

**Roberto Clemente Charter School
Board of Trustees Meeting Minutes (BoT)
July 21, 2026**

Board Attendees: John Bassler, Dr. Lynn Columba, Agustín García, Alex Rolón, Dr. Jill Sperandio

Board Absentees: Dr. Kathy Dolgos, Raymond Lahoud, Ruth Vélez-Font

RCCS Staff: Charles Boger, Arkadiusz Kadzielawski, Alyssa Mace, Michael Rodríguez, Cory Snyder

EXECUTIVE SESSION:

The Building Committee entered Executive Session at 6:08 PM to discuss real estate matters. The Committee left the Executive Session at 6:52 PM.

The Board entered Executive Session at 6:52 PM to discuss personnel matters. The Board left the Executive Session at 6:59 PM.

Dr. Columba called the meeting to order at 7:09 PM.

MINUTES:

The minutes of the June 2026 BoT meeting were reviewed. A motion to approve the June minutes was made by Mr. García and seconded by Mr. Bassler. 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 2025/2026 Charter School Annual Report was made by Mr. García and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve the Unpaid Leave of Absence as presented in the CEO's Report was made by Mr. Bassler and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve the School-Based Internship Agreement with Kutztown University was made by Mr. Bassler and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve the Memorandum of Understanding with Moreland University was made by Mr. Bassler and seconded by Dr. Sperandio. The motion carried unanimously.

HUMAN RESOURCES REPORT:

Mr. Rodríguez presented the Human Resources Report.

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

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

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

BUSINESS & FINANCIAL REPORTS:

The July Business Report and the June Payment List were presented for discussion by Mr. Boger.

A motion to approve the June Payment List was made by Mr. García and seconded by Mr. Bassler. The motion carried unanimously.

A motion to approve submitting the 2026/2027 Consolidated Application as presented in the Business Report was made by Mr. Bassler and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve opening a bank account with Fidelity Bank was made by Mr. Bassler and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve the contract renewal with ACMS for crossing guard services was made by Mr. Bassler and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve engaging CHA for construction management services was made by Mr. Bassler and seconded by Dr. Sperandio. The motion carried unanimously.

PUBLIC COMMENT II:

No public input.

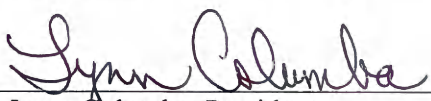
NEW BUSINESS:

Dr. Columba called on the RCCS parents to consider applying to become a member of the RCCS Board of Trustees. Interested parents should visit the RCCS website and complete the online questionnaire. Interested parties may also obtain a hard copy of the questionnaire at any RCCS building and return it in a sealed envelope to the Board Secretary's attention.

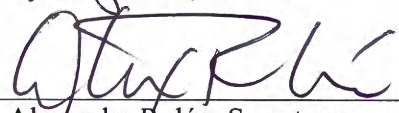
There being no further business, Mr. Rolón moved to adjourn the meeting and it was seconded by Mr. Bassler. The motion carried unanimously.

The RCCS Board meeting was adjourned at 7:29 PM.

The next Board of Trustees meeting is scheduled for Augus 18, 2026 at 7:00 PM, in the RCCS Administration Building.



Dr. Lynn Columba, President



Mr. Alexander Rolón, Secretary

9/16/26

Date

8/18/26

Date



Board of Trustees

July 21, 2026

7:00 PM

Agenda

1. Review of Agenda
2. Review of Minutes
 - 6/16/26 Minutes (motion)
3. Public Input
4. CEO Office
 - CEO Report
 - 2025-2026 Charter School Annual Report (motion)
 - Unpaid Leave of Absence (motion)
 - College Agreements
 - Kutztown University (motion)
 - Moreland University (motion)
5. Human Resources
 - HR Report
 - Hires/Appointments (motion)
 - Resignations/Terminations (motion)
6. Business Office
 - Reports
 - July Business Report
 - June Payment List (motion)
 - 26/27 Consolidated Application (motion)
 - Bank Account (motion)
 - Contracts & Agreements
 - Crossing Guard Services (motion)
 - Construction Management Services (motion)
7. Public Input
8. New Business
9. Adjourn (motion)

**Roberto Clemente Charter School
Board of Trustees Meeting Minutes (BoT)
June 16, 2026**

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

Board Absentees: Dr. Jill Sperandio

RCCS Staff: Charles Boger, Joshua Burak, José Molina, Jr., Alyssa Mace, Michael Rodríguez, Cory Snyder

EXECUTIVE SESSION:

The Board entered Executive Session at 6:00 PM to discuss real estate and personnel matters. The Board left the Executive Session at 6:49 PM.

The Safety Report was presented to the Board during Executive Session as an informational item. No further action is required.

Dr. Columba called the meeting to order at 7:03 PM.

MINUTES:

The minutes of the May 2026 BoT meeting were reviewed. A motion to approve the May minutes was made by Mr. García and seconded by Dr. Dolgos. 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 2026/2027 Student/Parent Handbooks for the elementary and secondary schools was made by Mr. García and seconded by Mr. Lahoud. The motion carried unanimously.

PRINCIPALS' REPORTS:

Mr. Snyder and Mr. Burak presented their respective reports for the elementary school and the high school. No report was submitted for the middle school.

SCHOOL BUDGET:

A motion to approve the 2026/2027 Years of Service Awards Schedule was made by Mr. Bassler and seconded by Dr. Dolgos. The motion carried unanimously.

A motion to approve the 2026/2027 Food Service Menu Prices was made by Mrs. Vélez-Font and seconded by Mr. Bassler. The motion carried unanimously.

A motion to reset the Technology Replacement Fund balance to \$50,000 was made by Mr. Bassler and seconded by Mr. Lahoud. The motion carried unanimously.

A motion to reset the Scholarships & Awards Fund balance to \$2,000 was made by Mr. Lahoud and seconded by Mr. Bassler. The motion carried unanimously.

A motion to approve adding an additional \$65,000 to the Capital Expenses & Project Fund for a school van was made by Mr. Bassler and seconded by Mrs. Nuñez. The motion carried unanimously.

A motion to approve adding an additional \$20,000 to the Capital Expenses & Project Fund balance for a STEAM lab was made by Mr. Bassler and seconded by Dr. Dolgos. The motion carried unanimously.

A motion to reset the Budget Shortfall Fund balance to \$152,000 was made by Mr. Bassler and seconded by Dr. Dolgos. The motion carried unanimously.

A motion to approve the 2026/2027 Budget was made by Mr. García and seconded by Mr. Bassler. The motion carried unanimously.

HUMAN RESOURCES REPORT:

Mr. Rodríguez presented the Human Resources Report.

A motion to approve the summer temporary employment as presented in the HR Report was made by Mrs. Nuñez and seconded by Mr. Lahoud. The motion carried unanimously.

A motion to approve the dismissal as presented in the HR Report was made by Mr. Lahoud and seconded by Dr. Dolgos. The motion carried unanimously.

A motion to approve the 2026/2027 Contract Renewals as presented on the HR Report was made by Mr. Lahoud and seconded by Mrs. Nuñez. The motion carried unanimously.

BUSINESS & FINANCIAL REPORTS:

The June Business Report, the May Financial Report, and the May Payment List were presented for discussion by Mr. Boger.

A motion to approve the May Payment List was made by Mr. Bassler and seconded by Dr. Dolgos. The motion carried unanimously.

A motion to approve submitting the 2025/2026 PDE 418: Application for Approval of Charter School Lease Reimbursement Program for the elementary school building (850 N. 5th Street) was made by Mr. Bassler and seconded by Mrs. Vélez-Font. The motion carried unanimously.

A motion to approve submitting the 2025/2026 PDE 418: Application for Approval of Charter School Lease Reimbursement Program for the secondary school building (136 S. 4th Street) was made by Mr. Bassler and seconded by Dr. Dolgos. The motion carried unanimously.

A motion to approve renewing the contract with Parallel Learning Inc. for behavioral health support services was made by Mr. Bassler and seconded by Mrs. Vélez-Font. The motion carried unanimously.

A motion to approve renewing the contract with Success for All Foundation Inc. for the elementary school professional development was made by Mr. Bassler and seconded by Mrs. Nuñez. The motion carried unanimously.

A motion to approve the contract with Success for All Foundation Inc. for the middle school professional development and program material costs was made by Mr. García and seconded by Mr. Lahoud. The motion carried unanimously.

A motion to approve adding an additional \$200,000 to the Operating Reserves Fund balance was made by Mr. Lahoud and seconded by Mr. Bassler. The motion carried unanimously.

A motion to reset the Board Designated Emergency Fund balance to \$100,000 was made by Mr. Bassler and seconded by Mrs. Nuñez. The motion carried unanimously.

A motion to approve adding an additional \$200,000 to the Capital Expenses & Project Fund balance for the new elementary school project was made by Mr. Bassler and seconded by Dr. Dolgos. The motion carried with Mr. Lahoud abstaining.

MEETING SCHEDULES:

A motion to approve the 2026-2027 Board of Trustees and committee meetings dates was made by Mrs. Nuñez and seconded by Mrs. Vélez-Font. The motion carried unanimously.

PUBLIC COMMENT II:

No public input.

NEW BUSINESS:

None.

The RCCS BoT extends its appreciation to Mrs. Nuñez for her service as the school's parent Trustee and wishes her the best in her future endeavors.

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 7:56 PM.

The next Board of Trustees meeting is scheduled for July 21, 2026 at 7:00 PM, in the RCCS Administration Building.

Dr. Lynn Columba, President

Date

Mr. Alexander Rolón, Secretary

Date



CEO Report

Tuesday, July 21, 2026

Alyssa Mace, Ed.S.

1. 2025-2026 Charter School Annual Report (motion)
 - Each charter school in the Commonwealth of Pennsylvania is required by section 1728-A of the Charter School Law, 24 P.S. § 17-1728-A(b), to submit a yearly annual report. The report is due each year on August 1.
2. Unpaid Leave of Absence (motion)
 - Adrian Garcia, Elementary Instructional Assistant/Substitute
 - May 8 - August 16, 2026
3. College Agreements
 - The agreements with the universities listed below will allow RCCS to host clinical placements for collegiate students.
 - Kutztown University
 1. School-Based Internship Agreement (motion)
 - Moreland University
 1. Memorandum of Understanding (motion)
4. RCCS Calendar
 - Monday, August 10, 2026: Education Committee, 1:00 p.m.
 - Thursday, August 13, 2026: HR Committee, 4:00 p.m.
 - Friday, August 14, 2026: Finance Committee, 10:00 a.m.
 - Thursday, August 13 - Friday, August 14, 2026: New Staff Induction
 - Monday, August 17 - Thursday, August 20, 2026: All Staff Orientation
 - Tuesday, August 18, 2026: Board of Trustees Meeting, 7:00 p.m.
 - Thursday, August 20, 2026: Kindergarten, 6th, 9th and 12th grade orientations
 - Monday, August 24, 2026: 1st day of school, 2026-2027 school year

Roberto Clemente CS

Charter School Annual Report | 2025 - 2026

School Profile

		AUN	
		121393330	
Address 1			
131 W Hamilton St			
Address 2			
City		State	Zip Code
Allentown		PA	18101
Chief Administrator Name			
Mrs Alyssa Mace			
Chief Administrator Email			
anewman@myrccs.com			
Chief Administrator Phone		Extension	
(610) 439-5814 - 544			
City		State	Zip Code
Allentown		PA	18101
Principal Name			
Cory Snyder			
Principal Email			
csnyder@myrccs.com			
Principal Phone		Extension	
610-351-4310		357	

Authorizing District(s)

Upload Current Charter (PDF only)

Roberto Clemente CS Fully Signed 2025 06 26.pdf

Governance and Staff

Board of Trustees Members

Name	Office	New Member?
Dr. Lynn Columba		
Dr. Kathleen Dolgos		
Mr. Alex Rolon		
Mr. John Bassler		
Mr. Agustin Garcia		
Dr. Jill Sperandio		
Mr. Raymond Lahoud, Esq.		
Mrs. Ruth Velez Font		
Ms. Yesenia Nunez Lebron		true

Explanation of Board of Trustees Changes

Ms. Yesenia Nunez Lebron, an RCCS parent, joined the Board of Trustees on August 26, 2026.

