

MEMORANDUM

JULY 25, 2008

TO : BOARD OF SCHOOL DIRECTORS

FROM : STANLEY J. MAJEWSKI, JR., BOARD SECRETARY

SUBJECT : REGULAR MONTHLY MEETING – JULY 28, 2008

The Regular Meeting of the Board of School Directors of the Bethlehem Area School District for July will be held on *Monday, July 28, 2008, at 7:00 p.m. in the Dining Room at the Education Center, 1516 Sycamore Street Bethlehem, PA*. The agenda is attached.

SJM:ace

Att.

cc: Dr. Lewis
Mr. Gross

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 – July 28, 2008

1. Roll Call
2. Pledge of Allegiance and Silent Meditation
3. Special Meetings
4. Courtesy of the Floor to Visitors (30 minutes allowed)
5. Federal Programs Update
6. President's Communications/Unfinished Business
7. Superintendent's Report (Verbal)
8. Acceptance of Minutes of Board Committees
Secretary
9. Reports of Officers/Committees
Secretary
10. Approval of Minutes
March 25, 2008 – Special Board Meeting
March 31, 2008 – Budget Workshop Meeting
April 21, 2008 – Regular Board Meeting
April 23, 2008 – Budget Workshop Meeting
May 5, 2008 – Budget Workshop Meeting
11. Recommendations of the Administration
Dr. Joseph A. Lewis, Superintendent of Schools
12. New and Miscellaneous Business
13. Courtesy of the Floor to Visitors
14. Adjournment

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° Information Item Only

1. *District Goals for 2008-2010***INFORMATION:**

As in prior years, the administration has developed four rolling goals that cover 18-24 months. Before cabinet, principals and other administrators/supervisors become involved in further development steps and the implementation level, the administration wants to secure the board's endorsement of the main goals.

The District Goals for 2008-2010 were developed and discussed with the board at a meeting on May 29, 2008. Both the board and the administration developed the objectives. The administration then provided information to the board on targets/activities pertaining to each objective, and these were reviewed with the board at the July 14, 2008, Board Curriculum Committee Meeting. At this meeting, the board requested that the objectives be prioritized in categories, and the goals were brought back for board review at the July 21, 2008, Board Human Resources Committee Meeting.

The following five (5) premier goals and five (5) operational goals were developed by both the board and administration and will be the focus for the 2008-2010 school years:

Premier

Goal 1: To establish a Mentoring Program for all basic and below basic students in our high schools.

Goal 2: To reduce the achievement gap by 15 percent while expanding opportunities for higher achieving students by 15 percent.

Goal 3: To move the district off the state Corrective Action Status list.

Goal 4: To monitor the district budget and under spend the budget by one percent in an effort to rebuild the district's financial health.

Goal 5: To create a safe school culture through consistent application of the Student Code of Conduct as evidenced through fewer Level III and IV infractions and the increase in the number of trainings, workshops, and student events focused on understanding differences by 25 percent.

1. *District Goals for 2008-2010*

INFORMATION: (Continued)

Operational

Goal 1: Curriculum and Instruction – Improve student achievement through high school restructuring and strengthening middle school level and elementary programs.

Goal 2: Teaching and Learning – Raise the level of effective teaching through a Professional Development Plan that focuses on identifying and using Best Practices.

Goal 3: Building Capable Leaders – Create a cohort of instructional leaders where the principal and assistant principal are regarded as the academic leaders within their building.

Goal 4: Artful Use of Infrastructure – Improve the district's financial situation while implementing a complete and comprehensive Strategic Plan.

Goal 5: School Safety – Create a safe environment in all schools to address not only facility security and student decorum, but also an environment of tolerance and understanding amongst all stakeholders.

2. *Proposed Revisions to the Student Code of Conduct for the 2008-2009 School Year*

INFORMATION:

At the Board Curriculum Committee Meeting on July 14, 2008, the administration reviewed revisions to the Student Code of Conduct with the Board of School Directors. The following revisions were reviewed:

- a. Level IV Infraction – Language was added to indicate replica of a weapon and/or look-a-like objects.
- b. Electronic Devices – Language was updated to include cellular telephones must be placed in a secure, non-visible area, and that no voice and/or text messages may be sent or received. In addition, Policy 237 will be added to the appendix of the Student Code of Conduct.
- c. Gang Activity – A chart was developed listing level of consequences related to gang activity, and a contract was also developed.

Revisions to the items listed above are attached.

RECOMMENDATION:

That the Board of School Directors approves the attached modifications to the Student Code of Conduct for the 2008-2009 school year.

E. LEVEL IV INFRACTIONS – Board Regulations Consequences

Level IV infractions include behaviors which represent an immediate danger to the safety and well-being of the total school community.

1. Students cited for Level IV infractions will be suspended from school for ten (10) school days and referred by the building principal to the Superintendent of Schools for an expulsion hearing before the Board of School Directors of the Bethlehem Area School District.
2. Level IV infractions include but are not limited to the following types of behavior:
 - a. Possession of a weapon as defined in Section 1317.2 of the Public School Code including, but not limited to any firearm, explosive, knife, or unauthorized cutting instrument; or possession of a replica of a weapon and/or look alike objects.
 - (1) Unless recommended otherwise by the Superintendent of Schools, any student found to be in violation of a Level IV infraction as defined in Section 1317.2 of the Public School Code will be expelled from the district for no less than one year.
 - (2) The Board of School Directors must approve any recommendation of the Superintendent of Schools for an expulsion of less than one year for a Level IV infraction involving a weapon as defined in Section 1317.2 of the Public School Code. The Board of School Directors may enact an expulsion of any term from one year to a permanent expulsion.
 - b. Assault upon a district employee.
 - c. Habitual offenders of District regulations.
 - (1) Exceeding the level of 5-10 days of suspension consequence during the current school year for a specific Level III infraction.
 - (2) Exceeding five (5) separate suspensions during the current school year for any combination of infractions.
 - d. Any offence of such a serious nature, as determined by the administration, that expulsion of a student is justified.

ELECTRONIC DEVICES

Students may possess cellular telephones while on school property and during school-sponsored activities. However, all cellular telephone functions must be deactivated and cellular telephones must be placed in a secure area. No voice and/or text messages may be received during the school day or during a school-sponsored activity unless authorized by a district employee.

Students in violation of this policy will have their electronic device confiscated. These devices will be returned to the student at the end of the school day. A second violation will result in the device being confiscated and returned only to the parent/guardian. Upon the third violation, the device will be confiscated and returned at the end of the school year upon furnishing proper identification.

All electronic devices must remain off during a school evacuation or drill. The district is not responsible for any lost or stolen electronic devices.

ADD POLICY 237 TO THE APPENDIX

GANG ACTIVITY

Students should associate with peers who engage in safe, respectful, and responsible behaviors. Students must not participate in gang activity. Gangs are defined as three or more individuals with a common interest, bond, or activity which are associated with criminal activities or whose purpose includes the commission of illegal acts and who refer to themselves by a group name or designation. This definition shall also include what is commonly known as a hate group.

The following guidelines are deemed closely related to gang activity and are prohibited:

1. Wearing, possessing, using, distributing, displaying or selling of any clothing, jewelry, emblem, badge, symbol, sign tattoos or manner of grooming, or other item which indicates or implies membership in, or affiliation with, any gang and/or is representative of any gang.
2. Commission of any act or omission, or the use of any speech, either verbal or nonverbal (gestures, handshakes, etc.), which indicates or implies membership in or affiliation with any gang, and/or is representative of any gang.
3. Use of any speech, or committing any act or omission in furtherance of the interests of any gang or gang activity including, but not limited to:
 - a. Soliciting others for membership in any gangs.
 - b. Requesting any person to pay for protection or otherwise intimidating or threatening, hazing, or harassing any person.
 - c. Committing any illegal act or violation of school district policies.
 - d. Inciting another person to act with physical violence upon any other person or to cause damage to property.
 - e. Painting, writing or otherwise inscribing gang-related graffiti, messages, insignias or signs on school property.

Gang activity consequences shall be assigned by the Administrator after assessing whether any acts or behavior is gang related. Consequences may range from Level II to Level IV infractions. Additionally, students may be immediately referred by the building principal to the Superintendent of Schools for consideration of an expulsion hearing before the Board of School Directors of the Bethlehem Area School District.

ADD POLICY 218.3 TO THE APPENDIX

3. *Student Discipline - #0948601 – Adjudication*

INFORMATION:

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

RECOMMENDATION:

That the Board of School Directors adopts the proposed adjudication relating to Student Number 0948601.

4. *Student Discipline - #0958183 - Petition*

INFORMATION:

The Board of School Directors of the Bethlehem Area School District has received and reviewed the following petition to return from expulsion from one student.

RECOMMENDATION:

That the Board of School Directors not adopt the petition relating to Student Number 0958183.

