000 for fiscal year 2014-2015 to support a Full Time Community School Coordinator position as stated below.

- Community School Coordinator- \$35,000 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, 2014 – June 30, 2015	\$35,000
July 1, 2015 – June 30, 2016	\$35,000
July 1, 2016 – June 30, 2017	\$35,000
July 1, 2017 – June 30, 2018	\$35,000

Community investment awards are contingent upon availability of funding and annual performance of investments; 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, 2014. 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 \$4,200.00 annually to be in the school budget and available to support the implementation of the Community School Model at William Penn Elementary School

Appendix C

Reports/Data Sharing/Collection

Consistent with all state and federal confidentiality laws, BASD and Moravian College agree to provide to United Way of the Greater Lehigh Valley (UWGLV) all data needed to assess results of Community School model implementation in the Bethlehem Area School District at William Penn Elementary. 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. Access shall be granted through the assignment of a unique username and password to the CSC. BASD agrees to provide to CSC and Moravian College an orientation to data collection systems used at William Penn Elementary.

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. At the discretion of the Principal of William Penn Elementary school, additional positions secured to support the Community School work at William Penn may also be deemed as a “school official” for the purposes stated above. These provisions are 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 and possible other positions at the discretion of the Principal of William Penn is/are herein considered a “School Official” as described above, UWGLV asserts the following should be maintained at the discretion of the district to in order to maximize the highest degree of compliance with all district, local, state and federal confidentiality laws and regulations:

- Community School Coordinator shall sign off on any and all confidentiality waivers, intended or acceptable use policies, etc. as indicated by BASD.
- Any additional positions secured to support the Community School work at William Penn at the discretion of the Principal, such as Afterschool program or Activities Coordinator, Parent Liaison, AmeriCorps VISTA, MSW or similar intern 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
- Any additional positions secured to support the Community School work at William Penn at the discretion of the Principal, such as Afterschool Program or Activities Coordinator, Parent Liaisons, AmeriCorps VISTAs and/or MSW or similar interns shall be granted “Read Only” format in an access level appropriate to obtain the data necessary to perform the function for which they have been secured.
- BASD establishes the parameters under which CSC and any other Community School position secured to support this work 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.
- Any additional positions secured to support the Community School work at William Penn such as an After-School or Activities Coordinator, Parent Liaison, AmeriCorps VISTA, MSW or similar intern shall be assigned a unique username and password in order to access the BASD Database at the discretion of the Principal based on whether or not the access is necessary to achieve the goal of their stated role.

It should also be understood that regular access to student/school data by the Community School Coordinator and specified additional positions allows for:

- Maximum efficiency when creating or coordinating programs and services around a particular identified need.
- Ability to modify strategies mid-stream so programs/services meet the changing needs.
- Quality checks regarding the programs and services that are implemented.
- Demonstrated impact and further outreach about growing areas of need.

Moravian College as the Lead Partner of the Community School work at William Penn will be responsible to 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, 2014 through June, 2015. (Budget form template is attached to this document as Appendix E and must be submitted each FY for this stated contract).
- A completed **Expenditures report** at the end of each fiscal year of this contract as part of the annual reporting process. This report is used to determine other funding and

leveraged dollars that were secured and utilized to enhance and support the Community School work at William Penn Elementary.

- A completed ***Comprehensive Performance Report*** by July 31st of each fiscal year of this contract. This report is to be entered through the online database Community TechKnowledge (CTK) by Moravian College. Information submitted in this report will include but is not limited to:
 - Attendance, behavioral, demographic, mobility, family engagement, out-of-school time, partnership and poverty data.

Additionally this report will provide a snapshot of quantity, quality and impact that has taken place over the year at William Penn through the provision and coordination of various programs and services.

This annual report allows UWGLV to assess the progress and stage of development at this particular United Way Community Schools site and compare it to itself over time and to the balance of sites across the initiative in the Lehigh Valley.

Appendix D

Enacting Conditions for Funding on a United Way Community School's Performance

1. Partnership site identified as experiencing significant challenges for a significant period of time
2. United Way Community Schools 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. United Way Community Schools Executive Committee is offered an update regarding partnership's efforts to make positive growth and the results of the effort
8. United Way Community Schools Council receives information regarding challenges, receives recommendation from United Way Community Schools Executive Committee regarding how to proceed with funding and staff support of partnership
9. United Way Community Schools 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 2014-2015

Community School Budget and Funding Sources School Year 2014-2015						
School Name		District				
Moravian College		Phone				
Fiscal Contact Name		Email				
COLLABORATIVE PROGRAM/FUNDING PARTNERS						
ITEM	BUDGET/ IN KIND VALUE	Moravian College	SCHOOL DISTRICT	UNITED WAY	Other	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 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 School, a United Way 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 assure that they will comply with all guidelines required in Appendix A for provision of the above services.

2. TERM

Period of the contract will be from 7/1/2014 to 6/30/2018.

Annual review and approval of this contract by the Board of Directors of SUBCONTRACTOR A is necessary to ensure compliance with all stipulated guidance procedures of said governing body.

3. BUDGET & PAYMENT

The amount of the contract is \$60,000 annually as outlined in Appendix B. The contract is funded by CONTRACTOR . The SUBCONTRACTOR B will be paid on the first of each of 48 months in the amount of \$5,000.00 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	Each FY covered by contract	30 days of 1 st payment
Annual Performance Report	School years covered by contract	July 31 st each year
Actual Expenditures Report	Each FY covered by contract	July 31 st each year

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 A and/or B;
- 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 30-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 of Schools
Bethlehem Area School District

Dr. Jack Silva Date
Assistant Superintendent
Bethlehem Area School District

Dr. Paul Pierpoint Date
Dean of Community Education
Southside Campus
Northampton Community College

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 funding, training and other support of the primary role of a Community School Director.

Community School Director shall work with the Principal, staff, students and families of Fountain Hill Elementary as well as with Community Partners to assess the strengths and gaps of existing programs and services at Fountain Hill Elementary, strengthen connections between new and existing partners and to develop and act upon strategies that will create the six conditions for learning that promote improved social, emotional, developmental and academic results for students, families, staff and community.

Services provided by UWGLV/ 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 and training for anyone identified as integral to the success of Fountain Hill.
 - In partnership with Northampton Community College and BASD, UWGLV will seek additional revenue to support the implementation of the Community School Model at Fountain Hill Elementary.
 - Training in data management and use to drive decisions as well as in the reporting of results required by UWGLV through this contract.
- ❑ Marketing support to demonstrate the strength of partnership to achieve results as well as to further engage partners and community members in the work.
- ❑ Resource development support to further engage potential funders and secure key resources.
- ❑ 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 flexibility and open communication to avoid conflicts in existing policies.

- ❑ UWGLV will notify BASD in writing within 30 days of any 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.

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

The Principal of Fountain Hill Elementary will positively and effectively support the implementation of the Community School Model through consistently demonstrating acts to incorporate the six conditions of learning and a collaborative approach to problem solving and meeting identified needs. The Principal 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 partnership growth and change.

Specifically the Principal/District shall demonstrate commitment to the implementation of this model by:

- ❑ Participation and leadership at site-based Leadership Team meetings/planning sessions, and active collaboration with Northampton Community College and UWGLV in identifying needs, using data to drive decisions and planning for success at Fountain Hill Elementary.
- ❑ Recognition of Northampton Community College as a Lead Community Partner that serves as fiscal agent for BASD at Fountain Hill Elementary.
- ❑ Provision of 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, Leader in Me, Restorative Practices, etc.
 - Orientation to all relevant BASD database systems and reporting mechanisms
 - Ongoing orientation to all new facets of curriculum that impact Fountain Hill students and staff
 - Inclusion in all site level faculty meetings, IST meetings and other relevant staff meetings
- ❑ Agreement that the Community School Director will follow the BASD academic calendar for non-instructional staff related to inclement weather and will refer to Northampton Community College's attendance policy on all other days in coordination with the assigned Supervisor.
- ❑ Agreement to provide access to the District shared drive, databases and the BASD email system through an individually created account to the Community School Director.
- ❑ Agreement to provide access to District shared drive, databases and BASD email system through an individually created account to any additional Community School positions secured to support this work at Fountain Hill at the discretion of the Principal. Such additional Community School positions could be an After School or Activities Coordinator, Parent Liaison, AmeriCorps VISTA or MSW or similar intern.

- ❑ Participation in ongoing and annual performance review of Community School Director.
- ❑ Dedicated office space, desk, computer, phone, and related supports for the Community School Director
- ❑ Dedicated office space, desk, computer, phone and related supports for any additional Community School positions secured to support this work at Fountain Hill at the discretion of the Principal such as an After-School or Activities Coordinator, Parent Liaison, AmeriCorps VISTA, MSW or similar intern.
- ❑ Ensuring creation of an individual BASD email address for the Community School Director.
- ❑ Ensuring creation of an individual BASD email address for any additional Community School positions secured to support this work at Fountain Hill at the discretion of the Principal such as an After-School or Activities Coordinator, Parent Liaison, AmeriCorps VISTA, MSW or similar intern.
- ❑ Permission to access and use facility for programs and services directly related to the implementation of the Community School Model at Fountain Hill.
- ❑ 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 BASD/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 BASD/Principal of Fountain Hill Elementary.
- ❑ Agreement to administer an on-line anonymous pre and post assessment survey to all Administrators/Staff/Parents/Students at Fountain Hill during each contract year.

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 (1 hour) 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 Northampton Community College's 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 Northampton Community College for the implementation of the CS model at Fountain Hill.
- ❑ In collaboration with the Principal of Fountain Hill Elementary and the United Way, Northampton Community College will conduct ongoing formative evaluation and a yearly summative evaluation of the performance of the Community School Director and any secondary positions.
- ❑ 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.
- ❑ 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 administer an on-line anonymous pre and post assessment survey to all appropriate individuals connected to the Northampton Community College entity, including board of Directors, Administration and other employees during each contract year.

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, BASD, and Northampton Community College agree to maintain the confidentiality of all student and family information with which they come into contact

Appendix B

Budget

United Way of the Greater Lehigh Valley/COMPASS

An investment total of \$60,000 for fiscal year 2014-2015 to support a Full Time Community School Director and secondary positions as stated below.

- ☐ Community School Director- Full time, 40 hours, 12 month position
- ☐ Secondary Position - Part-time, 3-4 hours a day, 4 days a week for 10-12 months

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, 2014 – June 30, 2015	\$60,000
July 1, 2015 – June 30, 2016	\$60,000
July 1, 2016 – June 30, 2017	\$60,000
July 1, 2017 – June 30, 2018	\$60,000

Community investment awards are contingent upon availability of funding and annual performance of investments; 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, 2014. 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 \$4,200.00 annually to be 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 Northampton Community College agree to provide to United Way of the Greater Lehigh Valley (UWGLV) all data needed to assess results of Community School model implementation in the Bethlehem Area School District at Fountain Hill Elementary. 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. Access shall be granted through the assignment of a unique username and password to the CSD. BASD agrees to provide to CSD and Northampton Community College an orientation to data collection systems used at Fountain Hill Elementary.

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. At the discretion of the Principal of Fountain Hill Elementary school, additional positions secured to support the Community School work at Fountain Hill may also be deemed as a “school official” for the purposes stated above. These provisions are 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 and possible other positions at the discretion of the Principal of Fountain Hill is/are herein considered a “School Official” as described above, UWGLV asserts the following should be maintained at the discretion of the district to in order to maximize the highest degree of compliance with all district, local, state and federal confidentiality laws and regulations:

- Community School Director shall sign off on any and all confidentiality waivers, intended or acceptable use policies, etc. as indicated by BASD.
- Any additional positions secured to support the Community School work at Fountain Hill at the discretion of the Principal, such as Afterschool program or Activities Coordinator, Parent Liaison, AmeriCorps VISTA, MSW or similar intern 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
- Any additional positions secured to support the Community School work at Fountain Hill at the discretion of the Principal, such as Afterschool Program or Activities Coordinator, Parent Liaisons, AmeriCorps VISTAs and/or MSW or similar interns shall be granted "Read Only" format in an access level appropriate to obtain the data necessary to perform the function for which they have been secured.
- BASD establishes the parameters under which CSD and any other Community School position secured to support this work 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.
- Any additional positions secured to support the Community School work at Fountain Hill such as an After-School or Activities Coordinator, Parent Liaison, AmeriCorps VISTA, MSW or similar intern shall be assigned a unique username and password in order to access the BASD Database at the discretion of the Principal based on whether or not the access is necessary to achieve the goal of their stated role.

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- Maximum efficiency when creating or coordinating programs and services around a particular identified need.
- Ability to modify strategies mid-stream so programs/services meet the changing needs.
- Quality checks regarding the programs and services that are implemented.
- Demonstrated impact and further outreach about growing areas of need.

