



## Board of Trustees

April 18, 2023

7:00PM

### Agenda

1. Review of Agenda
2. Review of Minutes
  - 3/21/23 Minutes (motion)
3. Public Input
4. CEO Office
  - CEO Report
  - Threat Assessment Policy (motion)
  - Scholarship Criteria (motion)
5. Principals' Offices
  - Secondary School Report
  - Elementary School Report
6. Human Resources
  - HR Report
  - Hires/Appointments (motion)
  - Resignations/Terminations (motion)
  - Sick Leave Procedure (motion)
  - Protections for Pregnant and Nursing Workers Policy (1<sup>st</sup> reading)
7. Business Office
  - April Business Report
  - March Financial Report
  - March Payment List (motion)
  - Assigned Funds- Scholarships & Awards (motion)
  - All City Management Services Inc. Contract (motion)
  - Barbacane Thornton & Co. Engagement (motion)
8. New Business
9. Adjourn (motion)

**Roberto Clemente Charter School  
Board of Trustees Meeting Minutes  
March 21, 2023**

**Attendees:** John Bassler, Dr. Lynn Columba, Dr. Kathy Dolgos, Agustín García, Raymond Lahoud, Esq., Alex Rolón, Jill Sperandio

**RCCS Staff:** Charles Boger, Taren Kobyra, Alyssa Mace, Krista Maugele, Arkadiusz Kadzielawski, Michael Rodríguez, Cory Snyder, Brendon Zapata

**EXECUTIVE SESSIONS:**

The Board entered executive session at 6:03 PM to discuss personnel and student discipline issues. The Board left the executive session at 7:04 PM.

On 3/24/2023, The Board entered executive session at 4:00 PM to discuss real estate issues. The Board left executive session at 4:55 PM.

Dr. Columba called the meeting to order at 7:00 PM.

**MINUTES:**

The minutes of the February 2023 BoT meeting were reviewed. A motion to approve the February minutes was made by Mr. García and seconded by Mr. Bassler. The motion carried unanimously.

**PUBLIC COMMENT:**

No public input.

**CEO's REPORT:**

Mrs. Mace presented the CEO's Report.

A motion to approve the Independent Educational Evaluations Policy was made by Mr. Lahoud and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve the Transition from Preschool Early Intervention Programs to Charter School Kindergarten Programs Policy, with a few clarifications, was made by Mr. García and seconded by Mr. Bassler. The motion carried unanimously.

A motion to approve the 2023-2024 K-12 Master Calendar was made by Mr. Lahoud and seconded by Dr. Dolgos. The motion carried unanimously.

The Threat Assessment Policy was presented to the Board for its first reading. Further actions will be taken at the April BoT meeting.

**PRINCIPALS' REPORTS:**

Mr. Snyder and Ms. Kobyra presented their respective elementary and secondary school reports.

**HUMAN RESOURCES REPORT:**

Mr. Rodríguez submitted the Human Resources Report.

A motion to approve the new hires as submitted in the HR Report was made by Mr. García and seconded by Mr. Lahoud. The motion carried unanimously.

A motion to approve the Resignations/Terminations as submitted in the HR Report was made by Mr. Lahoud and seconded by Dr. Dolgos. The motion carried unanimously.

A motion to approve employment status changes as submitted in the HR Report was made by Mr. García and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve the Communicable Disease Policy was made by Mr. Lahoud and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve the Infectious Disease Control Procedure was made by Mr. Bassler and seconded by Dr. Dolgos. The motion carried unanimously.

A motion to approve the Non-Fraternization Policy, with corrections, was made by Mr. Lahoud and seconded by Dr. Sperandio. The motion carried unanimously.

**BUSINESS & FINANCIAL REPORTS:**

The Business Report for the month of March was presented by Mr. Boger. The February 2023 Financial Reports and the February 2023 payment list were presented by Mr. Boger for discussion.

A motion to approve the February 2023 payment list was made by Mr. Bassler and seconded by Mr. García. The motion carried unanimously.

A motion to approve submitting the 2023-2024 Fresh Fruit & Vegetable Grant application was made by Mr. Bassler and seconded by Mr. Lahoud. The motion carried unanimously.

A motion to approve the 2022-2023 ARP Retention Award Schedule was made by Mr. García and seconded by Mr. Lahoud. The motion carried unanimously.

A motion to approve the Carbon Lehigh Intermediate Unit#21 Inter Entity Agreement for Special Education Services was made by Mr. Bassler and seconded by Mr. Rolón. The motion carried unanimously.

A motion to approve the Pennsylvania State University Dual Enrollment Services Agreement was made by Mr. Lahoud and seconded by Mr. García. The motion carried unanimously.

**NEW BUSINESS:**

The RCCS BoT invites any parent to consider applying to become a Board member.

There being no further business, Mr. Rolón moved to adjourn the meeting, seconded by Mr. Bassler. The motion carried unanimously.

The RCCS Board meeting was adjourned at 8:30 PM.

**The next regular BoT meeting will be at the RCCS Administration Building on April 18, 2023, at 7:00 PM.**

\_\_\_\_\_  
Dr. Lynn Columba, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mr. Alexander Rolón, Secretary

\_\_\_\_\_  
Date



## CEO Report

Tuesday, April 18, 2023

Mrs. Alyssa Mace

### 1. Policies

- Threat Assessment (motion)
  - Act 44 requires all Pennsylvania schools to create and operate a threat assessment team. This policy outlines the general roles and responsibilities of the team.

### 2. Scholarship Criteria (motion)

- The following scholarships were discussed in the Education Committee on April 10, 2023 and in the Finance Committee on April 14, 2023.
  - Valedictorian
  - Salutatorian
  - Roberto Clemente
  - Pearce Family
  - Mr. P

### 3. 2023-2024 Re-enrollment Procedures

- Centralized K-12
  - Most documents digitized through Sapphire Community Portal
  - Parents must visit the main office to complete the PDE Charter School Enrollment Notification Form, request transportation, and submit updated proof of residence.

### 4. RCCS News: April 2023

### 5. Graduation & Moving Up Ceremonies

- Kindergarten Graduation: Tuesday, June 6, 2023 @ 9:00 a.m.
- 5<sup>th</sup> Grade Moving Up: Wednesday, June 7, 2023 @ 9:00 a.m.
- 8<sup>th</sup> Grade Moving Up: Wednesday, June 7, 2023 @ 1:00 p.m.
- 12<sup>th</sup> Grade Graduation: Thursday, June 8, 2023 @ 5:30 p.m.
  - Lehigh Carbon Community College

### 6. Professional Development

- Pennsylvania Association of Federal Programs Coordinators Annual Conference
  - April 16-19, 2023



## Board of Trustees Policy

### THREAT ASSESSMENT POLICY

#### Purpose

The Board of Trustees (“Board”) of the Roberto Clemente Charter School (“Charter School”) is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community, and others.

#### Authority

The Board directs the CEO or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.

#### Definitions

**Behavioral service providers** – includes, but is not limited to, a state, county or local behavioral health service provider, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county, or local government to act as a behavioral health agency.

**Bias** – the attitudes or beliefs we have about a person or group that affects our understanding, actions, and decisions in a conscious or subconscious manner.

**Individualized Management Plan** – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team’s attention, as well as the resources and supports a student might need based on the information gathered during the assessment.

**Threat assessment** – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student other students, school employees, school facilities, the community, or others.



## Delegation of Responsibility

The CEO or designee, in consultation with the School Safety and Security Coordinator, shall appoint individuals to a Charter School threat assessment team.

The CEO or designee shall designate a member of the team as team leader for the threat assessment team.

The threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; school resource officer; special education and school administration.

The CEO or designee may assign additional staff members or designated community resources to the threat assessment team for assessment and response support.

The CEO or designee shall develop and implement administrative regulations to support the threat assessment process.

## Guidelines

### Training

The CEO or designee shall ensure that threat assessment team members are provided individual and/or group training on:

1. Responsibilities of threat assessment team members.
2. Process of identifying, reporting, assessing, responding to and intervening with threats.
3. Identifying and avoiding racial, cultural or disability bias.
4. Confidentiality requirements under state and federal laws and regulations, and Board policies.
5. Student Assistance Program process.
6. Youth suicide awareness, prevention, and response.
7. Trauma-informed approach.
8. Safe2Say Something procedures.



9. Multi-tiered systems of support.
10. Positive Behavioral Intervention and Support.

Threat assessment team training shall be credited toward professional education requirements and school safety and security training requirements for staff, in accordance with applicable law and Board policy.

#### Information for Students, Parents/Guardians and Staff

The Charter School shall notify students, staff and parents/guardians about the existence and purpose of the threat assessment team through posting information on the Charter School website, publishing in handbooks, and through other appropriate methods.

The threat assessment team shall make available age-appropriate informational materials to students regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other Charter School reporting hotlines or methods. Informational materials shall be available for review by parents/guardians.

The threat assessment team shall make available informational materials for school employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community, or others and how to report concerns, including through the Safe2Say Something program and other Charter School reporting hotlines or methods. Information for school employees shall include a list of the staff members who have been appointed to the threat assessment team.

#### Reporting and Identification

The threat assessment team shall document, assess, and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.

The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others.





The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and Board policy.

When the threat assessment team has made a preliminary determination that a student's reported behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others, the team shall immediately take the following steps:

1. Notify the CEO or designee and School Safety and Security Coordinator of the reported threat.
2. Notify the building principal of the school the student attends of the reported threat, who shall notify the student's parent/guardian of the reported threat.

When a reported student's behavior indicates that there may be an imminent threat to the safety of the student or others, or an emergency, a threat assessment team member shall take immediate action, which may include promptly reporting to the appropriate law enforcement agency and school administration.

Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Board policy.

### Inquiry and Assessment

In investigating, assessing, and responding to threat reports, the threat assessment team shall make a determination if the report should be addressed under one or more specific Board policies or administrative regulations, based on the subject matter of the report and the requirements of law, regulations and Board policy, including, but not limited to, reports involving:

1. Discrimination/Title IX Sexual Harassment.
2. Bullying/Cyberbullying.
3. Suicide Awareness, Prevention and Response.
4. Hazing.
5. Dating Violence.



Members of the threat assessment team shall engage in an assessment of the reported student behavior that may indicate a threat, in accordance with training and established procedures. This process may include, but is not limited to:

1. Interviewing the student, other students, staff, parents/guardians or others regarding the subject(s) of the reported threat.
2. Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report.
3. Conducting searches of lockers, storage spaces, and other possessions on school property as applicable, in accordance with applicable law, regulations and Board policy.
4. Examining outside resources such as social media sites, in coordination with law enforcement, or contacting law enforcement, juvenile probation, or community agencies to request additional information about the subject(s) of the report, in accordance with law, regulations and Board policies.
5. Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team, or others.

The threat assessment team shall establish and implement procedures, in accordance with the Charter School's Memorandum of Understanding, to address situations where the investigation of a reported threat shall be transferred to the appropriate law enforcement agency.

The threat assessment team may request that the county agency or juvenile probation department consult and cooperate with the team in assessing the student who is the subject of a preliminary determination regarding a threat.

When assessment of a student's behavior determines that it is not a threat to the student, other students, school employees, school facilities, the community or others, the threat assessment team shall document the assessment and may refer the student to other appropriate resources such as a child study team, the Student Assistance Program team, an IEP or Section 504 Team or other Charter School supports and services.

### Response and Intervention

The threat assessment team shall develop an Individualized Management Plan for each student identified and assessed as posing a threat to the student, other students, school employees, school facilities, the community, or others. The plan should document the



team's evaluation of the threat and recommendations for disposition of the threat, including the information gathered during the assessment and recommendations for response and intervention.

Following notification to the student's parent/guardian, the threat assessment team may refer the student to an appropriate program or take action to address the reported situation in accordance with applicable Board policy, which may include, but is not limited to:

1. A referral to the Student Assistance Program.
2. A referral to the appropriate law enforcement agency.
3. An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service Agreement or in need of special education services through an Individualized Education Program (IEP), in accordance with applicable law and Board policy.
4. A referral to the student's IEP Team to review and address the student's IEP and/or Positive Behavior Support Plan. This could include, but is not limited to, a manifestation determination or functional behavioral assessment in accordance with applicable law, regulations, and Board policy.
5. A referral to the student's Section 504 Team to review and address the student's Section 504 Service Agreement and/or Positive Behavior Support Plan.
6. With prior parental consent, a referral to a behavioral service provider, health care provider or county agency.
7. Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct.
8. Ongoing monitoring of the student by the threat assessment team, a child study team, Student Assistance Program team or other appropriate school personnel.
9. Taking steps to address the safety of any potential targets identified by the reported threat.