There were no Board of Trustee Changes.

Board of Trustees Meeting Schedule

Name	Office	New Member?
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2025-07-15	7:00 p.m.
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2025-08-26	7:00 p.m.
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2025-09-16	7:00 p.m.
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2025-10-21	7:00 p.m.
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2025-11-18	7:00 p.m.
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2025-12-16	7:00 p.m.
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2026-01-20	7:00 p.m.
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2026-02-17	7:00 p.m.
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2026-03-17	7:00 p.m.
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2026-04-21	7:00 p.m.
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2026-05-19	7:00 p.m.
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2026-06-16	7:00 p.m.

Upload Board Minutes

Leadership Team

Name	Title/Position	Check if New Member
Alyssa Mace	Chief Administrator	
Charles Boger	Business Manager	
Michael Rodriguez	Human Resource Officer	
Cory Snyder	Principal	
Joshua Burak	Principal	true
Tamara Himmelberger	Principal	true

Explanation of Leadership Changes

Taren Kobyra resigned from the position of Secondary Principal effective June 30, 2026. Brendon Zapata separated from the position assistant principal effective June 30, 2026. Joshua Burak was hired as the high school principal on July 21, 2026. Tamara Himmelberger was hired as the middle school principal on August 20, 2025. She resigned from the position on June 10, 2026.

There were no Leadership Changes

Position Categories	# of Staff per Category	# of Staff Appropriately Certified	# of Staff Promoted	# of Staff Transferred	# of Staff Terminated	# of Staff Contracted for Following Year
Chief Executive Officer	1	1	0	0	0	1
Chief Administrative Officer	0	0	0	0	0	0
Principal	3	3	0	0	0	3
Assistant Principal	0	0	0	0	0	0
Classroom Teacher (including Master Teachers)	18	15	0	0	0	18
Specialty Teacher (including Master Teachers)	19	16	0	0	0	20
Special Education Teacher (including Master Teachers)	4	4	0	0	0	4
Special Education Coordinator	0	0	0	0	0	0
Counselor	3	3	0	0	0	3
Psychologist	0	0	0	0	0	0
School Nurse	1	1	0	0	0	1
IT Director	1	0	0	0	0	1
Business Administrator	1	0	0	0	0	1
ISD, Curriculum Developers, Tech Support	3	0	0	0	0	3
HR Manager	1	0	0	0	0	1

Student Support Manager, Facilities Manager	1	0	0	0	0	1
Business Office, Administrative Support Staff, Teaching Assistants	15	0	0	0	0	15
Totals	71	43	0	0	0	72

Explanation of Substantial Differences

There were no substantial differences.

true

Fiscal Matters

Major Fundraising Activities

There were no major fundraising activities held during the school year. School clubs conduct most minor activities.

Fiscal Solvency Policies

RCCS has made no changes to its policies and procedures ensuring and monitoring fiscal solvency. The school monitors and analyzes all fiscal activity through monthly, quarterly, and annual reports that include (but are not limited to) income statements, balance sheets, cash-flow statements, and disbursement lists. The Finance Committee meetings are held once per month.

Accounting System

RCCS has made no changes to its accounting system. It is an accrual-based system that follows generally accepted accounting principles (GAAP) and all federal and state standards. The school utilizes Sage as its accounting platform and implements the chart of accounts established by the Commonwealth of PA for public schools.

Upload Statements of Revenues, Expenditures & Fund Balances

25-26_Preliminary Statement of Revenues and Expenditures.xlsb

Audit Firm

Barbacane Thornton & Company

Explanation of the Report

The audit for the 2025-2026 school year is scheduled for the week of Sep-7 2026

Upload Financial Audit Document(s)

2425_RCCS_Audit.pdf25-26_Preliminary Statement of Revenues and Expenditures.xlsb

Financial Audit Citations Description

NONE

Response N/A

Federal Programs Consolidated Review Document(s)

No

Special Education

Special Education Support Services

Position Title	Building(s) Name and Location for Charter Schools	Caseload	Low Age	High Age
Instructional Assistant	Roberto Clemente Charter School	5	7	8
Instructional Assistant	Roberto Clemente Charter School	6	10	11
Instructional Assistant	Roberto Clemente Charter School	14	14	18

Special Education Contracted Services

Title	Amt. of Time per Week in Days or Hours	Operator	# of Students
Occupational Therapy	8 hours per week	Carbon Lehigh Intermediate Unit #21	26
Physical Therapy	1 hour per week	Carbon Lehigh Intermediate Unit #21	4
Speech Therapy	5 days per week	Carbon Lehigh Intermediate Unit #21	59
Emotional Support	5 days per week	Carbon Lehigh Intermediate Unit #21	1
School Psychologist	2 hours per week	Independent Contractor	20

Date of Last Special Education Cyclical Monitoring

2021-08-10

Uploaded Files

Upload Executive Summary (pdf only)

Uploaded Files

Roberto_Clemente_CS_ICAP_Inital_2020.pdf

Uploaded Files

Special Education Personnel Development

Autism

Training not offered.

BehaviorSupport

Description of Training	Deescalation Strategies
Lead Person/Position	Michael Rodriguez/Human Resources Administrator
Year of Training	1
Hours Per Training	1
Number of Sessions	1
Provider	Vector Solutions/Safe Schools
Who Participated (Audience)	All staff

Training Date Complete

2025-11-23

Deescalation Strategies.pdf

Vector Training, K-12 Edition Compliance By Person 2026-07-17 12_21_59.xlsx

Paraprofessional

Training not offered.

Transition

Description of Training	Preparing for Cyclical Monitoring: A Focus on Secondary Transition!
Lead Person/Position	Kendyle Mills/Carbon Lehigh Intermediate Unit #21
Year of Training	1
Hours Per Training	6
Number of Sessions	1
Provider	PaTTAN
Who Participated (Audience)	Secondary Administrators and Special Education Teachers

Training Date Complete

2026-02-28

Welcome and Course Information _ Schoology.pdf

PaTTAN_Certificate_Attendance_MACE_Preparing for Cyclical Monitoring.pdf

ScienceofLiteracy

Description of Training	Optimizing Your ELA Instructional Time to Master Critical Foundational Skills
Lead Person/Position	Laura Stewart/Chief Academic Officer- 95 Percent Group
Year of Training	1
Hours Per Training	1
Number of Sessions	1
Provider	PaTTAN
Who Participated (Audience)	School Administration

Training Date Complete

2026-02-26

Optimizing Your ELA Time.pdf

PaTTAN_Certificate_Attendance_Optimizing your ELA Instructional Time.pdf

ParentTraining

Training not offered.

IEPDevelopment

Training not offered.

Facilities and Agreements

Fixed assets acquired by the Charter School during the past fiscal year

Fixed Asset Description	Location	Capital Expenditure
Building Planning/Design/Acquisition	Elementary School	\$34,843
Building Improvements	Elementary School	\$18,655
Technology Equipment & Infrastructure	Administration Building	\$3,517
Technology Equipment & Infrastructure	Elementary School	\$14,560
Technology Equipment & Infrastructure	Secondary School	\$25,829
Classroom Furniture & Equipment	Secondary School	\$5,959
Safety & Security Equipment & Upgrades	Administration Building	\$2,993
Food Service Equipment & Upgrades	Elementary School	\$2,529

Facility Plans and Other Capital Needs

The Charter School's plan for future facility development and the rationale for the various components of the plan

The school's various committees are evaluating school goals, the future needs of the elementary school students and staff, and the viability of the current facility when it comes to meeting those needs and goals.

Memorandum of Understanding

Fixed Asset Description	Location
Allentown Police Department	To create and maintain a positive working relationship to ensure the safety and security of Roberto Clemente Charter School and its students according to all necessary rules and regulations.
Community Services for Children, Inc./Head Start Head Start of the Lehigh Valley/ Pre-K Counts	Recognizing mutual goals of ensuring child health and school readiness, preparing successful families and maximizing the use of available community resources.
Lehigh County Children & Youth Services	This agreement is to establish transportation procedures between the Roberto Clemente Charter School (LEA) and the Lehigh County Children and Youth Services (CCYA) to ensure the provision of transportation for foster care youth enrolled in the LEA when a best interest determination indicates that the student should remain in the school of origin, and alternative means of transportation to and from school have been fully explored and deemed unavailable.
Carbon Lehigh Intermediate Unit #21	Special education services
Center for Humanistic Change	Student Assistance Program (SAP) Liaison Services

**Upload of Memorandum of Understanding Document(s)
Do not include MOUs already reported in the Safe Schools Reports.**

- 25_26 csc-head start.pdf
- 22-0701 LCCC Dual Enrollment.pdf
- 25-26 RCCS CHC SAP LOA.pdf
- 2526 APD-RCCS MOU.pdf
- 25_26 CLIU-Inter Entity Agreement.pdf
- 23_28 PSU Dual Enrollment.pdf
- 24_26 LCCY Transportation Plan.pdf

Charter School Management Survey

Charter School Name

Roberto Clemente CS

Point of Contact Information

Point of Contact Name	
Alyssa Mace	
Point of Contact Telephone Number	Extension
610-439-5181	554
Point of Contact Email	
amace@myrccs.com	

As of the start of the current school year, has the Charter School had a Management Organization (i.e., a separate legal entity that contracts with one or more charter schools to manage, operate, and oversee the schools OR that holds charters to operate two or more charter schools)?	No
---	----

Is/was the Management Organization a:

Management Organization Name	Federal EIN (Employer Identification Number)		
Address 1			
Address 2			
City	State	Zip Code	Plus 4 Code

Additional Comments

Signatures and Affirmation

Upload Board Affirmation Statement

Uploaded Files

Date of Approval

Charter School Annual Report Affirmation

Board President

Chief Administrator

Charter School Law Affirmation

Pennsylvania's first Charter School Law was Act 22 of 1997, 24 P.S. § 17-1701-A et seq., which primarily became effective June 19, 1997, and has subsequently been amended.

The Charter School Law provides for the powers, requirements, and establishment of charter schools. The Charter School Law was passed to provide opportunities to teachers, parents, pupils and community members to establish and maintain schools that operate independently from the existing school district structure as a method to accomplish all of the following: (1) improve pupil learning; (2) increase learning opportunities for all pupils; (3) encourage the use of different and innovative teaching methods; (4) create new professional opportunities for teachers; (5) provide parents and pupils with expanded choices in types of educational opportunities that are available within the public school system; and (6) hold charter schools accountable for meeting measurable academic standards and provide the school with a method to establish accountability systems.

The charter school assures that it will comply with the requirements of the Charter School Law and any provision of law from which the charter school has not been exempted, including Federal laws and regulations governing children with disabilities. The charter school also assures that it will comply with the policies, regulations and procedures of the Pennsylvania Department of Education (Department). Additional information about charter schools is available on the Pennsylvania Department's website at: <http://www.education.state.pa.us>.

The Chief Administrator must sign this assurance. The Board of Trustees President of the charter school's signature will be contained on the uploaded Board Affirmation document.

Board President

Chief Administrator

Ethics Act Affirmation

Pennsylvania's current Public Official and Employee Ethics Act (Ethics Act), Act 93 of 1998, Chapter 11, 65 Pa.C.S. § 1101 et seq., became effective December 14, 1998 and has subsequently been amended.

The Ethics Act provides that public office is a public trust and that any effort to realize personal financial gain through public office other than compensation provided by law is a violation of that trust. The Ethics Act was passed to strengthen the faith and confidence of the people of Pennsylvania in their government. The Pennsylvania State Ethics Commission (Commission) administers and enforces the provisions of the Ethics Acts and provides guidance regarding its requirements.

