



Board of Trustees
February 18, 2025
7:00PM

Agenda

1. Review of Agenda
2. Review of Minutes
 - 1/21/25 Minutes (motion)
3. Public Input
4. CEO Office
 - CEO Report
 - Title IX Policy Resolution (motion)
5. Principals' Reports
 - Secondary School
 - Elementary School
6. Human Resources
 - HR Report
 - Hires/Appointments (motion)
 - Identification Badge and Key Policy (motion)
 - Hazardous Materials- Workers' Right to Know Policy (first reading)
 - Tobacco Use Policy (first reading)
7. Business Office
 - February Business Report
 - January Financial Reports
 - January Payment List (motion)
 - Non-Budget Expenditure
 - Curriculum Development Subscription (motion)
8. Board Officer Elections (motion)
9. Public Input
10. New Business
11. Adjourn (motion)

**Roberto Clemente Charter School
Board of Trustees Meeting Minutes
January 21, 2025**

Board Attendees: Dr. Lynn Columba, John Bassler, Dr. Kathy Dolgos, Agustín García, Raymond Lahoud, Esq., Alex Rolón, Dr. Jill Sperandio, Ruth Vélez-Font

RCCS Staff: Charles Boger, Joshua Burak, Arkadiusz Kadzielawski, Taren Kobyra, Alyssa Mace, Michael Rodríguez, Cory Snyder, Brendon Zapata

Public: Audie Torres

EXECUTIVE SESSION:

The Board entered Executive Session at 6:04 PM to discuss personnel, student discipline, and legal issues. The Board left the Executive Session at 6:58 PM.

Dr. Columba called the meeting to order at 7:07 PM.

MINUTES:

The minutes of the December 2024 Board of Trustees meeting were reviewed. A motion to approve the December minutes was made by Mr. García and seconded by Mrs. Vélez-Font. The motion carried unanimously.

PUBLIC COMMENT I:

No public input.

CEO's REPORT:

Mrs. Mace presented the CEO's Report.

A motion to approve the Schoolwide Title I Comprehensive Plan 2025–2028 was made by Mr. García and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve the agreement with NAI Summit for real estate representation in future facilities master planning was made by Mrs. Vélez-Font and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve the agreement with Turning Point of the Lehigh Valley for educational presentations focused on healthy relationships for secondary school students was made by Mr. Bassler and seconded by Mrs. Vélez-Font. The motion carried unanimously.

RCCS Elementary School has been identified as one of U.S. News and World Report Best Public and Best Charter Elementary Schools for 2025. Congratulations and Job Well Done!!!!

PRINCIPALS' REPORTS:

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

HUMAN RESOURCES REPORT:

Mr. Rodríguez presented the Human Resources Report.

A motion to approve the new hire as presented in the HR Report was made by Mr. Bassler and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve the resignations and terminations as presented in the HR Report was made by Mrs. Vélez-Font and seconded by Mr. Bassler. The motion carried unanimously.

BUSINESS & FINANCIAL REPORTS:

The Business Report for the month of January, the December Financial Report, and the December Payment List were presented for discussion by Mr. Boger.

A motion to approve the December 2024 Payment List was made by Mr. Garcia and seconded by Mr. Bassler. The motion carried unanimously.

A motion to approve the 2023/2024 Independent Auditor's Report & Financial Statements was made by Mr. García and seconded by Mrs. Vélez-Font. The motion carried unanimously.

A motion to assign an additional \$300,000 to the Capital Expenses & Projects Fund for a new school building was made by Mr. Bassler and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve the 2024/2025 IDEA-B 611 Use of Funds Agreement was made by Mr. Bassler and seconded by Dr. Sperandio. The motion carried unanimously.

PUBLIC COMMENT II:

No public input.

NEW BUSINESS:

Board officer elections will be held during the February BOT meeting.

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

The RCCS Board meeting was adjourned at 7:45 PM.

The next Board of Trustees meeting is scheduled for February 18, 2025, at 7:00 PM, in the RCCS Administration Building.

Dr. Lynn Columba, President

Date

Mr. Alexander Rolón, Secretary

Date



CEO Report

Tuesday, February 18, 2025

Alyssa Mace, Ed.S.

1. Student Enrollment
 - 625 students
2. Title IX Policy Resolution (motion)
 - The 2024 Title IX regulations have been vacated by a federal court. Therefore, RCCS must remove its 2024 Title IX Policy and Grievance Procedures and reinstate its 2020 Title IX Policy and Complaint Procedures.
3. ACCESS for ELLs Monitoring
 - On Wednesday, February 5, 2025, RCCS underwent monitoring for its ACCESS for ELLs assessment procedures by the Pennsylvania Department of Education, Division of Instructional Quality, Bureau of Curriculum, Assessment, & Instruction. I participated in a virtual monitoring interview and unofficially, there were no findings.
4. School Safety & Security
 - On Wednesday, February 5, 2025, we met with representatives from the City of Allentown's Bureau of Traffic Planning & Control. The purpose of this meeting was to discuss traffic concerns at the middle/high school campus and to collaborate about possible solutions to increase vehicular and pedestrian safety during arrival and dismissal.
5. State of the City Address
 - Mr. Boger and I attended Mayor Turek's State of the City address at the DaVinci Science Center on Monday, January 27, 2025.
6. Education Committee
 - February meeting cancelled due to administratively staffing the elementary school.
7. Inclement Weather
 - Wednesday, January 22, 2025: 2-hour delay
 - Friday, January 31, 2025: 2-hour delay
 - Monday, February 3, 2025: 2-hour delay
 - Thursday, February 6, 2025: School closed- snow day



- Monday, February 10, 2025: 2-hour delay
- Wednesday, February 12, 2025: 2-hour delay

**Roberto Clemente Charter School
131 W. Hamilton Street
Allentown, PA 18101**

Resolution of the Board of Trustees

WHEREAS, it is the desire of the Board of Trustees of Roberto Clemente Charter School (“School”) to remove the School’s 2024 Title IX Policy and reinstate the 2020 Title IX Policy and Procedures following the January 9, 2025 United States District Court for the Eastern District of Kentucky’s decision vacating the 2024 Title IX regulations nationwide.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees and it is hereby resolved by the authority of the same as follows:

The Board of Trustees hereby removes the 2024 Title IX Policy and reinstates the 2020 Title IX Policy and Procedures, as attached.

Resolved this 18th day of February 2025.

Roberto Clemente Charter School

By: _____
President

Attest: _____
Secretary

Roberto Clemente Charter School

Board of Trustees Policy

TITLE IX POLICY

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*, protects students from discrimination based on sex in educational programs or activities that receive Federal financial assistance. Title IX states that:

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by a recipient, which receives Federal financial assistance.

This policy reaffirms the commitment of the Roberto Clemente Charter School (“Charter School”) to comply with Title IX. This policy covers student on student as well as employee on student sexual harassment.

When Does Title IX Apply?

Title IX covers sexual harassment that happens in a school’s “education program or activity.” This includes locations, events, and circumstances where a school exercises substantial control over the context of the alleged harassment and the person accused of committing the sexual harassment.

Sexual Harassment

Title IX prohibits the following conduct on the basis of sex that satisfies one or more of the following:

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity.
- School employee conditioning educational benefits on participation in unwelcome sexual conduct, otherwise known as “Quid pro Quo” harassment.

- "Sexual assault," as defined in 20 U.S.C. 1092(f)(6)(A)(v) "dating violence," as defined in 34 U.S.C. 12291(a)(10) "domestic violence," as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30)

Charter School's Response to Allegations/Knowledge of Sexual Harassment

Once the Charter School has actual knowledge of sexual harassment or allegations of sexual harassment, the Charter school must respond or take action.

The Charter School has "actual knowledge" when it has been given notice that a person may have been victimized by sexual harassment. Any person, whether the alleged victim or a parent, friend, or bystander, has the right to report sexual harassment to put the Charter school on notice. A report to any school employee will result in the Charter School having "actual knowledge." Further, Charter School personnel who personally witness sexual harassment can mean that the Charter School has "actual knowledge."

The Charter School cannot be "deliberately indifferent" in responding to a complaint of sexual harassment. That means that it cannot be "clearly unreasonable" in light of the known circumstances. Upon receipt of a complaint, the Title IX Coordinator must act promptly, and must provide the following information to the complainant:

- The availability of supportive measures
- The right to file a complaint
- How to file a complaint

Supportive Measures:

Supportive measures are free, individualized services designed to restore or preserve equal access to education, protect or preserve equal access to education, protect safety, or deter sexual harassment. A complainant does not need to file a formal complaint for him/her to receive supportive measures. Supportive measures are intended to support a student and are not punitive or disciplinary with respect to another student. These measures do not unreasonably burden any other person. Each student, the complainant and respondent, must have equal access to education prior to any determination of responsibility.

Examples of supportive measures include:

- Counseling
- Extension of deadlines
- Modification or work or class schedules
- Escort services
- Mutual restrictions on contact between individuals

The Title IX Coordinator is responsible for implementing these supportive measures and must consider the alleged victim's wishes when it comes to requests for supportive measures. Generally, these measures must remain confidential.

Title IX Coordinator:

Per Title IX federal funding mandates, the Charter School shall designate a Title IX Coordinator whose duties will include:

- (a) receiving reports from victims and third parties of sexual discrimination or sexual harassment in person or by mail, telephone, email, or any other means that results in the Title IX Coordinator receiving the report at any time, including nonbusiness hours;
- (b) oversee mandated (seven-year) recordkeeping regarding investigations, appeals, informal resolutions, and training for Coordinator, investigators and decision-makers on the definition of sexual harassment in the Final Rule, the application of the Title IX policy, how to make relevancy determinations (including how to apply rape shield protections for complainants), the Charter School's education program or activity, and the grievance process, including how to conduct investigations, hearings (including technology for live hearings), appeals, informal resolution processes, how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
- (c) maintaining current contact information in Charter School's nondiscrimination notices and website;
- (d) ensuring Charter School is compliant with Title IX, coordinating the investigation and disciplinary process and looking for patterns or systematic problems with compliance to ensure Charter School fulfills federal obligations;
- (e) signing formal complaints alleging sexual harassment;
- (f) receiving notice of sexual harassment or allegations of sexual harassment (or authorized Charter School representative authorized to institute corrective measures), triggering actual knowledge designation;
- (g) upon receipt of a complaint, providing prompt info to complainants about availability of supportive measures, the right to file a complaint and how to file a complaint and consideration of complainant's wishes regarding supportive measures;
- (h) ensuring the Charter School grievance process and the Title IX Coordinator, investigator, decision-maker and facilitator of an informal resolution process is free of conflicts of interest or bias against a party;
- (i) dismissing a complaint (1) when complainant provides written notice to the Title IX Coordinator to do so, (2) when allegations do not constitute sexual

- harassment, (3) if the allegations did not occur in the Charter School's educational program or activity, (4) if the allegations did not occur in the United States, (5) if respondent is no longer enrolled or employed by the Charter School, or (6) when specific circumstances prevent the gathering of evidence sufficient to reach a determination;
- (j) coordinating Charter School efforts to comply with Title IX; and
- (k) respecting a complainant's wishes regarding whether the Charter School investigates, unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances;

The Charter School's Title IX Coordinator's duties do not include:

- (a) the ability to be named the decision-maker tasked with issuing a written determination regarding responsibility with findings of fact, conclusion about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent and whether remedies will be provided to the complainant (Title IX Coordinator or the investigator cannot be named decision-maker);
- (b) the ability to be named as the decision-maker on any appeal (cannot be the same person as the initial decision-maker on the formal complaint, the investigator, or the Title IX Coordinator);
- (c) any other job responsibility that creates a conflict of interest with responsibilities under Title IX;
- (d) becoming a complainant or a party during the grievance process upon the signing of a formal complaint; and
- (e) a requirement that the Title IX Coordinator file a formal complaint any time the Charter School received notice of multiple reports against a particular respondent and corresponding safe harbor.