#### *Safe Schools Incident Reporting –*

For Safe Schools reporting purposes, the term **incident** means an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance,



Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

When a reported threat also meets the definition of an incident under the Safe Schools Act, in accordance with reporting requirements, the CEO or designee shall immediately report required incidents, if not previously reported by Charter School staff, and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the Memorandum of Understanding with local law enforcement and Board policies.

The CEO or designee shall notify the parent/guardian, if not previously notified by Charter School staff, of any student directly involved in an incident on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The CEO or designee will inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The CEO or designee will document attempts made to reach the parent/guardian.

#### *Students With Disabilities –*

When reporting an incident committed by a student with a disability or referring a student with a disability to a law enforcement agency, the Charter School shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The Charter School shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.

#### Monitoring and Management

If a student has an Individualized Management Plan, the threat assessment team shall monitor the Individualized Management Plan and coordinate with the designated team or resource to provide support and follow-up assessment as necessary. Follow-up assessments, referrals, re-entry plans and other supports shall be documented as part of the student's Individualized Management Plan.

The threat assessment team, in coordination with other appropriate teams and supports, shall determine when the student's Individualized Management Plan is no



longer needed for disposition of the threat(s), and may transfer appropriate information in accordance with applicable law, regulations and Board policy.

### Records Access and Confidentiality

In order to carry out their duties and facilitate the timely assessment of and intervention with students whose behavior may indicate a threat, the threat assessment team shall have access to the following student information to the extent permitted under applicable law and regulations:

1. Student health records.
2. Prior school disciplinary records
3. Records related to adjudication under applicable law and regulations.
4. Records of prior behavioral or mental health or psychological evaluations or screenings maintained by the Charter School.
5. Other records or information that may be relevant to evaluating a threat or determining treatment or referral options for a student that are maintained by the Charter School.

The threat assessment team shall use all information or records obtained in fulfilling the team's duty in accordance with law to evaluate a threat or to recommend disposition of a threat. Team members shall not redisclose any record or information obtained or otherwise use any record of a student beyond the purpose for which the disclosure was made to the team, in accordance with law.

The threat assessment team shall maintain confidentiality and handle all student records in accordance with applicable law, regulations, Board policy, the Student Records Plan and the Charter School's legal and investigative obligations.

Threat assessment members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, shall ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Board policy and administrative regulations.

### Annual Board Report

The threat assessment team shall provide the required information to the CEO, in consultation with the School Safety and Security Coordinator, to annually develop and



present to the Board, at an executive session, a report outlining the Charter School's approach to threat assessment, which shall include:

1. Verification that the Charter School's threat assessment team and process complies with applicable law and regulations.
2. The number of threat assessment teams assigned in the Charter School, and their composition.
3. The total number of threats assessed that year.
4. A summary of interactions with outside law enforcement agencies, juvenile probation and behavioral service providers.
5. An assessment of the Charter School's threat assessment team(s) operation.
6. Recommendations for improvement of the Charter School's threat assessment processes.
7. Any additional information required by the CEO or designee.

The annual threat assessment report shall be presented as part of the annual report to the Board by the School Safety and Security Coordinator on Charter School safety and security practices.

The threat assessment team's information addressing verification of compliance with law and regulations, the number of threat assessment teams assigned in the Charter School and their composition, the total number of threats assessed that year, and any additional information required by the CEO or designee shall be included in the School Safety and Security Coordinator's annual report on Charter School safety and security practices that is submitted to the state's School Safety and Security Committee.



**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.**

ADOPTED this day \_\_\_\_\_ of \_\_\_\_\_, 2023

\_\_\_\_\_

President

\_\_\_\_\_

Secretary



## Valedictorian Scholarship

- PURPOSE:** The Valedictorian Scholarship recognizes the graduating senior(s) with the highest-grade point average in the senior class.
- CRITERIA:** The student(s) eligible for this scholarship must earn the highest-grade point average, be accepted into a post-secondary institution, display qualities detailed in the Profile of a Successful RCCS Learner, maintain 90% attendance, and be without any disciplinary violations during their senior year.
- GUIDELINES:** Scholarships will be awarded on an annual basis and disbursed following graduation.
- AMOUNT:** The amount of the Valedictorian Scholarship will be \$1,000 paid in one installment.
- FUNDING SOURCE:** Assigned fund balance
- DEADLINE:** Upon final GPA calculation





## **Salutatorian Scholarship**

- PURPOSE:** The Salutatorian Scholarship recognizes the graduating senior(s) with the second highest grade point average in the senior class.
- CRITERIA:** The student(s) eligible for this scholarship must earn the second highest grade point average, be accepted into a post-secondary institution, display qualities detailed in the Profile of a Successful RCCS Learner, maintain at least 90% attendance, and be without any disciplinary violations during their senior year.
- GUIDELINES:** Scholarships will be awarded on an annual basis and disbursed following graduation.
- AMOUNT:** The amount of the Salutatorian Scholarship will be \$500 paid in one installment.
- FUNDING SOURCE:** Assigned fund balance
- DEADLINE:** Upon final GPA calculation



## Roberto Clemente Scholarship

**PURPOSE:** The Roberto Clemente Scholarship recognizes college and/or career bound high school seniors based on their athletic and school community achievements.

**CRITERIA:** The students eligible for this scholarship must intend to continue their education at a technical, trade, or business school, or a college or university. Consideration will be given to students who display the following learning attributes from the Profile of a Successful RCCS Learner:

- School pride
- Responsible
- Embraces a multicultural perspective
- Motivated & determined

**GUIDELINES:** One scholarship will be awarded annually and disbursed following graduation.

**AMOUNT:** The amount of the Roberto Clemente Scholarship will be \$250 paid in one installment.

**FUNDING SOURCE:** Assigned fund balance

**DEADLINE:** MAY 15



## Pearce Family Scholarship

**PURPOSE:** The Pearce Family Scholarship is presented on behalf of and recognizing Mrs. Lupe Pearce the founder of the Hispanic American Organization and Roberto Clemente Charter School. This scholarship celebrates college bound high school seniors based on demonstrated academic growth and achievement and evidence of serving the Allentown community.

**CRITERIA:** The students eligible for this scholarship must be accepted into a college or university and plan to serve the Lehigh Valley community in the future. Consideration will be given to students who display the following learning attributes from the Profile of a Successful RCCS Learner:

- Promotes community
- Service driven
- Courageous
- Perseverance

**GUIDELINES:** One scholarship will be awarded annually and disbursed following graduation.

**AMOUNT:** The amount of the Pearce Family Scholarship will reflect the yearly donation.

**FUNDING SOURCE:** Donation

**DEADLINE:** MAY 15



## Mr. P Scholarship

**PURPOSE:** The Mr. P Scholarship is presented in honor of the former RCCS Mentoring Director Mr. William Petiprin. This scholarship recognizes college and/or career bound high school seniors based on demonstrated academic growth and achievement, and an interest in pursuing a service-driven career.

**CRITERIA:** The students eligible for this scholarship must intend to continue their education at a technical, trade, or business school, or a college or university. Consideration will be given to students who display the following learning attributes from the Profile of a Successful RCCS Learner:

- Displays integrity
- Active listener
- Supportive
- Motivated & determined

Lastly, students eligible for this scholarship should be considered dependable, trustworthy, and welcoming by both students and staff.

**GUIDELINES:** One scholarship will be awarded annually and disbursed following graduation.

**AMOUNT:** The amount of the Mr. P Scholarship will be \$1,005 paid in one installment.

**FUNDING SOURCE:** Donations

**DEADLINE:** MAY 15

# RCCS NEWS: APRIL 2023

\*\*\*State Testing is Coming!\*\*\*

## PSSA

- Grades 3-8
- April 24,25,26:  
English Language Arts
- May 1,2: Math
- May 3,4: Science  
(Grades 4 & 8 only)

## KEYSTONE EXAMS

- Grades 9-11
- May 15,16: Algebra 1
- May 18,19: Biology
- May 22,23: Literature

- On the designated dates, both school buildings will operate under secure testing protocols.
- Only those staff members who completed the required training may interact with test materials.
- Cell phones may NOT be used by students OR staff during the designated testing times.
- Environmental print must be removed or covered in all testing locations.
- Getting Reading for the PA State Assessments 22-23

## RCCS NEWS: APRIL 2023

### POLICY DEVELOPMENT

The following policy are currently being considered. Employee input may be submitted to [info@myrccs.com](mailto:info@myrccs.com).

[Threat Assessment Policy](#)

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At its March meeting, the Board approved the following policies:

[Communicable Disease Policy](#)

[Independent Educational Evaluations Policy](#)

[Infectious Disease Control Procedure](#)

[Non-Fraternization Policy](#)

[Transition from Preschool Early Intervention Programs to Charter School Kindergarten or First Grade Programs Policy](#)

### KINDERGARTEN LOTTERY- THURSDAY, APRIL 6TH

The Kindergarten Lottery for the 2023-2024 school year will be held via Google Meet on Thursday, April 6th at 11:00 a.m.

Of the 50 available spots, 23 are reserved for incoming siblings. The remaining 27 spots will be filled from a pool of 39 pre-enrollees. The waiting list already includes 13 students who submitted a pre-enrollment form following the March 1st deadline.

### 2023-2024 MASTER CALENDAR

The 2023- 2024 Master Calendar is now [available](#).

### PROFILE OF A SUCCESSFUL RCCS LEARNER SURVEY: IPAD WINNER

Congratulations to Enelsida Maza! She is the parent of an 11th grade student.

## RCCS NEWS: APRIL 2023

### *American College of Education Tuition Reduction Grant for RCCS Teachers & Staff*

Click [here](#) to learn about the programs offered by the American College of Education.

Click [here](#) to learn about the tuition reduction grant.

*Should any RCCS teachers or staff pursue this opportunity, simply specify that you work at RCCS during the application process.*

### *Chromebook Features to Promote Student Learning and Success*

#### Select and Speak

This allows the user to highlight text on the screen and have it read aloud.

#### Type Text with Your Voice

This allows the user to voice type in any area the user would typically keyboard.

## RCCS NEWS: APRIL 2023

### *National Junior Honor Society Induction*

Monday, April 3, 2023





## RCCS NEWS: APRIL 2023

### *National Junior Honor Society Induction*

Monday, April 3, 2023

#### 6th Grade

Jacob Bonilla  
Max García  
Alejandra Gil De Jesus  
Christina Hernández  
Kinaysha Millan  
Victoria Plaza Aromi  
Genesis Rojas  
Shaira Soriano Rodriguez

#### 7th Grade

Chloe Henegan  
Benjamin Holguin-Veras  
Jeremel Pérez Rivera  
Charlie Soto  
Barlyn Torres

#### 8th Grade

Karelyn Alma Familia  
Grace Bueno Acosta  
Dasialis Dosunmu  
Angel Montoya  
Jayce Pérez Rivera  
Amalia Ureña-Grullon  
Mayrin Valerio Vargas



# RCCS NEWS: APRIL 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						<b>1</b>
						Saturday School: K-5
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
	NJHS Induction 6PM			Schools Closed Kindergarten Lottery 11: 00 a.m.	RCCS CLOSED Pay Day	
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
	Schools Closed				End of pay period: Please ensure your timecard(s) are accurate.	Saturday School: K-5
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
		Board of Trustees Meeting 7PM	MHS: 12PM Early Dismissal		Pay day	Saturday School: K-5
<b>23/30</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
	PSSA ELA Grades 3-8	PSSA ELA Grades 3-8	PSSA ELA Grades 3-8		End of pay period: Please ensure your timecard(s) are accurate.	

# NOTICIAS RCCS: ABRIL 2023

\*\*\*; Se acercan las pruebas estatales!\*\*\*

## PSSA

- Grados 3-8
- 24,25,26 de abril: Artes del lenguaje inglés
- 1 y 2 de mayo: Matemáticas
- 3 y 4 de mayo: Ciencias (solo grados 4 y 8)

## EXÁMENES KEYSTONE

- Grados 9-11
- 15,16 de mayo: Álgebra 1
- 18,19 de mayo: Biología
- 22,23 de mayo: Literatura

- En las fechas designadas, ambos edificios escolares operarán bajo protocolos de prueba seguros.
- Solo aquellos miembros del personal que completaron la capacitación requerida pueden interactuar con los materiales de prueba.
- Los estudiantes o el personal NO pueden usar teléfonos celulares durante los tiempos de prueba designados.
- La impresión ambiental debe quitarse o cubrirse en todos los lugares de prueba.
- [Getting Ready for the Pennsylvania State Assessments 2022-2023](#)

## NOTICIAS RCCS: ABRIL 2023

### DESARROLLO DE POLÍTICAS

Actualmente se están considerando las siguientes políticas. Los comentarios de los empleados pueden enviarse a [info@myrccs.com](mailto:info@myrccs.com).