Northampton Community College as the Lead Partner of the Community School work at Fountain Hill will be responsible to 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, 2014 through June, 2015. (Budget form template is attached to this document as Appendix E and must be submitted each FY for this stated contract).
- A completed **Expenditures report** at the end of each fiscal year of this contract as part of the annual reporting process. This report is used to determine other funding and

leveraged dollars that were secured and utilized to enhance and support the Community School work at Fountain Hill Elementary.

- A completed ***Comprehensive Performance Report*** by July 31st of each fiscal year of this contract. This report is to be entered through the online database Community TechKnowledge (CTK) by Northampton Community College. Information submitted in this report will include but is not limited to:
 - Attendance, behavioral, demographic, mobility, family engagement, out-of-school time, partnership and poverty data.

Additionally this report will provide a snapshot of quantity, quality and impact that has taken place over the year at Fountain Hill through the provision and coordination of various programs and services.

This annual report allows UWGLV to assess the progress and stage of development at this particular United Way Community Schools site and compare it to itself over time and to the balance of sites across the initiative in the Lehigh Valley.

Appendix D

Enacting Conditions for Funding on a United Way Community School's Performance

1. Partnership site identified as experiencing significant challenges for a significant period of time
2. United Way Community Schools 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. United Way Community Schools Executive Committee is offered an update regarding partnership's efforts to make positive growth and the results of the effort
8. United Way Community Schools Council receives information regarding challenges, receives recommendation from United Way Community Schools Executive Committee regarding how to proceed with funding and staff support of partnership
9. United Way Community Schools Council members make decision regarding funding and staff support
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Appendix E

Community School Budget and Funding Sources School Year 2014-2015

Community School Budget and Funding Sources School Year 2014-2015						
School Name		District				
Northampton Community College		Phone				
Fiscal Contact Name		Email				
COLLABORATIVE PROGRAM/FUNDING PARTNERS						
ITEM	BUDGET/ IN KIND VALUE	Northampton Community College	SCHOOL DISTRICT	UNITED WAY	Other	TOTAL
1. STAFF						
Community School Director						
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 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, located in Bethlehem, Pennsylvania, hereinafter referred to as SUBCONTRACTOR B for the purposes of providing services as related to Broughal Middle School, a United Way 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 assure that they will comply with all guidelines required in Appendix A for provision of the above services.

2. TERM

Period of the contract will be from 7/1/2014 to 6/30/2018.

Annual review and approval of this contract by the Board of Directors of SUBCONTRACTOR A is necessary to ensure compliance with all stipulated guidance procedures of said governing body.

3. BUDGET & PAYMENT

The amount of the contract is \$50,000 annually as outlined in Appendix B. The contract is funded by CONTRACTOR. The SUBCONTRACTOR B will be paid on the first of each of 48 months in the amount of \$4166.66 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	Each FY covered by contract	30 days of 1 st payment
Annual Performance Report	School years covered by contract	July 31 st each year
Actual Expenditures Report	Each FY covered by contract	July 31 st each year

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 A and/or B;
- 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 30-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 of Schools
Bethlehem Area School District

Dr. Jack Silva Date
Assistant Superintendent
Bethlehem Area School District

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

Dr. 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 **Broughal Middle School** through funding, training and other support of the primary role of a Community School Coordinator.

Community School Coordinator shall work with the Principal, staff, students and families of Broughal Middle School as well as with Community Partners to assess the strengths and gaps of existing programs and services at Broughal Middle, strengthen connections between new and existing partners and to develop and act upon strategies that will create the six conditions for learning that promote improved social, emotional, developmental and academic results for students, families, staff and community.

Services provided by UWGLV/ 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 and training for anyone identified as integral to the success of Broughal.
 - In partnership with Lehigh University and BASD, UWGLV will seek additional revenue to support the implementation of the Community School Model at Broughal Middle.
 - Training in data management and use to drive decisions as well as in the reporting of results required by UWGLV through this contract.
- ❑ Marketing support to demonstrate the strength of partnership to achieve results as well as to further engage partners and community members in the work.
- ❑ Resource development support to further engage potential funders and secure key resources.
- ❑ 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 flexibility and open communication to avoid conflicts in existing policies.

- ❑ UWGLV will notify BASD in writing within 30 days of any 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.

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

The Principal of Broughal Middle will positively and effectively support the implementation of the Community School Model through consistently demonstrating acts to incorporate the six conditions of learning and a collaborative approach to problem solving and meeting identified needs. The Principal 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 partnership growth and change.

Specifically the Principal/District shall demonstrate commitment to the implementation of this model by:

- ❑ Participation and leadership at site-based Leadership Team meetings/planning sessions, and active collaboration with Lehigh University and UWGLV in identifying needs, using data to drive decisions and planning for success at Broughal Middle.
- ❑ Recognition of Lehigh University as a Lead Community Partner that serves as fiscal agent for BASD at Broughal Middle.
- ❑ Provision of 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, Leader in Me, Restorative Practices, etc.
 - Orientation to all relevant BASD database systems and reporting mechanisms
 - Ongoing orientation to all new facets of curriculum that impact Broughal students and staff
 - Inclusion in all site level faculty meetings, IST meetings and other relevant staff meetings
- ❑ 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 University's attendance policy on all other days in coordination with the assigned Supervisor.
- ❑ Agreement to provide access to the District shared drive, databases and the BASD email system through an individually created account to the Community School Coordinator.
- ❑ Agreement to provide access to District shared drive, databases and BASD email system through an individually created account to any additional Community School positions secured to support this work at Broughal at the discretion of the Principal. Such additional Community School positions could be an After School or Activities Coordinator, Parent Liaison, AmeriCorps VISTA or MSW or similar intern.

- ❑ Participation in ongoing and annual performance review of Community School Coordinator.
- ❑ Dedicated office space, desk, computer, phone, and related supports for the Community School Coordinator
- ❑ Dedicated office space, desk, computer, phone and related supports for any additional Community School positions secured to support this work at Broughal at the discretion of the Principal such as an After-School or Activities Coordinator, Parent Liaison, AmeriCorps VISTA, MSW or similar intern.
- ❑ Ensuring creation of an individual BASD email address for the Community School Coordinator.
- ❑ Ensuring creation of an individual BASD email address for any additional Community School positions secured to support this work at Broughal at the discretion of the Principal such as an After-School or Activities Coordinator, Parent Liaison, AmeriCorps VISTA, MSW or similar intern.
- ❑ Permission to access and use facility for programs and services directly related to the implementation of the Community School Model at Broughal.
- ❑ 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 BASD/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 BASD/Principal of Broughal Middle.
- ❑ Agreement to administer an on-line anonymous pre and post assessment survey to all Administrators/Staff/Parents/Students at Broughal during each contract year.

Services provided by SUBCONTRACTOR B –Lehigh University

- ❑ Employment of Community School Coordinator and any relevant Secondary position/s with benefits package, as appropriate.
- ❑ Regular informal supervision and monthly formal supervision (1 hour) 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 University's 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 University for the implementation of the CS model at Broughal.
- ❑ In collaboration with the Principal of Broughal Middle and the United Way, Lehigh University will conduct ongoing formative evaluation and a yearly summative evaluation of the performance of the Community School Coordinator and any secondary positions.
- ❑ 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.
- ❑ 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 administer an on-line anonymous pre and post assessment survey to all appropriate individuals connected to the Lehigh University entity, including board of Directors, Administration and other employees during each contract year.

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, BASD, and Lehigh University agree to maintain the confidentiality of all student and family information with which they come into contact

Appendix B

Budget

United Way of the Greater Lehigh Valley/COMPASS

An investment total of \$50,000 for fiscal year 2014-2015 to support a Full Time Community School Coordinator and secondary position as stated below.

- ☐ Community School Coordinator- Full time, 40 hours, 12 month position
- ☐ Secondary Position - Part-time, 3-4 hours a day, 4 days a week for 10-12 months

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, 2014 – June 30, 2015	\$50,000
July 1, 2015 – June 30, 2016	\$50,000
July 1, 2016 – June 30, 2017	\$50,000
July 1, 2017 – June 30, 2018	\$50,000

Community investment awards are contingent upon availability of funding and annual performance of investments; 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, 2014. 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 \$4,200.00 annually to be in 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 University agree to provide to United Way of the Greater Lehigh Valley (UWGLV) all data needed to assess results of Community School model implementation in the Bethlehem Area School District at Broughal Middle. 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. Access shall be granted through the assignment of a unique username and password to the CSC. BASD agrees to provide to CSC and Lehigh University an orientation to data collection systems used at Broughal Middle.

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. At the discretion of the Principal of Broughal Middle School, additional positions secured to support the Community School work at Broughal may also be deemed as a “school official” for the purposes stated above. These provisions are 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 and possible other positions at the discretion of the Principal of Broughal is/are herein considered a “School Official” as described above, UWGLV asserts the following should be maintained at the discretion of the district to in order to maximize the highest degree of compliance with all district, local, state and federal confidentiality laws and regulations:

- Community School Coordinator shall sign off on any and all confidentiality waivers, intended or acceptable use policies, etc. as indicated by BASD.
- Any additional positions secured to support the Community School work at Broughal at the discretion of the Principal, such as Afterschool program or Activities Coordinator, Parent Liaison, AmeriCorps VISTA, MSW or similar intern 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
- Any additional positions secured to support the Community School work at Broughal at the discretion of the Principal, such as Afterschool Program or Activities Coordinator, Parent Liaisons, AmeriCorps VISTAs and/or MSW or similar interns shall be granted “Read Only” format in an access level appropriate to obtain the data necessary to perform the function for which they have been secured.
- BASD establishes the parameters under which CSC and any other Community School position secured to support this work 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.
- Any additional positions secured to support the Community School work at Broughal such as an After-School or Activities Coordinator, Parent Liaison, AmeriCorps VISTA, MSW or similar intern shall be assigned a unique username and password in order to access the BASD Database at the discretion of the Principal based on whether or not the access is necessary to achieve the goal of their stated role.

It should also be understood that regular access to student/school data by the Community School Coordinator and specified additional positions allows for:

- Maximum efficiency when creating or coordinating programs and services around a particular identified need.
- Ability to modify strategies mid-stream so programs/services meet the changing needs.
- Quality checks regarding the programs and services that are implemented.
- Demonstrated impact and further outreach about growing areas of need.

Lehigh University as the Lead Partner of the Community School work at Broughal will be responsible to 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, 2014 through June, 2015. (Budget form template is attached to this document as Appendix E and must be submitted each FY for this stated contract).
- A completed **Expenditures report** at the end of each fiscal year of this contract as part of the annual reporting process. This report is used to determine other funding and

leveraged dollars that were secured and utilized to enhance and support the Community School work at Broughal Middle.

- A completed ***Comprehensive Performance Report*** by July 31st of each fiscal year of this contract. This report is to be entered through the online database Community TechKnowledge (CTK) by Lehigh University. Information submitted in this report will include but is not limited to:
 - Attendance, behavioral, demographic, mobility, family engagement, out-of-school time, partnership and poverty data.

Additionally this report 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 to assess the progress and stage of development at this particular United Way Community Schools site and compare it to itself over time and to the balance of sites across the initiative in the Lehigh Valley.

Appendix D

Enacting Conditions for Funding on a United Way Community School's Performance

1. Partnership site identified as experiencing significant challenges for a significant period of time
2. United Way Community Schools 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. United Way Community Schools Executive Committee is offered an update regarding partnership's efforts to make positive growth and the results of the effort
8. United Way Community Schools Council receives information regarding challenges, receives recommendation from United Way Community Schools Executive Committee regarding how to proceed with funding and staff support of partnership
9. United Way Community Schools 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 2014-2015

School Name	District					
Lehigh University	Phone					
Fiscal Contact Name	Email					
COLLABORATIVE PROGRAM/FUNDING PARTNERS						
ITEM	BUDGET/ IN KIND VALUE	Lehigh University	SCHOOL DISTRICT	UNITED WAY	Other	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						

6. *Athletic Ticket Prices and Student/Family Ticket Programs*

INFORMATION:

During the 2013-2014 school year the admissions for football, basketball, and wrestling events were \$3 for students, \$6 for adults, and no charge for senior citizens.

The 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. During the 2013-2014 school year, the family ticket entitled the purchaser to attend both Freedom and Liberty High Schools' home athletic events. A Student Season Pass was made available in 1989, which entitles a student to attend all Freedom and Liberty High Schools' home football, basketball, and/or wrestling contests.

For the 2014-2015 school year, the Administration is recommending that the individual student and individual adult ticket prices remain the same. These prices align the Bethlehem Area School District with most league opponents and schools in District XI. Adult all sport passes should be increased to \$55; and the family all sports pass should increase to \$75 with a limit of six people per family. In addition, the Administration is recommending charging admission for sub-varsity football games and middle school night football games held each fall.