Grievance Procedures

Procedures outlining the Title IX Grievance Process that are consistent with this policy and final rules from the United States Department of Education are attached to this policy.

The Charter School will follow a grievance process that complies with the Final Rule before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

The Charter School will not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with Title IX.

The Charter School will investigate sexual harassment allegations in any formal complaint, which can be filed by a complainant, or signed by a Title IX Coordinator.

It is the policy of the Charter School during the grievance process to treat complainants and respondents equitably. That includes providing remedies to a complainant if a respondent is found responsible, and by following these policies in imposing discipline on the respondent.

The Title IX Coordinator shall be capable of conducting a thorough and complete investigation and shall seek advice and assistance from the Board of Trustees if the Title IX Coordinator believes that he or she lacks the capacity to conduct a thorough and complete investigation of the alleged misconduct. If the Title IX Coordinator or the CEO is the one accused of sexual harassment, or the Title IX Coordinator has bias or a conflict of interest, the Board will appoint a qualified individual who is not employed by the Charter School to conduct the investigation.

If the Title IX Coordinator submits the complaint, the Title IX Coordinator must recuse him/herself from the investigation and allow the Board to appoint a qualified individual who is not employed by the Charter School to conduct the investigation.

Once the Title IX Coordinator completes his/her investigatory report, the case will be turned over to a neutral decision maker for the hearing process. A neutral decision maker must be a person(s) who is free from all conflicts of interest or bias for or against complainants or respondents and must receive special training about how to be impartial and how to decide what evidence is relevant.

A school can remove a respondent from the Charter school's educational programs or activities on an emergency basis if the respondent poses an immediate threat to anyone's physical health or safety. If the respondent is an employee, the Charter school may place the employee on administrative leave pending the investigation.

No one will be forced, threatened, coerced, or discriminated against for choosing not to be a part of this grievance process.

Both complainant and respondent have equal rights throughout the entire investigation and hearing process, including, but not limited to, the opportunity to present witnesses and evidence, including expert witnesses, as well as inculpatory and exculpatory evidence. The Charter School will further comply with all disability laws to ensure that all participants are appropriately accommodated.

Publishing Requirements of this Policy:

The Charter School will disseminate a notice of nondiscrimination, which the U.S. Department of Education recommends should specify that sexual harassment and violence are prohibited. Such notice shall appear in the Charter School's student handbook and/or code of conduct, on the Charter School's website, and be available in print on campus so that school members may understand its purpose and utility and include enough detail in the policy so that members of the community realize that sexual harassment and sexual violence are prohibited forms of sex discrimination.

The Charter School will adopt and publish a grievance procedure outlining the complaint, investigation, and disciplinary process for addressing sex discrimination, sexual harassment, and sexual violence occurring within educational programs. This process should address discrimination perpetrated by students, employees, or third parties. Additionally, school security and/or law enforcement personnel must notify victims of their rights to use the Charter school's grievance procedure in addition to being able to file a criminal complaint.

This grievance procedure requires the Charter school's process be "prompt and equitable," meaning it must be a timely response to discrimination and provide both parties equivalent rights during the disciplinary process rather than having one-sided due process. For example, if the accused student is given a right to have an attorney present, so may the accusing student.

While sexual misconduct complaints may be resolved through informal mechanisms, such as mediation, students are not required to use informal methods of grievance resolution and should not be pressured into such a process.

The Charter School will provide educational and awareness programming on sexual harassment and discrimination. The Charter School must address hostile educational environments created by sex discrimination, sexual harassment, and sexual violence school-wide. Addressing a hostile environment means remedying a current situation, addressing its effects, and preventing its recurrence in the future.

The Charter School will maintain and make publicly available on its website all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process (or available in response to a request from the public if it does not maintain a website).

The Charter School shall designate an individual as its Title IX Coordinator and publish the Coordinator's name, title, office address, email address and phone number on its website, notifying applicants for admission or employment, students, parents, legal

guardians, employees, and unions of this designation. Designating one employee as the Title IX Coordinator ensures that students and employees know that notifying the Title IX Coordinator triggers the Charter School's legal obligations to respond to sexual harassment under the regulations.

Training

Title IX mandates that Charter School employees that address sexual violence complaints have appropriate training. The U.S. Department of Education (ED) recommends that teachers, campus security, administrators, counselors, nurses, cleaning staff, coaches, and others likely to receive reports be trained on how to identify and report sexual harassment and violence.

Per the Department of Education, the Charter School will:

- 1) Ensure that responsible employees with the authority to address sexual violence know how to respond appropriately to reports of sexual violence;
- 2) That other responsible employees know that they are obligated to report sexual violence to appropriate school officials; and
- 3) That all other employees understand how to respond to reports of sexual violence.

The Charter School will ensure that counselors and advocates understand the extent to which they may and will keep a report confidential.

The Charter School will provide training to all employees likely to witness or receive reports of sexual violence, including teachers, campus security, school administrators, school counselors, general counsels, athletic coaches, and nurses.

The Charter School will train responsible employees to inform students of:

- 1) The reporting obligations of responsible employees;
- 2) Students' option to request confidentiality and available confidential advocacy, counseling, or other support services; and
- 3) Their right to file a Title IX complaint with the Charter School and to report a crime to campus security or local law enforcement.

The Charter School will ensure that the Title IX Coordinator, investigator, decision-maker, and/or facilitator of an informal resolution process be free of conflicts of interest or bias against a party and that such Charter School Title IX personnel be trained on the

application of the Title IX Policy, the definition of sexual harassment in the Final Rule, the scope of the Charter School's education program or activity, how to conduct an investigation and grievance process, including hearings (and technology to be used at a live hearing), appeals, and informal resolution processes, as applicable, and how to make relevancy determinations (and applying rape shield protections for complainants) and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The Charter School shall maintain and make publicly available on its website all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process (or available in response to a request from the public if it does not maintain a website).

The training materials must be impartial and not rely on sex stereotypes.

Additionally, the Charter School will ensure that staff members are capable of providing culturally competent counseling to all complainants. It will ensure that its counselors and other staff who are responsible for receiving and responding to complaints of sexual violence, including investigators and hearing board members, receive appropriate training about working with Lesbian/Gay/Bi-sexual/Transgender and gender-nonconforming students and same-sex sexual violence.

The Charter School will also ensure that any reporting forms, information, or training about sexual violence be provided in a manner that is accessible to students and employees with disabilities, for example, by providing electronically-accessible versions of paper forms to individuals with print disabilities, or by providing a sign language interpreter to a deaf individual attending a training.

To ensure that students understand their rights under the laws cited herein, the Charter School will provide age-appropriate training to its students regarding Title IX and sexual violence. Training may be provided separately or as part of the Charter School's broader training on sex discrimination and sexual harassment.

The Charter School may include these education programs in its orientation programs for new students, faculty, staff, and employees, training for student athletes and coaches, and assemblies and "back to school nights." These programs will include a discussion of what constitutes sexual harassment and sexual violence, the Charter School's policies and disciplinary procedures, and the consequences of violating these policies.

The Charter School also will include such information in their employee handbook and any handbooks that student athletes and members of student activity groups receive.

These materials will include where and to whom students should go if they are victims of sexual violence. These materials also will tell students and Charter School employees what to do if they learn of an incident of sexual violence.

Other Reporting Requirements in Compliance with Local and State Laws:

If the complaint involves sexual assault, rape or conduct of a criminal nature, the local Police Department shall be contacted and a report of the incident made by the Charter School, in accordance with law enforcement. A report must also be made by the mandatory reporter to ChildLine and the Department of Public Welfare in accordance with the Charter School's Board approved Mandatory Reporter Policy. If there is any question of whether the conduct complained of constituted criminal activity, the Charter School's Board Solicitor should be contacted immediately. Knowledge of a law enforcement investigation does not relieve the Charter School of its independent obligation to investigate the misconduct.

Documents regarding substantiated charges of sexual harassment shall be placed in the accused student's file. Documents regarding unsubstantiated charges shall not be placed in student files, but shall be maintained by the Board of Trustees in a confidential file established expressly for retaining Title IX complaints against students.

Retaliation:

Charging an individual with code of conduct violations that do not involve sexual harassment, but arise out of the same facts or circumstances as a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX constitutes retaliation.

The Charter School will keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding.

Complaints alleging retaliation may be filed according to the Charter school's prompt and equitable grievance procedures. The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX grievance proceeding does not constitute retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

CONCLUSION

If any section of this procedure is declared invalid, the remaining sections shall remain valid and unaffected.

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 APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

ADOPTED this __23rd__ day of __June__, 2020

_____DR. LYNN COLUMBA_____

President

_____ALEX ROLON_____

Secretary



Title IX Complaint Procedures

Once a formal complaint is filed, the student may seek either an informal or formal resolution of his or her complaint:

A. Informal

When a Title IX Coordinator receives a complaint, the Title IX Coordinator may offer an informal resolution process. An informal resolution process is only appropriate if each party enters the process voluntarily and the respondent is a student. The Charter School will not force, threaten, or require any party, complainant or respondent, into participating in informal resolution.

The Charter School will provide a facilitator to oversee the informal resolution process who is free from conflicts of interest or bias, and who has received special training.

The Charter School will provide both complainants and respondents with notice of the allegations, notice of their rights, information about whether an informal process is confidential, and about withdrawing from the process.

Any party, at any time, can decide to stop participating in an informal resolution process and instead go to a formal process.

B. Formal

A formal complaint is an official document alleging sexual harassment. Any student (or any parent of a student) who believes that his or her Title IX rights have been violated may file a complaint requesting a formal investigation into the allegations. Formal complaints shall be taken in writing by the Title IX Coordinator and signed by the complainant. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail at the Title IX Coordinator's posted contact information on the Charter School's website.