[Threat Assessment Policy](#)

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En su reunión de marzo, la Junta aprobó las siguientes políticas:

[Communicable Disease Policy](#)

[Independent Educational Evaluations Policy](#)

[Infectious Disease Control Procedure](#)

[Non-Fraternization Policy](#)

[Transition from Preschool Early Intervention Programs to Charter School Kindergarten or First Grade Programs Policy](#)

### LOTERÍA DE KINDERGARTEN: JUEVES 6 DE ABRIL

La Lotería de Kindergarten para el año escolar 2023-2024 se llevará a cabo a través de Google Meet el jueves 6 de abril a las 11:00 a. m.

De los 50 lugares disponibles, 23 están reservados para hermanos entrantes. Los 27 lugares restantes se llenarán de un grupo de 39 preinscritos. La lista de espera ya incluye a 13 estudiantes que presentaron un formulario de preinscripción después de la fecha límite del 1 de marzo.

### CALENDARIO MAESTRO 2023-2024

El Calendario Maestro 2023-2024 ya está [disponible](#).

### PERFIL DE UNA ENCUESTA EXITOSA DE RCCS LEARNER: IPAD GANADOR

¡Felicidades a Enelsida Maza! Ella es la madre de John Louison en el grado 11.

## NOTICIAS RCCS: ABRIL 2023

### *Colegio Americano de Educación*

*Beca de reducción de matrícula para maestros y personal de RCCS*

Haga clic [aquí](#) para conocer los programas que ofrece el American College of Education.

Haga clic [aquí](#) para obtener información sobre la subvención de reducción de matrícula.

*Si algún maestro o personal de RCCS persigue esta oportunidad, simplemente especifique que trabaja en RCCS durante el proceso de solicitud.*

*Funciones de Chromebook para promover el aprendizaje y el éxito de los estudiantes*

#### Seleccionar y hablar

Esto permite al usuario resaltar texto en la pantalla y hacer que se lea en voz alta.

#### Escribe texto con tu voz

Esto le permite al usuario escribir con voz en cualquier área en la que el usuario normalmente escribiría.

## NOTICIAS RCCS: ABRIL 2023

*Inducción a la Sociedad Nacional de Honor Junior*  
lunes, 3 de abril de 2023



## NOTICIAS RCCS: ABRIL 2023

### *Inducción a la Sociedad Nacional de Honor Junior*

*lunes, 3 de abril de 2023*

#### 6th Grade

Jacob Bonilla  
Max García  
Alejandra Gil De Jesus  
Christina Hernández  
Kinaysha Millan  
Victoria Plaza Aromi  
Genesis Rojas  
Shaira Soriano Rodriguez

#### 7th Grade

Chloe Henegan  
Benjamin Holguin-Veras  
Jeremel Pérez Rivera  
Charlie Soto  
Barlyn Torres

#### 8th Grade

Karelyn Alma Familia  
Grace Bueno Acosta  
Dasialis Dosunmu  
Angel Montoya  
Jayce Pérez Rivera  
Amalia Ureña-Grullon  
Mayrin Valerio Vargas



# NOTICIAS RCCS: ABRIL 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						<b>1</b>
						Escuela de sábado: K-5
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
	Inducción NJHS 6PM			Escuelas Cerradas Lotería de Kindergarten 11:00 a.m.	RCCS cerrada: día de pago	
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
	Escuelas Cerradas				Fin del período de pago: asegúrese de que su (s) tarjeta (s) de tiempo sean precisas.	Escuela de sábado: K-5
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
		Reunión de la Junta de Síndicos 7PM	MHS: Salida temprano a las 12:00 p. m.		día de pago	Escuela de sábado: K-5
<b>23/30</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
	PSSA ELA Grados 3-8	PSSA ELA Grados 3-8	PSSA ELA Grados 3-8		Fin del período de pago: asegúrese de que su (s) tarjeta (s) de tiempo sean precisas.	





**Middle High School Principal's Report  
 Tuesday, April 18, 2023  
 Mrs. Taren Kobyra & Ms. Krista Maugle**

**March 2023 Attendance**

6 <sup>th</sup>	95 %
7 <sup>th</sup>	96%
8 <sup>th</sup>	94%
9 <sup>th</sup>	92%
10 <sup>th</sup>	89%
11 <sup>th</sup>	95%
12 <sup>th</sup>	94%
<b>AVG</b>	<b>94%</b>

**Student Discipline**

*For the period February 16 – March 16*

<b>Detentions*</b>	<b>QUICK Room</b>		<b>OSS</b>	<b>Expulsions</b>
<b>54</b>	Code A	<b>2</b>	<b>38</b>	<b>0</b>
	Code B	<b>45</b>		
	Code M	<b>0</b>		
	Code O	<b>104</b>		

**QUICK Codes**

Code A	Continuous Aggression and/or Self-Injury and/or High Intensity Property Destruction
Code O	Out of Assigned Area
Code B	Continuous High Magnitude Disruption and/or Low Intensity Property Destruction
Code M	Medical

**School Counselor**

- 11<sup>th</sup> and 12<sup>th</sup> grade students with IEPs visiting LCCC for College Transition Fair on 4/21
- 3 11<sup>th</sup> grade students attending Computers and Technology Program at Kings College on 4/26
- Counselor information session at PSULV on 4/28
- 22 students currently accepted to multiple colleges
  - 10 have made commitments



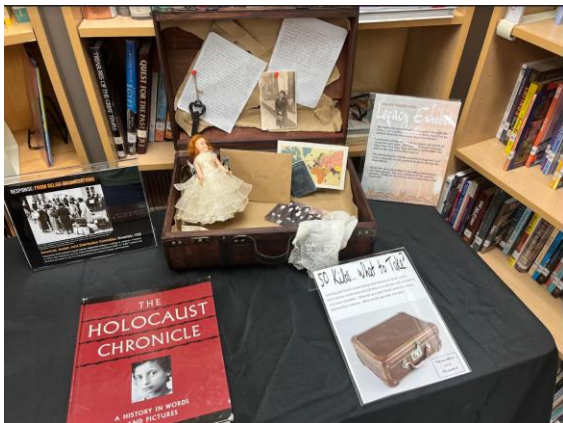
### National Junior Honor Society Induction

- On April 3, 2023 RCCS held the induction ceremony for its inaugural National Junior Honor Society chapter
- 20 students were inducted: 8 sixth graders; 5 seventh graders; and seven 8<sup>th</sup> graders



### Holocaust Exhibit

- Jewish Federation of the Lehigh Valley
- April 17 – 21 in RCCS Library



136 S. 4<sup>th</sup> Street  
Allentown, PA 18102  
(610) 439-5181



## Upcoming Events

- April 19: PM Professional Learning
- April 24 – 26: ELA PSSA
- May 1-2: Math PSSA
- May 3-4: Science PSSA
- May 8-12: Staff Appreciation Week
- May 15 – 26: Keystone Exams



DUAL LANGUAGE PROGRAM - COLLEGE: IT'S WHAT WE DO!

**Elementary Principal's Report**  
**Tuesday, April 18, 2023**  
**Mr. Cory Snyder and Mr. Brendon Zapata**

➤ **Enrollment (As of 4.14.23)**

Grade	Enrollment
Kindergarten	49
Grade 1	49
Grade 2	49
Grade 3	50
Grade 4	50
Grade 5	50
<b>Total</b>	<b>297</b>

➤ **March Attendance (3.1.23 to 3.31.23)**

Grade	Attendance
Kindergarten	93.09%
Grade 1	95.74%
Grade 2	95.36%
Grade 3	95.73%
Grade 4	94.78%
Grade 5	95.55%
<b>Total</b>	<b>95.04%</b>

➤ **Discipline Referrals (3.1.23 to 3.31.23)**

☐ **March Discipline Breakdown**

Handbook Infraction Levels	Incident Total
1. Minor disruption of the classroom environment.	19
2. Frequent/repeated disruption of the classroom environment.	25
3. Incidents directed against persons or property.	3
4. Incidents that result in violence to another person or property.	2
<b>Total Number of Incidents</b>	<b>49</b>

Administrative Responses	Total
Conference with Student	25
Revoking Privileges	20
Detention (Lunch)	12
In School Suspension (ISS)	0
Out of School Suspension (OSS)	2
Referral to Counselor	2

The Elementary School Handbook with Infraction Levels can be viewed/downloaded by using the link below:

<https://www.myrcs.com/elementary-school-home.html>



DUAL LANGUAGE PROGRAM - COLLEGE: IT'S WHAT WE DO!

➤ **Discipline Analysis**

- Continued internal audit and analysis of discipline referrals from the beginning of the school year in 2021 and 2022 until the end of March in each of those school years.

School Year	2021-2022	2022-2023
August	0 *	6
September	24	34
October	29	41
November	50	17
December	21	30
January	23	31
February	33	32
March	30	49
<b>Total</b>	<b>210</b>	<b>240</b>

\*School did not start in August '21

➤ **Kindergarten Lottery**

- The Kindergarten Lottery was held on April 6<sup>th</sup>, 2023 at 11:00 am (Virtual)
  - 23 incoming students were siblings.
  - 27 incoming students via Kindergarten Lottery
  - Kindergarten Waiting List
    - 10 students on the waiting list from the Kindergarten Lottery (submitted forms by March 1<sup>st</sup>)
      - 18 additional students submitted forms after March 1<sup>st</sup>

➤ **Mobile Dentist**

- Sixty-nine (69) students were seen by the Mobile Dentist on March 21<sup>st</sup> through March 24<sup>th</sup>.

➤ **Saturday School (Grades 3,4,5) Attendance**

- March 25, 2023
  - Grade 3: 19 students
  - Grade 4: 20 students
  - Grade 5: 8 students
- April 1, 2023
  - Grade 3: 17 students
  - Grade 4: 18 students
  - Grade 5: 10 students



DUAL LANGUAGE PROGRAM - COLLEGE: IT'S WHAT WE DO!

➤ **Benchmark Assessment (End of 3<sup>rd</sup> Marking Period)**

January 2023 (Reading) [End of MP2 Assessment]		March 2023 (Reading) [End of MP3 Assessment]	
Grade	Students At/Above Benchmark	Grade	Students At/Above Benchmark
K	59.0%	K	33.0%
1 <sup>st</sup>	28.0%	1 <sup>st</sup>	40.0%
2 <sup>nd</sup>	32.0%	2 <sup>nd</sup>	26.0%
3 <sup>rd</sup>	22.0%	3 <sup>rd</sup>	20.0%
4 <sup>th</sup>	40.0%	4 <sup>th</sup>	46.0%
5 <sup>th</sup>	36.0%	5 <sup>th</sup>	42.0%

January 2023 (Math) [End of MP2 Assessment]		March 2023 (Math) [End of MP3 Assessment]	
Grade	Students At/Above Benchmark	Grade	Students At/Above Benchmark
1 <sup>st</sup>	50.0%	1 <sup>st</sup>	50.0%
2 <sup>nd</sup>	26.0%	2 <sup>nd</sup>	32.0%
3 <sup>rd</sup>	18.0%	3 <sup>rd</sup>	14.0%
4 <sup>th</sup>	22.0%	4 <sup>th</sup>	36.0%
5 <sup>th</sup>	30.0%	5 <sup>th</sup>	16.0%

Upcoming Calendar

- ❖ Saturday School/PSSA Prep (Grades 3,4,5)
  - In person at the Elementary School from 8:00 am to 12:00 pm
  - Scheduled Dates
    - March 25<sup>th</sup>
    - April 1<sup>st</sup>
    - April 15<sup>th</sup>
    - April 22<sup>nd</sup>
  - ELA, Math, Science (grade 4 only)
    - Sessions will be 1.5 hours for grades 3 and 5 and 1.0 hours for grade 4.
  