RECOMMENDATION:

That the BASD Board of School Directors approves the following athletic prices for the 2014-2015 school year:

- A. Admission fees for varsity football, basketball, and wrestling events as follows:

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

- B. Family Ticket Program and Student Season Pass as follows:

Student Football Pass	\$10
Student All Sports Pass	\$20
Adult All Sports Pass	\$55
Family All Sports Pass (6 person limit)	\$75

- C. Sub-Varsity Football Games as follows:

Students	\$2
Adults	\$3
Senior Citizens	No Charge

6. *Athletic Ticket Prices and Student/Family Ticket Programs***RECOMMENDATION: (continued)**

D. Middle-School Night Football Game as follows:

Students	\$2
Adults	\$3
Senior Citizens	No Charge

Curriculum Items

President Faccinnetto asked Director Bonilla for a motion to approve Curriculum Agenda Items 5, 6, 7, 8 and 9.

Director Bonilla made a motion seconded by Director Patrick to approve Curriculum Agenda Items 5, 6, 7, 8 and 9.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote of the Curriculum Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinnetto

Motion passes 9-0 for Curriculum Agenda Items 5, 6, 7, 8 and 9

7. *Waivers*

INFORMATION:

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

RECOMMENDATION:

That the Board of School of School Directors adopts the waivers relating to Student Number 1001876, 1007029, 1010009, 1012000, 1012790, and 1017604.

Curriculum Items

President Faccinetto asked Director Bonilla for a motion to approve Curriculum Agenda Items 5, 6, 7, 8 and 9.

Director Bonilla made a motion seconded by Director Patrick to approve Curriculum Agenda Items 5, 6, 7, 8 and 9.

President Faccinetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote of the Curriculum Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinetto

Motion passes 9-0 for Curriculum Agenda Items 5, 6, 7, 8 and 9

RECOMMENDATION:

- | | | |
|----|--------------------------------|---|
| 1. | Nicole D’Emilio
Anne Sipios | July 22-26, 2014
Teaching of Advanced Placement Program:
AP English Literature
Philadelphia, Pennsylvania
Prof Ed Emp Train/Dev – 2271-324 = \$3,180.00
Travel - Conference – 2271-581 = <u>\$566.75</u>
\$3,746.75 |
|----|--------------------------------|---|

	Amount	Balance
Estimated Expenses:		
Registration		
Prof Ed Train/Dev – 2271-324	\$3,180.00	2014-2015
Registration = \$1,590 x 2/staff = \$3,180.00		Budget
Meals and Transportation		
Travel - Conference – 2271-581	\$566.75	2014-2015
Meals		Budget
5/days x \$15/day x 2/staff = \$150.00		
Transportation = Bus		
130 roundtrip x \$.565 x 5/days = \$367.25		
\$9.90/tolls/roundtrip x 5/days = \$49.50		

President Faccinnetto asked Director Bonilla for a motion to approve Curriculum Agenda Items 5, 6, 7, 8 and 9.

Director Bonilla made a motion seconded by Director Patrick to approve Curriculum Agenda Items 5, 6, 7, 8 and 9.

President Faccinetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote of the Curriculum Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinnetto

Motion passes 9-0 for Curriculum Agenda Items 5, 6, 7, 8 and 9

9. *Field Trip/Athletic Trip*

RECOMMENDATION:

Staff Attendance

1. Jeff Young May 22-24, 2014
(1 Freedom High School Student)
State Tennis
Hershey, Pennsylvania

Athletics 3250-580 = \$801.01
Substitute = \$112.00
\$913.01

	Amount	Balance
Estimated Expenses:		
Lodging/Meals/Transportation Athletics 3250-580	\$801.01	\$5,550.71
Lodging = 2 nights/ x \$149.30/night x 2 coach/student = \$597.20		
Meals = 2/days x \$20/day x 2 student/coach = \$80.00		
1/day x \$13.33/day x 2 student/coach = \$26.66		
Transportation = 171.94 @ \$.565 = \$97.15		
Substitute = 1/sub/day x \$112 = \$112.00	\$112.00	

Curriculum Items

President Faccinnetto asked Director Bonilla for a motion to approve Curriculum Agenda Items 5, 6, 7, 8 and 9.

Director Bonilla made a motion seconded by Director Patrick to approve Curriculum Agenda Items 5, 6, 7, 8 and 9.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote of the Curriculum Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinnetto

Motion passes 9-0 for Curriculum Agenda Items 5, 6, 7, 8 and 9

10. *Solicitor Agreement Renewal*

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 current one-year agreement expires June 30, 2014.

The Board reviewed this information in Executive Session on May 12, 2014.

RECOMMENDATION:

That the Board of School Directors accepts the Proposal for the Scope of Services and Compensation of King, Spry, Herman, Freund & Faul, LLC for the period July 1, 2014, through June 30, 2015.

Account Code and Account Title: General Fund-2350-330-Legal Services
Account Balance: 2014-2015 Budget

Finance Items

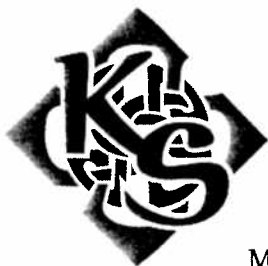
President Faccinetto asked Director McKeon for a motion to approve Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18.

Director McKeon made a motion and seconded by Director Neiman to approve Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18.

President Faccinetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote for the Finance Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinetto

Motion passes 9-0 for Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18



KINGSPRY

May 12, 2014

JEROME B. FRANK
DONALD F. SPRY II
DOMENIC P. SBROCCHI
KIRBY G. 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 GASZENICA-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

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, 2014 to June 30, 2015 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 \$25,000 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

{00140420}

www.kingspry.com

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

AFFILIATED WITH:
WEISS BURKARDT KRAMER, LLC
PITTSBURGH, PA 15219

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

KING, SPRY, HERMAN, FREUND & FAUL LLC

- Routine FERPA advice
 - Right To Know Law opinions and advice unless extensive redacting of documents is necessary
 - Routine review of contracts and agreements
 - 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

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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.

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.

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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 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

11. PA Trust Prescription Drug Program

INFORMATION:

As discussed during recent budget workshops, the Administration is looking for all available savings for the District with one key item to include savings in our prescription drug program. We have been working to compare two pricing proposals as compared to our current prescription provider to determine the best program including services, fees and discounts. The prescription drug program sponsored by PA Trust has proven to be the most beneficial in level of services and aggressive pricing levels to the benefit of both the District and the individual employees. The PA Trust has negotiated a contract with Express Scripts, Inc. (ESI) to provide pharmacy benefit management at rates that can save the District over 11% from our current prescription costs with improved services including an annual market check for alignment to various pricing benchmarks, strategic planning guidance for future plan improvements, clinical oversight, educational programs and updates and vendor compliance monitoring including regular audits to insure application of all discounts and calculation of all applicable rebates. This savings results solely from discounts/rebates from the prescription benefit management with no change to the current negotiated employee benefit plan designs.

The goal is to transition our prescription drug program from the current provider to the PA Trust Program on August 1, 2014, for all covered employees. This transition will be managed and monitored additionally by Mercer, a national consulting firm, to insure a smooth transition to ESI meeting all stated targets with managed employee communications for the overall change as well as targeted individual communications as necessary to insure minimal disruption to employees and their families.

This information was reviewed with the Board at the May 12, 2014, Board Finance Committee Meeting.

RECOMMENDATION:

The Board of School Directors authorizes the Administration to execute all necessary agreements to participate in the PA Trust Prescription Drug program effective August 1, 2014.

Finance Items

President Faccinnetto asked Director McKeon for a motion to approve Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18.

Director McKeon made a motion and seconded by Director Neiman to approve Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote for the Finance Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinnetto

Motion passes 9-0 for Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18

12. *Board Treasurer Reappointment*

INFORMATION:

Nancy Mautino was reappointed Board Treasurer at the May 20, 2013, Regular Board Meeting effective July 1, 2013, through June 30, 2014.

In accordance with Board Policy 005, Organization, the Board shall annually during the month of May elect a Treasurer who shall serve for one 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, 2014, through June 30, 2015.

This information was reviewed with the Board at the May 12, 2014, 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, 2014, through June 30, 2015, and be bonded in the amount of \$1,000,000.

Finance Items

President Faccinnetto asked Director McKeon for a motion to approve Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18.

Director McKeon made a motion and seconded by Director Neiman to approve Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote for the Finance Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinnetto

Motion passes 9-0 for Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18

13. *Summer Food Services for Children*

INFORMATION:

The Summer Food Services for Children Program is sponsored by the United States Department of Agriculture and Pennsylvania Department of Education. The purpose of the program is to provide meals for needy children during the summer months when the National School Lunch Program is not available. The Bethlehem Area School District has been a sponsor for District programs for approximately 30 years and serves 1,200 students at 25 sites throughout the District.

2014 Summer Food Service Budget

	<u>Revenue</u>	<u>Expenditures</u>
Revenue through subsidy only	\$125,523.36	
Food Cost		\$45,617.60
Labor		\$66,048.90
Paper/Cleaning/Mileage/Misc		\$13,856.50
	<u>\$125,523.00</u>	<u>\$125,523.00</u>
Total Sites: 25		
Breakfast Meals	15,501	
Lunch Meals	26,917	
Snacks	<u>4,448</u>	
	<u>46,866</u>	

Anticipated Program Dates – June 9-August 9, 2014

This information was reviewed with the Board at the May 12, 2014, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes the Administration to enter into an Agreement with the United States Department of Agriculture and Pennsylvania Department of Education for the 2014 Summer Food Services for Children Program.

Finance Items

President Faccinnetto asked Director McKeon for a motion to approve Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18.

Director McKeon made a motion and seconded by Director Neiman to approve Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote for the Finance Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinnetto

Motion passes 9-0 for Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18

14. *Private Transportation Contract*

INFORMATION:

A private transportation contract for carrier service for the remainder of the 2013-2014 school year has been amended. The original contract was approved by the Board at the October 21, 2013, Regular Board Meeting. The student's placement has changed and the parent/guardian will now transport the student to Easton Area Middle School from April 23, 2014 through June 13, 2014.

This information was reviewed with the Board at the May 12, 2014, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the amended private transportation contract with Ms. Tracy McDivitt to transport a student to Easton Area Middle School for the remainder of the 2013-2014 school year at the IRS rate per mile not to exceed \$695.

Account Code and Account Title: General Fund 2720-513 Pupil Transportation Contracted Carriers
Account Balance: \$13,500

Finance Items

President Faccinetto asked Director McKeon for a motion to approve Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18.

Director McKeon made a motion and seconded by Director Neiman to approve Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18.

President Faccinetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote for the Finance Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinetto

Motion passes 9-0 for Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18

BETHLEHEM AREA SCHOOL DISTRICT
AGREEMENT FOR PARENT TRANSPORTATION

THIS AGREEMENT, made and entered into this 23rd day of April, 2014 by and between Bethlehem Area School District, Northampton County, Pennsylvania, herein referred to as "District", and Tracy McDivitt, herein referred to as "Parent /Guardian".

WHEREAS, the Parent/Guardian has agreed to provide daily student transportation for their student/child, Taityana McDivitt to and from their home at 1939 Vintage Dr., Easton, PA 18045
(Student name) (Home address)
and the Easton Area Middle School, 1010 Echo Trail, Easton, PA 18040 and;
(school name and address)

WHEREAS, the Parent/Guardian has agreed to be reimbursed for mileage between home and school using the IRS rate for mileage X 33.24 X the number of days actually transported, to be reported
(# miles per day)
monthly by the Parent/Guardian on the specified form to the District Transportation Office for the time period beginning April 23, 2014 and not to exceed June 13, 2014 ;
(start date) (end date)

Now, THEREFORE, based on the foregoing recitals and for and in consideration of the mutual terms, covenants and conditions herein contained, it is agreed by and between the parties hereto as follows:

1. This agreement is specifically for the transportation of said student. The parent shall transport no other students under this agreement.
2. The Parent/Guardian will provide the following information to the District: verification of valid PA driver's license, valid certificate of auto insurance with the District as an additional insured, and vehicle information including, make, model, serial number and year. The parent/guardian's insurance shall be primary and noncontributory over any other insurance in which the additional insured is a Named Insured. The parent/guardian's insurance shall have a combined limit of \$500,000 for bodily injury and property damage. The parent/guardian's insurance will not seek contribution from any other liability policy in which the additional insured is a Named Insured. Copies of this information will be kept on file at the District Transportation Office and Business Office. The above information will also be required of any substitute drivers and their vehicles.
3. The Parent/Guardian must provide any changes to the information indicated in #2 above to the District within 20 days of any change.
4. Payment for services provided under this agreement shall be made within 45 days of receipt and validation of monthly remittance from the Parent/Guardian.
5. Parent/Guardian shall be responsible for physically examining route in determining safety related to weather and travel conditions as well as monitoring public announcements of school closing, early dismissal and late start decisions in a timely fashion.
6. The Parent/Guardian shall be obligated to provide continuous and reliable service for the student on all days that the student is scheduled to attend school. This shall include locating any substitute drivers and/or vehicles as needed and shall relieve the District from any obligation to transport said student during the term of this agreement.
7. The Parent/Guardian shall indemnify and hold harmless the District, and its directors, officers, agents and employees from all costs, expenses, claims, demands and liability arising from any act or omission of the Parent/Guardian or Parent's Agents.
8. It is the intent of this Agreement, which intent shall be utilized in interpreting the Agreement and the relationship between the parties hereto, that the Parent/Guardian shall be an independent contractor for the furnishing of transportation only and Parent/Guardian is not an agent, servant, employee or official of the School District.