The regulations of the Commission set forth the procedures applicable to all proceedings before the Commission as well as for the administration of the Statement of Financial Interests filing requirements. See 51 Pa. Code § 11.1 et seq.

The charter school assures that it will comply with the requirements of the Ethics Act and with the policies, regulations and procedures of the Commission. Additional information about the Ethics Act is available on the Commission's website at: <http://www.ethics.state.pa.us>.

The Chief Administrator must sign this assurance. The Board of Trustees President of the charter school's signature will be contained on the uploaded Board Affirmation document.

Board President

Chief Administrator

Charter School Annual Background Check Affirmation

I certify that, as of this date, the above referenced LEA is in compliance with all applicable provisions of Sections 111 and 111.1 of the PublicSchool Code of 1949.

The Chief Administrator must sign this assurance. The Board of Trustees President of the charter school's signature will be contained on the uploaded Board Affirmation document.

Board President

Chief Administrator

Charter Annual Administrative Certification Affirmation

All public school principals, including charter and cyber charter school principals, are subject to the applicable certification requirements of the Public School Code (24 P.S. § 11-1109) as well as any Act 45 continuing education and Pennsylvania Inspired Leaders (PIL) requirements. In keeping with the intent of section 1109, any person who devotes half or more of their time to supervision or administration in a public school, without an identified principal, is serving as the “principal” of the school regardless of the locally titled position (i.e., school director, head teacher, etc.). Such individuals must hold a valid administrative certificate and comply with all applicable Act 45 and PIL requirements. In addition, the public school should properly identify the individual as a principal in PIMS/PERMS regardless of the local title utilized.

The Charter School assures that the Public School Code (24 P.S. § 11-1109) as well as any Act 45 continuing education and Pennsylvania Inspired Leaders (PIL) requirements are met as outlined above.

The Chief Administrator must sign this assurance. The Board of Trustees President of the charter school's signature will be contained on the uploaded Board Affirmation document.

Board President

Chief Administrator

SCHOOL-BASED **INTERNSHIP AGREEMENT**

THIS AGREEMENT is made by and between **KUTZTOWN UNIVERSITY OF PENNSYLVANIA** (hereinafter referred to as “University”), an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania, and **ROBERTO CLEMENTE CHARTER SCHOOL** (hereinafter “Charter School”), **Lehigh County, PA.** The parties intend to be legally bound to the following terms:

I. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

- a. *Selection of Students.* The University shall be responsible for the selection of qualified students to participate in the practicum experiences for student teaching, professional development school (PDS students), interns and student observers. Selected students must have the appropriate educational background and skills consistent with the contemplated educational experience offered by the Charter School.
- b. *Education of Students.* The University shall assume full responsibility for the classroom education of its students. The University shall be responsible for the administration of the program, the curriculum content, and the requirements of matriculation, grading and graduation.
- c. *Submission of Candidates.* The University shall submit the names of the students to the Charter School or a designated representative at least two weeks prior to the practicum assignment or student teaching.
- d. *Advising Students of Rights and Responsibilities.* The University will be responsible for advising the student of his or her own responsibilities under this Agreement. The student shall be advised of his or her obligations to abide by the policies and procedures of the Charter School and should any student fail to abide by any policy and/or procedure, he or she may be expelled from the program.
- e. *Professional Liability Insurance.* Students shall be responsible for procuring professional liability insurance at their own expense with an insurance company licensed and authorized to conduct business in the Commonwealth of Pennsylvania. The limits of the policy shall be a minimum of \$1,000,000.00 per claim and an aggregate of \$3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the practicum or student teaching assignment. Students shall be responsible to provide Charter School with a certificate of insurance consistent with these requirements naming Charter School as an additional insured for the duration of the practicum or student teaching assignment. The certificate of insurance must unconditionally provide Charter School with thirty (30) days’ written notice of any cancellation or modification of the insurance.”

The Charter School understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality, there is no statutory authority to purchase insurance, and it does not possess a certificate of insurance *per se*. Instead, it participates in the Commonwealth’s Tort Claims Self-Insurance program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees and officials

acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims Act, 42 Pa.C.S.A. §§8521, *et seq.*

- f. *Compensation.* For and in consideration of the placement of student teachers with district cooperating teachers, the University agrees to pay to each cooperating teacher selected to guide the student's experience, a stipend as outlined by the Board of Governors, State System of Higher Education, Commonwealth of Pennsylvania, Policy 1988-04. This stipend is in addition to the regular salary paid by the Charter School or agency.

II. DUTIES AND RESPONSIBILITIES OF CHARTER SCHOOL

- a. *Establishment of Practicum or Student Teaching.* The Charter School authorizes the use of its facilities as may be agreed upon by the Charter School and the University as a practicum experiences for student teaching, professional development school (PDS students), interns and student observers. This practicum or student teaching, professional development school (PDS students), interns and student observers is for students enrolled in the University's College of Education approved certification programs. This practicum/student teaching, professional development school (PDS students), interns and student observers is required and authorized by law.
- b. *Policies of Charter School.* The University will review with each student, prior to the assignment any and all applicable policies, codes or confidentiality issues related to the experience. The Charter School will provide the University all the applicable information at least two weeks in advance of the Student's participation. Students shall comply with all Charter School policies, laws governing the Charter School, and Charter School guidelines and legal requirements relating to confidentiality during the practicum or student teaching assignment, including but not limited to providing acceptable criminal history background checks pursuant to the Pennsylvania Public School Code and the Child Protective Services Act.
- c. *Administration.* The Charter School will have sole authority and control over all aspects of student services. The Charter School will be responsible for and retain control over the organization, and operation of its programs.
- d. *Removal of Noncompliant Student.* The Charter School shall have the authority to immediately remove a student who fails to comply with its policies and procedures. If such a removal occurs, the Charter School should immediately contact the responsible University Faculty Advisor. The University will assure the student has been provided due process.
- e. *Designation of Representative.* The Charter School shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the University in order to discuss, plan and evaluate the experience on the student(s).
- f. *Supervision of Students.* The Charter School shall provide either a practicum site supervisor or a cooperating teacher who will supervise student activities during practicum visit or student teaching.

- g. *Eligibility Requirements.* Each cooperating teacher selected to supervise the student teacher shall hold a current Pennsylvania certificate in the subject area/grade level to which the student teacher is assigned. The cooperating teacher will have a minimum of three (3) years of full time teaching experience and in his/her current assignment in a Charter School for a minimum of one year.
- h. *Reporting of Student Progress.* The Charter School shall provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the Charter School.
- i. *Student Records.* The Charter School shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.
- j. *Substitute Teaching.* The Charter School shall comply with the appropriate Pennsylvania statutes relating to student teachers being used as substitute teachers during their student teaching assignments.

III. MUTUAL TERMS AND CONDITIONS

- a. *Number of Participating Students.* The parties will mutually agree upon the number of students that shall be assigned to the Charter School for this practicum or student teaching experience.
- b. *Term of Agreement.* The term of this Agreement shall be five years from the date of execution. This Agreement may not exceed a period of five years.
- c. *Termination of Agreement.* The University or the Charter School may terminate this Agreement for any reason with ninety (90) days' notice. Either party may terminate this Agreement in the event of a substantial breach. However, should the Charter School terminate this Agreement prior to the completion of an academic semester, all students enrolled at that time may continue their educational experience until it would have been concluded absent the termination.
- d. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, and national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
- e. *Reporting of Sexual Violence and Sexual Harassment:* The Charter School shall immediately report any incident in which a Kutztown University student is the victim of sexual assault, dating violence, domestic violence, or sexual harassment to the University Title IX Coordinator.

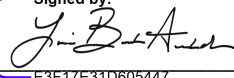
Both parties shall agree to cooperate in any investigation of allegations of discrimination, harassment, sexual assault, domestic violence, stalking, or sexual harassment that is conducted by the other party:

Brad Davis, Esq.
Executive Director of Human Resources & Compliance
Title IX Coordinator
Kutztown University
610-683-4700
FAX: 610-683-4798
brdavis@kutztown.edu

- f. *Interpretation of the Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
- g. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.
- h. *Relationship of Parties.* The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
- i. *Liability.* Neither of the parties shall assume any liabilities to each other, except as specifically stated in this Agreement. As to liability for damage, injuries or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this Agreement unless such a waiver is expressly and clearly written into a part of this Agreement. This provision shall not be construed to limit the sovereign immunity of the Commonwealth, Charter School, or of the State System of High Education or the University.
- j. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

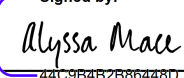
The authorized representatives of the parties have executed this Agreement as of the date indicated below.

Kutztown University of Pennsylvania

Signed by:

E3F17E31D805447...
Authorized Signature

Dr. Lorin Basden Arnold,
Provost & Senior Vice President
Name/Title

Roberto Clemente Charter School

Signed by:

7/14/2026 | 6:30:32 AM EDT
44C9B4B2B86448D...
Authorized Signature

Alyssa Mace,
Chief Executive Officer
Name/Title

EFFECTIVE DATE OF AGREEMENT: 7/14/2026 | 8:28:30 AM EDT
(date of last signature)

MEMORANDUM OF UNDERSTANDING**Robert Clemente Charter School**

This Memorandum of Understanding (“**Agreement**”) is made as of the date on which this Agreement is signed and delivered by the last of the two Parties to sign as per below (“**Effective Date**”) by and between TeachNow, Inc. dba Moreland University (“**Moreland**”) and the party identified on the signature page to this Agreement (“**Institution**”). Moreland and Institution may be individually referred to as a “**Party**” and collectively referred to as the “**Parties**.”

STATEMENT OF PURPOSE

Moreland is accredited by the Council for the Association of Educator Preparation (CAEP), is accredited as an institution of higher education by the Distance Education Accrediting Commission (DEAC), and is approved to offer its programs by the Higher Education Licensure Commission (HELC) and the Office of the Superintendents of Education. Moreland offers the TEACH-NOW Teacher Preparation Certification Program (“**Program**”) for students. The Program is comprised of a nine-month virtual, collaborative, project-based learning curriculum. The first six months of the Program involves completing collaborative project activities that include field experiences such as observing, surveying, interviewing, and teaching supervised mini-lessons. After completing the first six months of the Program, the qualifying students (“**Candidates**”) move to the culminating Clinical Practice portion of the Program (“**Clinical Practice**”), where the Candidates transition to participate in classroom teaching for three months under the guidance of a qualified classroom teacher (“**Mentor**”). Upon successful completion of the Program and the passing of all state teacher licensure requirements including those related to subject area, the Candidate will be eligible to apply for a teaching certificate in one or more states including the District of Columbia, and the states of Arizona, Florida, and West Virginia.

The Parties acknowledge that the classroom teaching experience is critical in preparing students to teach and educate others and, correspondingly, The Parties desire to allow the Candidate(s) identified in an addendum (“**Addendum**”), a sample of which is annexed hereto, to this Agreement to successfully complete their Clinical Practice at the Institution’s facilities (“**Location**”) and Institution desires to provide the Location for the same purpose. An Addendum shall not be binding unless it is executed by the Parties.

Moreland and Institution, intending to be legally bound, agree as follows.

1. Moreland’s Obligations. In addition to any other obligation set forth in this Agreement, Moreland shall:
 - a. Identify only Candidates to participate in Clinical Practice who have completed the academic requirements established by Moreland as a pre-qualification for Candidate participation in Clinical Practice.
 - b. Provide two weeks of Clinical Practice preparation for Candidates regarding the Clinical Practice process.
 - c. Provide interaction and support to the Candidate from Moreland’s instructors while participating in Clinical Practice.
 - d. Assign a representative from Moreland who is responsible for handling inquiries (“**Program**

Advisor") from the Institution regarding the planning and administering of the Clinical Practice and, if necessary, coordinate with other Moreland staff or administrative personnel to provide additional support or assistance.