5. *Conferences/Staff Trip Attendance*

RECOMMENDATION:

That the following conference for staff be approved:

October 20-21, 2008

Annual Sungard Pentamation Client Conference

Hershey, Pennsylvania

\$2,736.45

6. *Field Trip Attendance***RECOMMENDATION:**

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

August 16-19, 2008 (48 Liberty High School Students) Pine Forest Cheerleading Camp Olyphant, Pennsylvania	\$0.00
September 19-20, 2008 (30 Liberty High School Students) Second Annual Pennsylvania Interscholastic Athletic Association (PIAA) Foundation Cross Country Invitational Hershey, Pennsylvania	0.00
January 8-10, 2009 (20 Liberty High School Students) 2008 Virginia Duals Hampton, Virginia	400.00

7. *Resignations*

RECOMMENDATION:

Instructional

1. NAME: **Brinker, Michelle R.**
ASSIGNMENT: Freedom, English Teacher
REASON: Personal
EFFECTIVE: June 10, 2008
2. NAME: **Collier, Shawn**
ASSIGNMENT: Fountain Hill, Grade 3 Teacher
REASON: Personal
EFFECTIVE: June 10, 2008
3. NAME: **Horvat, Bryan J.**
ASSIGNMENT: Freedom, Science Teacher
REASON: Personal
EFFECTIVE: June 10, 2008
4. NAME: **Isaksson, Anders**
ASSIGNMENT: Freedom, Business Teacher
REASON: Personal
EFFECTIVE: June 10, 2008
5. NAME: **Mace, Rebecca L.**
ASSIGNMENT: Freedom, Chemistry Teacher
REASON: Personal
EFFECTIVE: June 10, 2008
6. NAME: **Maurer, Aleshea**
ASSIGNMENT: Farmersville, Special Education, Learning Support Teacher
REASON: Personal
EFFECTIVE: June 10, 2008
7. NAME: **Nasi, Angela**
ASSIGNMENT: East Hills, Grade 8 Science Teacher
REASON: Personal
EFFECTIVE: June 10, 2008

7. *Resignations*

RECOMMENDATION:

Instructional (continued)

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|-----|-------------|--|
| 8. | NAME: | Snyder, Danielle E. |
| | ASSIGNMENT: | Spring Garden, Special Education, Life Skills
Support Teacher |
| | REASON: | Personal |
| | EFFECTIVE: | June 10, 2008 |
| | | |
| 9. | NAME: | Swartley, Michael N. |
| | ASSIGNMENT: | Career Academy, Mathematics Teacher |
| | REASON: | Personal |
| | EFFECTIVE: | June 10, 2008 |
| | | |
| 10. | NAME: | Zevas, Mary K. |
| | ASSIGNMENT: | Governor Wolf, Grade 4 Teacher |
| | REASON: | Retirement |
| | EFFECTIVE: | June 10, 2008 |

7. *Resignations*

RECOMMENDATION:

Noninstructional

1. NAME: **Bachman, Joanne S.**
ASSIGNMENT: Liberty, C-1 Custodian
REASON: Retirement
EFFECTIVE: December 2, 2008
2. NAME: **Campanella, Deborah D.**
ASSIGNMENT: Education Center, Coordinator of Public Relations
REASON: Retirement
EFFECTIVE: June 30, 2008
3. NAME: **Celot, Candace**
ASSIGNMENT: Governor Wolf, Teacher Assistant, General Duty
REASON: Retirement
EFFECTIVE: June 10, 2008
4. NAME: **Cruz, Luz S.**
ASSIGNMENT: Donegan, Family Development Specialist
REASON: Personal
EFFECTIVE: July 15, 2008
5. NAME: **Padilla, Leisha**
ASSIGNMENT: SPARK, Instructional Assistant
REASON: Personal
EFFECTIVE: July 8, 2008

7. *Resignations*

RECOMMENDATION:

Miscellaneous

- | | | |
|----|-------------|-------------------------------|
| 1. | NAME: | Karam, Jeffrey R. |
| | ASSIGNMENT: | Freedom, Head Wrestling Coach |
| | REASON: | Personal |
| | EFFECTIVE: | April 17, 2008 |

8. *Leaves of Absence*

RECOMMENDATION:

Instructional

1. NAME: **Anderko, Karen A.**
 ADDRESS: Danielsville
 ASSIGNMENT: Liberty, Biology Teacher
 REASON: Family Medical/Childrearing Leave of Absence
 EFFECTIVE: Family Medical Leave of Absence to begin on
 August 21, 2008, until the end of the day on
 November 14, 2008
 Childrearing Leave of Absence to begin on
 November 17, 2008, until the end of the day on
 January 16, 2009

2. NAME: **Spang, Kristin M.**
 ADDRESS: Bethlehem
 ASSIGNMENT: Liberty, Business Teacher
 REASON: Family Medical/Childrearing Leave of Absence
 EFFECTIVE: Family Medical Leave of Absence to begin on
 September 8, 2008, until the end of the day on
 December 4, 2008
 Childrearing Leave of Absence to begin on
 December 5, 2008, until the end of the day on
 February 27, 2009

8. *Leaves of Absence*

RECOMMENDATION:

Noninstructional

1. NAME: **Remaly, Donna**
 ADDRESS: Bethlehem
 ASSIGNMENT: Broughal, General Kitchen Help
 REASON: General Leave of Absence
 EFFECTIVE: May 19, 2008

2. NAME: **Trinidad, Annjanette**
 ADDRESS: Bethlehem
 ASSIGNMENT: Child Care, Center Supervisor
 REASON: General Leave of Absence
 EFFECTIVE: September 11, 2008, until the end of the day on
 December 19, 2008

9. *Nominations for Appointment***RECOMMENDATION:*****Instructional***

1. NAME: **Ayre, Jonathan A.**
 ADDRESS: Bethlehem
 COLLEGE, DEGREE: Pennsylvania State University, B.S.
 Kutztown University, Certification
 ASSIGNMENT: East Hills, Grade 7 Science Teacher
 STATUS: Temporary Professional Employee
 SALARY: \$40,887 (Bachelor's +15, Step 1)
 EFFECTIVE: August 21, 2008

2. NAME: **Dellatore, Scott A.**
 ADDRESS: Bethlehem
 COLLEGE, DEGREE: Bloomsburg University, B.A.
 Kutztown University, M.Ed.
 ASSIGNMENT: East Hills, (.5)/Nitschmann, (.5) Guidance Counselor
 STATUS: Long-term Substitute
 SALARY: \$42,708 (Master's, Step 1)
 EFFECTIVE: August 21, 2008, and terminating at the end of the 2008-
 2009 school year, or upon the return of E. Frisch

3. NAME: **El-Turky, Hebat**
 ADDRESS: Allentown
 COLLEGE, DEGREE: Temple University, B.A.
 University of Pennsylvania, M.Ed.
 ASSIGNMENT: Broughal, Guidance Counselor
 STATUS: Long-term Substitute
 SALARY: \$42,708 (Master's, Step 1)
 EFFECTIVE: August 21, 2008, and terminating at the end of the 2008-
 2009 school year, or upon the return of M. Houser

9. *Nominations for Appointment***RECOMMENDATION:*****Instructional (continued)***

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| 4. | NAME: | Klenk, Jennifer M. |
| | ADDRESS: | Warrington |
| | COLLEGE, DEGREE: | Dupuesne University, B.M.
University of the Arts, M.A. |
| | ASSIGNMENT: | East Hills, (.6)/Freedom, (.4) Vocal Music Teacher |
| | STATUS: | Temporary Professional Employee |
| | SALARY: | \$42,708 (Master's, Step 1) |
| | EFFECTIVE: | August 21, 2008 |
| | | |
| 5. | NAME: | La Barre, Rosemarie A. |
| | ADDRESS: | Pen Argyl |
| | COLLEGE, DEGREE: | Cedar Crest College, B.A.
Immaculata University, Certification |
| | ASSIGNMENT: | East Hills, Family and Consumer Science Teacher |
| | EXPERIENCE: | 8 years, Pennsylvania |
| | STATUS: | Professional Employee |
| | SALARY: | \$46,344 (Bachelor's +15, Step 9) |
| | EFFECTIVE: | August 21, 2008 |
| | | |
| 6. | NAME: | Lane, Mary Beth |
| | ADDRESS: | Orefield |
| | COLLEGE, DEGREE: | Chestnut Hill College, B.S.
LaSalle University, M.A.
Moravian College, Certification |
| | ASSIGNMENT: | Freedom, Spanish Teacher |
| | EXPERIENCE: | 1 year, Pennsylvania |
| | STATUS: | Temporary Professional Employee |
| | SALARY: | \$44,183 (Master's +15, Step 2) |
| | EFFECTIVE: | August 21, 2008 |

9. *Nominations for Appointment***RECOMMENDATION:*****Instructional (continued)***

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| 7. | NAME:
ADDRESS:
COLLEGE, DEGREE:
ASSIGNMENT:
STATUS:
SALARY:
EFFECTIVE: | LaTourette, Kelly Sue
Honesdale
Moravian College, B.S.
Northeast, Grade 7 Mathematics Teacher
Temporary Professional Employee
\$39,389 (Bachelor's, Step 1)
August 21, 2008 |
| 8. | NAME:
ADDRESS:
COLLEGE, DEGREE:

ASSIGNMENT:
EXPERIENCE:
STATUS:
SALARY:
EFFECTIVE: | Martinez, Louis
Tobyhanna
Hunter College, B.A.
Queens College, M.S.
Freedom, English Teacher
14 years, New York
Temporary Professional Employee
\$54,342 (Master's +45, Step 11)
August 21, 2008 |
| 9. | NAME:
ADDRESS:
COLLEGE, DEGREE:
ASSIGNMENT:
STATUS:
SALARY:
EFFECTIVE: | Muller, Ryan
Northampton
York College, B.S.
Broughal, Grade 6 Literacy Teacher
Long-term Substitute
\$39,389 (Bachelor's, Step 1)
August 21, 2008, and terminating at the end of the 2008-2009 school year, or upon the return of P. Silverthorn |
| 10. | NAME:
ADDRESS:
COLLEGE, DEGREE:
ASSIGNMENT:
EXPERIENCE:
STATUS:
SALARY:
EFFECTIVE: | Natriello, Nicholas F.
Bethlehem
DeSales University, B.S.
Lincoln, Grade 5 Teacher
1 year, Bethlehem
Temporary Professional Employee
\$39,689 (Bachelor's, Step 2)
August 21, 2008 |

9. *Nominations for Appointment***RECOMMENDATION:*****Instructional (continued)***

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| 11. | NAME:
ADDRESS:
COLLEGE, DEGREE:
ASSIGNMENT:
EXPERIENCE:
STATUS:
SALARY:
EFFECTIVE: | Pum, Brian J.
Bethlehem
Moravian College, B.A.
Freedom, Social Studies Teacher
1 year, Bethlehem
Long-term Substitute
\$39,689 (Bachelor's, Step 2)
August 21, 2008, and terminating at the end of the 2008-2009 school year, or upon the return of K. Sobrinski |
| 12. | NAME:
ADDRESS:
COLLEGE, DEGREE:

ASSIGNMENT:
EXPERIENCE:
STATUS:
SALARY:
EFFECTIVE: | Schoeneberger, Troy D.
Pen Argyl
Lock Haven University, B.A., B.S.
East Stroudsburg University, M.Ed.
Career Academy, Mathematics Teacher
10 years, Pennsylvania
Professional Employee
\$51,269 (Master's, Step 11)
August 21, 2008 |
| 13. | NAME:
ADDRESS:
COLLEGE, DEGREE:
ASSIGNMENT:
STATUS:
SALARY:
EFFECTIVE: | Swartz, Bradley S.
Temple
Moravian College, B.S.
Freedom, Mathematics Teacher
Long-term Substitute
\$39,389 (Bachelor's, Step 1)
August 21, 2008, and terminating at the end of the first semester of the 2008-2009 school year, or upon the return of M. Bullard |
| 14. | NAME:
ADDRESS:
COLLEGE, DEGREE:
ASSIGNMENT:
EXPERIENCE:
STATUS:
SALARY:
EFFECTIVE: | Weaver, Michelle
Bethlehem
DeSales University, B.A.
Nitschmann, Grade 8 English Teacher
6 years, Pennsylvania
Professional Employee
\$44,808 (Bachelor's +15, Step 7)
August 21, 2008 |

9. *Nominations for Appointment*

RECOMMENDATION:

Noninstructional

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|----|-------------|---------------------------|
| 1. | NAME: | Madison, Catherine |
| | ADDRESS: | Bethlehem |
| | ASSIGNMENT: | SPARK, Health Assistant |
| | SALARY: | \$13.18 per hour |
| | EFFECTIVE: | August 22, 2008 |

9. *Nominations for Appointment*

RECOMMENDATION:

Miscellaneous

The following salaries are for the 2007-2008 school year and will be adjusted for the 2008-2009 school year, consistent with Article XXVII of the Collective Bargaining Agreement between the Board of School Directors and the Bethlehem Education Association.

1. **Athletic Events**

Code: 62-3100-122-000-0000-00001

Concession Stand Managers

Zimmerman, Charlotte

Zimmerman, Robert

SALARY: \$17.08 per hour (Current Game Help Rate, but will change for the 2008-2009 school year)

Concession Stand Supervisors

Howey, Amy (Alternate)

West, Kenneth

Willever, David

SALARY: \$10.00 per hour

2. **Coaches**

Code: 29-3250-126-000-0900-00001

Freedom High School

Baseball

Head Coach	D'Amico, Nicholas	Continuing	\$5,678.00
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Assistant Coach (.5)	Palos, Michael	Continuing	1,845.50
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Assistant Coach	Todaro, Michael	Continuing	3,691.00
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Boys Basketball

Head Coach	Stellato, Joseph	Continuing	6,989.00
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Assistant Coach	Ortiz, Luis	Continuing	4,543.00
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Assistant Coach	Vajda, Jason	Continuing	4,543.00
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Girls Basketball

Head Coach	Calabrese, Gerald	Continuing	6,989.00
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Assistant Coach	Garza, Ronald	Continuing	4,543.00
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Assistant Coach	Matus, Richard	Continuing	4,543.00
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Assistant Coach	Medina, Jose	Continuing	4,543.00
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9. *Nominations for Appointment*

RECOMMENDATION:

Miscellaneous (continued)

2. **Coaches (continued)**

Code: 29-3250-126-000-0900-00001

Cheerleading

Head Coach	Zito, Alicia	Continuing	\$4,019.00
Assistant Coach	Anderson, Nicole	New	2,218.00
Assistant Coach	Vernon, Jeremy	Continuing	2,612.00

Cross Country

Head Coach	Jordan, Diane	Continuing	4,805.00
Assistant Coach	Dos Santos, Jose A.	Continuing	3,123.00

Field Hockey

Head Coach	Innarella, Charis	Continuing	5,678.00
Assistant Coach	Wetmore, Marilyn	Continuing	3,691.00

Football

Head Coach	Roeder, Jason	Continuing	8,736.00
Assistant Coach (.5)	Feltmann, Robert	Continuing	2,839.00
Assistant Coach (.5)	Haas, Brian	New	2,411.00
Assistant Coach (.5)	Haberl, Jeffrey	Continuing	2,839.00
Assistant Coach (.5)	Hornbacker, Timothy	Continuing	2,839.00
Assistant Coach	Laird, Geoffrey	Continuing	5,678.00
Assistant Coach (.5)	McGinty, Sean	Continuing	2,839.00
Assistant Coach (.5)	Owens, Arthur	Continuing	2,839.00
Assistant Coach (.5)	Quintana, James	Continuing	2,839.00
Assistant Coach	Reph, Benjamin	Continuing	5,678.00
Assistant Coach	Shimko, Todd	Continuing	5,678.00
Assistant Coach (.5)	Swartz, Bradley	New	2,411.00

Rifle

Head Coach	Hokenson, Eric	Continuing	4,019.00
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Boys Soccer

Head Coach	Sclama, William	Continuing	5,678.00
Assistant Coach (.5)	Peters, Karl	Continuing	1,845.50
Assistant Coach (.5)	Wasilick, Raymond M.	Continuing	1,845.50

Girls Soccer

Head Coach	Isaksson, Anders	Continuing	5,678.00
Assistant Coach (.5)	Halper, Jamie	Continuing	1,845.50
Assistant Coach	Peters, Karl	Continuing	3,691.00
Assistant Coach (.5)	Weychert, Robert	Continuing	1,845.50

9. *Nominations for Appointment*

RECOMMENDATION:

Miscellaneous (continued)

2. **Coaches (continued)**

Code: 29-3250-126-000-0900-00001

Girls Softball

Head Coach	Borzak, Michelle	Continuing	\$5,678.00
Assistant Coach (.5)	Burkhardt, Amanda	Continuing	1,845.50
Assistant Coach (.5)	Matuczinski, Stacy	Continuing	1,845.50
Assistant Coach	McGoff, Tara	Continuing	3,691.00

Swimming

Head Coach	Remaly, Kevin	Continuing	6,770.00
Assistant Coach	Glaser, Barbara	Continuing	4,401.00
Assistant Coach (.5)	Stahr, Barry	Continuing	2,200.50

Boys Tennis

Head Coach	Evans, Michael	Continuing	4,019.00
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Girls Tennis

Head Coach-Interim	Kohn, Karen	Continuing	4,019.00
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Track

Head Coach	Jordan, Diane	Continuing	6,770.00
Assistant Coach	Dos Santos, Jose	Continuing	4,401.00
Assistant Coach	Jones, Christopher	Continuing	4,401.00
Assistant Coach	Owens, Arthur	Continuing	4,401.00

Boys Volleyball

Head Coach	Yanek, John	Continuing	4,019.00
Assistant Coach	Kostic, Jarred	Continuing	2,612.00

Girls Volleyball

Head Coach	Yoo, Joseph	Continuing	4,019.00
Assistant Coach	Dando, Timothy	Continuing	2,612.00

Wrestling

Head Coach	McIntyre, Richard	New	5,934.00
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Liberty High School

Baseball

Head Coach	Pitsilos, Andrew	Continuing	5,678.00
Assistant Coach	Schaefer, Daniel	Continuing	3,691.00
Assistant Coach	Sule, Christopher	Continuing	3,691.00