(Parent/Guardian Signature)

(School Representative)

(Date)

(Date)

15. *School District Calendar Production*

INFORMATION:

The Bethlehem Area School District has an opportunity to offset the cost of the District's calendar production using advertising opportunities offered to local businesses and organizations. The Administration is recommending contracting again with Express Business Center (EBC) who is a premier printing company that specializes in commercial, digital, wide format printing and self-mailer pieces. They have reviewed the calendar design and production process and have agreed to keep their costs at the same rate as last year.

	2012-2013	2013-2014	2014-2015
Design and Layout	\$3,800.00	\$15,785 offset by \$3,000 from advertising revenue	\$15,785 to be offset by advertising revenue
Printing	\$8,663.71	included	included
Envelopes	\$ 750.00		
Labels	\$ 60.00		
Mailing Readiness (BASD & Volunteers)	Labor Intensive (approx. 2 wks)		

This information was reviewed with the Board at the May 12, 2014, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the Agreement with Express Business Center (EBC), Trexlertown, Pennsylvania for the production of the 2014-2015 District Calendar at a cost of \$15,785 to be offset by advertising revenue generated.

Account Code and Account Title: General Fund 2820-550 Information Svcs-Printing
Account Balance: 2014-2015 Budget

Finance Items

President Faccinnetto asked Director McKeon for a motion to approve Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18.

Director McKeon made a motion and seconded by Director Neiman to approve Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote for the Finance Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinnetto

Motion passes 9-0 for Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18

16. *Child Care Program Tuition Rates*

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

Hours Per Day	Current 2013-2014 Rates (All Year)						
		Daily	Weekly	3rd Child		4th Child	
				Daily	Weekly	Daily	Weekly
0 to 2.5	Pre-K & K	\$18.00	\$ 90.00	\$12.00	\$ 60.00	\$ 9.00	\$45.00
	Grades 1-5	18.50	92.50	12.50	62.50	9.25	46.25
2.6 to 5.0	Pre-K & K	25.00	125.00	17.50	87.50	12.50	62.50
	Grades 1-5	25.00	125.00	19.00	95.00	12.50	62.50
5.1 to 10.0	Pre-K & K	35.00	175.00	25.00	125.00	17.50	87.50
	Grades 1-5	33.00	165.00	30.00	150.00	16.50	82.50
10.1 to 11.5	Pre-K & K	37.00	185.00	26.00	130.00	18.50	92.50
	Grades 1-5	38.00	190.00	28.00	140.00	19.00	95.00

Pre-Kindergarten, Kindergarten & School-Age Grades 1-5 (All Year)

Hours Per Day	Proposed 2014-2015 Rates Effective July 1, 2014 – June 30, 2015					
			3rd Child		4th Child	
	Daily	Weekly	Daily	Weekly	Daily	Weekly
0 to 2.5	\$18.50	\$ 92.50	\$15.00	\$ 75.00	\$13.00	\$ 65.00
2.6 to 5.0	25.00	125.00	20.00	100.00	17.50	87.50
5.1 to 11.5	35.50	177.50	30.50	152.50	26.50	132.50

This information was reviewed with the Board at the May 12, 2014, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the Child Care fees for the 2014-2015 school year effective July 1, 2014.

Finance Items

President Faccinnetto asked Director McKeon for a motion to approve Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18.

Director McKeon made a motion and seconded by Director Neiman to approve Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote for the Finance Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinnetto

Motion passes 9-0 for Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18

17. *E-Rate Consulting Service Contract***INFORMATION:**

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

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

Consulting Firm	Annual Fee
E-Rate Exchange, LLC	\$4,895
Central Susquehanna IU16	\$4,900
E-Rate Online	\$8,000

This information was reviewed with the Board at the May 12, 2014, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves a two year E-Rate consulting service agreement for 2014-2015 and 2015-2016 with E-Rate Exchange, LLC for a fee of \$4,895 per year.

Account Code and Account Title: General Fund 2240-330 Computer Instr. Professional Svcs
Account Balance: To be Budgeted in 2014-2015 and 2015-2016

Finance Items

President Faccinnetto asked Director McKeon for a motion to approve Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18.

Director McKeon made a motion and seconded by Director Neiman to approve Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote for the Finance Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinnetto

Motion passes 9-0 for Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18

18. *Real Estate Tax Assessment Appeal Settlement***INFORMATION:**

The District has been notified that Northampton County has negotiated a proposed settlement with the property owner listed below to reduce the assessment of their property which will yield a refund to the property owner. The District Solicitor reviewed this stipulation with Northampton County, and the execution is recommended.

The proposed stipulation was reviewed with the Board in Executive Session on May 12, 2014.

RECOMMENDATION:

That the Board of School Directors approves the proposed stipulation settling the real estate tax assessment appeal as noted below:

<u>Tax Parcel ID</u>	<u>Address</u>	<u>Municipality</u>	<u>County</u>
M6 15 10Q 0214	3910 Adler Place	Hanover Township	Northampton

Finance Items

President Faccinnetto asked Director McKeon for a motion to approve Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18.

Director McKeon made a motion and seconded by Director Neiman to approve Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18.

President Faccinnetto asked if there was any discussion regarding these items. Seeing none, he called for a roll call vote for the Finance Agenda Items.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinnetto

Motion passes 9-0 for Finance Agenda Items 10, 11, 12, 13, 14, 15, 16, 17 and 18

19. Colonial Intermediate Unit 20 Board of School Directors Election**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, 2014, through June 30, 2017. 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, 2014 (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 12, 2014, 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, 2014, through June 30, 2017:

Pamela Colton	Bangor Area School District
Eugene McKeon	Bethlehem Area School District
Pamela Lutfy	Delaware Valley School District

Human Resources Items

President Faccinnetto asked Director Patrick for a motion to approve Human Resources Agenda Items 19, 20, 21, 22, 23, 24 and 25.

Director Patrick made a motion and seconded by Director Bonilla to approve Human Resources Agenda Items 19, 20, 21, 22, 23, 24 and 25.

President Faccinnetto asked if there was any discussion regarding these items. Discussion followed regarding Agenda Item 24. President Faccinnetto called for a roll call vote for the Human Resources Agenda Items.

Director Vidanage – Yes; Director Bonilla – Yes to Agenda Items 19, 20, 21, 22, 23, 24 and 25 and Abstain from Agenda Item 24 A #1; Director Cann – Yes; Director McKeon – Yes; Director Neiman – Yes; Director Ortiz – Yes to Agenda Items 19, 20, 21, 22, 23, 24 and 25 and Abstain from Agenda Item 24 A #1; Director Patrick – Yes; Director Sinkler – Yes; and President Faccinnetto - Yes

Motion passes 9-0 for Human Resources Agenda Items 19, 20, 21, 22, 23 and 25

Motion passes 7-0-2 for Agenda Item 24 A #1, and 9-0 for remaining items under Agenda Item 24

20. *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 26, 29, 30, 2014, and January 2, 2015. 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 19, 2014.

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 Faccinetto asked Director Patrick for a motion to approve Human Resources Agenda Items 19, 20, 21, 22, 23, 24 and 25.

Director Patrick made a motion and seconded by Director Bonilla to approve Human Resources Agenda Items 19, 20, 21, 22, 23, 24 and 25.

President Faccinetto asked if there was any discussion regarding these items. Discussion followed regarding Agenda Item 24. President Faccinetto called for a roll call vote for the Human Resources Agenda Items.

Director Vidanage – Yes; Director Bonilla – Yes to Agenda Items 19, 20, 21, 22, 23, 24 and 25 and Abstain from Agenda Item 24 A #1; Director Cann – Yes; Director McKeon – Yes; Director Neiman – Yes; Director Ortiz - Yes to Agenda Items 19, 20, 21, 22, 23, 24 and 25 and Abstain from Agenda Item 24 A #1; Director Patrick – Yes; Director Sinkler – Yes; and President Faccinetto - Yes

Motion passes 9-0 for Human Resources Agenda Items 19, 20, 21, 22, 23 and 25

Motion passes 7-0-2 for Agenda Item 24 A #1, and 9-0 for remaining items under Agenda Item 24

**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 26, 29, 30, 2014, and January 2, 2015, 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, 2014, hours to be made up will be in half-day or full-day increments. After August 15, 2014, no more than five (5) make-up hours can be scheduled per week. During the week of August 8, 2014, 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

21. Resignations**RECOMMENDATION:****A. Instructional**

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Unger, Judith	Lincoln Grade 2 Teacher	Retirement	July 1, 2014

B. Noninstructional

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Check, Joanne	Broughal Teacher Assistant	Retirement	July 1, 2014
2.	Cruz-Perez, Yajaira	Liberty Food Service	Resignation	May 31, 2014

22. Termination**RECOMMENDATION:****A. Noninstructional**

	NAME	ASSIGNMENT	EFFECTIVE
1.	Employee No. 106550	Bus Driver	May 12, 2014

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

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Tsihlis, Kimberly	Marvine Grade 4 Teacher	Family Medical Leave of Absence	May 28, 2014, until the end of the 2013- 2014 school year
2.	Walters, Naphtali	Governor Wolf Kindergarten Teacher	Childrearing Leave of Absence	August 20, 2014, until the end of the 2014-2015 school year

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

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Duchesneau, Mary Elizabeth	Human Resources Confidential Secretary	Family Medical Leave of Absence, extended	May 23, 2014, until the end of the day on July 4, 2014
2.	Garcia, Orquidia	Broughal General Kitchen Help	General Leave of Absence	May 12, 2014, until the end of the 2013-2014 school year
3.	Millan, Maria	Nitschmann General Kitchen Help	General Leave of Absence	May 27, 2014, until the end of the 2013-2014 school year
4.	Zavala, Kathryn	Farmersville General Kitchen Help	General Leave of Absence	May 22, 2014, until the end of the 2013-2014 school year

24. *Nominations***RECOMMENDATION:*****A. Administrative***

	NAME	ASSIGNMENT	SALARY	EFFECTIVE
1.	Bennett-Knerr, Heather	Clearview Principal	\$101,849, prorated Instructional Meet and Discuss, Category 3, Step 9	On or after July 1, 2014

B. Noninstructional

	NAME	ASSIGNMENT	SALARY	EFFECTIVE
1.	Maxwell, Pauline	Liberty General Kitchen Help 3.5 hours daily, lunch	\$12.61 per hour	May 20, 2014

24. *Nominations*

RECOMMENDATION:

B. Miscellaneous (continued)

[illegible]

24. Nominations**RECOMMENDATION:*****B. Miscellaneous (continued)***

	NAME	ASSIGNMENT	SALARY
5.	Doncsecz, Jennifer Cline, Jillian Craven, Lisa Longyore, Jane Medve, Constance Podhyski, Garret Shadle, Karen	Extended School Year Program Special Education – Middle Teachers	\$34.85 per hour
6.	Caffrey, Marnie Curti, Jennifer Radler, Chad Bednarik, Adam DeLaRosa, Adnery Giovarelli, Bethanne Nann, Cynthia Rumble, Beverly Schreiner, Susan Van Wyk, Denise	Extended School Year Program Special Education – High Teachers Teacher Assistants	\$34.85 per hour To be paid regular contractual hourly rate
7.	Snyder, Benjamin	Intern Psychologist 2014-2015 school year	\$7,500.00 (ACCESS funded)
8.	Brown, David Kise, Alfred Solitario, Brenda	Special Education Office Summer Testing Educational Support Teachers	To be paid contractual per diem rate
9.	Medina-Rodriguez, Lorna	Special Education Office Summer Testing Home and School Visitor	To be paid contractual per diem rate