- e. Monitor and evaluate the Candidates' progress during the term of the Clinical Practice, in collaboration with the Institution, to assess pedagogical proficiency and confirm that the Candidate meets the Program requirements in this regard for Program completion.
 - f. Inform Candidates of any known criminal background check requirements required by the Institution applicable to the Candidate.
2. Institution's Obligations. In addition to any other obligation set forth in this Agreement, the Institution shall:
- a. Provide the availability and use of the Location by the Candidates throughout the entire term of the Clinical Practice as necessary and appropriate for successful participation and completion of Clinical Practice.
 - b. Institution shall notify Moreland in writing if, based upon any criminal background check initiated by the Institution and other information available to it, that the Candidate has a criminal conviction, a pending criminal matter or other criminal history disqualifying the Candidate for participating in Clinical Practice or otherwise, poses a threat to the physical safety or well-being of the students, faculty, staff, or other individuals present at the Location (collectively, "**Criminal History**"). The Institution shall not allow any Candidate with a Criminal History to participate in Clinical Practice at the Location.
 - c. Notify Moreland, in writing, within twenty-four hours of any conduct that could result in disciplinary action by Candidate or any other violation by the Candidate of school policy, rules, or regulations.
 - d. Provide a structured, supervised educational learning experience in a safe environment for the Candidates throughout the term of the Clinical Practice.
 - e. Ensure that no Candidate is assigned as a substitute teacher during the period of Clinical Practice.
 - f. Ensure that no Candidate will be allowed a 1:1 with any student enrolled at the institution ("**Student**") and the Institution has policies and procedures in place to ensure the safety and welfare of its Students.
 - g. Assign a representative ("**School Supervisor**"), which may include the Mentor, who is responsible for the planning and administering of Clinical Practice at the Institution and communicating with the Program Advisor.
 - h. Inform Moreland of any significant staff or administrative changes that may have an impact on the Candidates' Clinical Practice performance.
 - i. The Candidates, Mentors, and any other personnel while at the Location and involved in Clinical Practice will not be under the direction and control of Moreland and under such circumstances, Institution shall provide such individuals and Moreland the same protection against liability arising under such circumstances as the Institution provides for the Location and its employees and faculty.
3. Mutual Obligations.
- a. If a Party has access to the educational records of the individual students ("**Education Records**") of the other Party, then such Party shall treat said Educational Records as private

and confidential and shall only use the Education Records for the purposes as to which the Educational Record was provided. Without limiting the generality of the foregoing, the Institution shall use the Candidate's Educational Record only as necessary for participation in Clinical Practice. Neither Party shall share or disclose the Educational Records of the other Party to any third party except as required by law, or as authorized in writing by the Party owning the Education Record. The Parties shall comply with the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. §1232g; 34 CFR Part 99) and applicable state law, if to the extent FERPA or state law applies.

- b. The Parties shall not discriminate against the Candidates because of race, sex, color, religion, national origin or ancestry, age, marital status, disability, veteran's status, personal appearance, gender identity or expression, sexual orientation, familial status, family responsibilities, political affiliation, source of income, or any other protected status in accordance with all applicable laws.

4. Mentor Selection and Supervision.

- a. The Institution shall use its best efforts to secure a Mentor (meeting the qualifications set forth under this Section) who shall: (i) teach, provide feedback, and conduct informal and formal evaluations of the Candidates' teaching practice based on the Interstate Teacher Assessment and Support Consortium (InTASC) Standards; and (ii) communicate any concerns with Moreland in order to support the Candidate's growth and provide remediation, if needed. The Parties shall collaborate and agree upon the selection of the Mentor.
- b. In the event the Institution has provided Moreland with written notice not less than 7 days prior to the start date of the Clinical Practice that is unable to provide the Candidate with a qualified Mentor during the Candidate's participation in Clinical Practice, then, in this instance, Moreland shall provide a substitute Mentor who shall be available virtually to the Candidate, away from the Location, (hereinafter sometimes referred to as the "**Virtual Mentor**"). The Institution shall cooperate with Moreland in ensuring the success of the Virtual Mentor relationship with the Candidate.
- c. The Parties agree that the criteria for selecting and supervising a Mentor or Virtual Mentor for a Candidate shall include the following:
 - i. have at least three (3) years of outstanding teaching experience at the P-12 school level;
 - ii. have a teaching license or experience equivalent to of the certification specialization that the Candidate is seeking;
 - iii. must not be a current Moreland teaching candidate or a spouse/family member of the Candidate that would be directly mentored by the spouse/family member;
 - iv. must complete Moreland's asynchronous mentor training via the TEACH NOW platform once the Mentor is approved by Moreland and given access to the TEACH-NOW platform;
 - v. must be capable of observing the Candidates during the Candidates' teaching sessions;
 - vi. must adhere to the guidelines published in Moreland's Mentor Handbook, including Moreland's evaluation procedures for assessing the Candidates' teaching performance as provided on the TEACH-NOW platform; and
 - vii. also, if a Mentor is secured by the Institution:
 - (a) be employed by the Institution and working at the Location;
 - (b) recommended by the Institution's district or the Mentor's supervisor;
 - (c) Moreland shall directly pay the Mentor a stipend of \$250.00 within six (6) weeks of Mentor's submission of the remittance form via the TEACH-NOW platform; and
 - (d) if any change is to occur with the Mentor assignment, the School Supervisor shall promptly contact Moreland.

5. Video Recordings.

- a. The Institution acknowledges that as a tool for becoming an effective teacher, the Candidate, or a Moreland designee, will collect audio/video recordings of his/her teaching within the classroom environment ("**Recordings**"). The purpose of the Recordings is to provide reflection and feedback for the Candidate, professional development of faculty, and training for mentors of prospective candidates. The Recordings may contain first name, image, and voice of a Student in the classroom in which the Candidate is teaching as part of his/her Clinical Practice.
- b. The Institution approves the collection and use of the Recordings upon the following conditions:
 - i. To protect Student privacy, Students will be identified only by their first names on any Recording.
 - ii. The Recordings will only be viewed by Moreland faculty, prospective teachers participating in the Program, mentors of prospective teachers participating in the Program and Moreland's school officials and, upon written request, Institution's school officials.
 - iii. The Recordings are treated as confidential used only for the purposes stated and will not be used for any other purpose.
 - iv. The Recording(s) are stored by Moreland in a secure computing environment.
- c. It is expressly understood that any information revealed in any Recording may be the subject of a court order or lawful subpoena, and Moreland and/or the Candidate may not be able to avoid compliance with the order or subpoena. If Moreland is required to disclose any Recording collected pursuant to this Section 5, pursuant to lawful requirement of any governmental agency or by any subpoena, summons, order or other judicial process, Moreland shall notify the Institution in writing of the requirement to disclose, and reasonably cooperate with the Institution's lawful efforts to resist, limit or delay disclosure.

6. Indemnification and Insurance.

- a. Each Party shall defend, indemnify, and hold harmless the other Party and each of their respective officers, directors, agents, employees, and trustees from and against all third-party tort liabilities, claims, actions, causes of action, losses, damages, or expenses, including reasonable attorneys' fees, caused by the indemnifying Party's breach of its obligations under this Agreement.
- b. Each Party shall maintain commercial general liability insurance including contractual liability, and professional liability, with limits not less than \$1 million per occurrence and \$2 million annual aggregate. Each Party further agrees that, with respect to insurance coverage maintained by it, it will provide evidence of such insurance upon request and notify the other as soon as possible and cooperate with the other in the investigation and/or settlement of any loss or damage or potential loss or damage arising out of this Agreement. In addition, each Party shall maintain Worker's Compensation for all its respective employees according to statutory limits as required by law.
- c. While in the performance of this Agreement, Candidates, as student teachers participating in an educational program, are not, and shall not be an officer, agent, contractor, employee, other personnel, or staff of Moreland for any purpose.

7. Notices. All notices and other communications by or to a Party shall be in writing and shall be given to any Party, at Party's address shown on the signature page hereof, and to any other Person at its address shown on the signature page hereof. Any required notice shall be in writing and shall be deemed to have been properly given when: (a) hand delivered with delivery acknowledged in writing; (b) sent by U.S. Certified mail, return receipt requested; (c) sent by overnight delivery

service (Fed Ex, UPS, etc.) with receipt; or (d) on the email date (provided electronic delivery shall be deemed given on the next business day if sent either on a non-business day or on a business day after 5:00 p.m., receiving Party's time), unless an electronic undeliverable message has been received. As used herein "**business day**" shall mean a weekday other than a U.S. Federal holiday.

8. Term and Termination. This Agreement shall begin on the Effective Date and shall continue for two (2) years unless terminated as provided herein. Either Party may terminate this Agreement with or without cause upon ninety (90) days' prior written notice to the other Party. If the Agreement is terminated without cause, the Candidates shall be allowed to complete Clinical Practice at the Location.
9. Miscellaneous.
 - a. This Agreement shall be governed in accordance with the laws of the District of Columbia. The Parties understand and expressly agree that certain claims asserted against Moreland are subject to the exclusive jurisdiction of the D.C. Superior Court. Notwithstanding any other provision in this Agreement, both Institution and Moreland preserve all rights, defenses, privileges, and immunities as provided by law.
 - b. The relationship between the Parties to this Agreement to each other is that of independent contractors.
 - c. This Agreement and any Addenda represent the entire understanding between the Parties with respect to the subject matter contained herein and supersedes all prior agreements and understandings between the Parties, whether oral, written, electronic or otherwise with respect to the subject matter.
 - d. This Agreement is for the sole benefit of Moreland and the Institution. The Candidates nor any other third party shall be a beneficiary of this Agreement or have any right to enforce the terms of this Agreement.
 - e. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. All electronic copies of signatures of this Agreement shall be treated as an original for all purposes.
 - f. No amendment, waiver or modification to this Agreement shall be valid or enforceable unless it is in writing and executed by both Parties.
 - g. If any provision of this Agreement is held to be unenforceable, the remaining provisions of this Agreement will be unimpaired and will remain in full force and effect. If practicable, the Parties shall substitute for the affected provision an enforceable provision which approximates the intent of the affected provision.
 - h. Each Party represents and warrants that the person signing below on its behalf has the authority to enter into this Agreement and that this Agreement does not violate any of its existing agreements or obligations.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

TEACH NOW, INC. dba MORELAND UNIVERSITY

Lauren Donmoyer, M.Ed

Name: Lauren Donmoyer, M. Ed

Title: Student Teaching/Clinical Specialist

Date: _____

Notice: **Moreland University**
1100 17th St NW
Suite 650
Washington, DC 20036
Attn: Clinical Team
Email: clinical@moreland.edu

ROBERT CLEMENTE CHARTER SCHOOL

By: _____

Name: _____

Title: _____

Date: _____

Notice: **Robert Clemente Charter School**
131 W. Hamilton Street
Allentown, PA 18101
Attn: Alyssa Mace
Email: amace@myrccs.com



Roberto Clemente Charter School

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

Human Resources Report

July 21, 2026

I. Personnel Updates for board approval, including addenda:

a. Personnel Appointments and New Hires (motion)

Date	Name	Location	Job Title	Status
4/12/2026	Angela Peña*	ES	Curriculum Developer	Temp. PT
7/1/2026	Angela Peña*	ES	Curriculum Developer	Temp. PT
8/13/2026	Madelynn Goldman	ES	5 th grade Teacher	Full-time
8/13/2026	Melany Nunez	ES	Instructional Asst/Sub	Full-time
8/13/2026	Nicole Horvath	ES	Kindergarten Teacher	Full-time
8/13/2026	Joseph Ramos	HS	Science Teacher	Full-time
8/13/2026	Michael Boyko*	MHS	Instructional Data Coach	Full-time
8/13/2026	Caleb Shunk	MS	Music Teacher	Full-time
8/13/2026	Ashlyn Cope	MS	6 th grade Sci/Math Teacher	Full-time