9. *Nominations for Appointment*

RECOMMENDATION:

Miscellaneous (continued)

2. **Coaches (continued)**

Code: 29-3250-126-000-0900-00001

Boys Basketball

Assistant Coach (.5)	Bachman, Michael	Continuing	\$2,271.50
Assistant Coach	Kashner, Michael	Continuing	4,543.00
Assistant Coach (.5)	Shuler, Jeremy	Continuing	2,271.50
Assistant Coach (.5)	Venanzi, Michael	Continuing	2,271.50
Assistant Coach (.5)	Yasso, George	Continuing	2,271.50

Girls Basketball

Head Coach	Tone, John	Continuing	6,989.00
Assistant Coach	McDonald, Sherri	Continuing	4,543.00
Assistant Coach	Mikulski, Kelly	Continuing	4,543.00
Assistant Coach	Yencho, Amy	Continuing	4,543.00

Cheerleading

Head Coach	Barlok, Sara	Continuing	4,019.00
Assistant Coach	Crandall, Mika	Continuing	2,612.00
Assistant Coach	Wallaesa, Lynann	Continuing	2,612.00

Cross Country

Assistant Coach	Morgan, Angie	Continuing	3,691.00
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Field Hockey

Head Coach	Omdahl, Mary Kathryn	Continuing	5,678.00
Assistant Coach	Docalovich, Patricia	Continuing	3,691.00
Assistant Coach	Hursh, Katelin	Continuing	3,691.00

Football

Head Coach	Moncman, Timothy	Continuing	8,736.00
Assistant Coach	Denofa, William	Continuing	5,678.00
Assistant Coach (.5)	Donahue, Timothy	New	2,411.00
Assistant Coach	McClarín, Robert	Continuing	5,678.00
Assistant Coach (.5)	McNulty, Patrick	Continuing	2,839.00
Assistant Coach	Michael, Barry	Continuing	5,678.00
Assistant Coach	Senneca, Matthew	Continuing	5,678.00
Assistant Coach	Serratelli, James	Continuing	5,678.00
Assistant Coach (.5)	Shuler, Jeremy	Continuing	2,839.00
Assistant Coach (.5)	Yasso, George	Continuing	2,839.00

9. *Nominations for Appointment*

RECOMMENDATION:

Miscellaneous (continued)

2. **Coaches (continued)**

Code: 29-3250-126-000-0900-00001

Golf

Head Coach	Bradley, Steven	Continuing	\$4,019.00
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Rifle

Head Coach	Miller, Jody	Continuing	4,019.00
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Boys Soccer

Head Coach	Horvath, Jason	Continuing	5,678.00
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Assistant Coach	Sarkozy, Kalman	Continuing	3,691.00
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Girls Soccer

Head Coach	Horvath, Jason	Continuing	5,678.00
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Assistant Coach	Langmeyer, Alicia	Continuing	3,691.00
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Swimming

Head Coach	Foust, Reik	Continuing	6,770.00
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Assistant Coach	McClure, Sara	Continuing	4,401.00
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Assistant Coach (.5)	Stahr, Barry	Continuing	2,200.50
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Boys Tennis

Head Coach	Schnalzer, Leo	Continuing	4,019.00
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Girls Tennis

Head Coach	Schnalzer, Leo	Continuing	4,019.00
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Track

Head Coach	Bush, Kevin	Continuing	6,770.00
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Assistant Coach	D'Emilio, Christopher	Continuing	4,401.00
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Assistant Coach	Karwacki, Jeffrey	Continuing	4,401.00
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Assistant Coach	Spang, Joseph	Continuing	4,401.00
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Boys Volleyball

Head Coach	Ammary, Neiad	Continuing	4,019.00
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Girls Volleyball

Assistant Coach	Maioriello, Melissa	Continuing	2,612.00
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Wrestling

Head Coach	Karam, Joseph	Continuing	6,989.00
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Assistant Coach	Burzynski, Brian	Continuing	4,543.00
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Assistant Coach (.5)	Cabrera, Richard	Continuing	2,271.50
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Assistant Coach (.5)	Henning, Derron	Continuing	2,271.50
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Assistant Coach	McIntyre, Daniel	Continuing	4,543.00
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9. *Nominations for Appointment*

RECOMMENDATION:

Miscellaneous (continued)

2. **Coaches (continued)**

Code: 29-3250-126-000-0900-00001

Broughal Middle School

Boys Basketball

Head Coach	Altimare, James	Continuing	\$3,494.00
Assistant Coach	Hatch, Eric	Continuing	2,271.00

Girls Basketball

Head Coach	McDonald, Sherri	Continuing	3,494.00
Assistant Coach	McKellin, Janice	Continuing	2,271.00

Cheerleading

Head Coach	Snell, Sarah	Continuing	2,184.00
Assistant Coach	Watson, Tammy	Continuing	1,420.00

Cross Country

Head Coach	Chruscial, Brant	Continuing	2,184.00
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Field Hockey

Head Coach	Sakelarides, Erin	New	1,855.00
Assistant Coach	Moschak, Michelle	New	1,206.00

Football

Head Coach	Altimare, James	Continuing	3,494.00
Assistant Coach	Hatch, Eric	Continuing	2,271.00

Soccer

Head Coach	Altimare, James	Continuing	2,184.00
Assistant Coach	McKellin, Janice	Continuing	1,420.00

Softball

Head Coach	Chruscial, Brant	Continuing	2,184.00
Assistant Coach	Newhard, Heather	Continuing	1,420.00

Girls Volleyball

Head Coach	Riffert, Steven	Continuing	2,184.00
Assistant Coach	Check, Joanne	Continuing	1,420.00

Intramurals

Supervisor	Altimare, James		3,299.00
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9. *Nominations for Appointment*

RECOMMENDATION:

Miscellaneous (continued)

2. **Coaches (continued)**

Code: 29-3250-126-000-0900-00001

East Hills Middle School

Boys Basketball

Head Coach	John, George	Continuing	\$3,494.00
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Assistant Coach	Metz, Timothy	Continuing	2,271.00
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Girls Basketball

Head Coach	Keim, Janelle	Continuing	3,494.00
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Assistant Coach	Ferry, Shannon	Continuing	2,271.00
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Cheerleading

Head Coach	Stelmak, LeeAnn	Continuing	2,184.00
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Assistant Coach	Amato, Kristin	Continuing	1,420.00
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Cross Country

Head Coach	Ritter, Gregory	Continuing	2,184.00
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Field Hockey

Head Coach	Knowles, Jessica	Continuing	2,184.00
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Assistant Coach	Zehner, Amber	Continuing	1,420.00
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Football

Head Coach	Nawrocki, Matthew	Continuing	3,494.00
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Assistant Coach (.5)	Litsch, Erich	New	964.50
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Assistant Coach (.5)	Metz, Tim	Continuing	1,135.50
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Soccer

Head Coach	Pearson, Robert	Continuing	2,184.00
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Assistant Coach	Nawrocki, Matthew	Continuing	1,420.00
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Softball

Head Coach	Hokenson, Eric	Continuing	2,184.00
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Assistant Coach	Goldberg, Stefanie	Continuing	1,420.00
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Girls Volleyball

Head Coach	Ferry, Shannon	Continuing	2,184.00
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Assistant Coach	Kruk, Christine	Continuing	1,420.00
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Intramurals

Supervisor	Evans, Eric		3,299.00
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9. *Nominations for Appointment*

RECOMMENDATION:

Miscellaneous (continued)

2. **Coaches (continued)**

Code: 29-3250-126-000-0900-00001

Nitschmann Middle School

Boys Basketball

Head Coach	Wills, Jr., James	Continuing	\$3,494.00
Assistant Coach	Terry, Daniel	Continuing	2,271.00

Girls Basketball

Head Coach	Wertman, Courtney	Continuing	3,494.00
Assistant Coach	Rodenbach, Scott	Continuing	2,271.00

Cheerleading

Head Coach	DeStasio, Jennifer	New	1,855.00
Assistant Coach	Guerrieri, Tori	New	1,206.00

Cross Country

Head Coach	Shay, Erin	New	1,855.00
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Field Hockey

Head Coach	Hipp, Kelly	Continuing	2,184.00
Assistant Coach	Hartman, Shannon	Continuing	1,420.00

Football

Head Coach	Karb, John	Continuing	3,494.00
Assistant Coach (.5)	Villani, Michael	Continuing	1,135.50
Assistant Coach (.5)	Truby, John	Continuing	1,135.50

Soccer

Head Coach	Rodenbach, Scott	Continuing	2,184.00
Assistant Coach	Hartman, Shannon	Continuing	1,420.00

Softball

Head Coach	Thear, Tanya	Continuing	2,184.00
Assistant Coach	Getz, Julie	New	1,206.00

Girls Volleyball

Head Coach	Glueck, Larry	Continuing	2,184.00
Assistant Coach	Frankenfield, Andrea	Continuing	1,420.00

Intramurals

Supervisor	Muller, Laurie		3,299.00
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9. *Nominations for Appointment*