In cases where an alleged victim does not file a formal complaint, a Title IX Coordinator might file a complaint and initiate grievance procedures where discipline is appropriate.

A thorough and complete investigation shall be conducted by the Title IX Coordinator.



This investigation shall determine: (1) whether or not the conduct occurred; (2) whether the conduct constitutes a violation of this policy, and, (3) if the conduct was a violation, what actions the Charter School will take to end the violation.

To the extent possible and allowed by law, confidentiality shall be maintained within the confines of the investigation of the alleged prohibited behavior. All parties will be treated with dignity and due process. The Charter School is not allowed to access a party's personal records if they are maintained by a physician, psychiatrist, psychologist, or other professional for the purpose of treatment to the party, without consent.

C. Dismissals:

The Charter School **must** dismiss a complaint:

- That does not describe conduct that meets the definition of sexual harassment;
- That alleges sexual harassment that did not occur in the Charter school's educational program or activity;
- That alleges sexual harassment that did not occur in the United States.

The Charter School **may** dismiss a complaint:

- If the complainant notifies the Title IX Coordinator in writing that the complainant wishes to withdraw the formal complaint or some of its allegations;
- If the respondent is no longer enrolled or employed by the Charter school;
- If specific circumstances prevent the Charter school from gathering specific evidence sufficient to reach a determination about the allegation.

When the Charter School dismisses a formal complaint, or any allegations in it, the Charter School must promptly send written notice of the dismissal to the parties. That notice must also clearly state the reasons. The Charter School can still address dismissed Title IX complaints under the Student Code of Conduct, even if the misconduct is not sexual harassment under Title IX.

D. Conducting Investigations

The Title IX Coordinator receiving a complaint, including a Title IX complaint, shall take the details of the complaint in writing and have the complainant sign it. All Title



IX complaints against a student shall be received, investigated and disposed of in accordance with the procedures set forth in this Policy.

- Upon receipt of the complaint, the Title IX Coordinator must provide the parties with written notice including the names of the parties, the date and location of the alleged misconduct, and a description of the alleged misconduct. The notice must further:
 - Provide the allegations and facts that would constitute sexual harassment
 - State the presumption of innocence
 - A statement that the parties are entitled to an advisor of their choice
 - A statement that the parties can request to inspect and review certain evidence
 - Provide information regarding the Charter School's Code of Conduct and penalties for false statements.
 - If additional allegations come to light, notice must be supplemented.
- The Title IX Coordinator shall meet with every complainant and respondent. The complainant may have his or her Parent(s) present during any such meeting. The respondent, if he or she is a student, shall also have the right to have his or her parent(s) present at any meetings with the Title IX Coordinator as well.
- The Charter School shall provide written notice of the date, time, location, participants, and purpose of all interviews, or other meetings, with sufficient time for the party to prepare.
- The Respondent is presumed not responsible during the investigation.
- From these meetings, the Title IX Coordinator will conduct an adequate, reliable, and impartial investigation of complaint(s), which includes interviewing and obtaining statements from any witnesses of both the complainant and alleged perpetrator, and the review of all evidence presented. Parties will be provided updates until a determination is made in writing.
- No information protected by a legal privilege, such as the attorney-client privilege, or the doctor-patient privilege, can be used during an investigation unless the person holding that privilege has waived it.
- After gathering evidence, the Charter School must prepare an investigative report on the allegations of the formal complaint. The report, along with physical evidence (including written witness statements), must be provided to



the parties. The Charter School will give each party ten (10) days to respond to the evidence in writing. The Charter School will review and consider the response of any party before making a final determination. After allowing time for a response, the Charter School will then finalize the report and submit it to the parties at least ten (10) days prior to any determination of responsibility or a hearing.

E. Hearings/Final Determination of Responsibility

- Final Determinations of Responsibility will only be provided after a Hearing.
- For the purposes of this Policy, a Hearing is defined as either a live hearing or the opportunity for both parties to submit written questions prior to the issuance of a Final Determination.
- The Charter School has the option to hold a live hearing. If a live hearing is held, the complainant can request that he/she be in a separate room from the respondent, with technology allowing everyone to see/hear each other. A court reporter will be present at a live hearing and a transcript will be provided to all parties at the conclusion of the hearing.
- The Charter School shall provide written notice of the date, time, location, participants, and purpose of the hearing, with sufficient time for the party to prepare.
- If a live hearing is held, the Charter School must provide each party with an advisor, of the Charter school's own choosing, free of charge, solely for the purpose of conducting cross examination on that party's behalf. **No party is ever allowed to personally cross examine anyone.** Live cross examination must only be done through an attorney or advisor provided by the Charter School.
- In the absence of a live hearing, the Charter School will provide the parties equal opportunity to submit relevant, written questions to each other, before the Charter School reaches a determination of responsibility. If a party refuses to answer any questions, the party must state the reasons why.
 - Questions and evidence about the complainant's prior sexual history are not relevant, except:
 - Where such information is offered to prove that someone other than the respondent committed sexual harassment



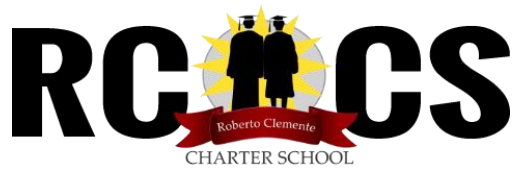
- Where it relates to sexual behavior between the complainant and respondent and if offered to prove consent.
- If a party or witness chooses not to appear at a live hearing, or not to answer cross examination questions, the decision-maker excludes that party or witness's statements and evaluates any evidence that does not include those statements.
- A neutral decision maker, who did not prepare the investigatory report, will preside over the hearing and make the final determination of responsibility.
- The neutral decision maker will not make inferences about the determination regarding responsibility based on the fact that a party or witness did not come to the hearing or submit answers to cross examination.
- The neutral decision maker will make a determination on whether the respondent is responsible within sixty (60) days of the receipt of a complaint unless good cause is shown. Good cause can include law enforcement activities, the absence of a party or witness, the absence of a party's advisor of choice, or the need to provide language assistance or accommodation of a disability.
- The complaint will be decided using a preponderance of the evidence standard (*i.e.*, it is more likely than not that sexual harassment or violence occurred).
- The determination will be in writing, and include:
 - The Charter School Policies that were violated
 - Standard of proof used
 - A description of the procedural steps that were taken by the Charter school
 - A findings of fact section
 - A section that draws conclusions after applying the facts to the applicable portions of the Charter school's policies
 - A statement and rationale for the ultimate determination of responsibility
 - Disciplinary sanctions that the Charter school will impose on the respondent
 - Possible remedies for the complainant (see supportive measures above)
 - A statement of the remedies provided to the complainant and rationale, addressing how those remedies will restore or preserve equal access
 - The right and procedure for each party to file an appeal.



- The determination will be provided to both parties simultaneously.
- Both parties have ten (10) days to file an appeal.
- Discipline for a respondent found responsible for sexual harassment can include but not be limited to in-school suspension, out-of-school suspension, or expulsion. If the Title IX Coordinator or the CEO believes that expulsion against an accused student may be appropriate, then a formal hearing shall be held pursuant to the Pennsylvania Code of Regulations, 22 Pa.Code §12.6 and §12.8. The formal disciplinary procedures contained in the Charter School's Code of Conduct shall be followed for such hearings to assure due process protection for the respondent.
- Even though FERPA limits disclosure of certain information in disciplinary proceedings, the Charter School will disclose information to the complainant about the sanction imposed on the perpetrator when the sanction directly relates to the complainant. This could include an order that the perpetrator stay away from the complainant, or that the perpetrator is prohibited from attending the Charter School for a period of time, or is transferred to other homeroom/classes in the Charter School building.
- The Title IX Coordinator is responsible for carrying out the remedies contained in the written decision.

F. Appeals

- Both the complainant and respondent are permitted to appeal a determination of responsibility.
- Appeals can be taken:
 - After a dismissal before the grievance process, whether mandatory or discretionary
 - At the end of the grievance process
- Grounds for Appeal
 - A procedural irregularity affected the outcome of the matter
 - New evidence has been discovered that was not reasonably available at the time of the determination on responsibility or dismissal



- A conflict of interest on the part of a Title IX Coordinator, an investigator who compiled evidence, or a decision maker, and the conflict of interest affected the outcome
- Appeals will be referred to the Charter School Board of Trustees, unless the Board has or is scheduled to preside over a formal disciplinary hearing pursuant to 22 Pa.Code §12.6 and §12.8. In those cases, the Charter School Board of Trustees will appoint a neutral hearing officer to hear appeals of a determination of responsibility who is 1) not an employee of the Charter school, 2) not the investigator of the complaint, and 3) not the neutral decision-maker who made the initial determination.
- Both parties will have equal opportunities to submit a written statement supporting or challenging the outcome to the Board of Trustees or neutral hearing officer
- After considering the parties' written statements, the Board of Trustees or neutral hearing officer must issue a written decision and send it to the parties simultaneously. This decision is final.



**Principal's Report
Middle High School
February 18, 2025**

Attendance

January 2025	
Grade	Daily Attendance %
6	92
7	90
8	91
9	92
10	88
11	91
12	93
AVG	91

Academic Achievement

Honors Celebration Breakfasts

- Middle School: February 4, 2025 – 31 students represented
- High School: February 7, 2025 – 20 students represented

Family Conferences

- Thursday, February 13
- 35 students represented

Dual Enrollment Courses

- All 10th graders are enrolled and completing a 1-credit LCCC dual enrollment course, Aspira
- Sixteen 11th and 12th graders taking 3-credit LCCC dual enrollment courses

Discipline

Infraction Report: January 2025

Level 2	37
Level 3	9
Level 4	8

- We wrapped up our RCCS Race to Class challenge on 2/7. The 11th grade had the best overall on time record. They will earned a pancake breakfast which will be held on 2/19.
- Our second PBIS school wide raffle trip to the Da'vinci Science center will be on 2/20.

College & Career Update

HS College and Career Counseling

- Trip to Albright College on January 24
- 3 seniors visited the Coroner's Office on February 3
- 6 seniors will be visiting Lafayette College on February 26
- Working with seniors on making final college commitments
- Lessons on character traits and personal growth

Middle School Counseling

- Small group foci: anti-bullying; social skills; and self-control and confidence building
- Upcoming visits:
 - March 14: 7th grade visiting LCCC
 - March 27: 8th grade visiting PSULV
- Vape Prevention Program
 - Implementing in 8th grade Science and 10th grade Health courses

MS Career Fair

- April 11, 2025, 8-10:30 am
- Still looking for business owners, journalists, pilots, and any other people that might be interested in representing their career field

Other Information/Activities/Events/Updates

Family Events

- STEAM Night
 - Monday, March 3, 2025, 6-8 pm
- Professional Development Day
 - March 10, 2025



Elementary Principal's Report
Tuesday, February 18, 2025
Alyssa Mace, Ed.S.