*current employee Temp. PT=Temporary, Part-time

b. Personnel Resignations and Dismissals (motion)

Name	Location	Job Title	Date	Status
Efrain Martinez	Facilities	Custodian	6/23/2026	Termination

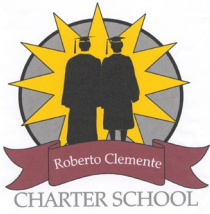
c. Supplemental Training Compensation Agreement:

- Amber Beaver

II. Current and Future Job Postings:

Title	Location	Status
Instructional Assistant/Sub.	ES	Part-time, currently filled staffing agency
Instructional Assistant/Sub.	ES	Full-time, currently filled staffing agency
Cafeteria Aide/Driver	Food Service	Offered accepted, pending documentation
Cook	Food Service	Part-time, interviewing
English Teacher	HS	Full-time, recruiting
Social Studies Teacher- 9/10	HS	Full-time, recruiting

ESL Teacher (2)	MHS	Full-time, recruiting
Long-term Sub (ESL) Teacher	MS	Temp. FT, recruiting
Long-term Sub (Math) Teacher	HS	Temp. FT, recruiting
Instructional Assistant/Sub. (2)	HS	Full-time, recruiting
Custodian (2nd Shift)	Facilities	Offered accepted, pending documentation
Athletic Coordinator	HS	Part-time, recruiting



Roberto Clemente Charter School

Business Report: July 21, 2026

Page 1 of 1

Financial Activity (6/1-6/30/26)

- \$798,588 Total monthly disbursements.
 - Asbestos abatement contract deposit. -*J&J Abatement and Demolition LLC*
 - Civil engineering services. -*T&M Associates*

Grants, Donations, & Reports

- Filed (Jun-17) 2026/27 General Fund Budget.
- Submitted (Jun-18) 2024/25 Title II Final Expenditure Report.
- Submitted (Jun-18) 2025/26 Ready To Learn Grant Final Expenditure Report.
- Completed (Jun-19) 2024/25 School Safety & Mental Health Grant monitoring.
- Submitted (Jun-24) 2026-27 School Nutrition Program sponsor application.
- Filed (Jul-2) 2025/26 PDE 418 Application for Approval of Lease Reimbursement (850 N 5th Street).
- Filed (Jul-2) 2025/26 PDE 418 Application for Approval of Lease Reimbursement (136 S 4th Street).
- Filed (Jul-7) 2026 IRS Form 720 Federal Excise Tax Return/PCORI.
- Submitted (Jul-14) 2025/26 IDEA 619 Final Expenditure Report.
- Submitted (Jul-14) 2025/26 Title I, II, IV Cash Reconciliation Reports for the PE 6/30/26.
- Submitted (Jul-16) 2024/25 School Safety & Mental Health Grant Final Expenditure Report.
- Submitted (Jul-16) 2025/26 School Safety & Mental Health Grant Program Report for the PE 6/30/26.
- Submitted (Jul-17) 2025/26 IDEA 611 Final Expenditure Report.
- Submitted (Jul-17) 2025/26 School Safety & Mental Health Grant Cumulative Fiscal Report for the PE 6/30/26.
- 2026/27 Consolidated Grant Application- \$548,229
 - Title I (\$438,904); Title II (\$29,018); Title III EL/IM (\$45,998); Title IV (\$34,309)
 - Instructional Staff (Math/Reading)- \$360,485
 - Instructional Support Staff- \$115,892
 - Instructional Supplies & Curriculum- \$31,963
 - Professional Development- \$21,189
 - Safety & Security Services- \$16,600
 - Community Services- \$2,100

Contracts & Agreements

- Crossing guard services. -*All City Management Services Inc.*
 - Renewal: 2026/27 School Year
 - 1 Crossing guard per school site
 - \$35.39/hr; 3 Hrs per day per guard (minimum)
 - 60-Day termination notice

Roberto Clemente Charter School
Payment List
For the Period 6/1/26 through 6/30/26

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
Main Operating Accounts/Checks						
005214	6/1/26	HISPANIC AMERICAN ORG	136 S 4th Street lease	\$ 38,311.61	6/1/26	X
005215	6/1/26	HISPANIC AMERICAN ORG	850 N 5th Street lease	\$ 23,531.56	6/1/26	X
005216	6/1/26	J&J Abatement And Demolition LLC	Asbestos abatement services	\$ 7,487.50	6/5/26	X
005217	6/10/26	CARBON LEHIGH INTERMEDIATE UNIT #21	Professional development	\$ 1,600.00	6/12/26	X
005218	6/10/26	Tamara J Himmelberger	Expense reimbursement	\$ 215.10	6/12/26	X
005219	6/10/26	MBI HEATING & AIR CONDITIONING	Equipment maintenance	\$ 6,955.00	6/12/26	X
005220	6/10/26	PETTY CASH		\$ 20.22	6/12/26	X
005221	6/10/26	THE SHERWIN-WILLIAMS CO		\$ 703.75	6/12/26	X
005222	6/10/26	College Board	Exam fees	\$ 1,750.00	6/12/26	X
005223	6/10/26	Jorge Verdejo Suriel	Student awards	\$ 1,000.00	6/12/26	
005224	6/10/26	Elvis Olio Peralta	Student awards	\$ 500.00	6/12/26	
005225	6/10/26	Jorge Sanchez Lebron	Student awards	\$ 250.00	6/12/26	
005226	6/10/26	Eva Rodriguez Mendoza	Student awards	\$ 500.00	6/12/26	X
005227	6/10/26	Yelisvette Arroyo Santiago	Student awards	\$ 500.00	6/12/26	
005228	6/10/26	Axel Cruz	Student awards	\$ 1,005.00	6/12/26	
005229	6/24/26	PA Department of Transportation		\$ 72.00	6/26/26	
005230	6/24/26	Tamara J Himmelberger	School Cafe refund	\$ 36.80	6/26/26	
005231	6/24/26	Howard Refrigeration		\$ 800.00	6/26/26	
005232	6/24/26	PETTY CASH		\$ 73.28	6/26/26	X
005233	6/24/26	T&M Associates	Civil engineering services	\$ 5,635.64	6/26/26	
005234	6/24/26	VIPER PEST SERVICES		\$ 200.00	6/26/26	
Main Operating Accounts/Electronic						
2441130221	6/1/26	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 431.93	6/1/26	X
2441118045	6/1/26	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 93.64	6/1/26	X
81020041	6/1/26	Pitney Bowes Global Financial Services		\$ 269.19	6/1/26	X
26060101	6/1/26	PPL ELECTRIC UTILITIES		\$ 763.57	6/1/26	X
6761152909	6/1/26	T- MOBILE		\$ 501.41	6/1/26	X
100009958425	6/1/26	UGI UTILITIES, INC.		\$ 313.99	6/1/26	X
100009970270	6/1/26	UGI UTILITIES, INC.		\$ 76.78	6/1/26	X
100009970363	6/1/26	UGI UTILITIES, INC.		\$ 130.15	6/1/26	X
2441109163	6/1/26	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 433.29	6/1/26	X
-130501-c5ef2b	6/1/26	AMAZON CREDIT PLAN	Classroom/technology supplies	\$ 1,324.04	6/1/26	X
1002107879	6/1/26	DERSTINE'S	Dairy products	\$ 1,786.62	6/1/26	X
100009958391	6/1/26	UGI UTILITIES, INC.		\$ 88.64	6/1/26	X
1000011595587	6/1/26	LINCOLN FINANCIAL SERVICE	Dental/STD/LTD/LI Insurance premiums	\$ 6,077.75	6/1/26	X
92885132	6/1/26	FEDEX		\$ 60.27	6/1/26	X
0145-59958551	6/1/26	WALMART		\$ 98.06	6/1/26	X
0151-04290932	6/1/26	WALMART		\$ 38.14	6/1/26	X
au2efagjfbfgm	6/1/26	HIGHMARK BLUE SHIELD		\$ 601.27	6/1/26	X
E_9248	6/2/26	HEALTHNOW ADMINISTRATIVE SERVICES	Health insurance	\$ 42,248.10	6/2/26	X

Roberto Clemente Charter School
Payment List
For the Period 6/1/26 through 6/30/26

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
19719431	6/2/26	US FOODS	<i>Food products</i>	\$ 9,799.02	6/2/26	X
162856-a3987b	6/12/26	AMAZON CREDIT PLAN	<i>Classroom/office supplies/technology/maintenance supplies</i>	\$ 3,907.59	6/12/26	X
1019027375	6/12/26	DERSTINE'S	<i>Dairy products</i>	\$ 2,481.78	6/12/26	X
26061278	6/12/26	PPL ELECTRIC UTILITIES	<i>Electric utilities</i>	\$ 3,876.36	6/12/26	X
e1dd-3f45-4fe2-	6/12/26	Primo Brands		\$ 219.60	6/12/26	X
04678806039	6/12/26	RCN		\$ 425.84	6/12/26	X
12JUN26_1253	6/12/26	TOSHIBA FINANCIAL SERVICES	<i>Copier leases</i>	\$ 1,202.53	6/12/26	X
12JUN26_1253	6/12/26	TOSHIBA FINANCIAL SERVICES		\$ 329.55	6/12/26	X
061226	6/12/26	TOSHIBA AMERICA BUSINESS SOLUTIONS	<i>Copier leases</i>	\$ 1,232.79	6/12/26	X
20547567	6/12/26	TOSHIBA FINANCIAL SERVICES	<i>Copier leases</i>	\$ 1,023.30	6/12/26	X
20547568	6/12/26	TOSHIBA FINANCIAL SERVICES	<i>Copier leases</i>	\$ 1,259.80	6/12/26	X
20057028	6/12/26	US FOODS	<i>Food products</i>	\$ 8,438.35	6/12/26	X
061226 VER	6/12/26	VERIZON		\$ 37.90	6/12/26	X
2037731651255	6/12/26	HOME DEPOT CREDIT SERVICES		\$ 497.11	6/12/26	X
81211454	6/12/26	Pitney Bowes Global Financial Services		\$ 282.93	6/12/26	X
26061283	6/12/26	PPL ELECTRIC UTILITIES		\$ 33.76	6/12/26	X
26061282	6/12/26	PPL ELECTRIC UTILITIES	<i>Electric utilities</i>	\$ 1,685.11	6/12/26	X
ORD-US656590	6/12/26	YUBICO		\$ 580.00	6/12/26	X
E_9422	6/15/26	ALL CITY MANAGEMENT SERVICES,INC	<i>Crossing guards</i>	\$ 2,049.00	6/15/26	X
E_9423	6/15/26	Bimbo Bakeries USA		\$ 291.20	6/15/26	X
E_9424	6/15/26	Curriculum Associates LLC		\$ 985.60	6/15/26	X
E_9425	6/15/26	GOLD STAR FOODS		\$ 10.00	6/15/26	X
E_9427	6/15/26	HEALTHNOW ADMINISTRATIVE SERVICES	<i>CAA Rx reporting</i>	\$ 1,500.00	6/15/26	X
E_9428	6/15/26	Kopos Medx, Inc.	<i>Staffing agency</i>	\$ 11,151.45	6/15/26	X
E_9429	6/15/26	Parallel Learning Behavioral Health PC		\$ 657.36	6/15/26	X
E_9430	6/15/26	SCHOOL NURSE SUPPLY,INC.		\$ 113.66	6/15/26	X
E_9431	6/15/26	Standing Stone Consulting Inc.	<i>Security services</i>	\$ 9,968.13	6/15/26	X
2485224887	6/26/26	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 451.74	6/26/26	X
2485225241	6/26/26	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 544.46	6/26/26	X
2485238601	6/26/26	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 91.89	6/26/26	X
480590	6/26/26	PenTeleData		\$ 429.00	6/26/26	X
85-01ae-4c29-9	6/26/26	Primo Brands		\$ 242.05	6/26/26	X
062626	6/26/26	TOSHIBA AMERICA BUSINESS SOLUTIONS	<i>Copier leases</i>	\$ 302.22	6/26/26	X
100010056505	6/26/26	UGI UTILITIES, INC.		\$ 62.54	6/26/26	X
100010056263	6/26/26	UGI UTILITIES, INC.		\$ 179.97	6/26/26	X
100010056352	6/26/26	UGI UTILITIES, INC.		\$ 44.74	6/26/26	X
20440177	6/26/26	US FOODS	<i>Food products</i>	\$ 4,004.61	6/26/26	X
6802356868	6/26/26	T- MOBILE		\$ 501.41	6/26/26	X
10013299	6/26/26	American Red Cross	<i>Staff training</i>	\$ 1,444.00	6/26/26	X
2243843316	6/26/26	STAPLES ADVANTAGE	<i>Classroom supplies</i>	\$ 2,483.66	6/26/26	X
81452736	6/26/26	PURCHASE POWER		\$ 125.00	6/26/26	X
81452731	6/26/26	Pitney Bowes Global Financial Services		\$ 269.19	6/26/26	X