24. Nominations**RECOMMENDATION:*****B. Miscellaneous (continued)***

	NAME	ASSIGNMENT	SALARY
10.	Bell, Colleen Cordero, Lydia Dowling, Carole Dugas, Tara Hagar, Susan Keeler, Amy Lawrence, Kelly Lesinski, Michelle Lubell, Elyse Valish, Frank, Jr. Wisser, Karen	Special Education Office Summer Testing School Psychologists	To be paid contractual per diem rate
11.	Blosinsky, Brad Feigley, William Hahn, Breanna McGoff, Tara Petrosky, Robert Wetzel, Rebecca	Summer Career Linking Academy – Freedom Teachers Liberty Teacher	\$34.85 per hour <i>Lehigh Valley Workforce Investment Board Grant</i>
12.	Price, Lynda	Summer Dining Services Cook/Site Monitor 6.5 hours per day	\$16.82 per hour <i>Summer Food Service Program funded</i>
13.	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>
14.	Bruno, Paulette Kimminour, Amanda Myers, Rosemary Naples, Susan Reinsprecht, Maribeth Strohl, Jerry	Summer Dining Services General Kitchen Help 3.5 hours daily	To be paid regular hourly rate <i>Summer Food Service Program funded</i>

24. Nominations**RECOMMENDATION:*****B. Miscellaneous (continued)***

	NAME	ASSIGNMENT	SALARY
15.	Reese, Karen Ehret, Brenda Reese, Karen Applegate, Donna Berardinucci, Deborah Kammetler, Debra Dzienis, Jayne Transue, Jacqueline Ehret, Brenda Wallbillich, Donna Turner, Cathleen Poczak, Tara Reese, Karen Banuelos, Raquel Kolman, Lisa	Summer Dining Services Alternates (by seniority) Cook/Site Monitor Assistant Cook/Site Monitor General Kitchen Help	To be paid regular hourly rate <i>Summer Food Service Program funded</i>
16.	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>
17.	Schachter, Carole Zito, Annette	Summer Enrollment Services ESOL screening	To be paid contractual per diem rate, not to exceed 25 days
18.	Bickley, Laura Craven, Kyle Giordano, Sophia Heintzleman, Gina Paxton, Irene Thomas, Sandra Marrero, Antonio	Summer ESOL Program Marvine - Teachers Northeast - Teacher	\$34.85 per hour

24. *Nominations*

RECOMMENDATION:

B. Miscellaneous (continued)

	NAME	ASSIGNMENT	SALARY
19.	Beiner, Danielle Burgos-Halm, Evanyl Dacosta, Janice Ehrlich, Judith Ender, Susan Garcia, Daniel Giampapa, Tammy Kalamar, Kelsey Kalamar, Pamela Kasten, Geraldine Loller, Tracey Martin, Kristyn Martinez, Sarah Olivares, Aja Rivera, Angel Schwarzbach, Lorie Collazo, Myriam	Summer School – Elementary Donegan – Teachers	\$34.85 per hour
		Teacher Assistant	\$16.58 per hour
20.	Culligan, Ashley Dolak, Donna Drey, Brad Erney, Nicole Fogel, Allen Fontanez, Kristina Ginsburg, Jeremy Johnson, Jennifer Jones, Karen Mirabito, Atonio Voorhees, Karen Woodring, Margaret Lynn, Patricia Meckes, Cassandra Palladino, Penny	Summer School – Elementary Fountain Hill – Teachers	\$34.85 per hour
		Teacher Assistants	\$16.58 per hour

24. *Nominations*

RECOMMENDATION:

B. Miscellaneous (continued)

	NAME	ASSIGNMENT	SALARY
21.	Caiazzo, Lisa Gonzalez, Toshya Henninger, Jennifer McGee, Sharon Misero, Marion Schaffer, Timothy Trinidad, Annjanette Weaver, Heather Diaspe, Sharon Ortiz, Juan Sullivan, Kelly Torrento, Marianne	Summer School – Elementary Freemansburg Teachers Teacher Assistants Helper	\$34.85 per hour \$16.58 per hour \$7.25 per hour
22.	Higbie, Kaylin Kukuvka, Luke Myles, Maria Reybitz, Jessica Wills, Thomas Dunn, Virginia Amman, Justin Tovar-Menter, Yazmin	Summer School – Elementary Marvine Teachers Teacher Assistant Helpers	\$34.85 per hour \$16.58 per hour \$7.25 per hour
23.	Adams, Shayla Altimare, James Bernardo, Vanessa Bothwell, Dawn Bowen, Mary Cirucci, Lori Diaz, Susan Kamyab, Melissa Keding, Laura Kutz, Gina Lyons, Matthew	Summer School – Middle Broughal Teachers	\$34.85 per hour

24. *Nominations*

RECOMMENDATION:

B. Miscellaneous (continued)

[illegible]

24. Nominations**RECOMMENDATION:*****D. Substitutes***

NONINSTRUCTIONAL	
Baptista, Domenic	Savelli, Robert
Barton, Elizabeth	Soto, Yoel
Kutzura, Jaime	Transue, Brandon

25. Reassignments**RECOMMENDATION:*****A. Noninstructional***

	NAME	FROM/TO	SALARY	EFFECTIVE
1.	Perez, Shirley	From: Part-time Bus Driver To: Part-time Bus Monitor	\$12.02 per hour	April 10, 2014
2.	Morrison, Ann	Assignment: Child Care, Assistant Center Supervisor From: 12 months To: 10 months	\$12.44 per hour	June 11, 2014

Human Resources Items

President Faccinnetto asked Director Patrick for a motion to approve Human Resources Agenda Items 19, 20, 21, 22, 23, 24 and 25.

Director Patrick made a motion and seconded by Director Bonilla to approve Human Resources Agenda Items 19, 20, 21, 22, 23, 24 and 25.

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

Director Bonilla stated that he will be abstaining from Agenda Item 24 A #1. This has nothing to do with the candidate. It is just in hopes that moving forward that the District will continue to advocate for diverse candidates.

Director Ortiz stated that he will also be abstaining for the same reason the Director Bonilla just stated.

President Faccinnetto called for a roll call vote for the Human Resources Agenda Items.

Director Vidanage – Yes; Director Bonilla –Yes to Agenda Items 19, 20, 21, 22, 23, 24 and 25 and Abstain from Agenda Item 24 A #1; Director Cann – Yes; Director McKeon – Yes; Director Neiman – Yes; Director Ortiz - Yes to Agenda Items 19, 20, 21, 22, 23, 24 and 25 and Abstain from Agenda Item 24 A #1; Director Patrick – Yes; Director Sinkler – Yes; and President Faccinetto - Yes

Motion passes 9-0 for Human Resources Agenda Items 19, 20, 21, 22, 23 and 25

Motion passes 7-0-2 for Agenda Item 24 A #1, and 9-0 for remaining items under Agenda Item 24

Director Cann asked for clarification if abstaining is the proper thing to do if you want to vote no. Attorney Spry responded that they have the right to abstain for any reason, not just conflict.

Dr. Roy introduced Heather Bennett Knerr from Allentown School District as the new principal at Clearview Elementary School. She has a proven record of success in urban schools.

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 for a motion to approve the Financial Reports/Payment of Bills as follows: Budgetary Transfers (Page 32); Treasurer's Reports (Page 33); Monthly Bills (Page 34); and Budget Information (Page 35).

Director McKeon made a motion and seconded by Director Bonilla to approve the Financial Reports/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.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinetto

Motion passes 9-0 for the Financial Report/Payment of Bills

May, 2014

Bethlehem Area School District
2013-14 BUDGET TRANSFERS

<u>FROM ACCOUNT</u>	<u>ACCT DESCRIPTION</u>	<u>TO ACCOUNT</u>	<u>ACCT DESCRIPTION</u>	<u>AMOUNT</u>	<u>REASON</u>
10-1340-610-000-20-240-000-400-0000	Home Ec-General Supplies	10-1100-122-000-20-240-180-400-0000	Instr-Prof Sub	\$ 250.00	Grade 7 Environmental Science Field Trip
10-1100-610-000-20-240-115-400-0000	Instr-Paper Supplies	10-1100-123-000-20-240-180-400-0000	Instr-Prof Extra Duty	\$ 1,250.00	Grade 7 Environmental Science Field Trip
10-1340-610-000-20-240-000-400-0000	Home Ec-General Supplies	10-1100-173-000-20-240-000-400-0000	Instr-Driver Extra Duty	\$ 350.00	Grade 7 Environmental Science Field Trip
10-1100-767-000-00-000-535-TE0-0000	Instr- Hrdwr/Sftwr Rplc	10-1100-650-000-10-100-535-TE0-0000	Instr-Tech Supplies & Fees	\$ 18,400.00	Teacher Laptops Memory Upgrade
10-1100-767-000-00-000-535-TE0-0000	Instr- Hrdwr/Sftwr Rplc	10-1100-650-000-10-102-535-TE0-0000	Instr-Tech Supplies & Fees	\$ 1,952.30	Scholastic Support Plan
10-1100-767-000-00-000-535-TE0-0000	Instr- Hrdwr/Sftwr Rplc	10-1100-650-000-20-200-535-TE0-0000	Instr-Tech Supplies & Fees	\$ 8,100.00	Teacher Laptops Memory Upgrade
10-2240-322-000-00-000-535-TE0-0000	Computer-Asst Sprt-IU Prof Ed Svcs	10-1100-650-000-20-200-535-TE0-0000	Instr-Tech Supplies & Fees	\$ 2,500.00	Teacher Laptops Memory Upgrade
10-2240-322-000-00-000-535-TE0-0000	Computer-Asst Sprt-IU Prof Ed Svcs	10-1100-650-000-30-300-535-TE0-0000	Instr-Tech Supplies & Fees	\$ 15,000.00	Teacher Laptops Memory Upgrade
10-2260-122-000-00-000-000-DT0-0000	C & I-Prof Sub Salary	10-1100-757-000-30-350-PLW-DT0-0000	Instr-Hrdwr/Sftwr	\$ 24,060.58	Project Lead The Way Computers
10-2834-324-000-00-000-000-DT0-0000	Staff Dev Non Instr Cert-Traning/Dev	10-1100-757-000-30-353-PLW-DT0-0000	Instr-Hrdwr/Sftwr	\$ 24,053.08	Project Lead The Way Computers
10-2250-640-000-20-240-000-400-0000	Library-Books/Periodicals	10-1100-894-000-20-240-180-400-0000	Instr-Student Fees	\$ 1,650.00	Grade 7 Environmental Science Field Trip
10-2380-610-000-30-353-000-530-0000	Principal-General Supplies	10-1241-757-000-30-353-119-535-0000	Learning Sprt-Hrdwr/Sftwr	\$ 181.12	Keyboard
10-5900-840-000-00-000-000-000-0000	Budgetary Reserve-Contingency	10-1290-562-000-00-000-119-GF0-0000	Othr Sprt-Charter School Tuition	\$ 804,000.00	Charter School Tuition
10-1211-610-000-30-350-119-500-0000	Life Skills-General Supplies	10-1340-610-000-30-350-000-500-0000	Home Ec-General Supplies	\$ 1,000.00	Food Shopping
10-2170-610-000-00-000-000-CD0-0000	Student Acct-General Supplies	10-2170-757-000-00-000-535-CD0-0000	Student Acct-Hrdwr/Sftwr	\$ 1,226.40	Child Acct Computer
10-5110-832-000-00-000-316-GC0-0000	Debt Svc-Interest Serial Bonds	10-2390-810-000-00-000-311-000-0000	Other Admin Svcs-Dues & Fees	1 \$ 32,510.49	2011A Bond Conversion Fees
10-5110-832-000-00-000-316-GC0-0000	Debt Svc-Interest Serial Bonds	10-2390-810-000-00-000-315-000-0000	Other Admin Svcs-Dues & Fees	1 \$ 46,116.41	2011 Bond Conversion Fees
10-2120-650-000-30-353-535-530-0000	Guidance-Tech Supplies & Fees	10-2834-581-000-30-353-000-530-0000	Staff Dev-Travel	\$ 17.00	TDA Travel
10-1100-329-000-00-000-110-EB0-0000	Instr-Other Prof Ed Svcs	10-3210-610-000-30-300-000-EB0-0000	Student Act-General Supplies	\$ 100.00	Minority Awards Invitations
10-3300-330-000-10-129-000-290-0000	Community Svcs- Other Prof Ed Svcs	10-3300-610-000-10-129-000-290-0000	Community Svcs-General Supplies	\$ 42.89	Playground Dedication
10-1100-640-000-00-000-153-EY0-0000	Instr-Books/Periodicals	10-3300-610-000-00-000-153-EY0-0000	Community Svcs-General Supplies	\$ 49.43	Three Kings Holiday Event
10-3300-329-411-10-100-000-000-0000	Community Svcs-Prof Ed Svcs-Title I	10-3300-610-411-10-112-000-000-0000	Community Svcs-General Supplies-Title I	\$ 671.06	Arts Day Supplies
10-3300-329-411-10-100-000-000-0000	Community Svcs-Prof Ed Svcs-Title I	10-3300-635-411-20-240-000-000-0000	Community Svcs-Meal/Refreshments	\$ 105.61	Parent Involvement
10-2600-624-000-00-000-000-NE0-0000	Facilities-Oil	10-4400-330-000-00-060-000-NE0-0000	Arch & Engineer-Other Prof Svcs	2 \$ 2,730.00	Ed Center Parking Lot Reconstruction

Treasurer's Reports

RECOMMENDATION:

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

President Faccinetto asked Director McKeon for a motion to approve the Financial Reports/Payment of Bills as follows: Budgetary Transfers (Page 32); Treasurer's Reports (Page 33); Monthly Bills (Page 34); and Budget Information (Page 35).