RECOMMENDATION:

Miscellaneous (continued)

2. **Coaches (continued)**

Code: 29-3250-126-000-0900-00001

Northeast Middle School

Boys Basketball

Head Coach	Landino, Richard	Continuing	\$3,494.00
Assistant Coach	Rodriguez, Ramon	Continuing	2,271.00

Girls Basketball

Head Coach	Fanger, Carl	Continuing	3,494.00
Assistant Coach	Maag, Christopher	Continuing	2,271.00

Cheerleading

Head Coach	Elekes, Jodey	Continuing	2,184.00
Assistant Coach	Wallace, Kelsey	Continuing	1,420.00

Field Hockey

Head Coach	Buchanan, Karen	Continuing	2,184.00
Assistant Coach	Brewster, Karen	Continuing	1,420.00

Football

Head Coach	Sisle, Stuart	Continuing	3,494.00
Assistant Coach	Gross, Jason	Continuing	2,271.00

Soccer

Head Coach	Fenner, LeRoy	Continuing	2,184.00
Assistant Coach	Buskirk, Michael	Continuing	1,420.00

Softball

Head Coach	Unger, Jamie	Continuing	2,184.00
Assistant Coach (.5)	Bowman, Catherine	Continuing	710.00
Assistant Coach (.5)	Shive, Linda	Continuing	710.00

Girls Volleyball

Head Coach	Shive, Linda	Continuing	2,184.00
Assistant Coach	Cieslak, Kathy	Continuing	1,420.00

Intramurals

Supervisor	Shive, Linda		3,299.00
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3. **Extracurricular Activity Advisors**

Code: 10-3210-131-300-2106-00001

Freedom High School

Treasurer	Madouse, Ronald		1,812.00
Director of Extracurricular Activities	Safranek, William (.5)		643.00
	Stellato, Joseph (.5)		643.00

9. *Nominations for Appointment*

RECOMMENDATION:

Miscellaneous (continued)

3. **Extracurricular Activity Advisors (continued)**

Code: 10-3210-131-300-2106-00001

Academic Organizations

Debate Team	Frederick, Linda (.5)	\$ 170.00
	Ziegler, George (.5)	170.00
DECA	Blozinsky, Brad (.5)	170.00
	Jordan, Diane (.5)	170.00
Environmental Awareness	Baltz, Eric	340.00
FBLA	Petrosky, Robert (.5)	170.00
	Smith, Guy (.5)	170.00
French Club	Stanley, Maryse	340.00
German Club	Solomon, Angela	340.00
G.R.E.E.N. Team	Sutliff-Brady, Kelly	340.00
Mathematics Team	Young, Jeffrey	2,184.00
National Honor Society	Roman, Dawn (.5)	170.00
	Wallaesa, John (.5)	170.00
Scholastic Scrimmage	Evans, Michael	2,184.00

Art and Literary Organizations

Anime Club	O'Connor, Kayla	340.00
Art Club	DiRenzo, Lori	340.00
Literary Magazine	Ackerman, Lauren	854.00
(Pen and Ink)	Dunstan, Michael	854.00
Newspaper	Reaman, Denise	2,778.00
(Freedom Forum)		
Yearbook	Dolak, Chad	2,574.00

Athletic Organizations

Ski Club	Jones, Christopher	318.00
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Miscellaneous Organizations

Amnesty International	Wallaesa, John	340.00
Astronomy Club	Safranek, William	340.00
Audio Visual Aides Club	Safranek, William	340.00
Bible Club	Sivick, Charles	340.00
Campus Shop	Blozinsky, Brad (.5)	170.00
	Jordan, Diane	170.00
Chess Club	Chabot, Sandra	340.00
Community Service	Seip, Diane	340.00
Advisory Board		

9. *Nominations for Appointment*

RECOMMENDATION:

Miscellaneous (continued)

3. **Extracurricular Activity Advisors (continued)**

Code: 10-3210-131-300-2106-00001

Cultural Awareness	Strockyj, Sonia	\$ 318.00
Network		
Dance Team	Fonseca, Sally	340.00
Drama Presentation (Fall)	Wescoe, Jennifer	1,650.00
Exploring Careers	Strockyj, Sonia	318.00
Fashion 4 Scholars Club	Fonseca, Sally	340.00
Garden Club	Laughlin, Paula	340.00
Gay/Straight Alliance	O'Connor, Kayla	318.00
Junior Class Advisors	Guerrera, Nicolette	750.00
	Pfizenmayer, Lisa	750.00
Latino Leadership Club	Bryant, Julianne	340.00
Musical Drama	Wescoe, Jennifer	1,650.00
Presentation (Spring)		
Planetarium Club	Safranek, William	340.00
Quilting Club	Egner, Marilyn	340.00
Republican Patriots Club	Tocci, Rick	340.00
S.A.D.D.	Lesoine, Mary Kate	307.00
Science Exploration Club	Frederick, Linda	340.00
Science Olympiad Team	Bothwell, Jamie	340.00
Senior Class Advisors	Sage, Laurie	959.00
	Wallaesa, John	959.00
Sophomore Class Advisors	Chabot, Sandra	560.00
	Marmaros, Anna	507.00
Spring Musical (Vocal)	Kincaid, Lucille	560.00
Spring Musical	Eick, Cristin	473.00
(Instrumental)		
Student Council	McAndrew, Carrie	959.00
Technical Theatre Crew	Wescoe, Jennifer	340.00
Musical Organizations		
Assistant Band Director	Eick, Cristin	3,338.00
Band Director/Color	Moran, Michael	6,422.00
Guard/Majorettes		
Handbell Choir	Hubbard, Michelle	340.00
Show Choir	Hubbard, Michelle	560.00
Stage Band	Moran, Michael	560.00
Vocal Group (Les Chanteurs)	Hubbard, Michelle	560.00

9. *Nominations for Appointment*

RECOMMENDATION:

Miscellaneous (continued)

4. **Intramural Help/Game Help**
(Current Intramural Rate is \$21.38/Current Game Help Rate is \$17.08, but both will change for the 2008-2009 school year.)
Code: 10-3210-123-000-2000-00001/ Code: 29-3250-127-000-0000-00001
All current and retired BASD employees, including coaches and substitutes.

Aldinger, Albert	McCallum, Mary
Baab, Benjamin	McNulty, Patrick
Brandt, Lisa	Matthews, Gary
Capuano, Leonard	Merring, Donna
Capuano, Matthew	Mikulski, Bernard
D'Amico, Christopher	Schlamp, Erica
Evans, Donald	Scott, Van A., Sr.
Fisher, Timothy	Seagreaves, Mark
Fiorentino, James	Shive, Jack
Gilbert, Karl	Surber, Mark
Jordan, Frank	Tavares, Joseph
Joseph, Douglas	Vasquez, Robert
Kocon, Bernard	Ziegenfus, Matthew
Matyus, Jeannette	
5. **Lead Support Technologist**
Kiersch, Jason
SALARY: \$2,000.00
6. **Saturday Detention Proctor**
Freedom High School
Code: 10-1100-121-200-7156-00002
Pfizenmayer, Lisa
SALARY: \$30.51 per hour, to be adjusted for the 2008-2009 school year
7. **Summer ASPIRE Helper**
Broughal Middle School
Villegas, Luis
SALARY: \$7.15 per hour

9. *Nominations for Appointment*

RECOMMENDATION:

Miscellaneous (continued)

8. **Summer Enrollment Services – Center for Language Assessment
Language Proficiency Testing
Haddad, Lydia
Lucrezi, Susan
SALARY: To be paid per diem rate, not to exceed 20 days combined**

9. **Summer Guidance
Buck, Randy
Hirner, Tracey
SALARY: To be paid per diem rate, not to exceed 7 days**

10. **Summer School
James Buchanan Elementary School
Butt, Julie Hilton, Jennifer
D’Emilio, Mary Ann Ziegler, Jenna**

***Nitschmann Middle School*
Wohlbach, Herman
SALARY: \$30.51 per hour**

11. **Transportation – Part-time Bus Drivers
Alpha, Joel Gaal, Carol
Baez, Nilda Mentzer, Tanya
Ford, John D. Transue, Edward
SALARY: \$15.33 per hour**

9. *Nominations for Appointment*

RECOMMENDATION:

Substitutes

Instructional

Kocon, Megan A.
Bethlehem

Lauray, Kelly Y.
Nazareth

Mahon, Sean M.
Bethlehem

9. *Nominations for Appointment*

RECOMMENDATION:

Substitutes

Noninstructional

Seitz, Pamela
Bethlehem

Steiner, Robert
Bethlehem

10. Reassignments**RECOMMENDATION:*****Instructional***

1. NAME: **Kitchell, Barbara A.**
ASSIGNMENT: Freedom, Mathematics Teacher
FROM: Long-term Substitute
TO: Temporary Professional Employee
SALARY: \$41,187 (Bachelor's +15, Step 2)
REASON: Successful Candidate
EFFECTIVE: August 21, 2008
2. NAME: **Lutz, Suzanne E.**
FROM: Miller Heights, (.5) Instructional Support Teacher
TO: Miller Heights, (.5) Instructional Support Teacher/District-wide, (.5) English as a Second Language Teacher
STATUS: Professional Employee
SALARY: \$51,269 (Master's, Step 11)
REASON: Successful Candidate
EFFECTIVE: August 21, 2008
3. NAME: **Raynor, Tracy**
FROM: Fountain Hill, (.5) English as a Second Language Teacher
TO: Fountain Hill, 1.0 English as a Second Language Teacher
STATUS: Temporary Professional Employee
SALARY: \$39,689 (Bachelor's, Step 2)
REASON: Successful Candidate
EFFECTIVE: August 21, 2008
4. NAME: **Vogler, Amy**
FROM: Spring Garden, (.5) Kindergarten Teacher
TO: Spring Garden, (.5)/James Buchanan, (.5) Kindergarten Teacher
STATUS: Professional Employee
SALARY: \$49,718 (Master's +15, Step 9)
REASON: Successful Candidate
EFFECTIVE: August 21, 2008

10. Reassignments**RECOMMENDATION:*****Noninstructional***

1. NAME: **Michael, Erin**
 FROM: Liberty, Assistant Athletic Director, (.5) Winter
 TO: Liberty, Assistant Athletic Director, (.5) Fall/(.5) Winter

 SALARY: \$1,373.50, Fall/\$1,831.50, Winter (Noninstructional Meet and Discuss, Category N, Step 2, to be adjusted upon completion of Noninstructional Meet and Discuss Agreement)

 REASON: Successful Candidate
 EFFECTIVE: 2008-2009 school year

2. NAME: **Tone, John**
 FROM: Liberty, Assistant Athletic Director, 1.0 Spring
 TO: Liberty, Assistant Athletic Director, (.5) Fall/(.5) Spring

 SALARY: \$1,632.00, Fall/\$1,632.00, Spring (Noninstructional Meet and Discuss, Category N, Step 10, to be adjusted upon completion of Noninstructional Meet and Discuss Agreement)

 REASON: Successful Candidate
 EFFECTIVE: 2008-2009 school year

3. NAME: **Senneca, Matthew**
 FROM: Liberty, Assistant Athletic Director, (.5) Winter
 TO: Liberty, Assistant Athletic Director, (.5) Winter/(.5) Spring

 SALARY: \$1,831.50, Winter/\$1,373.50, Spring (Noninstructional Meet and Discuss, Category N, Step 2, to be adjusted upon completion of Noninstructional Meet and Discuss Agreement)

 REASON: Successful Candidate
 EFFECTIVE: 2008-2009 school year

11. *Authorization to Add School Resource Officer at Liberty High School***INFORMATION:**

The City of Bethlehem Police Department jointly with the Bethlehem Area School District submitted a grant application that was approved and will now provide funding for an additional school resource officer (SRO) at Liberty High School, commencing with the 2008-2009 school year. The second officer is being recommended because of the size of the student enrollment at that campus. The project title for the grant is Liberty High School SRO and therefore assumes exclusive assignment at Liberty High School.

The Pennsylvania Commission on Crime and Delinquency (PCCD) will provide funding for this officer. The grant will pay 75 percent of the salary and benefits for the 2008-2009 school year, and be reduced by 25 percent for the next two years until the compensation will no longer be subsidized by the grant. The City has agreed to pay 100 percent of the benefits and have the grant cover 100 percent of the salary for year one. In the ensuing years, a prorated formula of 10 months (Bethlehem Area School District) and 2 months (City) will be applied to the 25 percent of the local commitment.

RECOMMENDATION:

That the Board of School Directors authorizes the placement of a City of Bethlehem School Resource Officer (SRO) at Liberty High School during the three years commencing with the 2008-2009 school year. It is further agreed that the Board of School Directors will commit to fund this SRO commencing with the 2008-2009 school year for the remainder of the approved Pennsylvania Commission on Crime and Delinquency (PCCD) grant for the 10 months when Liberty High School is scheduled for classes. The percentage of school district provided funds for this SRO will not exceed 50 percent for the 2009-2010 school year, and 75 percent for the 2010-2011 school year of the non-grant dollars.

12. *Revisions to Board Policy Number 006 – Local Board Procedures – First Reading*

INFORMATION:

A board request was made to the administration that they would like to discuss with the board a possibility of changing the Regular Board Meeting agenda order, and making changes to the Board Committee Meetings. This request was brought to the board at the July 21, 2008, Board Human Resources Committee Meeting, and it was agreed to revise Board Policy 006 – Local Board Procedures and have three readings prior to approval.

Board Policy Number 006 – Local Board Procedures is attached with bolded changes to Page 5 of Order of Business and Page 11 of Committee Meetings.

The second reading of Board Policy Number 006 will occur at the August 11, 2008, Special Board Meeting, and the third reading will occur at the August 18, 2008, Regular Board Meeting.

BETHLEHEM AREA SCHOOL DISTRICT

First Reading – July 28, 2008
Second Reading –
Third Reading -

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: November 15, 2004

REVISED:

65 P.S. 701 et seq	006. MEETINGS Section 1. <u>Parliamentary Authority</u> Cushing's Manual, Robert's Rules of Order or other approved manuals shall be the authority on all questions of parliamentary law not covered by the bylaws of the Board: a. The President may speak on all points of order in preference to other members of the Board and shall decide questions of order, subject to an appeal to the Board by any two (2) members. b. A motion must be seconded and, when required, repeated by the President or read aloud before it is debated; every motion must be reduced to writing if the President or any member of the Board shall so require. c. Any member who has made a motion shall have liberty to withdraw it with the consent of the seconder. d. The consideration of any question may be postponed to a fixed time or the question may be suppressed altogether by an indefinite postponement. e. A motion once voted down shall not be renewed at the same meeting without the consent of the number of members required for adoption. f. An amendment may be moved on any motion and shall be decided before the original motion; but not more than one (1) amendment to an amendment shall be entertained. g. If a motion under debate is composed of two (2) or more parts, which are so far independent of each other as to be susceptible of division into several questions, any two (2) members may have it divided and a vote taken on each part.
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SC 508	h. When any item for discussion is properly brought before the Board, consideration of the same shall not be interrupted except by motion for adjournment, for tabling, for the previous question, for postponement, for commitment or for amendment. i. A motion for adjournment shall always be in order and shall be decided without debate except that it cannot be entertained without unanimous consent when the Board is voting on another question. j. The question cannot be moved by less than a majority of the members present, and when thus called, all debates shall be precluded. The call for the previous questions shall not cut off any pending amendment, but the vote shall be taken without debate on the amendments in their order and finally on the question. k. A motion for postponement shall preclude commitment, and motion for commitment shall preclude amendment or decision on the original subject. l. A motion for reconsideration shall be entertained when made and seconded by members who were in the majority on the vote on the original question. m. If the previous question is decided in the negative, the effect shall be to arrest the discussion and produce indefinite postponement. n. No member shall be interrupted when speaking unless they are out of order, or for purposes of correcting mistakes and misrepresentations. o. No member in the course of debate shall be allowed to indulge in personal reflections. p. If any member acts in any respect in a disorderly manner, it shall be the privilege of any member and the duty of the President to call that member to order. q. If any member shall consider themselves aggrieved by a decision of the chair, it shall be their privilege to appeal to the Board and a vote on such appeal shall be taken without debate. r. When the taking of a vote has commenced, no further remarks or debates shall be permitted, unless some evident mistake has been made, in which case the mistake shall be rectified and the taking of the vote shall then be continued. A majority vote of those members present and voting shall prevail, except in those subjects enumerated in law requiring a majority of all members of the Board.
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	s. Any two (2) members may require the recording of the yeas and nays on any subject or question, irrespective of whether the subject matter under discussion be such as shall require the recording of the yeas and nays under the provisions of the School Code. t. The first person recognized by the President as desiring to speak shall have the right to the floor. u. To allow ample time for full consideration before Board meetings, any new proposals by Board members at meetings shall be laid on the table or deferred until the next regular or special meeting unless it is clearly shown that immediate action on the proposal is essential.
SC 422	Section 2. <u>Quorum</u> A quorum shall be five (5) Board members present at a meeting. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.
SC 405, 426, 427, 428	Section 3. <u>Presiding Officer</u> The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.
65 P.S. 703, 709	Section 4. <u>Notice</u> Notice of all open public Board meetings, including committee meetings and discussion sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board.
65 P.S. 703, 709	a. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the fiscal year at least three (3) days prior to the time of the first regular meeting.
65 P.S. 703, 709	b. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.