1. Attendance (January 2025)

Grade	Attendance
Kindergarten	82.89%
Grade 1	87.84%
Grade 2	86.47%
Grade 3	89.14%
Grade 4	89.48%
Grade 5	90.56%
Total	87.86%

2. Discipline (January 2025)

	Number of Infractions
Level 2	5
Level 3	4
Level 4	0
Total	9

3. Academic Achievement

- Coqui Celebration Assemblies were held during the week of February 4th, 2025.
 - i. Over 50 parents and families attended to celebrate their student's accomplishments.
- Parent/Teacher Conferences were held Thursday, February 13, 2025.

4. College & Career Activities

- A representative from Moravian University presented to 4th and 5th grade students on Tuesday, February 11, 2025.

5. Calendar

- Friday, February 14, 2025, and Monday, February 18, 2025: School Closed
- Tuesday, February 18, 2025: 100th day of school
- Wednesday, February 19, 2025: 1:00 p.m. early dismissal



Roberto Clemente Charter School

131 W Hamilton Street, Allentown, PA 18101 | Phone: 610-439-5181 | www.myrccs.com

Human Resources Report

February 18, 2025

I. Personnel Updates for board approval, including addenda:

a. Personnel Appointments and New Hires

Name	Location	Job Title	Date	Status
Makayla Hernandez	ELEM	Instructional Asst.	1/27/2025	Part-time

b. Personnel Resignations and Dismissals

Name	Location	Job Title	Date	Status
N/A				

II. Current and Future Job Postings:

Title	Location	Status
Cook/Site Supervisor	Food Service	Offer accepted, pending documentation
Substitute Cafeteria Aide	Food Service	Recruiting

III. Policies and Procedures

- a. Identification Badge and Key Policy – Revision of 2011 Policy (motion)
- b. Hazardous Materials – Workers’ Right to Know – Revision of 2011 Policy (1st reading)
- c. Tobacco Use Policy – Revision of June 18, 2018 (1st reading)



Roberto Clemente Charter School

Identification Badge and Key Policy

Effective Date	
PURPOSE To ensure the safety and security of all individuals at Roberto Clemente Charter School “RCCS”, all employees, contractors, and visitors will be required to obtain and wear a charter school issued identification badge “ID” while on charter school property.	
Applicable to	All employees, temporary staff, and visitors
Procedures <p>As a vital part of the charter school’s security system, an RCCS ID with the employee’s name, and photo will be issued to the employee on their first week of employment. The employee will also be issued keys and an electronic keycard in accordance with their position. The ID, keys, and keycard are for the employee’s use, and their use only, in performance of assigned RCCS duties or in a manner authorized by their supervisor. Allowing the use of, or lending, these items is prohibited and will be subject to disciplinary action.</p> <p>If an employee’s ID, keys, and/or keycard is lost, stolen, or damaged, the employee must immediately report the loss, theft, or damage to their supervisor, the human resources administrator, and the facilities manager as soon as possible to mitigate the potential security risk to the entire school community. It is crucial that all employees treat their ID, keys, and keycard with the utmost care. Safeguarding their ID, keys, and keycard is an essential duty of an RCCS employee.</p> <p>Upon termination, the employee will be required to return their ID, keys, and keycard to the human resources administrator as part of the exit interview process. Failure to return these items may result in deductions from the employee's final paycheck where state law allows.</p> <p><i>Temporary Staff</i></p> <p>Temporary staff with assignments lasting four (4) or more consecutive weeks will be issued an ID and may be issued keys, and/or keycard. Temporary staff must wear their ID at all times while on RCCS property.</p> <p>Temporary staff are required to return their ID, keys, and/or keycard to their assigned supervisor on the last day of the assignment. The supervisor will return the items to the human resources administrator.</p> <p><i>Visitors</i></p> <p>Individuals visiting RCCS must check-in with the main office and will be issued a temporary visitor pass to be worn while on RCCS property. Visitors must be escorted and supervised by an RCCS employee at all times.</p>	



Roberto Clemente Charter School

Replacement of ID, Keys or Keycard

If an employee's ID, keys and/or keycard are lost, stolen, or damaged, they must obtain a replacement.

Losing or damaging these items (other than normal wear and tear) on more than two (2) occasions within a twelve (12) month period will be considered excessive. Past the second occurrence, the employee will assume the cost of the replacement via payroll deduction.

Failure to report an ID, keys, and/or keycard as lost, stolen, or damaged as aforementioned will result in disciplinary action. In the case of temporary staff, the action will immediately be reported to the employing entity and/or may result in removal from the assignment.

Additional guidance

ID - All employees are required to wear their ID in plain view while on RCCS property.

Keys – Employees are required to secure their work area by locking the door to that room any time they leave the room during the school day. At the end of their assigned shift, employees are required to lock the door of their work area as they leave the school.

Keycard - The keycard is the employee's electronic key to enter their assigned work location(s) and must be carried with the employee at all times.

Temporary Staff- An individual contracted through a third party to fulfill a limited assignment.

Board Approval Date	
Approval Signatures on file	

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.

The above policy update will replace/update former related policies and procedures per RCCS Policies and Procedures Manual of 2011-2012.



Roberto Clemente Charter School

Hazardous Materials – Workers’ Right to Know Policy

Effective Date	2011
<p>PURPOSE</p> <p>The Roberto Clemente Charter School “RCCS” Board of Trustees has the responsibility to inform and train its employees properly regarding the hazardous substances they work with and to design and put in place employee protection programs. Employee training programs provide necessary hazard information to employees so they can participate in and support measures in place at school.</p>	
Applicable to	All employees, contractors, facilities and properties of RCCS.
<p>The use of potentially hazardous substances is necessary in operating and maintaining an educational institution. Recognizing that the use of potentially hazardous substances poses risks to people and the environment, RCCS is committed to responsibly purchasing, storing, using, and disposing all substances. To achieve this goal, the RCCS Hazard Materials - Workers’ Right to Know provides guidance on hazardous substances safety which is prepared in compliance with the Pennsylvania Worker and Community Right to Know Act (P.L. 734, No. 159).</p> <p>Responsibilities</p> <p><i>Administration</i></p> <ul style="list-style-type: none"> • Develop a notice that informs employees of the Board’s responsibility to protect them from hazardous substances in the workplace and shall conspicuously displayed as a means of informing employees of their rights and obligations under the law • Conduct and document an initial evaluation of RCCS areas and activities to determine the applicability of the policy to areas of responsibility • Collect and organize the required information on hazardous substances and ensure its availability to employees working with potentially hazardous substances, at least once annually • On an ongoing basis, the administration is expected to provide oversight in controlling exposures to potentially hazardous substances by establishing procedures: <ul style="list-style-type: none"> ○ Procedures must, at a minimum: (1) ensure proper labeling of chemical containers, (2) outline the requirements for the use of available engineering controls and PPE (i.e., ventilation, process enclosures) and (3) consider and control exposures that may affect nearby work areas through planning and prior notification <p><i>Human Resources</i></p> <ul style="list-style-type: none"> • Maintain compliance with the Employee Workplace Notices as required by Pennsylvania Worker and Community Right to Know Act (P.L. 734, No. 159) • Provide employees with policy and make available Hazard Communication 	



Roberto Clemente Charter School

Training

- Maintain necessary training records to ensure compliance with Pennsylvania Worker and Community Right to Know Act (P.L. 734, No. 159)

Facilities Manager

- The Facilities Manager is responsible for developing and reviewing the list of substances and Safety Data Sheets “SDS” to identify substances that may pose potential hazards and notifying administration
- The Facilities Manager is responsible for planning and coordinating advance notification of areas that may be affected
- The Facilities Manager is responsible for ensuring that the contractor(s) take reasonable and prudent precautions when using substances, such as ventilation, off- hours scheduling, etc.
- The Facilities Manager is responsible for ensuring that the contractor removes all their unused and waste chemical products once job assignment is accomplished

Supervisors

- Identify hazardous substances that pose potential health and physical risks for their employees and students
- Ensure availability and access to SDS
- Ensure that all staff who work with or may be exposed to potentially hazardous substances receive and complete Hazard Communication training
- Organize and participate in further employee training for new substances as needed
- Coordinate with human resources the need for medical consultation for affected employees as required by Workers Compensation Law.

Employee

- Complete a Hazard Communication Training course within the first 90 days of employment and every school year thereafter as required by the Pennsylvania Worker and Community Right to Know Act
- Familiarize yourself with the locations of SDS binders in your work area(s)
- Conduct their work in a safe and responsible manner according to established procedures and information available from container labels and SDS's
- Protect yourself by the diligent use of required personal protective equipment
- Protect others by considering any exposures that may affect nearby work areas
- Protect community health and the environment by following established waste disposal practices
- Inform your supervisor of apparent or potential safety and health hazards which includes obtaining advance approval to use hazardous substances on school premises. Should employees have any questions as to whether any material is subject to this requirement, they should direct their question to their supervisor and the Facilities Manager



Roberto Clemente Charter School

Contractors

- Before beginning work, contractors working for RCCS are required to provide the administration with copies of SDS's for all substances to be used while working at RCCS
- The contractor is required to post signs, barricades, and other forms of warning while hazardous substances are in use.

Employee Training and Information

All employees working with potentially hazardous substances must receive training and information on the provisions of the Hazard Materials - Workers' Right to Know that is relevant to their work. The training provided must be specific to the work to be done, yet sufficiently broad to enable the individual to apply their knowledge in similar situations as is the Hazard Communication Training.

In addition to the training provided by RCCS, the supervisor or qualified designee must provide instruction and information specific to the employee's responsibilities and assigned tasks before they begin working with a potentially hazardous substances. The information provided to the employee must be specific, based on established procedures, and appropriate for the needs of the individual(s). As new hazardous substances are introduced into the workplace, or potential hazards change, the supervisor is responsible for ensuring that existing information and training be updated to reflect these changes. Training must be recorded by the supervisor and forwarded to human resources for record keeping.

Definition

A hazardous chemical, as defined by the Hazard Communication Standard (HCS), is any chemical which can cause a physical or a health hazard. This determination is made by the chemical manufacturer, as described in 29 CFR 1910.1200(d).

Board Approval Date	2011
Revision Approval Date	
Approval Signatures on file	Dr. Lynn Columba, President Mr. Alex Rolón, Secretary

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.

The above policy update will replace/update former related policies and procedures per RCCS Policies and Procedures Manual of 2011-2012.