Director McKeon made a motion and seconded by Director Bonilla to approve the Financial Reports/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.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinetto

Motion passes 9-0 for the Financial Report/Payment of Bills

**Bethlehem Area School District
Treasurer's Report
April 30, 2014**

Fund	Beginning Balance March 31, 2014	Receipts	Disbursements	Ending Balance April 30, 2014
10 - General	31,423,937.07	8,582,897.02	18,943,597.60	21,063,236.49
32 - Capital Reserve	48,739.28	345.24	30,561.50	18,523.02
30 - Bond Fund	25,490.10	-	-	25,490.10
50 - Food Service	240,281.94	730,565.18	810,035.78	160,811.34
52 - Daycare	905,260.10	267,200.80	209,927.45	962,533.45
70 - Scholarships	267,438.41	2,250.00	-	269,688.41
71 - Self Insurance	4,528,809.80	3,233,288.01	2,280,998.58	5,481,099.23
81 - Student Activity	697,911.25	179,644.42	116,045.69	761,509.98
	\$ 38,137,867.95	\$ 12,996,190.67	\$ 22,391,166.60	\$ 28,742,892.02

Summary of Receipts									
	10 - General	32 - Capital Reserve	30 - Bond Fund	50 - Food Services	52 - Day Care	70 - Scholarship	71 - Self Insurance	81 - Student Activity	Total
Federal	413,321.36	-	-	458,802.79	-	-	-	-	872,124.15
State	4,457,709.90	-	-	25,449.72	43,460.00	-	-	-	4,526,619.62
Local*	3,711,724.77	-	-	246,312.26	223,740.76	2,250.00	3,229,835.96	179,644.42	7,593,508.17
Interest Earned	140.99	345.24	-	0.41	0.04	-	3,452.05	-	3,938.73
Total	8,582,897.02	345.24	-	730,565.18	267,200.80	2,250.00	3,233,288.01	179,644.42	\$ 12,996,190.67

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	11,582,315.80	-	-	319,570.19	181,772.51	-	-	-	12,083,658.50
Operating Expenditures	5,240,759.22	30,561.50	-	490,465.59	28,154.94	-	2,280,998.58	116,045.69	8,186,985.52
Debt Service	2,120,522.58	-	-	-	-	-	-	-	2,120,522.58
Total	18,943,597.60	30,561.50	-	810,035.78	209,927.45	-	2,280,998.58	116,045.69	\$ 22,391,166.60

*Includes \$100K Maturities in CD's in Capital Reserve Fund

Report of Depositories						
	Wells Fargo	PSDLAF	PA INVEST	PLGIT	KNBT	BTFCU
10 - General	25,517.25	16,959,851.94	2,208,752.44	1,869,114.86	-	-
32 - Capital Reserve	-	18,523.02	-	-	-	-
30 - Bond Fund	-	25,490.10	-	-	-	-
50 - Food Service	-	160,811.34	-	-	-	-
52 - Daycare	-	962,533.45	-	-	-	-
70 - Scholarships	-	269,688.41	-	-	-	-
71 - Self Insurance	-	5,481,099.23	-	-	-	-
81 - Student Activity	-	675,188.25	-	-	86,321.73	-
	25,517.25	24,553,185.74	2,208,752.44	1,869,114.86	86,321.73	-
						\$ 28,742,892.02

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, 2014**

<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	02/28/14	05/06/14	67	\$28,000,000.00	\$28,000,000.00	0.100%		\$5,139.73
	PSDLAF	CD PSDLAF Collateralized CD Pool Term	02/25/14	05/06/14	70	\$15,000,000.00	\$15,000,000.00	0.100%		\$2,876.71
	General Fund Total					\$43,000,000.00	\$43,000,000.00			\$8,016.44
Capital Reserve	PSDLAF	CD PSDLAF Collateralized CD Pool Term	05/02/13	05/02/14	365	\$245,000.00	\$245,000.00	0.300%		\$735.00
	PSDLAF	CD PSDLAF Collateralized CD Pool Term	05/02/13	05/02/14	365	\$245,000.00	\$245,000.00	0.350%		\$857.50
	PSDLAF	CD PSDLAF Collateralized CD Pool Term	05/02/13	05/02/14	365	\$245,000.00	\$245,000.00	0.350%		\$857.50
	PSDLAF	CD PSDLAF Collateralized CD Pool Term	02/25/14	05/06/14	70	\$4,000,000.00	\$4,000,000.00	0.100%		\$767.12
	Capital Reserve Total					\$4,735,000.00	\$4,735,000.00			\$3,217.12
Self-Insurance	PSDLAF	CD PSDLAF Collateralized CD Pool Term	05/08/13	05/08/14	365	\$245,000.00	\$245,000.00	0.400%		\$980.00
	PSDLAF	CD PSDLAF Collateralized CD Pool Term	02/25/14	05/06/14	70	\$4,500,000.00	\$4,500,000.00	0.100%		\$863.01
	Self-Insurance Total					\$4,745,000.00	\$4,745,000.00			\$1,843.01

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 Faccinnetto asked Director McKeon for a motion to approve the Financial Reports/Payment of Bills as follows: Budgetary Transfers (Page 32); Treasurer's Reports (Page 33); Monthly Bills (Page 34); and Budget Information (Page 35).

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

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

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinnetto

Motion passes 9-0 for the Financial Report/Payment of Bills

Budget Information

INFORMATION:

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

President Faccinetto asked Director McKeon for a motion to approve the Financial Reports/Payment of Bills as follows: Budgetary Transfers (Page 32); Treasurer's Reports (Page 33); Monthly Bills (Page 34); and Budget Information (Page 35).

Director McKeon made a motion and seconded by Director Bonilla to approve the Financial Reports/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.

Yes – Directors Vidanage, Bonilla, Cann, McKeon, Neiman, Ortiz, Patrick, Sinkler and President Faccinetto

Motion passes 9-0 for the Financial Report/Payment of Bills

Condensed IV Board Summary Report

From 04/01/2014 To 04/30/2014

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						
000 .	0.00	0.00	0.00	0.00	0.00	0.00
100 SALARY	52,648,852.81	4,031,052.20	33,932,374.86	0.00	64.45	18,716,477.95
200 EMPLOYEE BENEFITS	30,172,949.17	2,100,326.79	20,376,395.88	0.00	67.53	9,796,553.29
300 PURCHASED PROF & TECH	438,741.44	397,973.82	1,423,031.38	0.00	324.34	* -984,289.94
400 PURCHASED PROPERTY SVC	294,521.99	46,452.18	235,325.05	9,697.50	83.19	49,499.44
500 OTHER PURCHASED SVCS	11,820,093.81	978,901.59	10,357,622.22	0.00	87.62	1,462,471.59
600 SUPPLIES	1,763,344.58	47,738.32	1,421,577.26	36,037.64	82.66	305,729.68
700 PROPERTY	289,540.22	7,867.21	214,687.71	7,476.89	76.73	67,375.62
800 OTHER OBJECTS	9,144.69	0.00	1,335.15	0.00	14.60	7,809.54
Total	97,437,188.71	7,610,312.11	67,962,349.51	53,212.03	69.80	29,421,627.17
* 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	10,396,118.00	926,691.08	7,465,084.57	0.00	71.80	2,931,033.43
200 EMPLOYEE BENEFITS	5,811,189.00	515,053.26	4,749,158.20	0.00	81.72	1,062,030.80
300 PURCHASED PROF & TECH	4,998,544.68	444,436.11	2,979,155.22	0.00	59.60	2,019,389.46
400 PURCHASED PROPERTY SVC	16,028.61	2,638.64	13,299.46	157.39	83.95	2,571.76
500 OTHER PURCHASED SVCS	2,664,321.00	354,356.61	2,656,133.34	0.00	99.69	8,187.66
600 SUPPLIES	158,897.06	4,388.58	48,284.75	3,864.37	32.81	106,747.94
700 PROPERTY	21,774.64	3,438.48	15,433.78	5,219.50	94.85	1,121.36
800 OTHER OBJECTS	47,065.00	0.00	25,708.00	0.00	54.62	21,357.00
Total	24,113,937.99	2,251,002.76	17,952,257.32	9,241.26	74.48	6,152,439.41
1300 INSTRUCTION - VOCATIONAL EDUCATION						
100 SALARY	2,813,608.00	208,532.68	1,778,065.13	0.00	63.19	1,035,542.87
200 EMPLOYEE BENEFITS	1,328,278.00	104,454.66	950,197.32	0.00	71.53	378,080.68
400 PURCHASED PROPERTY SVC	16,251.97	276.95	9,748.35	0.00	59.98	6,503.62
500 OTHER PURCHASED SVCS	6,163,621.47	727,464.41	5,581,542.17	581,870.00	99.99	209.30
600 SUPPLIES	66,856.41	1,915.95	56,965.17	6,717.64	95.25	3,173.60
700 PROPERTY	11,155.86	429.00	9,155.56	0.00	82.06	2,000.30
Total	10,399,771.71	1,043,073.65	8,385,673.70	588,587.64	86.29	1,425,510.37

Condensed IV Board Summary Report

From 04/01/2014 To 04/30/2014

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
1400 INSTRUCTION - OTHER INSTRUCTION PROG						
100 SALARY	609,677.44	46,962.00	429,165.22	0.00	70.39	180,512.22
200 EMPLOYEE BENEFITS	272,534.41	11,452.86	104,965.95	0.00	38.51	167,568.46
300 PURCHASED PROF & TECH	1,996,842.00	354,008.18	1,304,759.20	0.00	65.34	692,082.80
400 PURCHASED PROPERTY SVC	0.00	0.00	0.00	0.00	0.00	0.00
500 OTHER PURCHASED SVCS	238,000.00	25,580.36	136,041.74	0.00	57.16	101,958.26
600 SUPPLIES	40,131.84	1,270.39	3,544.68	3,765.36	18.21	32,821.80
700 PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
800 OTHER OBJECTS	8,000.00	0.00	2,096.89	0.00	26.21	5,903.11
Total	3,165,185.69	439,273.79	1,980,573.68	3,765.36	62.69	1,180,846.65
1500 INSTRUCTION - NONPUBLIC SCHOOL PGMS						
100 SALARY	20,095.00	2,064.22	14,176.65	0.00	70.54	5,918.35
200 EMPLOYEE BENEFITS	5,104.00	509.90	3,509.73	0.00	68.76	1,594.27
300 PURCHASED PROF & TECH	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
700 PROPERTY	2,992.40	2,992.40	2,992.40	0.00	100.00	0.00
Total	28,191.40	5,566.52	20,678.78	0.00	73.35	7,512.62
1600 INSTRUCTION - ADULT EDUCATION PROGRAM						
100 SALARY	3,101.00	0.00	0.00	0.00	0.00	3,101.00
200 EMPLOYEE BENEFITS	763.00	0.00	0.00	0.00	0.00	763.00
300 PURCHASED PROF & TECH	556.40	0.00	556.40	0.00	100.00	0.00
500 OTHER PURCHASED SVCS	0.00	0.00	0.00	0.00	0.00	0.00
600 SUPPLIES	2,072.60	0.00	0.00	0.00	0.00	2,072.60
Total	6,493.00	0.00	556.40	0.00	8.56	5,936.60
1700 INSTRUCTION - COMMUNITY/JR COLLEGE ED						
500 OTHER PURCHASED SVCS	2,212,907.00	358,732.32	2,033,540.76	179,366.24	100.00	0.00
600 SUPPLIES	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Total	2,213,907.00	358,732.32	2,033,540.76	179,366.24	99.95	1,000.00

Condensed IV Board Summary Report

From 04/01/2014 To 04/30/2014

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
1800 INSTRUCTION - PRE-K						
100 SALARY	419,781.80	34,038.32	271,661.24	0.00	64.71	148,120.56
200 EMPLOYEE BENEFITS	272,767.00	20,583.62	192,928.67	0.00	70.73	79,838.33
300 PURCHASED PROF & TECH	6,840.00	0.00	20.00	0.00	0.29	6,820.00
400 PURCHASED PROPERTY SVC	0.00	0.00	0.00	0.00	0.00	0.00
500 OTHER PURCHASED SVCS	15,300.00	405.07	920.70	0.00	6.01	14,379.30
600 SUPPLIES	28,318.50	1,343.04	18,097.31	938.25	67.21	9,282.94
700 PROPERTY	1,200.00	1,120.75	1,120.75	0.00	93.39	79.25
800 OTHER OBJECTS	3,059.00	1,478.00	3,059.00	0.00	100.00	0.00
Total	747,266.30	58,968.80	487,807.67	938.25	65.40	258,520.38