Roberto Clemente Charter School
Payment List
For the Period 6/1/26 through 6/30/26

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
134323-522502	6/26/26	AMAZON CREDIT PLAN	<i>Classroom/office/health supplies</i>	\$ 4,607.50	6/26/26	X
E_9600	6/30/26	Discovery Education	<i>Classroom subscription</i>	\$ 7,812.00	6/30/26	X
E_9601	6/30/26	J.P. Mascaro & Sons	<i>Refuse/recycling</i>	\$ 2,404.06	6/30/26	X
E_9603	6/30/26	Kopos Medx, Inc.	<i>Staffing agency</i>	\$ 7,329.30	6/30/26	X
E_9604	6/30/26	Parallel Learning Behavioral Health PC	<i>Special education services</i>	\$ 4,297.28	6/30/26	X
E_9606	6/30/26	Standing Stone Consulting Inc.	<i>Security services</i>	\$ 7,449.65	6/30/26	X
E_9609	6/30/26	Success For All Foundation Inc.	<i>Professional development</i>	\$ 4,700.00	6/30/26	X
P-423667486	6/30/26	ZOOM COMMUNICATIONS INC		\$ 13.59	6/30/26	X
E_9599	6/30/26	ALL CITY MANAGEMENT SERVICES,INC	<i>Crossing guards</i>	\$ 1,639.20	6/30/26	X
Payroll Account						
62 PPE 5/23/26	6/1/26	VOYA FINANCIAL		\$ 640.87	6/1/26	X
77 PPE 5/23/26	6/1/26	PENSERV PLAN SERVICES INC	<i>EE/ER 403b contributions</i>	\$ 15,020.62	6/1/26	X
R_722245279	6/4/26	ADP		\$ 635.45	6/4/26	X
3153695798	6/8/26	P.S.E.R.S.EMPLOYEE # 9254	<i>EE State pension contributions</i>	\$ 15,816.44	6/8/26	X
589 PPE 6/6/26	6/12/26	PA SCDU		\$ 386.39	6/12/26	X
282 PPE 6/6/26	6/12/26	PA SCDU		\$ 293.54	6/12/26	X
AW PPE 6/6/26	6/12/26	PAYROLL/TAXES	<i>ACH Payroll & taxes</i>	\$ 211,138.68	6/12/26	X
51944624	6/12/26	Mckenna Snyder LLC	<i>Legal fees</i>	\$ 1,682.00	6/12/26	X
824 PPE 6/6/26	6/15/26	VOYA FINANCIAL		\$ 769.36	6/15/26	X
832 PPE 6/6/26	6/17/26	PENSERV PLAN SERVICES INC	<i>EE/ER 403b contributions</i>	\$ 15,539.39	6/17/26	X
R_723341115	6/23/26	ADP		\$ 635.45	6/23/26	X
51948909	6/25/26	Fitzpatrick Lentz & Bubba, P.C	<i>Legal fees</i>	\$ 3,557.50	6/25/26	X
R_723720511	6/25/26	ADP		\$ 47.25	6/25/26	X
R_723718328	6/25/26	ADP		\$ 89.14	6/25/26	X
89 PPE 6/20/26	6/26/26	PA SCDU		\$ 386.39	6/26/26	X
82 PPE 6/20/26	6/26/26	PA SCDU		\$ 293.54	6/26/26	X
W PPE 6/20/26	6/26/26	PAYROLL/TAXES	<i>ACH Payroll & taxes</i>	\$ 183,850.70	6/26/26	X
Health Insurance Claims (HIC) Account						
E_9266	6/2/26	HEALTH CLAIMS	<i>Health Claims: PE 5/26/26</i>	\$ 18,254.06	6/2/26	X
E_9426	6/15/26	HEALTH CLAIMS	<i>Health Claims: PE 6/02/26</i>	\$ 49,780.34	6/15/26	X
E_9545	6/26/26	HEALTH CLAIMS	<i>Health Claims: PE 6/09/26</i>	\$ 17,656.42	6/26/26	X
CEO's Account (Central Administration)						
278793	6/1/26	BJs	<i>Student activity refreshments</i>	\$ 81.03	6/1/26	X
151266538	6/4/26	Armando's Express Pizza	<i>Pizza for staff</i>	\$ 36.77	6/4/26	X
060726	6/6/26	WALMART	<i>Student activity supplies</i>	\$ 44.52	6/6/26	X

Roberto Clemente Charter School
Payment List
For the Period 6/1/26 through 6/30/26

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
Principal's Account (Elementary School)						
<i>No activity</i>						
Principal's Account (Secondary School)						
<i>No activity</i>						
				\$ -		
				<u>\$ 798,588.93</u>		



All City Management Services Inc.

Client Worksheet 2026 - 2027

Department: 2410650

**Allentown, PA - Roberto Clemente Charter
School**

Billing Rate for 2026/2027: \$35.39

Sites with Traditional Calendar

Calendar Groups	Hours/Year	Hourly Billing Rate			Group Total
2 Sites @ 3.00 hrs/day, 5 days/wk	1080	X	\$35.39	=	\$38,221.20
	(2 sites x 3.00 hrs/day x 180 days/yr)				

TOTAL ANNUAL	PROJECTED HOURS	1080	PROJECTED COST	\$38,221.20
---------------------	------------------------	-------------	-----------------------	--------------------



ROBERTO CLEMENTE CHARTER SCHOOL

Construction Management Services



TABLE OF CONTENTS

- 1.0 Letter of Interest
- 2.0 Experience
- 3.0 Project Team
- 4.0 Management Plan
- 5.0 Fee Proposal

July 17, 2026

Charles C. Boger
Open Records Officer
Roberto Clemente Charter School
Administration Building
131 W. Hamilton Street
Allentown, PA 18101
610-439-5814 ext. 541



RE: Construction Management Services

Dear Mr. Boger,

CHA Consulting, Inc. is pleased to submit our proposal to provide Construction Management as Advisor (CMA) services for the Roberto Clemente Charter Schools' (RCCS) renovation project. We understand the RCCS is undertaking a significant investment in your K-6 education program and we are committed to serving as a trusted partner throughout planning, design, and construction. CHA is an innovative, full-service engineering, design, consulting, and program/construction management firm, providing a wide range of technology-enhanced services to public, private, and institutional clients. We are committed to delivering on-time, on-budget, high-quality design and construction projects through effective communication, transparency, and seamless alignment of goals.

Experienced Local Team. We are a local, dedicated team of engineers, architects, and construction experts with extensive experience in Pennsylvania school construction. More than 90% of our local work is in the K-12 market. We have completed numerous new schools on operating existing sites and have completed multiple concurrent school projects under tight schedules and budgets for a number of districts. Additionally, our construction management team has supported complex, multi-phase educational projects involving renovations, additions, new construction, occupied facilities, and site improvements for numerous school districts in Pennsylvania; helping owners **manage risk, maintain budgets and schedules**, and minimize impacts to ongoing school operations.

Specialized Expertise in K-12 Facilities and Construction. Our proposed team brings deep expertise in managing complex school projects throughout Pennsylvania. With a proven track record of delivering over \$1 billion in educational facilities, we consistently provide excellence in K-12 capital projects. Acting as the owner's representative, we guide school projects from initial concept through to final completion. Our team supports the owner in successfully occupying and operating new facilities. We possess firsthand knowledge of the regulatory landscape, including municipal and state approvals, and have expert-level familiarity with the Pennsylvania Department of Education's approval process.

Tireless Owner Advocates. This commitment is reflected in our long-standing client relationships, high rate of repeat work, and the testimonials we receive from districts we have supported successfully. Our construction management services strengthen the owner's presence by providing an experienced, independent set of professional eyes and ears on the project every day. As a result, CHA offers a level of service and advocacy that consistently delivers value to our clients.

CHA is particularly well-suited to support RCCS's goals due to **our experience on school campuses, where safety, communication, and minimizing disruption are critical.** We are committed to delivering a structured, transparent process that supports informed decision-making and provides the Roberto Clemente Charter School with confidence at every phase of the project.

Please contact me if you require further information and/or to set up an interview at (484) 357-6457 (cell), or by email at afazil@chasolutions.com.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M. Arif Fazil', is written over a light blue horizontal line.

M. Arif Fazil, PE, CEM, LEED AP, CCS
Sr. Business Development Leader

SECTION 1.0

FIRM PROFILE

FIRM PROFILE

CHA is a full-service facilities engineering, and program/construction management firm providing a wide range of technology-enhanced services to public, private, and institutional clients. We are focused on delivering sustainable, integrated solutions to the most challenging public K-12, higher education, municipal, recreation, and utility projects.

Local team. National support.

What makes CHA unique? We are a dedicated local team of facility engineers and construction managers with extensive experience managing public construction projects throughout Pennsylvania. Our core local group is supported by a team of 2,100 multi-disciplinary architects, engineers, and subject matter experts with whom we collaborate and consult regularly. Additionally, we've had a successful history and working relationship with Breslin Architects for more than 30 years.

Having served over **50 school districts throughout Eastern Pennsylvania** since 1976, we have developed strong relationships with local community members, school boards, and architects/contractors, fostering trust and collaboration throughout the project lifecycle. This not only enhances the overall project experience but also allows for ongoing support and maintenance after project completion, ensuring that your facilities remain functional and serve the evolving needs of your school and community for years to come.

Supported by a **network of national design specialists** with diverse expertise in K-12 school projects, we can provide creative and cost-saving solutions that will minimize risk by driving the appropriate design from the outset. Our team has provided extensive engineering services throughout the region.

We have it all under one roof. Our shared experiences and expertise allow us to develop creative solutions to the most challenging construction projects. Solutions that save you time and money. Solutions that deliver exceptional projects. We are proud to provide:

- Project and Construction Management
- Facilities Engineering
- Infrastructure Planning and Design
- Structural Design and Forensic Engineering
- Mechanical, Electrical, Plumbing Engineering
- Historic Building Envelope Rehabilitation
- Capital Planning
- Life Safety and Security Planning and Design
- Athletic Facility Planning and Design
- Cost Estimating and Value Engineering
- Grant Assistance
- Constructibility Review
- Energy Savings and LEED Design



50+

Partnerships with
PA School Districts



200+

Dedicated, Local
Professionals



6

Offices in Eastern
Pennsylvania



90%+

Of our Local Work is
for School Districts



\$1B+

Eastern PA
Construction
Managed

Name of Firm	CHA Consulting, Inc.
PA Regional Offices	Office Locations 1 E Broad St., Suite 310, Bethlehem, PA 18018 1 W Broad St., Suite 500, Bethlehem, PA 18018 532 Lackawana Avenue, Scranton, PA 18503 465 Maryland Dr., Fort Washington, PA 19034 1800 Pennbrook Parkway, Suite 102, Lansdale, PA 19446 1220 Broadcasting Road, Suite 202, Wyomissing, PA 19610
Telephone Number	(610) 865-3000
Point of Contact	M. Arif Fazil, PE*, CEM, LEED AP, CCS Sr. Business Development Leader (484) 357-6457 AFazil@chasolutions.com
Firm Officers	Cynthia Joudrey: PMCM Sector President Sean Sweeney: PMCM Business Line Director Jamie Lynch: PA Project Executive
Firm Entity Type and State of Incorporation	Corporation: CHA Holdings, Inc. 3 Winners Circle, Albany, NY 12205 Federal ID #: 16-0966259
Compliance	CHA abides by and is compliant with all applicable registrations, licensures, and permit requirements in the Commonwealth of Pennsylvania.
Local Office Information	# of Staff: 200

WHY CHA?