- ❖ PSSA Testing Window 2022-2023
  - ELA—April 24-28, 2023
  - Math and Science—May 1-5, 2023
  
- ❖ Art Show: May 19, 2023
- ❖ Field Day: May 25, 2023
- ❖ Talent Show: May 26, 2023



# Roberto Clemente Charter School

131 W Hamilton Street, Allentown, PA 18101 | Phone: 610-439-5181 | [www.myrccs.com](http://www.myrccs.com)

## Human Resources Report

April 18, 2023

### I. Personnel Updates for board approval, including addenda:

#### a. Personnel Appointments and New Hires

Name	Job Title	Date	Status
Sharron Caminos	Teacher Aide – Elementary School	3/28/2023	New Hire – Full-time
Virginia Lemon	Biology/General Science Teacher	3/30/2023	New Hire – Full-time
Raaheem McClam	Custodian – 1 <sup>st</sup> Shift	4/17/2023	New Hire – Part-time
Nakeshia Downer	Food Service Manager	4/17/2023	New Hire – Full-time
Kelse Caraballo	Teacher Aide – Elementary School	4/24/2023	New Hire – Full-time
Abigail Casner	Long Term Substitute – Middle/High School	5/15/2023	New Hire – Full-time, temporary
Alexsis Daniel	Long Term Substitute – Elementary School	5/15/2023	New Hire – Full-time, temporary

#### b. Personnel Resignations and Dismissals

Name	Job Title	Date	Status
Alejandra Jordan	Teacher Aide – Elementary School	4/05/2023	Termination
Alyssa Liciaga	Purchasing & Financial Assistant	4/12/2023	Resignation - No Call, No Show
Ruth Velez-Font	Food Service Manager	6/30/2023	Retirement

### II. Current and Future Job Postings:

Title	Department
Teacher Aide – Part-time	Elementary School
Teacher Aide – Part-time	Middle/High School
Special Education Teacher (3)	Middle/High School
Long Term Substitute – (1) Business/Computer	Middle/High School
Building Substitute Teacher – Full-time	Middle/High School
Special Education Coordinator	Special Education

### III. Policies and Procedures

- a. Protections for Pregnant and Nursing Workers Policy – 1<sup>st</sup> Reading
- b. Sick Leave Procedure – (motion)

### IV. Employment Agreements (for approval)



# Roberto Clemente Charter School

131 W Hamilton Street, Allentown, PA 18101 | Phone: 610-439-5181 | [www.myrccs.com](http://www.myrccs.com)

- V. Employment Agreement Addendums (for approval)**
  - a. Sharron Caminos





# Roberto Clemente Charter School

## Sick Leave Procedure

<b>Procedure under</b>	Paid Time Off Policy
<b>Procedure Effective Date</b>	
<p><b>PURPOSE</b> To provide a procedure on sick leave eligibility and use for Roberto Clemente Charter School employees.</p>	
<b>Applicable to</b>	All benefit eligible employees
<p>Roberto Clemente Charter School (RCCS) recognizes there are times when illness, injury, medical emergency, or medical appointments involving either the employee or members of the employee’s immediate family may require absence from work. In order to minimize the employee’s loss of income during such absences, the RCCS provides a paid sick leave plan. Employees are not vested in and will not be paid for unused paid sick leave.</p> <p>Types of Absence Qualifying for Paid Sick Leave -</p> <ol style="list-style-type: none"> <li>a. For care of an employee’s mental or physical illness, injury, or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care.</li> <li>b. Approved Family Medical Leave and Personal Medical Leave – Leave for any purposes allowed under the Family Medical Leave Act and RCCS’ Leave of Absence policy.</li> <li>c. For care of an immediate family member’s mental or physical illness, injury, or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventative care.</li> <li>d. For any purposes allowed under state or local paid sick leave ordinances including:             <ol style="list-style-type: none"> <li>(1) Caring for a newborn child or newly adopted/foster child, or sick child leave;</li> <li>(2) Absence due to domestic abuse, sexual assault or stalking of the employee or the employee’s immediate family member;</li> <li>(3) An employee’s immediate family member’s exposure to an infectious agent, biological toxin or hazardous material or other public health emergency and requires care.</li> </ol> </li> </ol> <p><b>Eligibility</b> All full-time and part-time employees who are normally scheduled to work 30 or more hours per week are eligible to participate in the paid sick leave plan.</p> <p><b>Payment for Unused Sick Leave</b> No payment will be made for unused paid sick leave accrued under the sick leave plan in the event of a change in status or termination.</p>	



# Roberto Clemente Charter School

## **Depleted Paid Sick Leave**

An employee who has used all available paid sick leave and takes time off for sick leave purposes must use any accrued vacation/personal days in accordance with applicable law before they take any unpaid time off.

## **Accruals and Carryover**

Employees will accrue and carryover paid sick time in accordance with the Paid Time Off Policy.

## **Usage**

1. Sick Leave hours may be used as they are accrued, except as follows:
  - a. New 12-month employees may not use sick leave until they have been employed for 90 days and new 10-month employees may not use sick leave until they have been employed for 60 days. At that time, they may use the hours they have accrued as provided.
  - b. Sick leave must be used in increments of at least 15 minutes.
  - c. Sick leave pay will be computed using the employee's regular hourly rate, including shift differential if applicable. This will be calculated by determining the wages the employee would have been paid for the period of time in which sick time is used.
  - d. A day's sick leave will equal the number of hours the employee was or would have been scheduled to work on that day. If an employee takes sick leave on a day, they are scheduled to work an eight (8), ten (10), or twelve (12) hour shift, they must record eight (8), ten (10), or twelve (12) hours respectively as sick leave.
  - e. Designated school holidays will not be counted as sick leave and are defined separately in Paid Holidays for Administration procedure.
  - f. Employees placed in furlough status may not substitute sick leave during the furlough period.
2. Reporting Requirements –
  - a. If foreseeable, the employee should provide advance notice to their supervisor of their intention to use sick leave, at least ten (10) school days prior to the date the sick leave is to begin or as soon as otherwise practicable, and the employee shall make a reasonable attempt to schedule sick leave in a manner that does not unduly disrupts operations.
  - b. If unforeseeable, the employee must provide notice to their supervisor no later than two (2) hours before the beginning of the employee's scheduled shift, or as soon as is practicable.
  - c. If the immediate supervisor is not available, the employee must notify the person designated in charge.
  - d. If possible, the employee shall include the anticipated duration of the sick time requested.
3. Proof of Reason for Absence – An employee may be required to furnish satisfactory evidence that the inability to report for work during the entire absence



# Roberto Clemente Charter School

was due to a qualifying reason if their leave is three (3) consecutive days on which the employee was scheduled to work. Such documentation must be submitted within fifteen calendar days after the school requests the verification.

4. Misuse of sick leave includes using sick leave for purposes other than those provided for under state law, a pattern of using unscheduled sick leave on or adjacent to weekends, regularly scheduled days off, holidays, or vacation, taking leave on days when other leave has been denied, or taking leave on days when the employee is scheduled to work a shift or perform duties perceived as undesirable. Employees may be required to provide medical documentation and may be disciplined or have their request for sick leave or payment for sick leave denied for misuse of sick leave or failure to provide requested documentation.
5. Overtime – Sick leave does not count towards the computation of overtime.
6. Sick leave will not be paid out at separation.

### Special Requests for Sick Leave

1. Employees on work related medical leave may not use paid sick leave to supplement their income, as workers' compensation is a non-taxed benefit.
2. Paid sick leave may not be used while an employee is on vacation or any other leave of absence with the exception of FMLA or similar medical/disability leave.

<b>Board Approval Date</b>	
<b>Approval Signatures on file</b>	

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE CHARTER AND/OR APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL.**

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The above policy update will replace/update former related policies and procedures per RCCS Policies and Procedures Manual of 2011-2012 and the Personnel Guidelines and Procedures of August 21, 2018.

# **Roberto Clemente Charter School**

## **Board of Trustees Policy**

### **Protections for Pregnant and Nursing Workers Policy**

#### **Objective**

As part of our family-friendly policies and benefits, the Board of Trustees of the Roberto Clemente Charter School (RCCS) supports pregnant and breastfeeding employees by accommodating an employee who needs reasonable accommodations during pregnancy or to express breast milk during the workday in compliance with federal, state, and local laws.

#### **Accommodations for Pregnant Workers and Qualified Applicants**

The Pregnant Workers Fairness Act (PWFA) which expands federal protections for pregnant workers creates a legal obligation for RCCS to grant reasonable accommodations for pregnant workers and qualified job applicants with temporary physical or mental limitations due to pregnancy, childbirth or related conditions. Employees and applicants are qualified if they, with or without a reasonable accommodation, can perform the essential functions of the employment position. An individual is still qualified if the inability to perform an essential function is for a temporary period, the essential function could be performed in the near future, and the inability to perform the essential function can be reasonably accommodated.

The following list of prohibited conduct does not, and is not intended to, constitute the entire list of conduct:

1. Administration will be prohibited from requiring an employee or applicant to accept an accommodation other than one arrived at through the interactive process. The PWFA incorporates the American with Disabilities (ADA) concept of the interactive process, the good-faith discussion between the employer and employee to try to identify an appropriate reasonable accommodation.
2. Administration may not require an employee to take a paid or unpaid leave if another reasonable accommodation can be provided which would not cause an undue hardship to the school.
3. Administration is required to provide reasonable accommodations when an individual's pregnancy, childbirth, or related medical condition rises to the level of a disability under the ADA or when accommodations have been made for other similarly situated, but nonpregnant, workers.

#### **Protections for Nursing Workers**

The Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act) which expands federal protections for nursing workers and amends the Fair Labor Standards Act (FLSA) effective immediately requires that employers provide a reasonable break time for an employee to express breast milk each time the employee has a need to express the milk for one year after the child's birth. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion in which the employee can express breast milk.

An employer is generally not required to provide a paid break under these amendments; however, the PUMP Act reemphasizes the FLSA principle that time spent to express breast milk is considered "hours worked" if the employee is not completely relieved from duty during the entirety of the break. If a nonexempt employee continues to work, or is interrupted during the break, then they must be paid for the entire break.

For nonexempt employees, breaks of more than 20 minutes in length will be unpaid and documented where appropriate.

Exempt employees continue to receive their full weekly salary, regardless of any break.

Employees must reserve the room by contacting their supervisor or designated person. Employees who work offsite or in other locations will be accommodated with a private area as necessary. It will be the responsibility of the employee to advocate for these accommodations when working offsite or in other locations.

A refrigerator for the storage of breast milk will be made available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.**

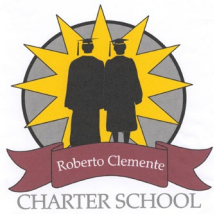
ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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President

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Secretary



# Roberto Clemente Charter School

## Business Report: April 18, 2023

Page 1 of 2

### Financial Activity (3/1-3/31/23)

- Finance Committee meeting (Apr-14).
- 22/23 IDEA funds fully spent (\$60,749).
- 616 Students: Non-Special Ed (557), Special Ed (59)  
Allentown SD (587), Bethlehem Area SD (6), Catasauqua Area SD (3), East Penn SD (4),  
Northampton Area SD (1), Parkland SD (1), Southern Lehigh SD (3), Salisbury Township SD (3),  
Saucon Valley SD (2), Whitehall/Coplay SD (6)
- Allentown SD Form 363 (revised)
  - NonSpecial Ed- \$10,780/pupil/year (-)\$1
  - Special Ed- \$27,273/pupil/year (-)\$1
- 21/22 Title I carryover funds fully spent (\$54,173).
- 21/22 Title II carryover funds fully spent (\$4,556).
- 21/22 Title IV carryover funds fully spent (\$4,390).
- Total grant funds spent: Mental Health and Safety & Security grant/CARES (\$45,147 of \$140,000).
- Total grant funds spent: ESSER II (\$889,385 of \$1,557,241); ESSER III (\$1,321,658 of \$3,403,099).
- \$12,902 Student Chromebook fleet replacements. *(Both schools)*
- \$132,178 Special education support services mid-year cost reconciliation. *(Both schools)*
- \$1,295 Audiometer. *(Health Services Dept.)*
- \$14,400 Security DVRs. *(Both Schools)*
- \$3,777 Security camera installation. *(Administration Building)*
- \$295,844 Stop loss insurance proceeds advancement.
- \$12,902 Assigned funds released-Technology Replacement Fund (student Chromebooks).
- Un-Assigned General Fund balance \$1,142,594 / 10.3% of the operating budget.
- \$909,151 Total monthly disbursements.
- Donation. *(Jose Figueroa)*
- Security DVR order deposit. *(Monk's Security Systems)*
- Special education support services invoice paid. *(Carbon Lehigh IU #21)*
- March installment payment made toward snow removal contract. *(Royal Landscaping LLC)*

Business Office

131 W Hamilton Street, Allentown PA 18101  
610-439-5814 Fax: 610-351-3619



# Roberto Clemente Charter School

## Business Report: April 18, 2023

Page 2 of 2

### Grants, Donations, & Reports

- Submitted (Apr-3) 2022/23 Consolidated Application adjustments.
  - Title I- (+)\$6,287 (Instructional wages/benefits)
  - Title II- (-)\$47 (Instructional wages/benefits)
  - Title III- (+)\$1,590 (Instructional wages/benefits)
  - Title IV- (+)\$1,575 (Crossing guards)
- Submitted (Apr-10) 21/22 ARP HCY Quarterly Cash Reconciliation Report.
- Submitted (Apr-10) 20/21 ESSER II Quarterly Cash Reconciliation Report.
- Submitted (Apr-10) 20/21 ARP ESSER Quarterly Cash Reconciliation Report.
- Submitted (Apr-10) 20/21 ARP ESSER Set-Aside Quarterly Cash Reconciliation Report.
- Submitted (Apr-10) 22/23 Title I, II, III, IV Cash Reconciliation Reports
- Filed (Apr-11) 22/23 MHSS grant 9/30/22 Program Report.
- Submitted (Apr-11) 22/23 MHSS grant 3/31/23 Fiscal Report.
- Filed (Apr-12) 22/23 MHSS grant 12/31/22 Program Report.