Function 1000 - INSTRUCTION						
Total Expenditure	138,111,941.80	11,766,929.95	98,823,437.82	835,110.78	72.15	38,453,393.20
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
	138,111,941.80	11,766,929.95	98,823,437.82	835,110.78	72.15	38,453,393.20

Condensed IV Board Summary Report

From 04/01/2014 To 04/30/2014

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 SVCS-STUDENTS						
000 .	0.00	0.00	0.00	0.00	0.00	0.00
100 SALARY	5,454,869.10	421,308.04	3,832,041.17	0.00	70.24	1,622,827.93
200 EMPLOYEE BENEFITS	2,710,165.21	210,475.11	2,035,308.12	0.00	75.09	674,857.09
300 PURCHASED PROF & TECH	279,180.00	12,525.00	86,046.20	0.00	30.82	193,133.80
400 PURCHASED PROPERTY SVC	23,745.00	2,517.93	14,440.94	0.00	60.81	9,304.06
500 OTHER PURCHASED SVCS	14,999.10	257.17	4,249.11	0.00	28.32	10,749.99
600 SUPPLIES	60,689.75	718.64	32,312.53	1,158.94	55.15	27,218.28
700 PROPERTY	1,641.50	0.00	1,141.50	0.00	69.54	500.00
800 OTHER OBJECTS	19,360.00	0.00	17,770.00	0.00	91.78	1,590.00
Total	8,564,649.66	647,801.89	6,023,309.57	1,158.94	70.34	2,540,181.15
2200 SUPPORT SERVICES - SUPPORT SERVICES-INSTRU						
100 SALARY	3,541,012.00	268,449.42	2,546,418.38	0.00	71.91	994,593.62
200 EMPLOYEE BENEFITS	1,771,674.00	134,272.54	1,298,906.17	0.00	73.31	472,767.83
300 PURCHASED PROF & TECH	194,980.75	11,837.00	160,045.75	0.00	82.08	34,935.00
400 PURCHASED PROPERTY SVC	26,562.00	2,742.17	15,490.47	5,000.00	77.14	6,071.53
500 OTHER PURCHASED SVCS	34,434.86	2,632.31	14,950.51	0.00	43.41	19,484.35
600 SUPPLIES	335,176.11	17,282.88	272,481.45	23,522.36	88.31	39,172.30
700 PROPERTY	91,023.13	50,719.25	81,820.50	7,066.96	97.65	2,135.67
800 OTHER OBJECTS	13,870.81	109.00	8,529.00	0.00	61.48	5,341.81
Total	6,008,733.66	488,044.57	4,398,642.23	35,589.32	73.79	1,574,502.11
2300 SUPPORT SERVICES - SUPPORT SERVICES-ADMIN						
100 SALARY	5,912,193.00	475,567.22	4,760,721.86	0.00	80.52	1,151,471.14
200 EMPLOYEE BENEFITS	2,845,086.69	223,241.82	2,238,502.30	0.00	78.67	606,584.39
300 PURCHASED PROF & TECH	1,223,709.00	86,023.64	737,084.36	0.00	60.23	486,624.64
400 PURCHASED PROPERTY SVC	132,606.00	35,699.64	113,674.95	12,265.00	94.97	6,666.05
500 OTHER PURCHASED SVCS	159,341.46	3,486.25	126,137.24	2,947.98	81.01	30,256.24
600 SUPPLIES	70,947.39	2,739.69	32,757.30	563.37	46.96	37,626.72
700 PROPERTY	20,934.65	1,952.51	20,312.57	0.00	97.02	622.08
800 OTHER OBJECTS	76,613.53	78,666.90	134,427.70	0.00	175.46 (1)	-57,814.17

Condensed IV Board Summary Report

From 04/01/2014 To 04/30/2014

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
Total	10,441,431.72	907,377.67	8,163,618.28	15,776.35	78.33	2,262,037.09
2400 SUPPORT SERVICES - SUPP SVC-PUBLIC HEALTH						
100 SALARY	1,217,002.00	104,962.44	842,435.09	0.00	69.22	374,566.91
200 EMPLOYEE BENEFITS	733,642.00	63,522.96	593,620.42	0.00	80.91	140,021.58
300 PURCHASED PROF & TECH	19,500.00	0.00	2,246.00	0.00	11.51	17,254.00
400 PURCHASED PROPERTY SVC	5,873.00	228.38	1,141.88	0.00	19.44	4,731.12
500 OTHER PURCHASED SVCS	10,000.00	0.00	310.67	0.00	3.10	9,689.33
600 SUPPLIES	28,891.66	2,176.34	14,824.07	3,033.26	61.80	11,034.33
700 PROPERTY	46,567.81	1,050.51	39,034.35	5,168.26	94.92	2,365.20
800 OTHER OBJECTS	925.00	925.00	925.00	0.00	100.00	0.00
Total	2,062,401.47	172,865.63	1,494,537.48	8,201.52	72.86	559,662.47
2500 SUPPORT SERVICES - SUPP SERVICES-BUSINESS						
100 SALARY	838,277.00	59,263.11	623,538.24	0.00	74.38	214,738.76
200 EMPLOYEE BENEFITS	424,939.00	33,510.87	341,973.01	0.00	80.47	82,965.99
300 PURCHASED PROF & TECH	57,000.00	0.00	5,000.00	0.00	8.77	52,000.00
400 PURCHASED PROPERTY SVC	316,241.00	51,536.39	260,710.37	0.00	82.44	55,530.63
500 OTHER PURCHASED SVCS	92,018.53	7,647.82	67,764.59	1,927.34	75.73	22,326.60
600 SUPPLIES	48,500.00	232.31	29,361.58	1,946.86	64.55	17,191.56
700 PROPERTY	58,998.24	0.00	0.00	1,760.84	2.98	57,237.40
800 OTHER OBJECTS	33,000.00	0.00	9,732.74	0.00	29.49	23,267.26
Total	1,868,973.77	152,190.50	1,338,080.53	5,635.04	71.89	525,258.20
2600 SUPPORT SERVICES - OP/MAINT PLANT SVCS						
100 SALARY	6,617,437.00	501,378.52	5,195,636.13	0.00	78.51	1,421,800.87
200 EMPLOYEE BENEFITS	3,890,396.00	319,056.51	3,174,424.60	0.00	81.59	715,971.40
300 PURCHASED PROF & TECH	581,600.00	11,296.00	232,157.30	0.00	39.91	349,442.70
400 PURCHASED PROPERTY SVC	4,368,028.42	311,560.02	3,482,601.40	123,305.23	82.55	762,121.79
500 OTHER PURCHASED SVCS	597,335.00	14,424.66	579,810.25	0.00	97.06	17,524.75
600 SUPPLIES	1,686,791.71	166,941.01	1,441,750.68	6,822.36	85.87	238,218.67
700 PROPERTY	302,314.96	14,345.87	223,738.95	1,670.00	74.56	76,906.01

Condensed IV Board Summary Report

From 04/01/2014 To 04/30/2014

Account Description		Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
800	OTHER OBJECTS	11,226.21	44.25	8,876.71	0.00	79.07	2,349.50
Total		18,055,129.30	1,339,046.84	14,338,996.02	131,797.59	80.14	3,584,335.69
2700	SUPPORT SERVICES - STUDENT TRANSP SERVICES						
100	SALARY	2,978,394.00	275,201.71	2,118,049.89	0.00	71.11	860,344.11
200	EMPLOYEE BENEFITS	1,747,515.00	161,259.89	1,456,179.12	0.00	83.32	291,335.88
300	PURCHASED PROF & TECH	28,500.00	8,881.89	19,444.87	0.00	68.22	9,055.13
400	PURCHASED PROPERTY SVC	66,341.00	22,849.10	48,942.39	0.00	73.77	17,398.61
500	OTHER PURCHASED SVCS	937,313.00	1,220.39	123,608.75	0.00	13.18	813,704.25
600	SUPPLIES	900,400.00	106,066.56	651,357.29	0.00	72.34	249,042.71
700	PROPERTY	17,843.12	2,157.87	10,983.82	897.72	66.58	5,961.58
800	OTHER OBJECTS	1,165.00	0.00	0.00	0.00	0.00	1,165.00
Total		6,677,471.12	577,637.41	4,428,566.13	897.72	66.33	2,248,007.27
2800	SUPPORT SERVICES - SUPPORT SVCS-CENTRAL						
100	SALARY	1,418,544.00	107,315.96	1,070,934.72	0.00	75.49	347,609.28
200	EMPLOYEE BENEFITS	1,559,125.00	147,254.48	1,500,866.70	0.00	96.26	58,258.30
300	PURCHASED PROF & TECH	224,763.33	1,982.50	120,331.28	29,143.00	66.50	75,289.05
400	PURCHASED PROPERTY SVC	367,460.98	5,041.04	283,576.41	84.00	77.19	83,800.57
500	OTHER PURCHASED SVCS	277,913.34	30,996.47	161,316.34	0.00	58.04	116,597.00
600	SUPPLIES	169,578.30	490.62	159,300.64	1,154.00	94.61	9,123.66
700	PROPERTY	174,597.31	2,854.24	103,538.54	22,147.58	71.98	48,911.19
800	OTHER OBJECTS	3,385.51	35.00	2,640.25	0.00	77.98	745.26
Total		4,195,367.77	295,970.31	3,402,504.88	52,528.58	82.35	740,334.31
2900	SUPPORT SERVICES - OTHER SUPPORT SERVICES						
500	OTHER PURCHASED SVCS	102,541.32	0.00	102,541.32	0.00	100.00	0.00
Total		102,541.32	0.00	102,541.32	0.00	100.00	0.00

Condensed IV Board Summary Report

From 04/01/2014 To 04/30/2014

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	57,976,699.79	4,580,934.82	43,690,796.44	251,585.06	75.79	14,034,318.29
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
	57,976,699.79	4,580,934.82	43,690,796.44	251,585.06	75.79	14,034,318.29

Condensed IV Board Summary Report

From 04/01/2014 To 04/30/2014

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	1,336,882.12	88,156.48	961,546.46	0.00	71.92	375,335.66
200 EMPLOYEE BENEFITS	422,756.63	25,253.70	258,975.53	0.00	61.25	163,781.10
300 PURCHASED PROF & TECH	172,801.35	6,157.28	162,719.45	0.00	94.16	10,081.90
400 PURCHASED PROPERTY SVC	42,055.00	6,300.29	13,809.56	0.00	32.83	28,245.44
500 OTHER PURCHASED SVCS	117,470.50	2,280.22	96,963.28	0.00	82.54	20,507.22
600 SUPPLIES	162,363.89	6,559.43	149,944.63	5,691.33	95.85	6,727.93
700 PROPERTY	214,471.53	0.00	205,306.48	3,696.83	97.45	5,468.22
800 OTHER OBJECTS	22,851.59	1,700.00	19,357.20	0.00	84.70	3,494.39
Total	2,491,652.61	136,407.40	1,868,622.59	9,388.16	75.37	613,641.86
3300 NON INSTRUCTIONAL - COMMUNITY SERVICES						
100 SALARY	600.00	0.00	418.20	0.00	69.70	181.80
200 EMPLOYEE BENEFITS	147.48	0.00	101.77	0.00	69.00	45.71
300 PURCHASED PROF & TECH	47,651.36	55.59	3,937.94	0.00	8.26	43,713.42
400 PURCHASED PROPERTY SVC	0.00	0.00	0.00	0.00	0.00	0.00
500 OTHER PURCHASED SVCS	230,000.00	0.00	84,747.00	0.00	36.84	145,253.00
600 SUPPLIES	10,113.36	588.37	6,048.74	1,286.63	72.53	2,777.99
Total	288,512.20	643.96	95,253.65	1,286.63	33.46	191,971.92
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	2,780,164.81	137,051.36	1,963,876.24	10,674.79	71.02	805,613.78
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
	2,780,164.81	137,051.36	1,963,876.24	10,674.79	71.02	805,613.78

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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	0.00	2,730.00	2,730.00	0.00	0.00 (2)	-2,730.00
Total	0.00	2,730.00	2,730.00	0.00	0.00	-2,730.00
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	0.00	2,730.00	2,730.00	0.00	0.00	-2,730.00
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	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	2,730.00	2,730.00	0.00	0.00	-2,730.00

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From 04/01/2014 To 04/30/2014