Roberto Clemente Charter School

Tobacco Use Policy

Effective Date	6/19/2018
PURPOSE	
<p>In recognition of the hazards inherent in the use of tobacco and vapor products that may or may not contain nicotine and their potential harm for the user and nonuser, the Board of trustees "Board" prohibits the use and possession of tobacco and vapor products in or upon the Roberto Clemente Charter School "RCCS" buildings/property and in vehicles owned, rented, leased, or chartered by RCCS, as set forth herein.</p>	
Applicable to	All employees, contractors, and visitors
<p>The Chief Executive Officer "CEO" or designee shall annually notify staff about the school's tobacco use policy. Whenever practical, public address announcements at events held in RCCS buildings or on RCCS property shall inform the public of the tobacco and vapor product-free policy.</p> <p>The use and possession of tobacco and vapor products in violation of this policy by any employee shall be subject to disciplinary procedures consistent with provisions of the school's employee discipline policies, procedures and/or practices.</p> <p>Incidents of possession, use and/or sale of tobacco or vapor products in violation of this policy by any employee on school property shall be reported to the Human Resources Office.</p> <p>RCCS Shall place appropriate signs wherever and whenever possible:</p> <ul style="list-style-type: none">• On all buildings owned by, leased by, leased to or under the control of the school;• On all school property; and• In all vehicles owned, leased or chartered by RCCS.	
Definitions	
<p>As used in state law, the following words and phrases shall have the meanings given to them as such:</p> <ul style="list-style-type: none">• "Nicotine" A product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or any other means.• "Tobacco" The term includes:<ul style="list-style-type: none">○ Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, a cigar, a little cigar, chewing tobacco, pipe tobacco, snuff and snus.○ Any vapor product, electronic device, that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar,	



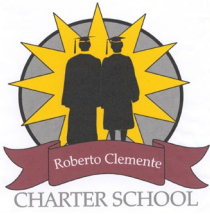
Roberto Clemente Charter School

- a pipe and a hookah.
- Any product containing, made or derived from either:
 - Tobacco, whether in its natural or synthetic form; or
 - Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
 - Any component, part or accessory of the product or electronic device that delivers nicotine, or another substance whether or not sold separately.
- The term does not include:
 - A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, so long as the product is not inhaled. (e.g., patches, gum, lozenges)

Board Approval Date	6/19/2018
Revision Date	
Approval Signatures on file	Dr. Lynn Columba, President Mr. Alex Rolón, Secretary

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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Roberto Clemente Charter School

Business Report: February 18, 2025

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Financial Activity (1/1-1/31/25)

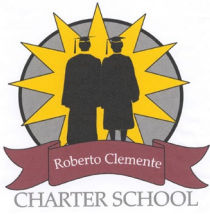
- Finance Committee meeting (Feb-14).
- 620 Students: Non-Special Ed (547), Special Ed (73)
Allentown SD (599), Bethlehem Area SD (3), Catasauqua Area SD (4), East Penn SD (3), Northampton Area SD (1), Parkland SD (1), Salisbury Township SD (1), Saucon Valley SD (4), Whitehall/Coplay SD (4)
- \$4,925 Student uniforms commission (2024) received.
- Safe Schools grants (PCCD) expended:
 - 23/24 School Mental Health (\$34,710 of \$70,000)
 - 24/25 School Safety & Mental Health (\$8,068 of \$70,000)
- \$4,220 Security maglock system installed in reception area double doors. (*Secondary School*)
- Assigned Funds:
 - Capital Expenses & Projects Fund- additional \$300,000 toward a new school building.
- Un-Assigned General Fund balance \$1,741,920 / 15.8% of the operating budget.
- \$837,425 Total monthly disbursements.
 - Winter weather maintenance contract installment (3 of 4). -*DMC Snow*
 - Liability insurance package installment. -*Philadelphia Insurance Co.*
 - Contracted special education support services payment. -*Dr. Valerie Rodriguez*
 - Contracted special education support services payment. -*Dr. Janine Wargo*

Grants, Donations, & Reports

- Submitted (Jan-16) 24/25 School Safety & Mental Health Grant Cumulative Program Report for the PE 12/31/24.
- Filed (Jan-22) 23/24 SF-SAC Single Audit Report.
- Received (Jan-23) 23/24 Single Audit Report approval.
- Filed (Jan-28) FY 2025 E-rate Form 471.

Technology Update

- Department management meeting (1/21).
- 173 Service tickets received between 1/10-2/10.
- Replaced wi-fi access point in the modular building at the Elementary School.
- Navigate360 visitor management system kiosk deployed at the Administration Building.
- Food Service Dept POS hardware repairs ongoing.



Roberto Clemente Charter School

Business Report: February 18, 2025

Page 2 of 2

Technology Update (continued)

- Providing IT support for WIDA testing. Preparing blue book app for May testing.
- Scheduling security equipment replacements.
- Increased support for the STEM program at the Secondary School.
- Preparing for senior cap & gown photo session.
- To address Chromebook application compatibility limitations, the department is developing an enabling system for Chromebooks to remotely access a Windows-based computer fleet.

Facilities Update

- Department management meeting (1/22).
- 47 Service tickets received between 1/10-2/10.
- Five-year sprinkler test conducted (1/2) at the Secondary School.
- Semi-annual HVAC preventative maintenance conducted on units at all three school buildings.

Food Service Update

- Department management meeting (1/21).
- Honors breakfasts served (1/4) (1/7).
- Catered breakfast for professional development day at both schools (1/27).
- PrimeroEdge conference (1/29).
- 23/24 Procurement audit ongoing.

Other Updates

- 2025-2030 Charter renewal ongoing.
- Upcoming budget meetings: Feb-(27)(28); Mar-(20)(21)(24); Apr-(11)(17)(23); May-(2)(9)(16)
- 2024 Statement of Financial Interests forms **DUE May-1.**

Roberto Clemente Charter School
Financial Report for the Month Ending
January 31, 2025

	Current Month	2024-2025 Y-T-D	Budget Y-T-D	Variance	2024-2025 Budget
Revenue-General Fund					
6000/9000 Local Sources & Other Sources					
6500 Interest	\$ 3,443.22	\$ 23,151.83	\$ 8,750.00	\$ 14,401.83	\$ 15,000.00
6700 Student Activities	333.17	1,794.83	3,000.00	(1,205.17)	6,000.00
6832 PassThru Federal Funds (IU)	13,336.63	33,432.59	26,974.00	6,458.59	53,948.00
6920 Other Local Grants & Contributions	0.00	250.00	0.00	250.00	1,505.00
6944 Regular Education Subsidies	590,812.02	4,196,131.42	3,942,000.50	254,130.92	6,714,460.00
6944 Special Education Subsidies	198,350.35	1,260,579.86	1,147,500.50	113,079.36	1,977,118.00
6990 Miscellaneous	5,007.74	5,725.43	1,066.70	4,658.73	2,000.00
9000 Other Sources	0.00	0.00	0.00	0.00	0.00
<i>Total Local Sources</i>	<i>811,283.13</i>	<i>5,521,065.96</i>	<i>5,129,291.70</i>	<i>391,774.26</i>	<i>8,770,031.00</i>
7000 State Sources					
7200 Specific Educational Programs	0.00	200.00	0.00	200.00	0.00
7320 Lease Reimbursement	0.00	0.00	0.00	0.00	96,000.00
7330 Health Services	0.00	45.10	0.00	45.10	11,000.00
7360 Safe Schools	11,684.61	45,684.98	38,050.10	7,634.88	69,182.00
7530 Ready To Learn Grant	671.21	11,123.92	14,273.00	(3,149.08)	28,546.00
<i>Total State Sources</i>	<i>12,355.82</i>	<i>57,054.00</i>	<i>52,323.10</i>	<i>4,730.90</i>	<i>204,728.00</i>
8000 Federal Sources					
8514 Title I	46,210.39	275,446.52	317,298.75	(41,852.23)	523,914.00
8515 Title II	8,318.95	19,975.74	16,588.00	3,387.74	37,088.00
8516 Title III	6,129.17	29,095.99	32,870.00	(3,774.01)	32,870.00
8517 Title IV	982.80	21,287.98	20,875.00	412.98	38,560.00
8700 ESSER	0.00	428,344.98	447,068.00	(18,723.02)	447,068.00
<i>Total Federal Sources</i>	<i>61,641.31</i>	<i>774,151.21</i>	<i>834,699.75</i>	<i>(60,548.54)</i>	<i>1,079,500.00</i>
Food Service					
6620 Sales	2,380.25	11,406.90	6,435.00	4,971.90	11,700.00
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	952.46	7,111.64	11,400.00	(4,288.36)	21,000.00
8531 Federal Sources	35,737.46	260,318.49	329,675.00	(69,356.51)	601,000.00
<i>Total Food Service</i>	<i>39,070.17</i>	<i>278,837.03</i>	<i>347,510.00</i>	<i>(68,672.97)</i>	<i>633,700.00</i>
Total Revenue	924,350.43	6,631,108.20	6,363,824.55	267,283.65	10,687,959.00

Roberto Clemente Charter School
Financial Report for the Month Ending
January 31, 2025

	Current	2024-2025	Budget	Variance	2024-2025
	Month	Y-T-D	Y-T-D		Budget
Expenses-General Fund					
Instructional Services					
1100-Regular Programs					
100 Salaries/Wages	\$ 259,000.45	\$ 1,429,726.52	\$ 1,533,365.35	(\$ 103,638.83)	\$ 2,787,937.00
200 Benefits	136,503.64	687,078.99	715,704.55	(28,625.56)	1,301,281.00
300 Contracted Professional & Technical Services	6,720.15	56,305.90	0.00	56,305.90	0.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	0.00	4,666.70	(4,666.70)	8,000.00
500 Other Services	0.00	6,081.00	5,697.00	384.00	9,495.00
600 Supplies/Books/Subscriptions	1,640.62	77,751.09	115,043.65	(37,292.56)	167,791.00
730 Capitalized Right To Use	1,925.06	13,475.42	13,622.00	(146.58)	23,352.00
800 Fees/Miscellaneous	140.44	607.94	3,750.00	(3,142.06)	6,500.00
<i>Total Regular Programs</i>	<i>405,930.36</i>	<i>2,271,026.86</i>	<i>2,391,849.25</i>	<i>(120,822.39)</i>	<i>4,304,356.00</i>
1200-Special Programs					
100 Salaries/Wages	27,855.56	142,541.11	195,178.75	(52,637.64)	348,325.00
200 Benefits	8,437.99	42,383.04	77,694.70	(35,311.66)	139,252.00
300 Contracted Professional & Technical Services	3,456.05	10,947.30	10,000.00	947.30	10,000.00
500 Other Services	0.00	0.00	275.00	(275.00)	500.00
600 Supplies/Books/Subscriptions	809.12	3,671.82	4,891.90	(1,220.08)	7,600.00
<i>Total Special Programs</i>	<i>40,558.72</i>	<i>199,543.27</i>	<i>288,040.35</i>	<i>(88,497.08)</i>	<i>505,677.00</i>
1400/1691/1700-Other Programs & Adult Education					
100 Salaries/Wages	175.00	42,906.25	75,950.00	(33,043.75)	81,900.00
200 Benefits	74.83	8,647.91	21,376.50	(12,728.59)	23,083.00
300 Contracted Professional & Technical Services	0.00	2,530.00	1,500.00	1,030.00	1,500.00
500 Other Services	0.00	400.00	0.00	400.00	0.00
566 Tuition/Higher Education	0.00	0.00	7,000.00	(7,000.00)	14,000.00
600 Supplies/Books/Subscriptions	0.00	334.76	3,000.00	(2,665.24)	6,000.00
<i>Total Other Programs & Adult Education</i>	<i>249.83</i>	<i>54,818.92</i>	<i>108,826.50</i>	<i>(54,007.58)</i>	<i>126,483.00</i>