Demonstrated expertise, qualifications and experience of the proposed personnel in the required services, with emphasis on experience on occupied and/or phased occupancy PA K-12 projects.

> 01 Experienced Team

- Local, senior level staff
- 90% of CHA's PA work is for school districts
- Specialists with HVAC, electrical, plumbing and structural renovation

What Our Clients are Saying

"We value our long term relationship with CHA. Their leadership, attention to detail, and team approach has produced an excellent level of quality resulting in consistent project success over 22 years."

- Joseph Kovalchik,
Superintendent
Northampton Area School District



Approach to representing the owner's interests and risk identification/mitigation throughout the project.

> 02 Risk Mitigation

- Site is a school first, construction site second
- Expertise in building codes, state/municipal/agency approvals
- Risk strategies in Div 00-01

What Our Clients are Saying

"CHA made recommendations to change the proposed construction contract language to protect the district's interest. Their role was essential to the success of our project."

- Charles D. Amuso
Former Superintendent
Souderton Area School District



Understanding the project and ability to respond to all project challenges.

> 03 Ability to Respond

- Local and experienced professionals
- Experience with both design and construction challenges
- Trusted by school districts
- On K12 projects, we have seen it all over 50 years in Eastern PA

What Our Clients are Saying

"CHA is our 'go to' construction manager. Their expertise and experience in all facets of construction make them key members of our team. They are instrumental to our success."

- Brian Russell
Director of Facilities
Wissahickon School District



Effective methodology for managing multiple prime contract projects in a public bid environment.

> 04 Effective Methodology

- Continuous VE from Day One to reduce costs and increase value
- A record of project success
- Contractors look to bid CHA projects that have clear and concise documents
- Continuous QA/QC

What Our Clients are Saying

"The successful simultaneous execution of two of our LEED Gold middle schools and the \$4M in grants would not have been possible without the organizational skills, leadership, and direction of CHA."

- Dr. Andy Sanko,
Superintendent
Council Rock School District



Approach to maintaining site safety, security, learning environment and on-going operations.

> 05 Safety and Security

- Keep construction separate from the educational process
- Establishes protocol for testing and correcting deficiencies
- Specialists in school life safety systems

What Our Clients are Saying

"CHA is simply outstanding and we trust them. They have been providing our master planning, facility engineering, and construction management services for over 30 years."

- Jack Silva, Ed. D,
Superintendent
Bethlehem Area School District



Collaborative working relationships with district administrators and professional design team.

> 06 Collaboration

- Web-based project management software
- We emphasize communication and constant updates
- Our Value Engineering workshops with the owner and design team have saved millions on projects.

What Our Partners are Saying

"CHA is a great asset to the team. Their project management approach and expertise in the design and construction phases is focused on maintaining quality, owner criteria, staying on schedule, and on budget."

- David Schrader, FAIA, A4LE
Fellow, LEED AP
Managing Partner
SchraderGroup Architects



Competitive fee proposal and willingness to negotiate a contract scope within the district's budget.

> 07 Value

- No cost for project management software
- Contractors report that bids are lower knowing CHA is involved
- No added cost to attend all board meetings
- We have been known to save our entire fee with the owner in construction savings

What Our Clients are Saying

"CHA's expertise in managing complex construction endeavors, coupled with their commitment to quality and efficiency has made CHA our trusted partner."

- Bill Smith, Executive
Director of Facilities
Northampton Community College

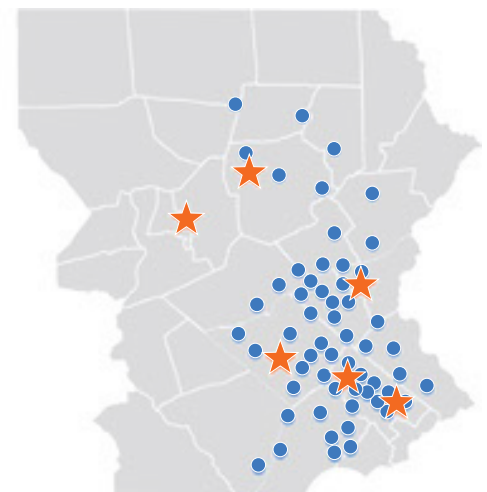




Pennsylvania K-12 Experience

CHA has been supporting school districts throughout Pennsylvania for more than 30 years and is recognized as a leader in the assessment, planning, and delivery of public school projects. We have managed more than \$1 billion in eastern Pennsylvania school construction work. Current school district clients for whom we are currently providing similar services include:

- Bethlehem Area School District
- Northampton Area School District
- Reading Area School District
- Interboro School District
- School District of Springfield Township
- Hatboro-Horsham School District
- North Penn School District
- East Stroudsburg School District
- Pennsbury School District
- Council Rock School District
- Quakertown School District
- Easton Area School District
- Hatboro Horsham School District
- Upper Moreland School District
- Wissahickon School District
- Pleasant Valley School District
- Tunkhannock School District
- Whitehall-Coplay School District
- Nazareth Area School District
- Colonial IU20
- Colonial School District



● K-12 projects ★ CHA offices

Committed to Serving Unionville-Chadds Ford School District

CHA is committed to serving as a trusted advisor and proactive partner to the Roberto Clemente Charter School throughout the delivery of its new K-6 building. We recognize the significance of this investment and the responsibility to deliver a 44,000 SF facility that meets the school's educational vision, while maintaining strict alignment with budget, schedule, and quality expectations. Our team will represent the school's interests at every stage, providing clear, transparent communication and actionable insight to support informed decision-making.

We offer extensive experience in planning and executing school construction projects with realistic budgets and timelines. Our approach is rooted in a thorough analysis of both first cost and life-cycle cost for all educational building systems, ensuring long-term value and sustainability. Our history of managing complex phasing on school sites—especially renovations—has equipped us with the insight and flexibility needed to navigate challenges while maintaining project momentum and priorities.

Each project is overseen by seasoned managers who take full ownership from start to finish. Our team is known for injecting personal pride into every detail, investing the effort necessary to deliver successful results. We provide single-source responsibility, streamlining communication and accountability throughout the project lifecycle. Our specialized experience with municipal and regulatory approvals enables us to resolve issues proactively, minimizing disruptions and delays.



We maintain a schedule-driven approach that protects the school's interests by enforcing detailed timelines and holding contractors accountable. From early planning through close-out, we focus on constructibility, operability, and maintainability, so every decision supports long-term performance and ease of use.

With our proven track record and commitment to excellence, we are confident in our ability to deliver high-quality professional engineering services tailored to RCCS needs.

Our Value to K-12 Clients

Proven Public School Expertise: CHA has managed over \$1 billion in school construction projects, with 90% of our work focused in Pennsylvania. We currently serve dozens of districts and value our long-standing relationships.

Capital Planning Leadership: Our capital improvement planning process is data-driven, collaborative, and customized. We conduct detailed facility assessments, prioritize needs using a weighted matrix, and develop multi-year implementation strategies that align with educational and fiscal goals.

Planning and Construction Workbook, PlanCon and Regulatory Mastery: CHA has extensive experience guiding Pennsylvania school districts through the PlanCon processes and helping maximize available funding opportunities. Beyond traditional reimbursement programs, our team assists clients in identifying grants, incentives, and alternative funding sources while developing strategic capital plans that improve facilities, support educational programs, and minimize the burden on local taxpayers.

Grant Acquisition Success: We have secured millions in ACE and RACP grants for school districts, including LEED Gold® certified projects and specialized funding for energy efficiency, technology, and infrastructure. Our team actively monitors funding opportunities and manages all documentation for reimbursement.

Integrated Project Delivery: Our approach combines facilities engineering with project and construction management, offering clients a single-source solution from planning through construction. We emphasize constructibility, maintainability, and cost control at every stage.

Committed to Serving Roberto Clemente Charter School

- **CHA will Immediately commence value engineering** on day 1. We can jump right into the discussion of 2 versus 3 stories and other discussion points to look for savings.
- **Bid alternate assembly.** Strategies will be assembled from the start on how to package the project and create bid alternates to provide the school with decision making flexibility. Couple with a project draw schedule, we will carefully work with the team to time project expenditures.
- **We know the site** and will assemble construction Phasing Drawings for all of the phases of work to assist the school with parking and traffic, maintenance of the existing building operations and overall campus utility plan.

- **Soft cost management.** We will work with the charter school to manage the soft costs continuously which includes the management of a project contingency to avoid surprises as the project moves forward.
- **Risk avoidance.** Our attention to detail in the front end specifications protects the school from risk and properly assigns responsibility to each contractor to keep construction moving. Our web based project management software keeps the project organized and the charter in control.
- **Communication, Accountability and Documentation.** We continuously focus on these items to make sure the school is always informed, understands the important next steps and has excellent documentation of the work performed to enhance long term maintenance and operations.



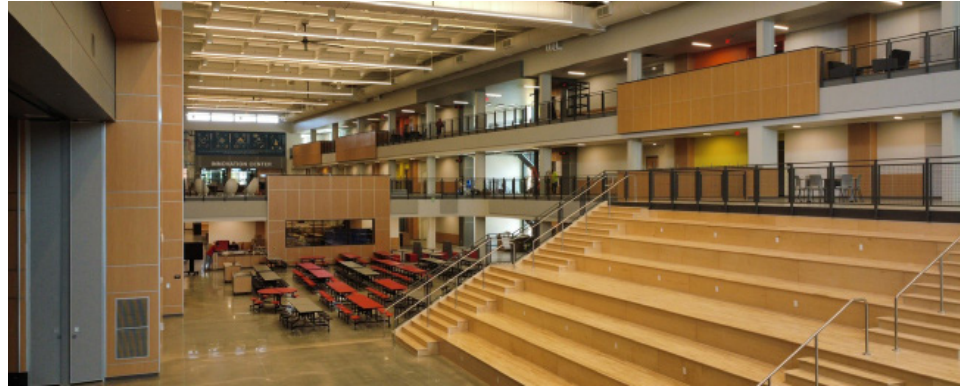
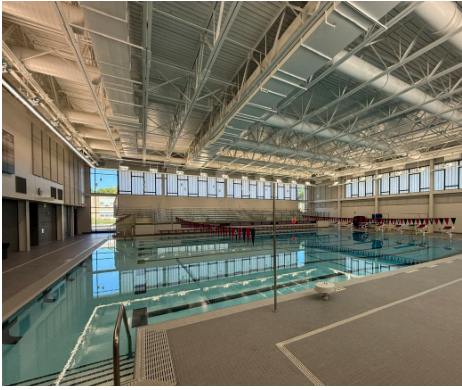
MEETING AND EXCEEDING RFP EXPECTATIONS

						
Firm's Depth and Relevance of Experience	Technical Approach + Understanding of District Needs	Fee Proposal	Qualifications and Experience of Team	References	Ability to Perform Services	Proximity to the District
CHA has decades of experience delivering complex K-12 capital projects across Pennsylvania, including HVAC upgrades, roof replacements, and sustainable renovations. With over 50 school district projects completed, our integrated team brings deep expertise in construction management, estimating, and sustainability—consistently meeting regulatory standards and project goals from planning through closeout.	CHA takes a collaborative, transparent, and data-driven approach to project delivery. We begin with stakeholder alignment and phased planning that ties design milestones to budget and schedule controls. Tools like Procore support real-time communication and documentation. Our process emphasizes early constructibility reviews, value engineering, and alternate bid strategies to optimize cost and flexibility. Sustainability is integrated through lifecycle cost analysis, LEED-informed design, and commissioning oversight for long-term performance.	CHA offers a competitive, transparent fee structure . Our pricing is tied to the total cost of work and reflects our focus on cost control and value. We also provide flexible options for extended services or phased expansions to meet the district's evolving needs.	Our proposed team brings deep institutional hands-on experience in school construction . Led by a leadership team with over 50 years in the field and numerous certifications, the team includes a team members with decades of field experience. All consultants are Pennsylvania-licensed and have worked on similar HVAC, roofing, and renovation projects. Their resumes reflect strong capabilities in managing complex logistics, stakeholder coordination, and phased construction in active school environments.	CHA's extensive portfolio of successful K-12 projects across Pennsylvania demonstrates our ability to deliver complex school renovations and additions on time and within budget. Our long-standing relationships with your district and many more, reflect our commitment to collaboration, responsiveness, and quality. These references validate our expertise in managing phased construction in occupied schools, navigating regulatory requirements, and maintaining educational continuity.	CHA's longevity and success stem from its integrated project delivery model, combining engineering, design, and construction oversight under one roof. Their repeat client base attests to their reliability and performance . CHA's single-source accountability ensures streamlined communication and execution from planning through close-out.	CHA's proposed team is located across Eastern PA, enabling immediate on-site response to emergencies and project needs. Their local presence ensures that RCCS receives personalized, timely service from professionals who are already deeply familiar with the district's buildings, staff, and operational protocols .