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
5100 DEBT SVC & TRANSFERS - DEBT SERVICE						
800 OTHER OBJECTS	12,621,653.26	2,120,522.58	10,535,000.53	0.00	83.46	2,086,652.73
900 OTHER USES OF FUNDS	11,023,661.74	0.00	11,014,022.66	0.00	99.91	9,639.08
Total	23,645,315.00	2,120,522.58	21,549,023.19	0.00	91.13	2,096,291.81
5200 DEBT SVC & TRANSFERS - INTERFUND TRANSFERS-OUT						
900 OTHER USES OF FUNDS	84,000.00	0.00	51,299.94	0.00	61.07	32,700.06
Total	84,000.00	0.00	51,299.94	0.00	61.07	32,700.06
5800 DEBT SVC & TRANSFERS - SUSPENSE ACCOUNT						
000	0.00	0.00	0.00	0.00	0.00	0.00
200 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
300 PURCHASED PROF & TECH	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00
5900 DEBT SVC & TRANSFERS - BUDGETARY RESERVE						
800 OTHER OBJECTS	2,675,879.60	0.00	0.00	0.00	0.00	2,675,879.60
Total	2,675,879.60	0.00	0.00	0.00	0.00	2,675,879.60

Function 5000 - DEBT SVC & TRANSFERS						
Total Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expenditure	26,405,194.60	2,120,522.58	21,600,323.13	0.00	81.80	4,804,871.47
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
	26,405,194.60	2,120,522.58	21,600,323.13	0.00	81.80	4,804,871.47

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From 04/01/2014 To 04/30/2014

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	-133,170,316.00	209,407.60	-135,179,339.88	0.00	101.50	2,009,023.88
6112 INTERIM REAL EXTATE TAX	-999,997.00	-62,891.88	-328,730.93	0.00	32.87	-671,266.07
6113 PUBLIC UTILITY REALTY	-186,753.00	0.00	-179,776.42	0.00	96.26	-6,976.58
6114 PAY IN LIEU -ST/LOCAL	-200,000.00	0.00	-247,821.47	0.00	123.91	47,821.47
6120 CURRENT PER CAP 679	-231,000.00	-805.93	-208,445.80	0.00	90.23	-22,554.20
6141 CURR ACT 511 PC FLAT	-231,000.00	-805.92	-208,445.79	0.00	90.23	-22,554.21
6143 CURRENT 511 - LST	-310,000.00	-18,574.04	-245,083.76	0.00	79.05	-64,916.24
6151 CURRENT ACT 511 EIT	-12,200,000.00	-1,164,668.83	-9,738,096.25	0.00	79.82	-2,461,903.75
6153 CURR ACT 511 REAL EST	-1,750,000.00	-101,413.81	-1,659,958.98	0.00	94.85	-90,041.02
6157 CURRENT 511 MERCANTILE	-3,210,000.00	-410,716.52	-518,844.44	0.00	16.16	-2,691,155.56
6211 DISC TAKEN CURR RE TAX	4,017,912.00	-660.23	2,191,725.35	0.00	54.54	1,826,186.65
6212 DISC TAKEN INTERIM RE	0.00	1,150.84	5,224.20	0.00	0.00	-5,224.20
6311 PENALTIES & INT REAL ES	0.00	0.00	-276,926.10	0.00	0.00	276,926.10
6312 PENALTIES & INT INTERIM	0.00	0.00	-4,033.25	0.00	0.00	4,033.25
6411 DELINQUENT REAL ESTATE	-4,800,000.00	-457,444.05	-2,876,206.48	0.00	59.92	-1,923,793.52
6420 DELINQUENT PC SECT 679	-78,000.00	-2,782.79	-70,276.30	0.00	90.09	-7,723.70
6457 DEL ACT 511 MERC TAXES	-475,000.00	0.00	-347,013.12	0.00	73.05	-127,986.88
6510 INTEREST ON INVESTMENTS	-150,000.00	-3,799.05	-52,784.80	0.00	35.18	-97,215.20
6530 GAINS OR LOSSES ON SALE	0.00	0.00	-14,877.44	0.00	0.00	14,877.44
6620 DAILY SALES-NON-REIMBUR	0.00	0.00	0.00	0.00	0.00	0.00
6631 SPECIAL FUNCTIONS	-4,000.00	0.00	0.00	0.00	0.00	-4,000.00
6710 ADMISSIONS	-140,000.00	0.00	-128,279.00	0.00	91.62	-11,721.00
6740 FEES	-50,000.00	24.00	-114,072.00	0.00	228.14	64,072.00
6750 DISTRICT ACTIVITY-SPECI	-1,000.00	0.00	-1,650.00	0.00	165.00	650.00
6790 OTHER DIST ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00
6810 REV FROM LOCAL GOV	0.00	0.00	-25,000.00	0.00	0.00	25,000.00
6821 STATE REV RECEIVED SCH	0.00	0.00	0.00	0.00	0.00	0.00
6829 STATE REV RECEIVED INTR	0.00	0.00	0.00	0.00	0.00	0.00
6831 FED REV RECEIVED OTHER	0.00	0.00	0.00	0.00	0.00	0.00
6832 FED PASS THRU IDEA FUND	-1,757,088.00	0.00	-940,705.69	0.00	53.53	-816,382.31
6839 FED REV OTHER INTER	0.00	0.00	0.00	0.00	0.00	0.00

Condensed IV Board Summary Report

From 04/01/2014 To 04/30/2014

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
6910 LEASE RENTAL INCOME	-294,500.00	-25,434.92	-250,647.17	-42,126.96	99.41	-1,725.87
6920 CONTRIBUTION & DONATION	-64,000.00	-4,176.83	-235,767.21	-6,334.81	378.28	178,102.02
6941 REGULAR SCH TUITION	0.00	0.00	0.00	0.00	0.00	0.00
6942 SUMMER SCHOOL TUITION	-46,500.00	-50.00	-54,167.00	-150.00	116.81	7,817.00
6943 ADULT EDUCATION TUITION	-27,500.00	0.00	-180.00	0.00	0.65	-27,320.00
6944 RECEIPTS OTHER LEAS IN	-265,000.00	-11,534.67	-29,192.00	-3,220.67	12.23	-232,587.33
6970 SVC PROVIDED OTHER FUND	0.00	-153.85	-3,329.80	-1,441.98	0.00	4,771.78
6980 REV FROM COMMUNITY SERV	-16,800.00	0.00	48.60	0.00	-0.28	-16,848.60
6981 Advertising	0.00	0.00	-3,400.00	0.00	0.00	3,400.00
6990 MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
6991 REFUNDS OF PRIOR YR EXP	-587,632.00	0.00	-669,452.83	0.00	113.92	81,820.83
6992 Energy Effic Incentives	-15,000.00	0.00	-17,295.48	0.00	115.30	2,295.48
6999 OTHER REV	-169,918.00	-10,157.59	-264,004.42	-11,800.88	162.31	105,887.30
Total	-157,413,092.00	-2,065,488.47	-152,696,805.66	-65,075.30	97.04	-4,651,211.04

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	-157,413,092.00	-2,065,488.47	-152,696,805.66	-65,075.30	97.04	-4,651,211.04
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	-157,413,092.00	-2,065,488.47	-152,696,805.66	-65,075.30	97.04	-4,651,211.04

Condensed IV Board Summary Report

From 04/01/2014 To 04/30/2014

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	-27,741,165.00	-4,042,827.00	-20,212,716.02	0.00	72.86	-7,528,448.98
7160 TUITION ORPHANS & CHILD	-325,000.00	0.00	-8.83	0.00	0.00	-324,991.17
7220 VOCATIONAL EDUCATION	-6,000.00	0.00	0.00	0.00	0.00	-6,000.00
7250 MIGRATORY CHILDREN	-2,000.00	0.00	0.00	0.00	0.00	-2,000.00
7271 SPECIAL ED SCHOOL AGED	-6,551,919.00	0.00	-4,938,630.00	0.00	75.37	-1,613,289.00
7290 OTHER PROGRAM SUBSIDIES	0.00	0.00	0.00	0.00	0.00	0.00
7292 PRE-K COUNTS	-786,000.00	-49,780.00	-448,020.00	0.00	57.00	-337,980.00
7310 TRANSPORT (REG & ADDTL)	-2,570,435.00	0.00	-1,539,088.19	0.00	59.87	-1,031,346.81
7320 RENT & SINK FUND PYMT	-1,933,437.00	-78,411.90	-1,484,333.31	0.00	76.77	-449,103.69
7330 HEALTH SERVICES ACT 25	-365,000.00	0.00	-357,663.46	0.00	97.99	-7,336.54
7340 ST PROP TAX REDUCTION	-4,733,948.00	0.00	-4,733,947.52	0.00	100.00	-0.48
7501 PA ACCOUNTABILITY GRANT	-665,439.00	0.00	-665,439.00	0.00	100.00	0.00
7599 OTH STATE REV	-1,150,484.00	0.00	-35,351.82	0.00	3.07	-1,115,132.18
7810 STATE SHARE SS & MED	-3,738,936.00	-286,691.00	-2,593,803.91	0.00	69.37	-1,145,132.09
7820 STATE SHARE RETIRE CONT	-8,202,671.00	0.00	-3,521,619.84	0.00	42.93	-4,681,051.16
Total	-58,772,434.00	-4,457,709.90	-40,530,621.90	0.00	68.96	-18,241,812.10

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	-58,772,434.00	-4,457,709.90	-40,530,621.90	0.00	68.96	-18,241,812.10
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	-58,772,434.00	-4,457,709.90	-40,530,621.90	0.00	68.96	-18,241,812.10

Condensed IV Board Summary Report

From 04/01/2014 To 04/30/2014

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	-53,000.00	0.00	-33,775.82	0.00	63.72	-19,224.18
8200 UNRESTRICT GRANT-IN-AID	0.00	0.00	0.00	0.00	0.00	0.00
8514 NCLB - TITLE I	-3,695,200.00	-276,651.61	-1,876,830.12	0.00	50.79	-1,818,369.88
8515 NCLB - TITLE II	-720,361.00	-57,200.42	-410,465.49	0.00	56.98	-309,895.51
8516 NCLB - TITLE III	-260,179.00	-20,936.50	-106,207.15	0.00	40.82	-153,971.85
8517 NCLB - TITLE IV-21ST CE	-500,000.00	-58,532.83	-281,620.42	0.00	56.32	-218,379.58
8580 CHILD CARE & DEV GRANT	-170,290.00	0.00	-37,093.47	0.00	21.78	-133,196.53
8810 SBAP	-522,000.00	0.00	0.00	0.00	0.00	-522,000.00
8820 MED ASSIST REIMB ADM	0.00	0.00	-62,993.65	0.00	0.00	62,993.65
Total	-5,921,030.00	-413,321.36	-2,808,986.12	0.00	47.44	-3,112,043.88

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	-5,921,030.00	-413,321.36	-2,808,986.12	0.00	47.44	-3,112,043.88
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	-5,921,030.00	-413,321.36	-2,808,986.12	0.00	47.44	-3,112,043.88

Condensed IV Board Summary Report

From 04/01/2014 To 04/30/2014

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
9000 OTHER REVENUE						
9200 PROCEEDS EXTENDED TERM	0.00	0.00	0.00	0.00	0.00	0.00
9310 GENERAL FUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
9400 SALE OF FIXED ASSETS	-30,000.00	0.00	0.00	0.00	0.00	-30,000.00
9910 OTH FIN SOURCES	-3,127,445.00	0.00	0.00	0.00	0.00	-3,127,445.00
9990 INSURANCE RECOVERIES	-10,000.00	0.00	0.00	0.00	0.00	-10,000.00
Total	-3,167,445.00	0.00	0.00	0.00	0.00	-3,167,445.00

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	-3,167,445.00	0.00	0.00	0.00	0.00	-3,167,445.00
	-3,167,445.00	0.00	0.00	0.00	0.00	-3,167,445.00

Grand Totals						
Total Expenditure	198,868,806.40	16,487,646.13	144,480,840.50	1,097,370.63	73.20	53,290,595.27
Total Other Expenditure	26,405,194.60	2,120,522.58	21,600,323.13	0.00	81.80	4,804,871.47
Total All Expenditures	225,274,001.00	18,608,168.71	166,081,163.63	1,097,370.63	74.21	58,095,466.74
Total Revenue	-222,106,556.00	-6,936,519.73	-196,036,413.68	-65,075.30	88.29	-26,005,067.02
Total Other Revenue	-3,167,445.00	0.00	0.00	0.00	0.00	-3,167,445.00
Total All Revenues	-225,274,001.00	-6,936,519.73	-196,036,413.68	-65,075.30	87.05	-29,172,512.02
	0.00	11,671,648.98	-29,955,250.05	1,032,295.33	0.00	28,922,954.72