### Contracts & Agreements

- Crossing guard services/1 guard per school site. *-All City Management Services Inc.*
  - Renewal: 2023/24 School Year
  - \$30.17/hr/guard
  - 3Hrs/day (minimum)
  - 0 Day termination Notice

### Technology Update

- 128 Service tickets received between 3/10-4/10.
- Preparing for Spring student testing.
- Security DVR upgrades complete.
- Equipment inventory and asset assessments ongoing.
- 50 Chromebook order received. Undergoing preparations for 23/24 School Year deployment.

### General Updates

- USDA review conducted (Mar-20).
- 3/22 Right To Know Request satisfied (Mar-24).
- Budget Meetings- 4/14, 4/20, 4/27, 5/12
- Statement of Financial Interest Forms-**DUE 5/1/23**

**ROBERTO CLEMENTE CHARTER SCHOOL**

**Financial Report for the Month Ending**

**March 31, 2023**

	<b>Current Month</b>	<b>2022-2023 Y-T-D</b>	<b>Budget Y-T-D</b>	<b>Variance</b>	<b>2022-2023 Budget</b>
<b>Revenue-General Fund</b>					
<b>6000/9000 Local Sources &amp; Other Sources</b>					
6500 Interest	\$ 1,512.73	\$ 10,945.68	\$ 0.00	\$ 10,945.68	\$ 0.00
6700 Student Activities	277.82	5,400.28	7,070.00	(1,669.72)	10,100.00
6832 PassThru Federal Funds (IU)	4,521.82	62,193.97	55,479.20	6,714.77	79,256.00
6920 Other Local Grants & Contributions	0.00	650.00	0.00	650.00	0.00
6944 Regular Education Subsidies	505,474.16	4,609,254.52	4,793,040.00	(183,785.48)	6,390,720.00
6944 Special Education Subsidies	135,814.37	1,132,458.00	1,212,170.94	(79,712.94)	1,616,228.00
6990 Miscellaneous	852.07	6,735.91	1,274.85	5,461.06	1,700.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total Local Sources</i>	<i>648,452.97</i>	<i>5,827,638.36</i>	<i>6,069,034.99</i>	<i>(241,396.63)</i>	<i>8,098,004.00</i>
<b>7000 State Sources</b>					
7200 Specific Educational Programs	0.00	0.00	0.00	0.00	0.00
7320 Lease Reimbursement	0.00	0.00	0.00	0.00	104,556.00
7330 Health Services Reimbursement	0.16	0.16	0.00	0.16	11,000.00
7505 Ready To Learn Grant	0.00	17,032.89	19,982.20	(2,949.31)	28,546.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total State Sources</i>	<i>0.16</i>	<i>17,033.05</i>	<i>19,982.20</i>	<i>(2,949.15)</i>	<i>144,102.00</i>
<b>8000 Federal Sources</b>					
8514 Title I	56,247.48	321,315.16	329,257.70	(7,942.54)	459,961.00
8515 Title II	5,605.27	24,224.93	37,729.40	(13,504.47)	50,024.00
8516 Title III	4,771.49	23,924.15	15,764.00	8,160.15	22,520.00
8517 Title IV	3,831.06	24,028.15	29,461.40	(5,433.25)	39,782.00
8700 ESSER	112,374.58	1,144,599.37	1,329,728.47	(185,129.10)	1,776,854.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total Federal Sources</i>	<i>182,829.88</i>	<i>1,538,091.76</i>	<i>1,741,940.97</i>	<i>(203,849.21)</i>	<i>2,349,141.00</i>
<b>Food Service</b>					
6620 Sales	0.00	0.00	560.00	(560.00)	800.00
6920 Local Grants & Contributions	0.00	0.00	0.00	0.00	0.00
6990 Miscellaneous	0.00	0.00	0.00	0.00	0.00
7600 State Sources	2,316.08	13,794.10	15,000.00	(1,205.90)	21,000.00
8531 Federal Sources	73,830.13	466,915.80	360,807.50	106,108.30	513,725.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total Food Service</i>	<i>76,146.21</i>	<i>480,709.90</i>	<i>376,367.50</i>	<i>104,342.40</i>	<i>535,525.00</i>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Revenue</b>	<b>907,429.22</b>	<b>7,863,473.07</b>	<b>8,207,325.66</b>	<b>(343,852.59)</b>	<b>11,126,772.00</b>



**ROBERTO CLEMENTE CHARTER SCHOOL**

**Financial Report for the Month Ending**

**March 31, 2023**

	<b>Current</b>	<b>2022-2023</b>	<b>Budget</b>	<b>Variance</b>	<b>2022-2023</b>
	<b>Month</b>	<b>Y-T-D</b>	<b>Y-T-D</b>		<b>Budget</b>
<b>Expenses-General Fund</b>					
<b>Instructional Services</b>					
<b>1100-Regular Programs</b>					
100 Salaries/Wages	\$ 248,850.83	\$ 1,851,066.76	\$ 2,102,590.50	(251,523.74)	\$ 2,803,454.00
200 Benefits	105,108.77	755,933.48	961,693.25	(205,759.77)	1,315,252.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
400 Property Services-Maintenance/Repairs/Rentals	1,869.46	20,849.58	19,830.04	1,019.54	26,440.00
500 Other Services	0.00	1,530.00	4,200.00	(2,670.00)	6,000.00
600 Supplies/Books/Subscriptions	16,312.08	148,947.30	146,166.28	2,781.02	175,987.00
800 Miscellaneous	(202.15)	2,782.35	2,100.00	682.35	3,000.00
<i>Total Regular Programs</i>	<i>371,938.99</i>	<i>2,781,109.47</i>	<i>3,236,580.07</i>	<i>(455,470.60)</i>	<i>4,330,133.00</i>
<b>1200-Special Programs</b>					
100 Salaries/Wages	24,608.35	213,149.83	321,769.53	(108,619.70)	429,026.00
200 Benefits	8,519.41	85,564.06	153,158.97	(67,594.91)	206,429.00
300 Contracted Professional & Technical Services	25,329.00	129,798.00	16,900.00	112,898.00	22,000.00
500 Other Services	0.00	0.00	375.02	(375.02)	500.00
600 Supplies/Books/Subscriptions	302.73	4,215.83	10,660.07	(6,444.24)	14,480.00
<i>Total Special Programs</i>	<i>58,759.49</i>	<i>432,727.72</i>	<i>502,863.59</i>	<i>(70,135.87)</i>	<i>672,435.00</i>
<b>1400/1691/1700-Other Programs &amp; Adult Education</b>					
100 Salaries/Wages	8,017.50	116,431.25	158,336.00	(41,904.75)	200,480.00
200 Benefits	2,118.30	30,991.34	43,284.40	(12,293.06)	54,745.00
300 Contracted Professional & Technical Services	0.00	24,162.98	29,550.00	(5,387.02)	33,000.00
500 Other Services	0.00	0.00	0.00	0.00	0.00
566 Tuition/Higher Education	0.00	3,780.00	3,500.00	280.00	5,000.00
600 Supplies/Books/Subscriptions	0.00	8,245.51	15,200.00	(6,954.49)	20,000.00
<i>Total Other Programs &amp; Adult Education</i>	<i>10,135.80</i>	<i>183,611.08</i>	<i>249,870.40</i>	<i>(66,259.32)</i>	<i>313,225.00</i>
<b>Support Services</b>					
<b>2100-Student Support (Guidance/Social Svc/Child Accounting/Special Ed)</b>					
100 Salaries/Wages	16,129.80	120,238.65	143,507.28	(23,268.63)	192,343.00
200 Benefits	15,059.46	55,979.98	63,537.29	(7,557.31)	84,716.00
300 Contracted Professional & Technical Services	11,378.33	67,076.32	64,000.04	3,076.28	86,000.00
336 Contracted Evaluations & Special Ed Services	138,396.75	159,846.75	70,000.00	89,846.75	100,000.00
500 Other Services	0.00	0.00	3,125.00	(3,125.00)	4,400.00
600 Supplies & Subscriptions	273.04	9,395.98	13,000.06	(3,604.08)	15,100.00
<i>Total Student Support</i>	<i>181,237.38</i>	<i>412,537.68</i>	<i>357,169.67</i>	<i>55,368.01</i>	<i>482,559.00</i>

**ROBERTO CLEMENTE CHARTER SCHOOL**

**Financial Report for the Month Ending**

**March 31, 2023**

	<b>Current</b>		<b>2022-2023</b>		<b>Budget</b>		<b>2022-2023</b>
	<b>Month</b>		<b>Y-T-D</b>		<b>Y-T-D</b>	<b>Variance</b>	<b>Budget</b>
<b>2200-Instructional Support (Technology/Library/Curriculum/Staff Development)</b>							
100 Salaries/Wages	\$ 25,507.02	\$	212,322.28	\$	215,105.85	(2,783.57)	\$ 296,659.00
200 Benefits	11,051.29		99,458.41		124,986.20	(25,527.79)	169,798.00
240 Tuition Reimbursement	1,800.00		11,700.00		18,000.00	(6,300.00)	24,000.00
300 Contracted Professional & Technical Services	0.00		0.00		14,000.00	(14,000.00)	20,000.00
360 Contracted Staff Development Services	2,400.00		17,401.94		29,553.20	(12,151.26)	39,350.00
400 IT Equipment-Maintenance/Repairs/Rentals	0.00		0.00		2,000.00	(2,000.00)	2,000.00
400 Library Equipment-Maintenance/Repairs/Rentals	0.00		0.00		0.00	0.00	0.00
500 Other Services	230.00		2,352.97		13,150.01	(10,797.04)	14,000.00
600 IT Supplies & Subscriptions	369.01		9,565.91		16,000.01	(6,434.10)	20,000.00
600 Library Supplies & Subscriptions	69.96		9,914.97		15,610.54	(5,695.57)	20,623.00
600 Curriculum Supplies & Subscriptions	576.47		6,483.36		23,250.01	(16,766.65)	31,000.00
600 Staff Development Supplies & Subscriptions	10,674.00		17,693.54		4,775.03	12,918.51	5,600.00
800 Miscellaneous	0.00		0.00		0.00	0.00	0.00
	<hr/>		<hr/>		<hr/>	<hr/>	<hr/>
<i>Total Instructional Support</i>	<i>52,677.75</i>		<i>386,893.38</i>		<i>476,430.85</i>	<i>(89,537.47)</i>	<i>643,030.00</i>
<b>2310/2360-Administration (Board/CEO's Office/Legal &amp; Accounting)</b>							
100 Salaries/Wages	10,640.81		83,738.56		90,562.50	(6,823.94)	120,750.00
200 Benefits	7,072.51		54,591.47		60,434.27	(5,842.80)	80,579.00
300 School Board Professional Development Services	0.00		0.00		1,499.99	(1,499.99)	2,000.00
330 Legal & Accounting Services	2,244.50		45,826.85		38,750.01	7,076.84	45,000.00
400 Property Services-Maintenance/Repairs/Rentals	0.00		0.00		0.00	0.00	0.00
500 Other Services	91.39		427.67		1,349.97	(922.30)	1,800.00
600 Supplies & Subscriptions	244.65		3,665.76		1,856.25	1,809.51	2,475.00
800 Dues/Miscellaneous	0.00		3,354.15		4,374.99	(1,020.84)	4,500.00
	<hr/>		<hr/>		<hr/>	<hr/>	<hr/>
<i>Total Board/CEO's Office/Legal &amp; Accounting</i>	<i>20,293.86</i>		<i>191,604.46</i>		<i>198,827.98</i>	<i>(7,223.52)</i>	<i>257,104.00</i>
<b>2380-Administration (Principal's Office)</b>							
100 Salaries/Wages	42,853.54		362,926.44		367,744.22	(4,817.78)	488,331.00
200 Benefits	12,650.27		124,159.13		221,702.47	(97,543.34)	295,331.00
400 Property Services-Maintenance/Repairs/Rentals	1,655.32		10,632.18		11,882.98	(1,250.80)	15,844.00
500 Other Services	0.00		946.48		3,750.02	(2,803.54)	5,000.00
600 Supplies & Subscriptions	935.94		10,211.03		9,225.06	985.97	12,300.00
800 Miscellaneous	112.50		822.67		2,250.00	(1,427.33)	3,000.00
	<hr/>		<hr/>		<hr/>	<hr/>	<hr/>
<i>Total Principal's Office</i>	<i>58,207.57</i>		<i>509,697.93</i>		<i>616,554.75</i>	<i>(106,856.82)</i>	<i>819,806.00</i>