Roberto Clemente Charter School
Financial Report for the Month Ending
January 31, 2025

	Current Month	2024-2025 Y-T-D	Budget Y-T-D	Variance	2024-2025 Budget
Support Services					
2100-Student Support (Guidance/Social Svc/Child Accounting/Special Ed Support)					
100 Salaries/Wages	\$ 24,209.28	\$ 143,502.27	\$ 142,381.50	\$ 1,120.77	253,178.00
200 Benefits	8,512.99	75,410.43	54,159.10	21,251.33	94,676.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
336 Contracted Evaluations & Special Ed Services	13,116.25	36,222.50	18,875.00	17,347.50	250,000.00
500 Other Services	6.36	41.87	2,291.70	(2,249.83)	3,400.00
600 Supplies & Subscriptions	97.10	5,037.27	11,568.65	(6,531.38)	17,350.00
<i>Total Student Support</i>	<i>45,941.98</i>	<i>260,214.34</i>	<i>229,275.95</i>	<i>30,938.39</i>	<i>618,604.00</i>
2200-Instructional Support (Technology)					
100 Salaries/Wages	23,945.81	161,373.90	156,847.25	4,526.65	268,881.00
200 Benefits	10,638.61	86,468.23	90,309.95	(3,841.72)	154,817.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
400 Equipment-Maintenance/Repairs/Rentals	0.00	0.00	2,000.00	(2,000.00)	2,000.00
500 Other Services	0.00	0.00	583.35	(583.35)	1,000.00
600 Supplies & Subscriptions	656.90	3,324.97	8,633.45	(5,308.48)	14,800.00
730 Capitalized Right To Use	0.00	0.00	0.00	0.00	0.00
800 Miscellaneous	0.00	0.00	291.70	(291.70)	500.00
<i>Total Instructional Support (Technology)</i>	<i>35,241.32</i>	<i>251,167.10</i>	<i>258,665.70</i>	<i>(7,498.60)</i>	<i>441,998.00</i>
2200-Instructional Support (Library/Curriculum Development/Staff Development)					
100 Salaries/Wages	0.00	3,410.00	11,520.00	(8,110.00)	16,520.00
200 Benefits	0.00	1,442.93	2,904.00	(1,461.07)	4,309.00
240 Tuition Reimbursement	395.00	12,885.00	14,000.00	(1,115.00)	24,000.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
360 Contracted Staff Development	3,000.00	14,977.00	19,758.25	(4,781.25)	35,250.00
400 Equipment-Maintenance/Repairs/Rentals	0.00	0.00	0.00	0.00	0.00
500 Other Services	594.96	691.95	2,483.40	(1,791.45)	2,900.00
600 Library Supplies & Subscriptions	1,282.36	1,282.36	4,804.25	(3,521.89)	7,350.00
600 Curriculum Development Supplies & Subscriptions	0.00	0.00	0.00	0.00	0.00
600 Staff Development Supplies & Subscriptions	589.34	5,738.08	11,383.40	(5,645.32)	13,300.00
800 Miscellaneous	0.00	0.00	0.00	0.00	0.00
<i>Total Instructional Support (Library/Curriculum & Staff Dvlp)</i>	<i>5,861.66</i>	<i>40,427.32</i>	<i>66,853.30</i>	<i>(26,425.98)</i>	<i>103,629.00</i>

Roberto Clemente Charter School
Financial Report for the Month Ending
January 31, 2025

	Current Month	2024-2025 Y-T-D	Budget Y-T-D	Variance	2024-2025 Budget
2310/2360-Administration (Board/CEO's Office/Legal & Accounting)					
100 Salaries/Wages	\$ 11,289.98	\$ 76,084.23	\$ 74,734.35	\$ 1,349.88	128,116.00
200 Benefits	6,005.49	52,813.27	48,567.20	4,246.07	83,258.00
300 School Board Professional Development Services	0.00	0.00	2,000.00	(2,000.00)	2,000.00
330 Legal & Accounting Services	0.00	35,136.75	49,333.35	(14,196.60)	67,000.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	0.00	0.00	0.00	0.00
500 Other Services	0.00	27.56	1,258.40	(1,230.84)	1,800.00
600 Supplies & Subscriptions	29.59	1,282.81	2,905.15	(1,622.34)	4,980.00
800 Dues/Miscellaneous	179.92	3,319.92	4,291.70	(971.78)	4,500.00
<i>Total Board/CEO's Office/Legal & Accounting</i>	<i>17,504.98</i>	<i>168,664.54</i>	<i>183,090.15</i>	<i>(14,425.61)</i>	<i>291,654.00</i>
2380-Administration (Principal's Office)					
100 Salaries/Wages	43,012.18	290,805.55	289,053.95	1,751.60	495,521.00
200 Benefits	13,911.10	109,833.55	116,930.40	(7,096.85)	200,452.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	5,036.05	4,304.20	731.85	6,850.00
500 Other Services	0.00	1,221.75	2,625.10	(1,403.35)	4,500.00
600 Supplies & Subscriptions	127.00	4,477.47	8,210.50	(3,733.03)	14,075.00
730 Capitalized Right To Use	1,140.00	7,980.00	7,987.00	(7.00)	13,692.00
800 Miscellaneous	0.00	1,740.08	2,200.00	(459.92)	3,000.00
<i>Total Principal's Office</i>	<i>58,190.28</i>	<i>421,094.45</i>	<i>431,311.15</i>	<i>(10,216.70)</i>	<i>738,090.00</i>
2400-Pupil Health					
100 Salaries/Wages	15,960.00	85,688.25	86,121.60	(433.35)	153,312.00
200 Benefits	7,824.68	44,073.84	55,312.15	(11,238.31)	99,175.00
300 Contracted Professional & Technical Services	0.00	0.00	1,500.00	(1,500.00)	1,500.00
500 Other Services	0.00	0.00	300.00	(300.00)	500.00
600 Supplies & Subscriptions	711.15	2,861.37	2,683.50	177.87	4,600.00
<i>Total Pupil Health</i>	<i>24,495.83</i>	<i>132,623.46</i>	<i>145,917.25</i>	<i>(13,293.79)</i>	<i>259,087.00</i>
2500-Business					
100 Salaries/Wages	20,589.51	138,732.06	136,224.70	2,507.36	233,528.00
200 Benefits	5,213.77	65,131.47	72,810.50	(7,679.03)	124,818.00
300 Contracted Professional & Technical Services	1,308.63	15,471.61	16,500.00	(1,028.39)	23,500.00
400 Property Services-Maintenance/Repairs/Rentals	687.40	5,462.12	5,360.05	102.07	8,880.00
500 Other Services	306.18	841.69	1,283.35	(441.66)	2,200.00
600 Supplies & Subscriptions	571.05	3,317.62	4,958.35	(1,640.73)	8,500.00
730 Capitalized Right To Use	319.47	2,236.29	2,275.00	(38.71)	3,900.00
800 Taxes/Fees/Miscellaneous	0.00	518.11	1,058.35	(540.24)	1,700.00
<i>Total Business</i>	<i>28,996.01</i>	<i>231,710.97</i>	<i>240,470.30</i>	<i>(8,759.33)</i>	<i>407,026.00</i>

Roberto Clemente Charter School
Financial Report for the Month Ending
January 31, 2025

	Current Month	2024-2025 Y-T-D	Budget Y-T-D	Variance	2024-2025 Budget
2600/2900-Plant Operations & Maintenance					
100 Salaries/Wages	\$ 28,823.58	\$ 193,537.99	\$ 189,486.55	\$ 4,051.44	\$ 324,834.00
200 Benefits	53,605.46	158,234.75	81,679.50	76,555.25	140,022.00
300 Contracted Professional & Technical Services	13,086.91	79,391.57	101,949.20	(22,557.63)	191,815.00
400 Property Services-Maintenance/Repairs/Rentals	24,889.03	104,757.47	114,533.65	(9,776.18)	174,700.00
500 Other Services	0.00	548.02	933.35	(385.33)	1,600.00
520 Property Insurance	4,754.67	33,258.03	31,266.70	1,991.33	53,600.00
538 Telecommunications	1,355.62	9,377.07	9,916.70	(539.63)	17,000.00
600 Supplies & Subscriptions	6,698.73	61,325.65	47,716.95	13,608.70	81,800.00
620 Utilities & Fuel	9,141.21	41,905.49	55,733.35	(13,827.86)	97,500.00
730 Capitalized Right To Use	60,630.56	424,413.92	424,414.15	(0.23)	727,567.00
800 Miscellaneous	0.00	20.48	291.70	(271.22)	500.00
810 Property Taxes	0.00	0.00	0.00	0.00	0.00
<i>Total Plant Operations & Maintenance</i>	<i>202,985.77</i>	<i>1,106,770.44</i>	<i>1,057,921.80</i>	<i>48,848.64</i>	<i>1,810,938.00</i>
2800-Central (Human Resources/Information & Data/Grant Administration)					
100 Salaries/Wages	6,699.97	290,167.34	306,489.25	(16,321.91)	338,168.00
200 Benefits	2,126.35	68,411.62	44,155.10	24,256.52	59,498.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
360 Contracted Staff Development Services	550.00	5,595.00	14,686.95	(9,091.95)	22,900.00
500 Other Services	3,481.91	14,298.32	15,958.70	(1,660.38)	29,950.00
600 Supplies & Subscriptions	1,350.88	18,497.00	19,866.90	(1,369.90)	29,950.00
730 Capitalized Right To Use Payments	1,992.41	13,946.95	14,183.80	(236.85)	24,315.00
800 Miscellaneous	385.00	1,615.00	1,166.70	448.30	2,000.00
<i>Total Central</i>	<i>16,586.52</i>	<i>412,531.23</i>	<i>416,507.40</i>	<i>(3,976.17)</i>	<i>506,781.00</i>
Non-Instructional Services					
3200/3300/3400-Student Activities & Community Services					
100 Salaries/Wages	787.50	5,188.75	10,710.00	(5,521.25)	23,920.00
200 Benefits	151.89	1,076.97	3,181.50	(2,104.53)	7,138.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
500 Other Services	0.00	0.00	2,650.00	(2,650.00)	4,000.00
600 Supplies/Books/Subscriptions	429.81	6,049.22	12,350.00	(6,300.78)	19,500.00
800 Fundraisers/Fees/Miscellaneous	0.00	40.00	5,800.00	(5,760.00)	10,505.00
<i>Total Student Activities & Community Services</i>	<i>1,369.20</i>	<i>12,354.94</i>	<i>34,691.50</i>	<i>(22,336.56)</i>	<i>65,063.00</i>