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

The agenda for the regular meeting is hand-delivered to Board members, BEA officials (3), custodial/maintenance personnel (1), teacher aides (1), cafeteria personnel (1), and the press on the Friday preceding the Board meeting. Copies are also distributed to key administrative personnel and to each elementary and secondary school faculty room prior to the meeting.

b. **Order Of Business**

The order of business for regular meetings shall be as follows, unless altered by the President or a majority of those present and voting:

1. Roll Call
2. Pledge of Allegiance
3. Silent Meditation
4. **Instructional Report or Student Recognition**
5. **Courtesy of Floor to Visitors**
6. **Approval of Minutes**
7. **Approval of Committee Minutes**
8. **Financial Report/Payment of Bills**
9. **President's Communication/Special Meetings**
10. **Superintendent's Report/Federal Program Update**
11. Recommendations of Administration
12. **Reports of Committees and Student Representatives.**
13. **Unfinished Business**
14. **New and Miscellaneous Business**
15. **Courtesy of the Floor to Visitors**
16. **Adjournment**

65 P.S. 701 et seq SC 426	Section 6. <u>Special Meetings</u> Special meetings shall be public and may be called for special or general purposes. The President may call a special meeting at any time. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members. No business shall be transacted at any special meetings except that named in the call sent to the members for such special meetings; provided, that special meetings may be called for general purposes. All special meetings of the Board shall be held in the auditorium at the East Hills Middle School, 2005 Chester Road, Bethlehem, Pennsylvania, or at such other place or places as the Board may determine. Unless a special meeting is called for a specific purpose, the following shall be the order of business: a. Roll Call. b. Pledge of Allegiance. c. Silent Meditation. d. Special Meeting. e. Federal Programs Update. f. President's Communications. g. Superintendent's Report. h. Instructional Report. i. Reports of Committees/Officers. j. Approval of Minutes. k. Recommendations of the Administration. l. New and Miscellaneous Business. m. Courtesy of Floor to Visitors.
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	n. Adjournment.
Pol. 903 65 P.S. 701 et seq	Section 7. <u>Hearing Of The Public</u> A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures. Section 8. <u>Voting</u> All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures. All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member.
SC 324	a. The following actions require the unanimous consent of all the remaining members of the Board: 1. Appoint as attorney or solicitor for the Board a school director who has served for two (2) consecutive terms of six (6) years each after resigning office. 2. Appoint as Secretary to the Board of a district of the second class a school director who has resigned his/her office. b. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:
SC 609	1. Transfer of budgeted funds.
SC 687	2. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.
SC 634	3. Incur a temporary debt or borrow money upon such obligation.
SC 687	4. Incur a temporary debt to meet an emergency or catastrophe.
SC 324	5. Elect to a teaching position a person who has served as a Board member and who has resigned.
SC 707	6. Convey land or buildings to the municipality co-terminus with the school district.

SC 803	7. Adopt or change textbooks without the recommendation of the Superintendent.
SC 1129	8. Dismiss, after a hearing, a tenured professional employee.
SC 671	9. Fix the fiscal year to begin on the first day of January.
SC 508	c. The following actions require the recorded affirmative votes of a majority of the full number of Board members:
	1. Fixing the length of school term.
Pol. 108	2. Adopting textbooks recommended by the Superintendent.
SC 1071, 1076	3. Appointing the district Superintendent and Assistant Superintendent(s).
	4. Appointing teachers and principals.
Pol. 604	5. Adopting the annual budget.
Pol. 005, 606	6. Appointing tax collectors and other appointees.
Pol. 605	7. Levying and assessing taxes.
	8. Purchasing, selling, or condemning land.
	9. Locating new buildings or changing the location of old ones.
Pol. 107	10. Adopting planned instruction.
	11. Establishing additional schools or departments.
SC 621	12. Designating depositories for school funds.
	13. Expending district funds.
Pol. 610	14. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to \$10,000 bid requirements).
	15. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.

SC 224	16. Combining or reorganizing into a larger school district.
	17. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.
SC 514, 1080	18. Dismissing, after a hearing, a nontenured employee.
SC 212	19. Adopting a corporate seal for the district.
SC 702	20. Determining the location and amount of any real estate required by the school district for school purposes.
SC 708	21. Vacating and abandoning property to which the Board has title.
SC 1503	22. Determining the holidays, other than those provided by statute, to be observed by special exercises and those on which the schools shall be closed for the whole day.
Pol. 004	23. Removing a school director.
Pol. 004	24. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.
Pol. 005	25. Removing an officer of the Board.
Pol. 005	26. Removing an appointee of the Board.
Pol. 003	27. Adopting, amending or repealing Board policy or procedure.
	Section 9. <u>Minutes</u>
65 P.S. 706 SC 518	The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings and Board committee meetings. Said minutes shall be comprehensible and complete and shall show: a. The date, place, and time of the meeting. b. The names of Board members present. c. The presiding officer. d. The substance of all official actions. e. Actions taken.

65 P.S. 705	f. Recorded votes and a record by individual members of all roll call votes taken. g. The names of all citizens who appeared officially and the subject of their testimony.
SC 433	The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting prior to the next regular meeting. The minutes of Board meetings shall be approved within two (2) months and signed by the Board Secretary. All Board meetings are tape-recorded and the tapes are kept for two (2) years. The tapes are transcribed by the Board Secretary and reduced to minute form. Twenty (20) copies of the minutes are run and are distributed to Board members, the solicitor, the Superintendent, and other key administrative personnel. A copy of the permanent Minute Book is kept on file in the Office of the Board Secretary.
Pol. 006 65 P.S. 703, 709	Section 10. <u>Adjournment</u> The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place, upon the majority vote of those present. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided in Board policy.
65 P.S. 707, 708	Section 11. <u>Executive Session</u> The Board may hold an executive session, which is not an open meeting, before, during, at the conclusion of an open meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session. The Board may discuss the following matters in executive session: a. Employment issues. b. Labor relations. c. Purchase or lease of real estate. d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.

65 P.S. 701 et seq	e. Matters that must be conducted in private to protect a lawful privilege or confidentiality. Official actions based on discussions held in executive session shall be taken at a public meeting. Section 12. <u>Work Sessions</u> The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made. A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by Board members. Public notice of the meeting shall be made in accordance with Pol. 006, 4.b.
65 P.S. 703, 709	The Board Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of Board procedures.
65 P.S. 703, 709	Section 13. <u>Committee Meetings</u>
65 P.S. 703, 709	1. Each committee will meet a minimum of one evening a month to discuss specific issues and major initiatives in its respective area. The responsible cabinet member for each individual committee will serve as the district's liaison and will generate the agenda with dialog with the board chairperson prior to the meeting. The board chairperson will facilitate the meeting.
65 P.S. 701 et seq	2. Minutes of each committee meeting will be prepared by the cabinet member working with the respective committee and distribute to the entire board prior to the regular board meeting. Board members who cannot attend the meeting can submit verbal or written questions to be answered and recorded on the committee minutes.
	3. The intent of these committee meetings is to full discuss issues, formulate policy, and develop recommended proposals for action by the full board. Committee meetings will be open to all board members if they wish to participate in the discussions. However, prior to an issue being submitted to the administration for inclusion on a regular board agenda, the board members in attendance will vote as to whether they endorse the item or not.

13. *Appointment of Third-Party Administrator for the 403 (b) Plan***INFORMATION:**

The Internal Revenue Service (IRS) adopted new regulations regarding 403 (b) retirement plans that become effective January 1, 2009. The new regulations require the development of a Plan Document, an approved provider list, and other items. Improper implementation of the new regulations may have severe tax consequences on current and former employees.

In an effort to obtain proper guidance for implementation, Colonial Intermediate Unit 20 and Carbon-Lehigh Intermediate Unit 21 local education agencies created a joint purchasing committee for the purpose of obtaining proposals for the 403 (b) third-party administration services. The committee reviewed the presentations and proposals and is recommending the proposal submitted by TSA Consulting Group, Inc.

RECOMMENDATION:

That the Board of School Directors agrees to contract with TSA Consulting Group, Inc., 15 Yacht Club Drive NE, Fort Walton Beach, Florida, 32548, for third-party administration services for 403 (b) compliance based on the terms provided in their May 29, 2008, proposal submitted to the Carbon-Lehigh Intermediate Unit 21 and Colonial Intermediate Unit 20 consortium. Fees for this service include \$150 for Plan document consultation, \$800 per year for Plan monitoring, and a \$2 per month per contributing participant employee fee.

14. *Bid Award – Bids Opened July 9, 2008 – Printing of School District Calendar*

INFORMATION:

Bids were received and publicly opened at noon Wednesday, July 9, 2008, for:

Printing of School District Calendar

The bids have been tabulated and reviewed by the appropriate administrative and supervisory personnel. The recommendation of award is based upon the lowest responsible bidder meeting specifications. (The Tabulation of Bids is attached.)

RECOMMENDATION:

That the administration be authorized to award a contract to the lowest responsible bidder meeting specifications as indicated on the attached Tabulation of Bids subject to proper execution of contract documents and performance bond as required in the bid specifications.