**ROBERTO CLEMENTE CHARTER SCHOOL**

**Financial Report for the Month Ending**

**March 31, 2023**

	<b>Current</b>		<b>2022-2023</b>		<b>Budget</b>		<b>2022-2023</b>
	<b>Month</b>		<b>Y-T-D</b>		<b>Y-T-D</b>	<b>Variance</b>	<b>Budget</b>
<b>2400-Pupil Health</b>							
100 Salaries/Wages	\$ 15,335.00	\$	\$ 117,500.00	\$	\$ 122,359.00	(4,859.00)	\$ 162,132.00
200 Benefits	10,018.34		82,883.77		81,760.50	1,123.27	108,569.00
300 Contracted Professional & Technical Services	0.00		19,720.25		2,100.00	17,620.25	3,000.00
500 Other Services	0.00		0.00		375.02	(375.02)	500.00
600 Supplies & Subscriptions	196.77		1,633.75		8,100.00	(6,466.25)	10,800.00
	<hr/>		<hr/>		<hr/>		<hr/>
<i>Total Pupil Health</i>	<i>25,550.11</i>		<i>221,737.77</i>		<i>214,694.52</i>	<i>7,043.25</i>	<i>285,001.00</i>
<b>2500-Business</b>							
100 Salaries/Wages	16,560.78		158,479.35		166,602.77	(8,123.42)	222,137.00
200 Benefits	8,951.27		78,469.29		95,094.76	(16,625.47)	126,793.00
300 Contracted Professional & Technical Services	2,174.79		17,849.31		22,375.01	(4,525.70)	27,500.00
400 Property Services-Maintenance/Repairs/Rentals	1,131.75		8,823.45		5,159.98	3,663.47	6,880.00
500 Other Services	15.37		771.04		1,650.01	(878.97)	2,200.00
600 Supplies & Subscriptions	335.52		3,265.97		4,650.02	(1,384.05)	6,200.00
800 Taxes/Fees/Miscellaneous	27.54		659.71		1,375.01	(715.30)	1,700.00
	<hr/>		<hr/>		<hr/>		<hr/>
<i>Total Business</i>	<i>29,197.02</i>		<i>268,318.12</i>		<i>296,907.56</i>	<i>(28,589.44)</i>	<i>393,410.00</i>
<b>2600/2900-Plant Operations &amp; Maintenance</b>							
100 Salaries/Wages	27,242.13		219,760.15		247,055.26	(27,295.11)	329,407.00
200 Benefits	7,725.45		60,140.11		109,741.50	(49,601.39)	146,322.00
300 Contracted Professional & Technical Services	22,098.51		107,825.92		68,462.76	39,363.16	81,993.00
400 Property Services-Maintenance/Repairs/Rentals	29,081.33		166,508.38		111,475.30	55,033.08	141,700.00
441 Building Leases	58,276.19		524,485.71		524,487.04	(1.33)	699,316.00
500 Other Services	108.65		591.48		1,200.01	(608.53)	1,600.00
520 Property Insurance	3,590.23		32,322.46		32,550.02	(227.56)	43,400.00
538 Telecommunications	1,320.20		11,872.36		11,625.02	247.34	15,500.00
600 Supplies & Subscriptions	8,572.60		79,435.41		72,475.25	6,960.16	95,300.00
620 Utilities & Fuel	9,908.92		72,599.48		70,010.02	2,589.46	90,400.00
800 Miscellaneous	0.00		81.00		750.01	(669.01)	1,000.00
810 Property Taxes	0.00		0.00		0.00	0.00	0.00
	<hr/>		<hr/>		<hr/>		<hr/>
<i>Total Plant Operations &amp; Maintenance</i>	<i>167,924.21</i>		<i>1,275,622.46</i>		<i>1,249,832.19</i>	<i>25,790.27</i>	<i>1,645,938.00</i>

**ROBERTO CLEMENTE CHARTER SCHOOL**

**Financial Report for the Month Ending**

**March 31, 2023**

	<b>Current</b>		<b>2022-2023</b>		<b>Budget</b>		<b>2022-2023</b>
	<b>Month</b>		<b>Y-T-D</b>		<b>Y-T-D</b>	<b>Variance</b>	<b>Budget</b>
<b>2800-Central (Human Resources/Information &amp; Data/Grant Administration)</b>							
100 Salaries/Wages	\$ 6,565.13	\$	244,015.89	\$	247,447.27	(3,431.38)	\$ 267,363.00
200 Benefits	5,494.55		64,270.62		34,440.77	29,829.85	40,945.00
300 Contracted Professional & Technical Services	0.00		0.00		0.00	0.00	0.00
360 Contracted Staff Development Services	1,250.00		4,176.98		16,825.15	(12,648.17)	19,600.00
500 Other Services	2,196.58		5,662.45		20,812.21	(15,149.76)	24,837.00
600 Supplies & Subscriptions	3,495.70		41,453.11		45,542.15	(4,089.04)	54,500.00
800 Miscellaneous	0.00		1,000.00		750.01	249.99	1,000.00
	<hr/>				<hr/>		
<i>Total Central (HR/Information &amp; Data/Grants)</i>	<i>19,001.96</i>		<i>360,579.05</i>		<i>365,817.56</i>	<i>(5,238.51)</i>	<i>408,245.00</i>
<b>Non-Instructional Services</b>							
<b>3200/3300/3400-Student Activities &amp; Community Services</b>							
100 Salaries/Wages	8,691.74		16,511.32		26,430.51	(9,919.19)	38,454.00
200 Benefits	2,928.81		6,215.26		9,098.21	(2,882.95)	13,121.00
300 Contracted Professional & Technical Services	0.00		0.00		0.00	0.00	0.00
500 Other Services	1,749.45		10,695.05		22,442.50	(11,747.45)	29,600.00
600 Supplies/Books/Subscriptions	955.49		10,195.14		14,700.03	(4,504.89)	19,500.00
800 Fundraisers/Fees/Miscellaneous	0.00		3,148.99		7,700.00	(4,551.01)	11,000.00
	<hr/>				<hr/>		
<i>Total Student Activities &amp; Community Services</i>	<i>14,325.49</i>		<i>46,765.76</i>		<i>80,371.25</i>	<i>(33,605.49)</i>	<i>111,675.00</i>
<b>3100-Food Services</b>							
100 Salaries/Wages	15,979.00		129,414.11		141,783.75	(12,369.64)	189,045.00
200 Benefits	10,300.52		80,683.31		37,139.18	43,544.13	49,519.00
300 Contracted Professional & Technical Services	420.00		3,710.00		5,590.92	(1,880.92)	7,500.00
400 Property Services-Maintenance/Repairs/Rentals	0.00		2,585.86		3,749.99	(1,164.13)	5,000.00
500 Other Services	0.00		0.00		750.01	(750.01)	1,000.00
600 Supplies & Subscriptions	5,049.28		29,887.00		39,929.99	(10,042.99)	53,000.00
630 Food & Dairy	33,334.49		201,885.72		248,737.50	(46,851.78)	347,625.00
800 Miscellaneous	0.00		0.00		175.00	(175.00)	175.00
	<hr/>				<hr/>		
<i>Total Food Services</i>	<i>65,083.29</i>		<i>448,166.00</i>		<i>477,856.34</i>	<i>(29,690.34)</i>	<i>652,864.00</i>

**ROBERTO CLEMENTE CHARTER SCHOOL**

**Financial Report for the Month Ending**

**March 31, 2023**

	<b>Current Month</b>	<b>2022-2023 Y-T-D</b>	<b>Budget Y-T-D</b>	<b>Variance</b>	<b>2022-2023 Budget</b>
<b>Other Expenditures &amp; Financing Uses</b>					
<b>5110/5140/9200-Debt Service &amp; Financing Uses</b>					
770 Amortization	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
810 Fees	0.00	0.00	0.00	0.00	0.00
830 Interest	0.00	0.00	0.00	0.00	0.00
910 Principal	0.00	0.00	0.00	0.00	0.00
913 Lease Payments	0.00	0.00	0.00	0.00	0.00
000 Proceeds	0.00	0.00	0.00	0.00	0.00
<i>Total Debt Service &amp; Financing Uses</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<b>Total Expenses</b>	<b>1,074,332.92</b>	<b>7,519,370.88</b>	<b>8,323,776.73</b>	<b>(804,405.85)</b>	<b>11,015,425.00</b>
<b>Net Operating Income (Loss)</b>	<b>(\$ 166,903.70)</b>	<b>\$ 344,102.19</b>	<b>(\$ 116,451.07)</b>	<b>\$ 460,553.26</b>	<b>\$ 111,347.00</b>
<b>Capital Outlay (450/700)</b>					
1000 Instructional-Equipment & Furniture	0.00	31,412.30	76,000.00	(44,587.70)	76,000.00
2100 Student Support-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2200 Instructional Staff Support-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2300 Administrative-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2400 Health-Equipment & Furniture	1,295.00	1,295.00	0.00	1,295.00	0.00
2500 Business-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2600 Plant Operations-Equipment & Furniture	18,177.50	64,399.73	43,400.00	20,999.73	43,400.00
2800 Central Services-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
3100 Food Service- Equipment & Furniture	0.00	10,467.12	8,000.00	2,467.12	8,000.00
3200 NonInstructional Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
4000 Facilities Acquisition/Construction/Improvements	0.00	74,576.30	0.00	74,576.30	0.00
<i>Total Capital Outlay</i>	<i>19,472.50</i>	<i>182,150.45</i>	<i>127,400.00</i>	<i>54,750.45</i>	<i>127,400.00</i>
<b>Total Income (Loss)</b>	<b>(\$ 186,376.20)</b>	<b>\$ 161,951.74</b>	<b>(\$ 243,851.07)</b>	<b>\$ 405,802.81</b>	<b>(\$ 16,053.00)</b>

**ROBERTO CLEMENTE CHARTER SCHOOL**

**Financial Report for the Month Ending**

**March 31, 2023**

**ASSETS**

**Current Assets**

*Cash*

Main Operating Account	\$ 1,525,128.92	
Auxiliary Account	3,834.90	
Payroll Account	364,930.33	
HIC Account	33,668.25	
Executive Account	901.40	
Principals' Accounts	1,392.19	
Money Market Accounts	1,628,844.18	
Petty Cash	<u>900.00</u>	
		<i>Total Cash</i> 3,559,600.17

*Accounts Receivable*

School Districts	1,243,920.18	
State Government	2,316.08	
Federal Government	73,830.13	
Other	0.00	
Food Service	<u>0.00</u>	
		<i>Total Accounts Receivable</i> 1,320,066.39

*Other Current Assets*

Deposits	0.00	
Capital Contribution- Pareto	25,814.00	
Accrued Revenue	165,446.97	
PrePaid Expenses	43,190.96	
Food Service PrePaid Expenses & Accrued Revenue	0.00	
Agency Fund-Cash Accounts (Students)	<u>6,778.51</u>	
		<i>Total Other Current Assets</i> 241,230.44