Roberto Clemente Charter School
Financial Report for the Month Ending
January 31, 2025

	Current	2024-2025	Budget		2024-2025
	Month	Y-T-D	Y-T-D	Variance	Budget
3100-Food Services					
100 Salaries/Wages	\$ 14,543.66	\$ 103,801.19	\$ 109,563.00	(\$ 5,761.81)	\$ 201,126.00
200 Benefits	3,202.02	28,547.04	45,338.00	(16,790.96)	72,676.00
300 Contracted Professional & Technical Services	490.00	4,269.00	3,800.00	469.00	6,000.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	556.00	3,033.35	(2,477.35)	5,200.00
500 Other Services	43.46	747.03	1,000.00	(252.97)	1,000.00
600 Supplies & Subscriptions	4,321.14	33,504.42	31,946.36	1,558.06	50,700.00
630 Food & Dairy	25,395.43	169,118.68	231,616.70	(62,498.02)	396,000.00
800 Miscellaneous	0.00	64.00	100.00	(36.00)	100.00
	<hr/>				
<i>Total Food Services</i>	<i>47,995.71</i>	<i>340,607.36</i>	<i>426,397.41</i>	<i>(85,790.05)</i>	<i>732,802.00</i>
Other Expenditures & Financing Uses					
5110/5140/9200-Debt Service & Financing Uses					
700 Leases/Right To Use	0.00	0.00	0.00	0.00	0.00
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
914 Other Right To Use Payments	0.00	0.00	0.00	0.00	0.00
000 Proceeds	0.00	0.00	0.00	0.00	0.00
	<hr/>				
<i>Total Debt Service & Financing Uses</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
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Total Expenses	931,908.17	5,903,555.20	6,279,818.01	(376,262.81)	10,912,188.00
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Net Operating Income (Loss)	(\$ 7,557.74)	\$ 727,553.00	\$ 84,006.54	(\$ 643,546.46)	(\$ 224,229.00)

Roberto Clemente Charter School
Financial Report for the Month Ending
January 31, 2025

	Current Month	2024-2025 Y-T-D	Budget Y-T-D	Variance	2024-2025 Budget
Capital Outlay (450/700)					
1000 Instructional-Equipment & Furniture	\$ 0.00	\$ 13,800.00	\$ 35,600.00	(\$ 21,800.00)	\$ 35,600.00
2100 Student Support-Equipment & Furniture	0.00	0.00	1,800.00	(1,800.00)	1,800.00
2200 Instructional Staff Support-Equipment & Furniture	0.00	2,295.00	0.00	2,295.00	0.00
2300 Administrative-Equipment & Furniture	0.00	1,124.84	2,400.00	(1,275.16)	2,400.00
2400 Health-Equipment & Furniture	0.00	2,021.00	0.00	2,021.00	0.00
2500 Business-Equipment & Furniture	0.00	0.00	1,800.00	(1,800.00)	1,800.00
2600 Plant Operations-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2800 Central Services-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
3100 Food Service- Equipment & Furniture	0.00	2,478.99	3,000.00	(521.01)	3,000.00
3200 NonInstructional Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
4000 Facilities Acquisition/Construction/Improvements	0.00	0.00	0.00	0.00	0.00
<i>Total Capital Outlay</i>	<i>0.00</i>	<i>21,719.83</i>	<i>44,600.00</i>	<i>(22,880.17)</i>	<i>44,600.00</i>
Total Net Income (Loss)	(\$ 7,557.74)	\$ 705,833.17	\$ 39,406.54	(\$ 666,426.63)	(\$ 268,829.00)

**Roberto Clemente Charter School
Financial Report for the Month Ending
January 31, 2025**

Current Month	2024-2025 Y-T-D	Budget Y-T-D	Variance	2024-2025 Budget
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Roberto Clemente Charter School
Financial Report for the Month Ending
January 31, 2025

ASSETS

Current Assets

<i>Cash</i>		
Main Operating Account	\$	1,712,899.01
Auxiliary Account		9,205.93
Payroll Account		458,648.50
HIC Account		51,115.78
Executive Account		590.46
Principals' Accounts		1,604.25
Money Market Account		2,487,164.58
Petty Cash		<u>1,200.00</u>
<i>Total Cash</i>		<i>4,722,428.51</i>

Accounts Receivable

School Districts	803,288.34
State Government	11,934.79
Federal Government	35,161.68
Other	<u>0.00</u>
<i>Total Accounts Receivable</i>	<i>850,384.81</i>

Other Current Assets

Deposits	0.00
Capital Contribution- Pareto	65,419.41
Accrued Revenue	186,483.01
PrePaid Expenses	44,381.95
Food Service PrePaid Expenses & Accrued Revenue	0.00
Agency Fund-Cash Accounts (Students)	<u>3,862.08</u>
<i>Total Other Current Assets</i>	<i>300,146.45</i>

Fixed Assets

Buildings & Equipment

131 Hamilton Street Building (Administration)	1,148,775.87
850 N 5th Street Building (Elementary School)	566,149.67
136 S 4th Street Building (Secondary School)	864,312.28
Construction In Progress	0.00
Computer Equipment	1,071,456.60
Furniture & Equipment	1,049,750.59
Accumulated Depreciation	(2,891,832.50)
Food Service Equipment & Furniture	62,275.70
Food Service Accumulated Depreciation	(50,573.59)
Building Leases	4,923,720.78
Equipment Leases	205,664.38
Other Right-To-Use Assets	129,764.36
Accumulated Amortization	<u>(2,011,400.55)</u>
<i>Total Buildings & Equipment</i>	<i>5,068,063.59</i>

Total Assets	<u>\$ 10,941,023.36</u>
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Roberto Clemente Charter School
Financial Report for the Month Ending
January 31, 2025

LIABILITIES AND CAPITAL

Liabilities

Current Liabilities

Short-Term Payables

Accounts Payable	\$	43,281.89	
PSERS-Employer Contributions		224,249.77	
403 B-Employer Contributions		0.00	
Payroll Taxes & Deductions		0.00	
Retirement-Employee Contributions		0.00	
<i>Total Short-Term Payables</i>			267,531.66

Accrued Expenses & Other Current Liabilities

Accrued Salaries & Benefits		422,356.96	
Other Accrued Expenses		2,600.00	
Interfund Payable		0.00	
UnEarned Revenue		19,006.12	
Deposits		72,949.68	
Scholarship Funds		2,010.00	
<i>Total Accrued Expenses & Other Current Liabilities</i>			518,922.76

NonCurrent Liabilities

Lease Obligations-Buildings		2,969,503.78	
Lease Obligations-Equipment		92,034.55	
Other Right To Use Obligations		21,275.59	
<i>Total NonCurrent Liabilities</i>			3,082,813.92

			3,869,268.34
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Capital

Assigned General Funds

Assigned Funds-Operating (Budget Impasse)		1,440,000.00	
Assigned Funds-Capital Expenses & Projects		1,526,179.38	
Assigned Funds-Technology Replacement		24,847.80	
Assigned Funds-Scholarships & Awards		2,750.00	
Assigned Funds-Budget Shortfall		252,563.00	
Assigned Funds-Board Designated Emergency		50,000.00	
<i>Total Assigned Funds</i>			3,296,340.18

Other Fund Balances & Net Positions

Non-Spendable		44,381.95	
Net Investment In Capital Assets & Right To Use		1,985,249.67	
Agency Funds (Students)		3,862.08	
UnAssigned General Funds		1,036,087.97	
Net Income (Loss)		705,833.17	
<i>Total Other Fund Balances & Net Position</i>			3,775,414.84

			7,071,755.02
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			\$ 10,941,023.36
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**Roberto Clemente Charter School
Financial Report for the Month Ending
January 31, 2025**

PA PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM:

DEFERRED OUTFLOW OF RESOURCES

Deferred Outflow of Resources-PSERS	\$ 919,168.15
Deferred Outflow of Resources-OPEB	<u>70,556.00</u>
Total Deferred Outflow of Resources	<u><u>\$ 989,724.15</u></u>

DEFERRED INFLOW OF RESOURCES/LIABILITIES & NET POSITION

Deferred Inflow of Resources-PSERS	966,035.00
Deferred Inflow of Resources-OPEB	116,416.00
Long-Term Pension Liability	6,228,000.00
Long-Term OPEB Liability	<u>251,000.00</u>
Total Deferred Inflow of Resources/Liabilities	7,561,451.00
Pension Fund Net Position	(6,274,866.85)
OPEB Fund Net Position	<u>(296,860.00)</u>
Total Deferred Inflow of Resources/Liabilities & Net Position	<u><u>\$ 989,724.15</u></u>

Roberto Clemente Charter School
Payment List
For the Period 1/1/25 through 1/31/25