Printing of School District Calendar

Courier Printing Corporation
24 Laurel Bank Avenue
Deposit, New York 13754

approximately \$10,724 (base bid)

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

Bid Opening: July 9, 2008

July 28, 2008

**TABULATION OF BIDS
FOR
PRINTING OF SCHOOL DISTRICT CALENDAR**

Qty.	Options	Advanced Communications				Chernay Printing			
		Base Bid Price	Added Charge per Lot of 500	Added Charge per Four Pages	Reduced Charge per Four Pages	Base Bid Price	Added Charge per Lot of 500	Added Charge per Four Pages	Reduced Charge per Four Pages
17,000	(A) - 9 x 12 70# dull coated 2 color	\$ 14,210.43	\$ 435.83	\$ 1,236.77	\$ (839.92)	\$ 11,960.32	\$ 326.39	\$ 1,043.69	\$ (733.42)
17,000	(B) - 9 x 12 70# opaque 2 color	14,995.37	449.83	1,317.96	(876.38)	12,130.65	250.74	898.14	(818.83)
17,000	(C) - 8 1/2 x 11 70# opaque 1 color	13,159.87	410.73	1,141.70	(756.09)	10,736.93	256.44	830.14	(640.25)
17,000	(D) - 8 1/2 x 11 70# dull coated 1 color	12,898.85	392.07	1,159.38	(751.65)	10,995.28	309.65	872.65	(683.03)
17,000	(E) - 8 1/2 x 11 70# dull coated 2 color	13,560.41	399.82	1,256.66	(766.30)	11,452.78	309.65	988.15	(683.03)
17,000	(F) - 8 1/2 x 11 70# opaque 2 color	13,872.08	417.37	1,172.81	(782.66)	11,194.43	256.44	921.64	(640.25)
Job completion time required		7 to 10 days following proof approval				NOT STATED			

**TABULATION OF BIDS
FOR
PRINTING OF SCHOOL DISTRICT CALENDAR**

		Courier Printing Corporation				GraphiColor Corporation			
Qty.	Options	Base Bid Price	Added Charge per Lot of 500	Added Charge per Four Pages	Reduced Charge per Four Pages	Base Bid Price	Added Charge per Lot of 500	Added Charge per Four Pages	Reduced Charge per Four Pages
17,000	(A) - 9 x 12 70# dull coated 2 color	\$ 10,724.00	\$ 201.00	\$ 870.00	\$ (609.00)	\$ 14,960.00	\$ 595.00	\$ 1,590.00	\$ (1,085.00)
17,000	(B) - 9 x 12 70# opaque 2 color	10,724.00	201.00	870.00	(609.00)	14,180.00	365.00	1,485.00	(970.00)
17,000	(C) - 8 1/2 x 11 70# opaque 1 color	8,270.00	153.00	629.00	(436.00)	12,450.00	325.00	1,460.00	(860.00)
17,000	(D) - 8 1/2 x 11 70# dull coated 1 color	8,270.00	153.00	629.00	(436.00)	13,135.00	350.00	1,495.00	(980.00)
17,000	(E) - 8 1/2 x 11 70# dull coated 2 color	9,571.00	178.00	784.00	(526.00)	13,875.00	360.00	1,500.00	(995.00)
17,000	(F) - 8 1/2 x 11 70# opaque 2 color	9,571.00	178.00	784.00	(526.00)	13,325.00	330.00	1,480.00	(890.00)
Job completion time required		7 to 10 days				7 to 10 days			

**TABULATION OF BIDS
FOR
PRINTING OF SCHOOL DISTRICT CALENDAR**

Qty.	Options	Base Bid Price	Tiger Printing Group		
			Added Charge per Lot of 500	Added Charge per Four Pages	Reduced Charge per Four Pages
17,000	(A) - 9 x 12 70# dull coated 2 color	\$ 12,998.00	\$ 240.00	\$ 1,320.00	\$ (460.00)
17,000	(B) - 9 x 12 70# opaque 2 color	12,378.00	266.00	1,312.00	(452.00)
17,000	(C) - 8 1/2 x 11 70# opaque 1 color	11,896.00	239.00	1,010.00	(320.00)
17,000	(D) - 8 1/2 x 11 70# dull coated 1 color	12,398.00	259.00	1,195.00	(342.00)
17,000	(E) - 8 1/2 x 11 70# dull coated 2 color	12,654.00	279.00	1,294.00	(368.00)
17,000	(F) - 8 1/2 x 11 70# opaque 2 color	12,400.00	260.00	1,200.00	(342.00)
Job completion time required			10 to 12 business days		

BID AWARD

26 specifications mailed
5 bids received

15. *Change in Mileage Reimbursement*

INFORMATION:

The Bethlehem Area School District adjusts the mileage reimbursement rate in accordance with contractual provisions and board policy for employees who use their personal vehicles in the course of their employment. Currently, the school district reimburses \$.485 per mile, and the maximum rate for mileage reimbursement as per the Internal Revenue Service (IRS) has been increased to \$.585 per mile.

The school district will adjust the mileage reimbursement September 1 to equal the IRS rate.

RECOMMENDATION:

That the per mile reimbursement rate be increased to \$.585 as of September 1, 2008, for required employment travel by district employees using their personal vehicles.

16. *Quotations for the \$5,800 - \$15,200 Cost Category***INFORMATION:**

Quotations were solicited for:

Motor Replacement for Air Conditioning Unit – Northeast Middle School

The lowest responsible quotation was Dual Temp, 2050 South 12th Street, Allentown, Pennsylvania 18103 at a cost not to exceed \$5,950.

The following vendors also submitted quotes:

Albarell Electric Incorporated	\$ 7,800
Johnson Controls	11,800

Budget Information:

Account Number:	10-2600-762-055-0658-00001
Budgeted:	\$25,000
Expended:	0.00
Available:	25,000

17. *Resignation of Treasurer for the Bethlehem Area School District*

INFORMATION:

Kathleen E. McCann is resigning as Treasurer of the Bethlehem Area School District, effective August 1, 2008.

RECOMMENDATION:

That the Board of School Directors accepts the resignation of Kathleen E. McCann as Treasurer of the Bethlehem Area School, effective August 1, 2008.

18. *Election of Interim Board Treasurer for the Bethlehem Area School District*

INFORMATION:

Due to the resignation of the current treasurer, Kathleen E. McCann, a replacement treasurer must be elected to fill the remainder of the one-year term.

RECOMMENDATION:

- a. That Anne M. Morton be elected interim board treasurer.
- b. That the board treasurer be bonded in the amount of \$1,000,000.

19. *Treasurer's Report*

RECOMMENDATION:

That the Board of School Directors approves the Treasurer's Report dated June 30, 2008.

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

REPORT OF THE TREASURER
June 1 through June 30, 2008

BEGINNING CASH AND INVESTMENT BALANCE

Wachovia Bank - Cash Management	8,090,680.32
Bank of America - General Account	200,054.34
Pennsylvania School District Liquid Asset Fund	519,710.17
Wachovia - Worker's Comp Trust Fund	640,882.00
Pennsylvania Local Government Investment Trust	76,584.80
Pennsylvania State Treasurer Invest Program	1,938.55
Wachovia Money Market	54,626.17
Bank of America Money Market	2,743.40
Commerce Bank Money Market	1,117.98
Sovereign Bank Money Market	28,615.35
PLGIT - Term Investments	10,000,000.00
PSDLAF - Term Investments	-
Sovereign Bank - Scholarship Fund	45,971.98
Arthurs Lestrangle Cash Management - 2007 Bond Fund	2,607,253.68
Arthurs Lestrangle Cash Management - 2007A Bond Fund	33,377,355.06

<u>TOTAL CASH AND INVESTMENT BALANCE</u>	\$	55,647,533.80
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RECEIPTS

Local Sources	2,226,477.35
State Sources	3,051,352.83
Federal Sources	1,160,807.84
Other Financing Sources	0.00

	\$	<u>6,438,638.02</u>
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<u>TOTAL FUNDS AVAILABLE</u>	\$	<u><u>62,086,171.82</u></u>
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DISBURSEMENTS

Monthly Bills Paid	10,521,459.29
Payroll	10,657,256.85
Debt Service	1,022,528.48

	\$	22,201,244.62
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ENDING CASH AND INVESTMENT BALANCE

Wachovia Bank - Cash Management	2,106,373.23
Bank of America - General Account	200,540.56
Pennsylvania School District Liquid Asset Fund	1,122,242.68
Wachovia - Worker's Comp Trust Fund	641,786.74
Pennsylvania Local Government Investment Trust	76,721.84
Pennsylvania State Treasurer Invest Program	130,884.81
Wachovia Money Market	54,653.94
Bank of America Money Market	2,076,315.25
Commerce Bank Money Market	1,119.92
Sovereign Bank Money Market	28,665.08
PLGIT - Term Investments	
PSDLAF - Term Investments	
Sovereign Bank - Scholarship Fund	45,971.98
KNBT Bank - Scholarship Fund	112,000.00
Arthurs Lestrangle Cash Management - 2007 Bond Fund	9,159.90
Arthurs Lestrangle Cash Management - 2007A Bond Fund	33,278,491.27

<u>TOTAL CASH AND INVESTMENT BALANCE</u>	\$	<u>39,884,927.20</u>
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<u>TOTAL FUNDS AVAILABLE</u>	\$	<u>62,086,171.82</u>
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Interest Earnings For The Period	\$	22,533.85
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Respectfully Submitted,

Kathleen E. McCann
Treasurer

20. *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.