**Fixed Assets**

*Buildings & Equipment*

131 Hamilton Street Building (Administration)	1,110,501.64	
850 N 5th Street Building (Elementary School)	566,149.67	
136 S 4th Street Building (Secondary School)	860,712.28	
Construction In Progress	0.00	
Computer Equipment	1,017,582.81	
Furniture & Equipment	998,031.31	
Accumulated Depreciation	(2,447,926.50)	
Food Service Equipment & Furniture	59,796.71	
Food Service Accumulated Depreciation	(41,723.59)	
Building Leases	4,923,720.78	
Equipment Leases	98,372.53	
Accumulated Amortization	<u>(637,501.72)</u>	
		<i>Total Buildings &amp; Equipment</i> 6,507,715.92

**Total Assets**

**\$ 11,628,612.92**

**ROBERTO CLEMENTE CHARTER SCHOOL****Financial Report for the Month Ending****March 31, 2023****LIABILITIES AND CAPITAL****Liabilities****Current Liabilities***Short-Term Payables*

Accounts Payable	\$	119,043.08
PSERS-Employer Contributions		167,226.38
403 B-Employer Contributions		0.00
Payroll Taxes & Deductions		(49.14)
Retirement-Employee Contributions		0.00

*Total Short-Term Payables* 286,220.32

*Accrued Expenses & Other Current Liabilities*

Accrued Salaries & Benefits		557,355.45
Other Accrued Expenses		5,300.00
Interfund Payable		0.00
UnEarned Revenue		49,451.29
Deposits		295,844.68
Scholarship Funds		4,020.00

*Total Accrued Expenses & Other Current Liabilities* 911,971.42

**NonCurrent Liabilities**

Lease Obligations-Buildings		4,449,994.61
Lease Obligations-Equipment		75,991.27

*Total NonCurrent Liabilities* 4,525,985.88

**Total Liabilities** **5,724,177.62**

**Capital****Assigned General Funds**

Assigned Funds-Operating (Budget Impasse)		1,440,000.00
Assigned Funds-Capital Expenses & Projects		1,002,528.45
Assigned Funds-Technology Replacement		15,611.72
Assigned Funds-Budget Shortfall		222,000.00
Assigned Funds-Board Designated Emergency		50,000.00

*Total Assigned Funds* 2,730,140.17

**Other Fund Balances & Net Positions**

Non-Spendable		43,190.96
Net Investment In Capital Assets		2,123,124.33
Net Investment In Capital Leases		(141,394.29)
Agency Funds (Students)		6,778.51
UnAssigned General Funds		980,643.88
Net Income (Loss)		161,951.74

*Total Other Fund Balances & Net Position* 3,174,295.13

**Total Capital** **5,904,435.30**

**Total Liabilities & Capital** **\$ 11,628,612.92**

**ROBERTO CLEMENTE CHARTER SCHOOL**  
**Financial Report for the Month Ending**  
**March 31, 2023**

**PA PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM:**

**DEFERRED OUTFLOW OF RESOURCES**

Deferred Outflow of Resources-PSERS	\$	1,434,994.15
Deferred Outflow of Resources-OPEB		<u>144,865.00</u>
<b>Total Deferred Outflow of Resources</b>	<b>\$</b>	<b><u><u>1,579,859.15</u></u></b>

**DEFERRED INFLOW OF RESOURCES/LIABILITIES & NET POSITION**

Deferred Inflow of Resources-PSERS		1,978,729.00
Deferred Inflow of Resources-OPEB		106,400.00
Long-Term Pension Liability		6,733,000.00
Long-Term OPEB Liability		<u>389,000.00</u>
Total Deferred Inflow of Resources/Liabilities		9,207,129.00
Pension Fund Net Position		(7,276,734.85)
OPEB Fund Net Position		<u>(350,535.00)</u>
<b>Total Deferred Inflow of Resources/Liabilities &amp; Net Position</b>	<b>\$</b>	<b><u><u>1,579,859.15</u></u></b>



Roberto Clemente Charter School  
Payment List  
For the Period 3/1/23 through 3/31/23

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
002290	3/1/23	HISPANIC AMERICAN ORG	850 N 5th Street lease	\$ 22,174.31	3/1/23	X
002291	3/1/23	HISPANIC AMERICAN ORG	136 S 4th Street lease	\$ 36,101.88	3/1/23	X
002292	3/1/23	JOSE FIGUEROA	Donation	\$ 2,091.50	3/10/23	X
002293	3/8/23	All City Management Services, Inc	Crossing guards	\$ 1,240.47	3/10/23	X
002294	3/8/23	Bimbo Bakeries USA		\$ 649.54	3/10/23	X
002295	3/8/23	Decker Equipment	Safety supplies/Classroom furniture	\$ 2,397.78	3/10/23	X
002296	3/8/23	Derstine's	Dairy/food	\$ 4,404.18	3/10/23	X
002297	3/8/23	GAMUT EARLY INTERVENTION SERVICES	Special ed support services	\$ 3,281.25	3/10/23	X
002298	3/8/23	Gold Star Foods	Food warehousing	\$ 2,083.40	3/10/23	X
002299	3/8/23	Kegel's Produce	Fresh produce	\$ 2,684.45	3/10/23	X
002300	3/8/23	LEHIGH CARBON COMMUNITY COLLEGE	Dual enrollment	\$ 1,470.00	3/10/23	X
002301	3/8/23	MBI Heating & Air Conditioning	Preventative maintenace contract	\$ 4,040.00	3/10/23	X
002302	3/8/23	MetLife-Group Benefits	Dental insurance	\$ 3,116.26	3/10/23	X
002303	3/8/23	PLAZA HARDWARE		\$ 85.00	3/10/23	X
002304	3/8/23	RCN		\$ 421.58	3/10/23	X
002305	3/8/23	RESEARCH INSTITUTE FOR		\$ 539.00	3/10/23	X
002306	3/8/23	Royal Landscaping LLC	Winter weather maintenance contract	\$ 16,287.50	3/10/23	
002307	3/8/23	SCHOOL NURSE SUPPLY		\$ 124.91	3/10/23	X
002308	3/8/23	Screencastify LLC	Classroom supplies	\$ 1,273.00	3/10/23	X
002309	3/8/23	Soliant Health, LLC	Contracted special ed services	\$ 14,886.00	3/10/23	X
002310	3/8/23	STANDING STONE CONSULTING INC	Contracted security	\$ 4,582.18	3/10/23	X
002311	3/8/23	TAYLOR BROTHERS DOOR LOCK LLC	Safety supplies	\$ 1,693.26	3/10/23	X
002312	3/8/23	United Electric Supply		\$ 580.72	3/10/23	X
002313	3/8/23	Venus Supplies and Services	Janitorial/maintenance supplies	\$ 2,983.42	3/10/23	X
002314	3/8/23	VIPER PEST SERVICES		\$ 175.00	3/10/23	X
002315	3/16/23	MONK'S SECURITY SYSTEMS	Security DVRs	\$ 14,400.00	3/16/23	X
002316	3/21/23	All City Management Services, Inc	Crossing guards	\$ 2,443.35	3/24/23	X
002317	3/21/23	Derek Ambler	Supplies reimbursement	\$ 83.30	3/24/23	
002318	3/21/23	William Breiner	Travel reimbursement	\$ 108.65	3/24/23	
002319	3/21/23	CARBON LEHIGH INTERMEDIATE UNIT #21	Special ed support services	\$ 132,178.00	3/24/23	X
002320	3/21/23	CITY OF ALLENTOWN		\$ 860.00	3/24/23	X
002321	3/21/23	PA DEPT OF LABOR & INDUSTRY-E		\$ 84.67	3/24/23	X
002322	3/21/23	Derstine's	Dairy/food	\$ 5,425.68	3/24/23	X
002323	3/21/23	EduLink, Inc	Professional development portal	\$ 2,274.00	3/24/23	
002324	3/21/23	Interstate Service Center		\$ 547.31	3/24/23	
002325	3/21/23	JOSTENS		\$ 33.35	3/24/23	X
002326	3/21/23	JP Mascaro & Sons	Refuse/recycling	\$ 1,823.12	3/24/23	X
002327	3/21/23	KALAHARI RESORTS & CONVENTIONS	PAFPC conference	\$ 1,486.98	3/24/23	X
002328	3/21/23	Kegel's Produce	Fresh produce	\$ 1,058.50	3/24/23	X
002329	3/21/23	Lexia Learning Systems LLC	Professional development licenses	\$ 8,400.00	3/24/23	X
002330	3/21/23	Alyssa Mace	HRA payout	\$ 816.68	3/24/23	

Roberto Clemente Charter School  
Payment List  
For the Period 3/1/23 through 3/31/23

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
002331	3/21/23	MONK'S SECURITY SYSTEMS	<i>Security equipment and installation</i>	\$ 3,777.50	3/24/23	X
002332	3/21/23	THE MORNING CALL		\$ 91.39	3/24/23	X
002333	3/21/23	PAFPC		\$ 800.00	3/24/23	
002334	3/21/23	Rittenhouse & Sons, Inc		\$ 910.00	3/24/23	X
002335	3/21/23	Michael Rodriguez	<i>Travel reimbursement</i>	\$ 122.19	3/24/23	X
002336	3/21/23	Royal Landscaping LLC	<i>Winter weather maintenance services</i>	\$ 4,450.00	3/24/23	
002337	3/21/23	Soliant Health, LLC	<i>Contracted special ed services</i>	\$ 4,935.00	3/24/23	X
002338	3/21/23	STANDING STONE CONSULTING INC	<i>Contracted security</i>	\$ 5,335.11	3/24/23	
002339	3/21/23	Success For All Foundation, Inc	<i>Professional development</i>	\$ 2,400.00	3/24/23	X
002340	3/21/23	Rebecca Torres	<i>HRA payout</i>	\$ 2,537.88	3/24/23	X
002341	3/21/23	Valley Youth House	<i>Student counseling</i>	\$ 11,378.33	3/24/23	X
002342	3/21/23	VERIZON CONNECT NWF, INC		\$ 38.00	3/24/23	X
002343	3/21/23	Corin Watt	<i>Travel reimbursement</i>	\$ 15.37	3/24/23	X
002344	3/21/23	Audra Young	<i>Travel reimbursement</i>	\$ 252.20	3/24/23	
002345	3/21/23	Shutterfly Lifetouch, LLC		\$ 790.50	3/24/23	
<b>EFT</b>						
P-222135018	3/1/23	ZOOM		\$ 11.99	3/1/23	X
03032023AMAZ	3/3/23	AMAZON CREDIT PLAN	<i>Classroom/IT/Office supplies</i>	\$ 1,233.21	3/3/23	X
1716851	3/10/23	US FOODS	<i>Food</i>	\$ 10,341.23	3/10/23	X
213526067	3/10/23	UNIVERSAL PREMIUM FLEETCARD		\$ 138.49	3/10/23	X
213527689	3/10/23	STAPLES ADVANTAGE	<i>Office supplies</i>	\$ 1,259.98	3/10/23	X
100006068485	3/10/23	UGI UTILITIES, INC.		\$ 555.59	3/10/23	X
230310-185106	3/10/23	AMAZON CREDIT PLAN	<i>Security/HR/IT/Office/Student Activity supplies</i>	\$ 5,783.65	3/10/23	X
3130505423	3/10/23	TFS Leasing A Program of De Lage		\$ 319.47	3/10/23	X
570655403102C	3/10/23	TOSHIBA AMERICA BUSINESS SOLUTIONS		\$ 537.63	3/10/23	X
6010079679702	3/10/23	HOME DEPOT CREDIT SERVICES		\$ 741.35	3/10/23	X
52391859	3/10/23	PITNEY BOWES GLOBAL FINANCIAL SERVICES		\$ 113.22	3/10/23	X
1322290508	3/13/23	T-Mobile		\$ 469.62	3/13/23	X
726874	3/14/23	PenTeleData		\$ 429.00	3/14/23	X
23031412	3/14/23	PPL ELECTRIC UTILITIES	<i>Electric</i>	\$ 1,902.39	3/14/23	X
23031473	3/14/23	PPL ELECTRIC UTILITIES		\$ 35.54	3/14/23	X
23031409	3/14/23	PPL ELECTRIC UTILITIES	<i>Electric</i>	\$ 3,398.35	3/14/23	X
03012023-3/23	3/15/23	HealthNow Administrative Services	<i>Health insurance</i>	\$ 30,820.23	3/15/23	X
2023100754841	3/21/23	Sage Premium Accounting	<i>Accounting software license</i>	\$ 3,118.00	3/21/23	X
VP_BOPHB3S8	3/22/23	Vistaprint Netherlands B.V.		\$ 74.39	3/22/23	X
100006114706	3/22/23	UGI UTILITIES, INC.		\$ 353.83	3/22/23	X
MS0156450659	3/22/23	Royal Throne Portable Toilets		\$ 530.00	3/22/23	X
230322-172743	3/22/23	AMAZON CREDIT PLAN	<i>Classroom/Curriculum Dvlp/Maintenance supplies</i>	\$ 2,994.01	3/22/23	X
2508496	3/22/23	US FOODS	<i>Food</i>	\$ 5,236.02	3/22/23	X
25630320223	3/22/23	TOSHIBA AMERICA BUSINESS SOLUTIONS		\$ 453.17	3/22/23	X