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
003437	1/1/25	HISPANIC AMERICAN ORG	850 N 5th Street lease	\$ 23,070.16	1/2/25	X
003438	1/1/25	HISPANIC AMERICAN ORG	136 S 4th Street lease/check destroyed	\$ 37,560.40	1/2/25	X
003439	1/7/25	Albright College		\$ 70.84	1/10/25	X
003440	1/7/25	ALL CITY MANAGEMENT SERVICES, INC	Contracted crossing guards	\$ 1,769.04	1/10/25	X
003441	1/7/25	APEX ELEVATOR INSPECTION		\$ 70.00	1/10/25	X
003442	1/7/25	DMC SNOW	Contracted winter weather maintenance	\$ 21,000.00	1/10/25	X
003443	1/7/25	GOLD STAR FOODS		\$ 49.00	1/10/25	X
003444	1/7/25	Kopos Medx, Inc.	Contracted staffing agency	\$ 14,697.20	1/10/25	X
003445	1/7/25	MBI HEATING & AIR CONDITIONING	Contracted preventative HVAC maintenance	\$ 4,090.00	1/10/25	X
003446	1/7/25	MCIU 23	Conference registration	\$ 1,200.00	1/10/25	X
003447	1/7/25	Norman's Bus Services Inc		\$ 879.00	1/10/25	X
003448	1/7/25	OVERGRAD	Guidance dept subscription	\$ 1,770.00	1/10/25	X
003449	1/7/25	PETTY CASH		\$ 157.71	1/10/25	X
003450	1/7/25	School Nurse Supply, Inc.		\$ 242.17	1/10/25	X
003451	1/7/25	STANDING STONE CONSULTING INC	Contracted security services	\$ 6,154.33	1/10/25	X
003452	1/7/25	UNITED ELECTRIC SUPPLY		\$ 275.52	1/10/25	X
003453	1/7/25	US News Awards		\$ 995.00	1/10/25	X
003454	1/7/25	Venus Supplies and Services	Janitorial/Food Service supplies	\$ 14,348.20	1/10/25	X
003455	1/7/25	VERIZON CONNECT NWF, INC		\$ 37.90	1/10/25	X
003456	1/21/25	Anjul Chauhan	Travel reimbursement	\$ 28.62	1/24/25	X
003457	1/21/25	DERSTINE'S	Dairy products	\$ 3,542.67	1/24/25	X
003458	1/21/25	ELECTRONIC SECURITY SOLUTIONS	Safety equipment services	\$ 2,673.00	1/24/25	X
003459	1/21/25	FOLLETT SOFTWARE, LLC	Library software license	\$ 1,282.36	1/24/25	X
003460	1/21/25	GOLD STAR FOODS		\$ 99.84	1/24/25	X
003461	1/21/25	JP MASCARO & SONS	Refuse/recycling	\$ 2,246.80	1/24/25	X
003462	1/21/25	Kegel's Produce	Fresh produce	\$ 1,123.50	1/24/25	X
003463	1/21/25	Glenn R. Koch and Associates, LLC	Contracted special ed support services	\$ 1,391.25	1/24/25	X
003464	1/21/25	MAOLY MARTINEZ	Tuition reimbursement	\$ 900.00	1/24/25	X
003465	1/21/25	MBI HEATING & AIR CONDITIONING		\$ 460.00	1/24/25	X
003466	1/21/25	KARA MCGILL	Travel reimbursement	\$ 6.36	1/24/25	X
003467	1/21/25	MONK'S SECURITY SYSTEMS	Security equipment installation	\$ 5,115.00	1/24/25	X
003468	1/21/25	PETTY CASH		\$ 140.00	1/24/25	X
003469	1/21/25	SCHOOL SPECIALTY LLC		\$ 95.12	1/24/25	X
003470	1/21/25	STANDING STONE CONSULTING INC	Contracted security services	\$ 3,186.70	1/24/25	X
003471	1/21/25	SUCCESS FOR ALL FOUNDATION, INC	Professional development	\$ 2,350.00	1/24/25	X
003472	1/21/25	STEPHANIE VICENTY	Travel reimbursement	\$ 21.66	1/24/25	X
003473	1/21/25	CORIN WATT	Travel reimbursement	\$ 27.56	1/24/25	X
EFT						
01012025 01/25	1/2/25	HEALTHNOW ADMINISTRATIVE SERVICES	Health insurance	\$ 41,141.26	1/2/25	X
100008255114	1/8/25	UGI UTILITIES, INC.		\$ 359.42	1/8/25	X
17155817	1/8/25	TOSHIBA FINANCIAL SERVICES	Copier leases	\$ 1,259.80	1/8/25	X
-182009-5d6f79	1/8/25	AMAZON CREDIT PLAN		\$ 275.76	1/8/25	X

Roberto Clemente Charter School
 Payment List
 For the Period 1/1/25 through 1/31/25

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
250108232	1/8/25	PPL ELECTRIC UTILITIES	<i>Electric utilities</i>	\$ 1,348.13	1/8/25	X
25010827	1/8/25	PPL ELECTRIC UTILITIES		\$ 688.24	1/8/25	X
3143823466	1/8/25	TOSHIBA FINANCIAL SERVICES		\$ 319.47	1/8/25	X
25010829	1/8/25	PPL ELECTRIC UTILITIES	<i>Electric utilities</i>	\$ 2,383.46	1/8/25	X
25010865	1/8/25	PPL ELECTRIC UTILITIES		\$ 34.01	1/8/25	X
57726 010825	1/8/25	PHILADELPHIA INSURANCES COMPANIES	<i>Liability insurance package</i>	\$ 11,372.30	1/8/25	X
5992731796	1/8/25	T- MOBILE		\$ 501.41	1/8/25	X
6238261	1/8/25	US FOODS	<i>Food products</i>	\$ 2,673.61	1/8/25	X
1587636343249	1/8/25	HOME DEPOT CREDIT SERVICES		\$ 371.36	1/8/25	X
72459918	1/8/25	PITNEY BOWES GLOBAL FINANCIAL SERVICES		\$ 269.19	1/8/25	X
72459927	1/8/25	PURCHASE POWER		\$ 201.00	1/8/25	X
90976484039	1/8/25	RCN		\$ 425.21	1/8/25	X
1000011319967	1/8/25	LINCOLN FINANCIAL SERVICE	<i>Dental/STD/LTD/LI insurance</i>	\$ 6,217.98	1/8/25	X
100008297893	1/22/25	UGI UTILITIES, INC.	<i>Gas utilities</i>	\$ 1,502.19	1/22/25	X
100008297944	1/22/25	UGI UTILITIES, INC.	<i>Gas utilities</i>	\$ 1,541.82	1/22/25	X
100008298130	1/22/25	UGI UTILITIES, INC.		\$ 623.35	1/22/25	X
1722033481	1/22/25	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 232.67	1/22/25	X
1722140967	1/22/25	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 278.77	1/22/25	X
1722146541	1/22/25	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 78.75	1/22/25	X
17241744	1/22/25	TOSHIBA FINANCIAL SERVICES	<i>Copier leases</i>	\$ 1,223.49	1/22/25	X
-145325-82f545	1/22/25	AMAZON CREDIT PLAN	<i>Special ed/Student activity/Maintenance supplies</i>	\$ 2,722.03	1/22/25	X
3144090690	1/22/25	TOSHIBA FINANCIAL SERVICES		\$ 581.77	1/22/25	X
60-5a46-48dd-a	1/22/25	READY REFRESH BY NESTLE		\$ 50.00	1/22/25	X
6502117	1/22/25	US FOODS	<i>Food products</i>	\$ 11,924.40	1/22/25	X
72667884	1/22/25	PURCHASE POWER		\$ 250.00	1/22/25	X
1000011325982	1/22/25	LINCOLN FINANCIAL SERVICE	<i>Dental/STD/LTD/LI insurance</i>	\$ 6,044.60	1/22/25	X
rr0y5ebrtrdxah	1/22/25	HIGHMARK BLUE SHIELD		\$ 613.91	1/22/25	X
961170	1/22/25	PENTELEDATA		\$ 429.00	1/22/25	X
P-341018238	1/28/25	ZOOM		\$ 12.79	1/28/25	X

Health Insurance Claims (HIC)

20241231 12/24	1/2/25	HealthNow	<i>Health Claims: PE 12/26/24</i>	\$ 13.18	1/2/25	X
226 12/18-12/26	1/3/25	HealthNow	<i>Health Claims- PE 12/31/24</i>	\$ 35,251.20	1/3/25	X
10812/31-1/7/25	1/13/25	HealthNow	<i>Health Claims- PE 1/7/25</i>	\$ 22,210.55	1/13/25	X
20250115	1/21/25	HealthNow	<i>Health Claims- PE 1/14/25</i>	\$ 16,188.65	1/21/25	X
20250122	1/27/25	HealthNow	<i>Health Claims: PE 1/21/25</i>	\$ 52,366.95	1/27/25	X

Payroll

2 PPE 12/21/24	1/2/25	PENSERV PLAN SERVICES INC	<i>EE/ER 403b contributions</i>	\$ 14,359.81	1/2/25	X
77308404 12/24	1/2/25	ADP	<i>Payroll processing services</i>	\$ 1,313.00	1/2/25	X
3 PPE 12/21/24	1/2/25	VOYA FINANCIAL		\$ 746.05	1/2/25	X
6000277 12/24	1/6/25	P.S.E.R.S.EMPLOYEE # 9254	<i>EE State pension contributions</i>	\$ 10,707.67	1/6/25	X

Roberto Clemente Charter School
 Payment List
 For the Period 1/1/25 through 1/31/25

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
2 PPE 1/4/2025	1/10/25	PA SCDU		\$ 293.54	1/10/25	X
100 PPE 1/4/25	1/10/25	PENSERV PLAN SERVICES INC	EE/ER 403b contributions	\$ 12,901.65	1/10/25	X
100 PPE 1/4/26	1/10/25	VOYA FINANCIAL		\$ 707.99	1/10/25	X
51766577	1/10/25	Roba Bozakis	Contracted dietitian	\$ 490.00	1/10/25	X
51766578	1/10/25	MCKENNA SNYDER LLC		\$ 463.75	1/10/25	X
V PPE 1/4/2025	1/10/25	PAYROLL/TAXES	ACH payroll & taxes	\$ 183,162.76	1/10/25	X
R_67952893	1/17/25	ADP	EE/ER 403b contributions	\$ 563.27	1/17/25	X
00020	1/21/25	Roba Bozakis	Contracted dietitian	\$ 840.00	1/21/25	X
R_680135728	1/23/25	ADP		\$ 133.22	1/23/25	X
51771687	1/24/25	Valerie Rodriguez	Contracted special ed support services	\$ 2,900.00	1/24/25	X
51771688	1/24/25	Janine M Wargo	Contracted special ed support services	\$ 8,825.00	1/24/25	X
W PPE 1/18/25	1/24/25	PAYROLL/TAXES	ACH payroll & taxes	\$ 196,393.10	1/24/25	X
82 PPE 1/18/25	1/24/25	PA SCDU		\$ 293.54	1/24/25	X
72 PPE 1/18/25	1/24/25	VOYA FINANCIAL		\$ 785.99	1/24/25	X
72 PPE 1/18/26	1/24/25	PENSERV PLAN SERVICES INC	EE/ER 403b contributions	\$ 11,894.54	1/24/25	X
27000149 01/25	1/27/25	P.S.E.R.S.EMPLOYEE # 9254	EE State pension contributions	\$ 10,759.93	1/27/25	X
925535886788	1/30/25	ADP	Payroll processing services	\$ 1,302.14	1/30/25	X
CEO's Account (Central Administration)						
5594065190972	1/2/25	Pennsylvania Department of Education	Emergency permit	\$ 100.00	1/2/25	X
86.2936895486	1/29/25	Pennsylvania Department of Education	Emergency permits	\$ 200.00	1/29/25	X
Principal's Account (Elementary School)						
011625SVIC	1/17/25	WAWA, INC	Refreshments for ASD walkthrough	\$ 113.50	1/17/25	X
Principal's Account (Secondary School)						
011525TKOB-1	1/14/25	Weis	Refreshments for ASD walkthrough	\$ 24.04	1/14/25	X
011525TKOB-2	1/14/25	WAWA, INC	Refreshments for ASD walkthrough	\$ 42.38	1/14/25	X
				\$ 837,425.46		