Roberto Clemente Charter School  
Payment List  
For the Period 3/1/23 through 3/31/23

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
100006114807	3/22/23	UGI UTILITIES, INC.		\$ 993.75	3/22/23	X
3130726943	3/22/23	TFS Leasing A Program of De Lage		\$ 581.77	3/22/23	X
52582982	3/22/23	PITNEY BOWES GLOBAL FINANCIAL SERVICES		\$ 99.00	3/22/23	X
550003222023	3/22/23	ReadyRefresh by Nestle		\$ 214.93	3/22/23	X
12904357	3/22/23	TOSHIBA FINANCIAL SERVICES	Copier leases	\$ 2,399.90	3/22/23	X
100006114377	3/22/23	UGI UTILITIES, INC.	Gas utilities	\$ 1,608.71	3/22/23	X
954348941	3/22/23	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 215.48	3/22/23	X
954349787	3/22/23	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 83.01	3/22/23	X
954350989	3/22/23	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 217.69	3/22/23	X
214854725	3/22/23	STAPLES ADVANTAGE		\$ 292.52	3/22/23	X
774718	3/22/23	PenTeleData		\$ 429.00	3/22/23	X
4VNPJ7P6X5P	3/23/23	IIRP		\$ 450.00	3/23/23	X
027103232023	3/23/23	ReadyRefresh by Nestle		\$ 37.12	3/23/23	X
P-227590926	3/29/23	ZOOM		\$ 12.79	3/29/23	X
<b>Health Insurance Claims (HIC)</b>						
312023M 2/22-2	3/6/23	HealthNow	Health Claims-PE 3/1/23	\$ 2,785.11	3/6/23	X
382023M 3/1-7/	3/13/23	HealthNow	Health Claims-PE 3/8/23	\$ 10,957.88	3/13/23	X
3152023M-3/8-	3/20/23	HealthNow	Health Claims-PE 3/15/23	\$ 8,848.89	3/20/23	X
3152023-3/15-2	3/27/23	HealthNow	Health Claims-PE 3/22/23	\$ 13,057.33	3/27/23	X
<b>Payroll</b>						
18079896 PPE	3/1/23	PENSERV PLAN SERVICES INC	EE/ER 403b contributions	\$ 12,948.97	3/1/23	X
61000154 2/23	3/1/23	P.S.E.R.S.EMPLOYEE # 9254	EE PSERS contributions	\$ 12,224.84	3/1/23	X
2464534	3/3/23	ADP		\$ 75.00	3/3/23	X
AW PPE 3/4/23	3/10/23	Payroll/Taxes	ACH payroll & taxes	\$ 196,625.78	3/10/23	X
000220 PPE 3/4	3/10/23	NYS Child Support Processing Center		\$ 200.00	3/10/23	X
000282 PPE 3/4	3/10/23	PA SCDU		\$ 293.54	3/10/23	X
51471805	3/10/23	Roba Bozakis	Nutritionist	\$ 490.00	3/10/23	X
51471806	3/10/23	Susan Kamber	Art program-independent contractor	\$ 612.98	3/10/23	X
WO136150 PPE	3/13/23	VOYA Financial		\$ 315.21	3/13/23	X
18099638 PPE	3/15/23	PENSERV PLAN SERVICES INC	EE/ER 403b contributions	\$ 12,817.61	3/15/23	X
51478285	3/23/23	McKenna Snyder LLC	Legal services	\$ 1,836.50	3/23/23	X
18111862 PPE	3/24/23	PENSERV PLAN SERVICES INC	EE/ER 403b contributions	\$ 12,700.52	3/24/23	X
628999577	3/24/23	ADP	Payroll processing	\$ 2,789.79	3/24/23	X
83000809 3/23	3/24/23	P.S.E.R.S.EMPLOYEE # 9254	EE PSERS contributions	\$ 12,483.57	3/24/23	X
AW PPE 3/18/2	3/24/23	Payroll/Taxes	ACH payroll & taxes	\$ 187,451.53	3/24/23	X
0000220 PPE 3	3/24/23	NYS Child Support Processing Center		\$ 200.00	3/24/23	X
0000282 PPE 3	3/24/23	PA SCDU		\$ 293.54	3/24/23	X
WO137425 PPE	3/24/23	VOYA Financial		\$ 329.46	3/24/23	X

Roberto Clemente Charter School  
 Payment List  
 For the Period 3/1/23 through 3/31/23

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
<b>CEO's Account (Central Administration)</b>						
3278993	3/10/23	Bench Craft Company	<i>AMGC-school advertisement</i>	\$ 395.00	3/10/23	<b>X</b>
RPXGXTQW8-/	3/21/23	KALAHARI RESORTS & CONVENTIONS	<i>PAFPC conference deposit/refunded</i>	\$ 349.00	3/21/23	<b>X</b>
<b>Principal's Account (Elementary School)</b>						
RWNKP9RWY-	3/21/23	KALAHARI RESORTS & CONVENTIONS	<i>PAFPC conference deposit/refunded</i>	\$ 359.99	3/21/23	<b>X</b>
<b>Principal's Account (Secondary School)</b>						
<i>No Activity</i>						
				<u>\$ 909,151.72</u>		



CERTIFIED PUBLIC ACCOUNTANTS

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(302) 478-8940 □ [www.btcpa.com](http://www.btcpa.com)





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## PROFILE OF THE FIRM

### OVERVIEW

Barbacane, Thornton & Company LLP is a regional public accounting firm based in Wilmington, Delaware. Our philosophy of service is that our office is where our clients are. As an audit-only firm, our staff (all levels) work at the location of our clients. Our Wilmington, Delaware physical office space is dedicated to the administrative functions necessary to manage our practice. Through the use of cutting-edge technology, our staff remain interconnected to each other and the administrative team in order to ensure high quality delivery of service. Our firm is licensed to practice in Pennsylvania, Delaware, New Jersey, and Maryland. The firm was established in 1978 with the vision to provide accounting and auditing services to the nonprofit and government sectors, and we presently have a staff of twenty-two professionals, including five partners, all of whom are dedicated to this market niche. We help organizations achieve their goals by consistently delivering timely, accurate, and innovative professional services. We meet or exceed the expectations of our clients, our people, and our communities with enthusiasm and integrity.

The firm is organized as a limited liability partnership, and each partner has the authority and responsibility for directing and supervising services to clients. Each partner is fully accountable to our clients for the quality of services rendered and the efficiency of the work. We have a professional commitment to more than minimum compliance service – we add **value** to our clients by providing them with:

- A knowledgeable resource for evolving governmental issues
- Personalized **responsive** service
- High **quality** services
- Reasonable fees
- Delivery of service with **integrity**

A unique aspect of our firm is the dedication of all of our resources to the nonprofit and government industry sectors.

### SPECIALIZED GOVERNMENTAL INDUSTRY PRACTICE

The government industry is one of only two industries that our firm's management committee has selected for long-term investment. This means we dedicate all our firm personnel and resources to ensure that we stay abreast of emerging industry issues. This allows us to better serve our clients.

Our government specialty group is charged with keeping our clients and our professionals informed about significant developments in the industry, and about the impact of these developments on the management and fiscal control techniques of government organizations. This group is very knowledgeable of all relevant GASB regulations and have expertise in the preparation of financial statements in accordance with GASB Statement No. 34 and all subsequent amendments.

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CERTIFIED PUBLIC ACCOUNTANTS  
 INTEGRITY □ QUALITY □ RESPONSIVENESS

We develop industry expertise through participation in industry associations and activities, publications, special programs, and other means. This allows us to proactively manage the needs of our government clients. Their backgrounds include experience in the following areas:

1. Preparation and review of annual financial statements including the annual comprehensive financial report (ACFR)
2. Preparation of information returns for federal and state governments
3. Budget preparation and automation
4. Audits designed to meet grantors' requests
5. Financial models and forecasts
6. Preparation and review of policy and procedures manuals (including fixed assets)
7. Internal control reviews
8. New GASB implementations

### The Governmental Audit Quality Center

The firm demonstrates its commitment to government audit quality through its membership in the American Institute of Certified Public Accountants' (AICPA) Governmental Audit Quality Center (GAQC). The AICPA helps firms achieve the highest standards in performing quality government audits. As a member of the GAQC, the firm must adhere to a set of requirements which mandate practices which are above what is normally required in conducting government audits. Membership is voluntary. Our firm has made the commitment to provide the highest level of services to the government sector and, therefore, maintains a membership in the GAQC.

### STRENGTH OF OUR GOVERNMENT PRACTICE

We serve as independent auditors and advisors for many large government organizations. Our entire practice is devoted to nonprofit and government clients much as a single department might be dedicated in a larger firm. Therefore, we feel just as confident, if not more so, in our abilities to service large government clients. A selected sample of our current school district clients throughout Pennsylvania include the following:

■ Lebanon School District	■ Rose Tree Media School District
■ Twin Valley School District	■ Pennridge School District
■ West Chester Area School District*	■ Eastern Lebanon County School District
■ William Penn School District	■ Boyertown Area School District
■ Avon Grove School District	■ Kennett Consolidated School District*
■ School District of Philadelphia*	■ Delaware County Intermediate Unit

\* ACFR award recipient



CERTIFIED PUBLIC ACCOUNTANTS  
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We have participated in the development of award-winning Annual Comprehensive Financial Reports (ACFR) for a number of government entities and are presently working on additional submissions. Our intimate involvement in these projects, which has resulted in first-time award recipients, has been gratefully acknowledged by our clients.

Services we can provide to our clients cover all areas of interest and concern to governmental organizations, including:

- Government auditing
- Single audits
- Preparation of Annual Comprehensive Financial Report
- Review of Annual Comprehensive Financial Report
- Budgeting
- Construction fund audits of special projects (Plancon J audits)
- Assistance in preparation of bond financing statements

Our team of professionals is excited for the opportunity to make the School a part of our client base. Our specialization will enable us to dedicate resources to your specific needs.

### **Audit Transition**

We understand that transitions between audit firms can be stressful, and we do everything we can to reduce the complexity of audit transitions. One thing that we do to assist the transition is to recognize that our objective is to audit your work. Therefore, we adapt our audit plan based on the reports you already produce, rather than having you do all new reports to fit a template that may or may not fit your circumstances. We also believe in holding interviews (fraud risk, internal control, etc.) in person and, to that end, we do not require the completion of checklists and questionnaires by client personnel.

We recognize that there is additional work involved in a first-year audit. Our audit outlined herein contemplates the procedures needed for an internal audit. The procedures and pricing herein presume that the prior year financial statements are fairly presented. If we determine that we are not able to rely upon the prior year statements, we will promptly inform you to discuss any additional procedures necessary to complete the audit.

### **Transition Approach**

Our audit team will communicate with your prior auditor and, with approval of the School, will review prior year audit work papers and request any relevant information that will allow for a smooth transition.





CERTIFIED PUBLIC ACCOUNTANTS  
INTEGRITY □ QUALITY □ RESPONSIVENESS

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## CHARTER SCHOOL CLIENTS SERVED

- Academia Antonia Alonso Charter School
- Academy of Dover Charter School
- Agora Cyber Charter School
- Avon Grove Charter School
- Center for Student Learning Charter School at Pennsbury
- The Charter School of Wilmington
- Christopher Columbus Charter School
- Collegium Charter School
- Delaware Military Academy
- EastSide Charter School
- First State Military Academy
- First State Montessori Academy
- Gateway Charter School
- Insight PA Cyber Charter School
- Las Américas ASPIRA Academy
- Lincoln Charter School
- MOT Charter School
- Newark Charter School
- Northwood Academy Charter School
- Odyssey Charter School
- Pennsylvania Virtual Charter School
- Philadelphia Academy Charter School
- Philadelphia Electrical and Technology Charter High School
- Positive Outcomes Charter School
- Preparatory Charter School, Friends of
- The Preparatory Charter School of Mathematics, Science, Technology and Careers
- Providence Creek Academy Charter School, Inc.
- Providence Creek Academy Foundation
- Russell Byers Charter School
- Souderton Charter School Collaborative
- Sussex Academy
- Young Scholars Charter School