SECTION 2.0

EXPERIENCE



KEITH VALLEY MIDDLE SCHOOL

Hatboro-Horsham School District

The Hatboro Horsham School District worked with CHA **to plan, design and construct a new Keith Valley Middle School on the site of the existing aging school**. CHA was responsible for the assessment of the existing building, concept planning, architect RFP and selection, design management, bid strategy and construction management of the new 280,000 SF middle school which opened in August 2025. **Project challenges including building on the site of an existing and operating middle school, building within a residential community and the inclusion of the District Administration suite, data center and the District swimming pool**. CHA led the planning and budgeting process, completed multiple cost estimates during design and conducted value engineering at each phase.

CHA also completed value engineering post bid with the contracting team to identify over \$2M in savings on the \$108M construction cost. Construction occurred between 2022 and 2025 and was followed by the demolition of the existing building and the construction of new athletic fields. The new building includes a state of the art Commons space, a flexible auditorium, gymnasium, 8-lane swimming pool, District Administration, Board meeting room, and 3 stories of classrooms dividing into teams for learning.

Project Location

Hatboro, PA

Dates

2022 - August 2025

Size

280,000 SF New Construction

Construction Cost

\$108 Million - Actual

Number of Prime Contractors

4

Architect

ShraderGroup Architects
David Shrader
(215) 482-7440

Reference

Dr. Scott Eveslage
Superintendent
(215) 420-5001
seveslag@hatboro-horsham.org



AVON GROVE MIDDLE SCHOOL

Avon Grove School District

CHA was already on board for the district's new high school project when the idea to renovate the existing high school into a middle school came about. We stepped in to provide valuable input and value engineering for all systems, cost estimating, review and coordination of design documents, construction phasing, and bid document review. During construction, we offered full-time resident project representative services.

The primary goal of this conversion was to create space for three grades of middle school students, allowing for redistricting and more room for growth across all district buildings. The renovations aimed to upgrade the building infrastructure, providing a more efficient and improved learning environment compared to the 1958-era structure. Despite previous renovations and additions, the primary mechanical, electrical, and plumbing systems were failing and needed replacement.

In addition to some minor architectural changes for secure building entry and new administrative areas, there were general upgrades to the building finishes and a full roof replacement with increased insulating values. The most significant changes involved upgrading all toilet room facilities with complete renovations to the plumbing, fixtures, finishes, and accessories. New low-flow fixtures and lavatories were installed throughout the building.

Project Location

West Grove, PA

Dates

June 2021 - September 2023

Size

202,700 SF Repurposing

Construction Cost

\$17.5 Million

Architect

KCBA Architects

Reference

Dan Carsley
Chief Financial Officer
(610) 869-2441



SANDY RUN MIDDLE SCHOOL

Upper Dublin School District

The new LEED Gold Middle School campus, designed for 1,000 students, was **developed on the same site as the existing building it replaced**. The campus features a three-story Academic Wing for Grades 6, 7, and 8, and a one-story shared use wing for public functions. These wings are connected by a concourse and a courtyard, which provides natural light to classrooms and a protected space for outdoor learning. A circular planetarium anchors the courtyard, visible from the multiple concourses of the school.

The academic wing includes a library and large collaborative areas, while science labs and special education classrooms are connected to smaller collaboration zones on all three floors. Access between the academic wing and the shared use wing is primarily at the middle level, with a glazed cross corridor providing a bridge between the two wings.

Site features include parking for 269 cars, 20 buses, and five athletic fields. This new Middle School will provide an unparalleled public education, meet high standards for energy efficiency, and serve as a long-term community asset.

Project Location

Dresher, PA

Dates

2016 - 2022

Size

210,000 SF New Construction

Construction Cost

\$63 Million - Estimated

\$62 Million - Actual including CO

Number of Prime Contractors

5

Architect

Breslin Architects

Robin Breslin

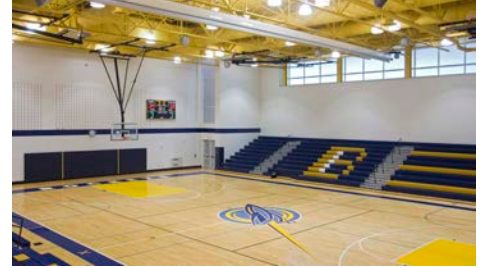
(610) 437-9626

Reference

Bob Lester

Director of Facilities

(215) 643-8800 x8815



BROUGHAL MIDDLE SCHOOL

Bethlehem Area School District

CHA has been the Engineer of Record for the school district since 1991, assisting with all facility needs. As an extension of our Resident Project Engineer services, we helped the owner develop the programming needs for the new Broughal Middle School before selecting the design team. Once the design team was chosen, we played an integral role in developing the plans and providing value engineering recommendations to ensure the district received the highest quality project at the best value.

The complexities of this project included a limited 4.3-acre urban site, the need to maintain the existing school during construction, nearby church and university operations, and significant over-excavation adjacent to the city to remove buried debris.

This LEED Gold project features a green roof, a white reflective roof, a rainwater harvesting system, and extensive daylighting to maximize LEED credits for energy savings. Sustainable practices were implemented during the construction phase, including a waste management program that diverted over 80% of construction debris from landfills and an indoor air quality program to minimize moisture introduction into building systems and reduce VOCs in building components. The installation of regionally harvested materials, recycled materials, and certified wood products was crucial in obtaining LEED Gold certification.

The project was completed on schedule (24 months) for students to return to school, while the existing middle school remained in continuous operation on the same site. The project was completed with zero change orders, highlighting the integrated team approach and the quality of the construction management. The building includes classrooms, science labs, a media center, band and choral rooms, a planetarium and greenhouse, gymnasium, and auditorium.

Project Location

Bethlehem, PA

Size

187,500 SF New Construction

Construction Cost

\$51 Million - Estimated

\$50.1 Million - Actual Including CO

Architect

Architecture Furst

Robert Furst, AIA

(610) 332-3600

Number of Prime Contractors

4

Reference

Jack Silva, Ed. D

Superintendent

(610) 861-0500 x60250



NITSCHMANN MIDDLE SCHOOL

Bethlehem Area School District

The replacement of a 95-year-old residential school was sure to present challenges; D'Huy Engineering played an integral role in managing the development of plans, providing value engineering recommendations, and tenacious on-site monitoring so the District received the highest quality project at the best value. Additionally, our team assisted in keeping the school site operational while construction on the new school continued.

In 2019, The New Nitschmann Middle School was awarded LEED Gold status by the USGBC. The building has a sophisticated, fully controllable, highly efficient HVAC system that allows the Facilities group to monitor and adjust building setpoints as needed to create a comfortable environment while also limiting the building's energy usage. The building is located in an urban neighborhood where over one third of the students walk or bike to school. Bike racks, showers, and changing rooms are provided to encourage carbon footprint reduction. Limiting water usage was also a goal of the project, which was accomplished by installing low flow toilets, automatic faucets at sinks, and native landscaping which do not require regular watering.

The building was constructed with the environment in mind as well. Building materials were locally sourced and had high percentages of recycled content. The project team excelled by diverting over 75% of construction waste from landfills.

Being a community school, it is imperative that the building be utilized to its full potential by the local residents. The School District has an active leasing program of the athletic fields, gymnasium, auditorium and library. This building will be an icon in a historic city for years to come.

Project Location

Bethlehem, PA

Size

180,000 SF New Construction

Construction Cost

\$47 Million - Estimated

\$46.1 Million - Actual Including CO

Number of Prime Contractors

4

Architect

Breslin Architects

Michael Bell

(610) 437-9626

Reference

Jack Silva, Ed. D

Superintendent

(610) 861-0500 x60250



NEWTOWN MIDDLE SCHOOL

Council Rock School District

CHA provided comprehensive planning, design, approvals, construction phase, and closeout project management services for the Council Rock School District's (CRSD) new Newtown Middle School. ***The new school was constructed on the same site as the existing middle school, without disrupting the educational program or affecting the existing traffic flow and parking.*** The new 185,000 SF energy-efficient structure houses grades 6 through 8 and features high-efficiency electrical, mechanical, plumbing, and exterior wall systems while providing ample natural light throughout the building. It also includes larger "community" areas designed to accommodate increased meeting, athletic, and performance events. CHA managed the entire project from the design phase through construction and project turnover while concurrently building another middle school for CRSD.

CHA provided budgeting and value engineering services that reduced the project cost by over \$2M, and with creative bid strategies, an additional \$2M in savings was realized.

CHA obtained a \$2M Alternative and Clean Energy (ACE) grant for the district. The end result of the combined efforts resulted in ***\$6M in savings for CRSD*** with a building that meets the district's criteria for quality, budget, schedule, safety, and program needs.

Project Location

Holland, PA

Details

May 2016 - May 2018

Size

180,000 SF New Construction

Construction Cost

\$49.7 Million - Estimated

\$46.6 Million - Actual Including CO

Number of Prime Contractors

4

Architect

Breslin Architects

Michael Bell

(610) 437-9262

Reference

Dr. Andy Sanko

Superintendent

(215) 944-1035



HOLLAND MIDDLE SCHOOL

Council Rock School District

Holland Middle School is a model of sustainable education for grades seven and eight. When the Council Rock School District (CRSD) embarked on the ambitious renovation and expansion, they turned to CHA for comprehensive project management, keeping work proceeding smoothly ***without disrupting educational programs or affecting traffic and parking.***

The revamped Pennsylvania school features state-of-the-art, energy-efficient systems, including advanced electrical, mechanical, plumbing, and exterior wall upgrades designed to maximize natural light. A notable addition is the solar panel energy dashboard, an interactive tool that tracks and displays the school's energy usage, serving as a hands-on educational resource for students.

CHA's expertise in budgeting and value engineering resulted in ***over \$4M in savings, further boosted by a \$2M Alternative and Clean Energy (ACE) Grant.*** These efforts culminated in a high-quality, budget-friendly, and forward-thinking learning environment that benefits both the district and its students.

Project Location

Holland, PA

Dates

June 2016- September 2018

Size

136,000 SF Renovation
44,000 SF Addition

Construction Cost

\$43.4 Million - Estimated
\$40.8 Million - Actual Including CO

Number of Prime Contractors

4

Architect

Schrader Group
David Schrader
(215) 482-7440

Reference

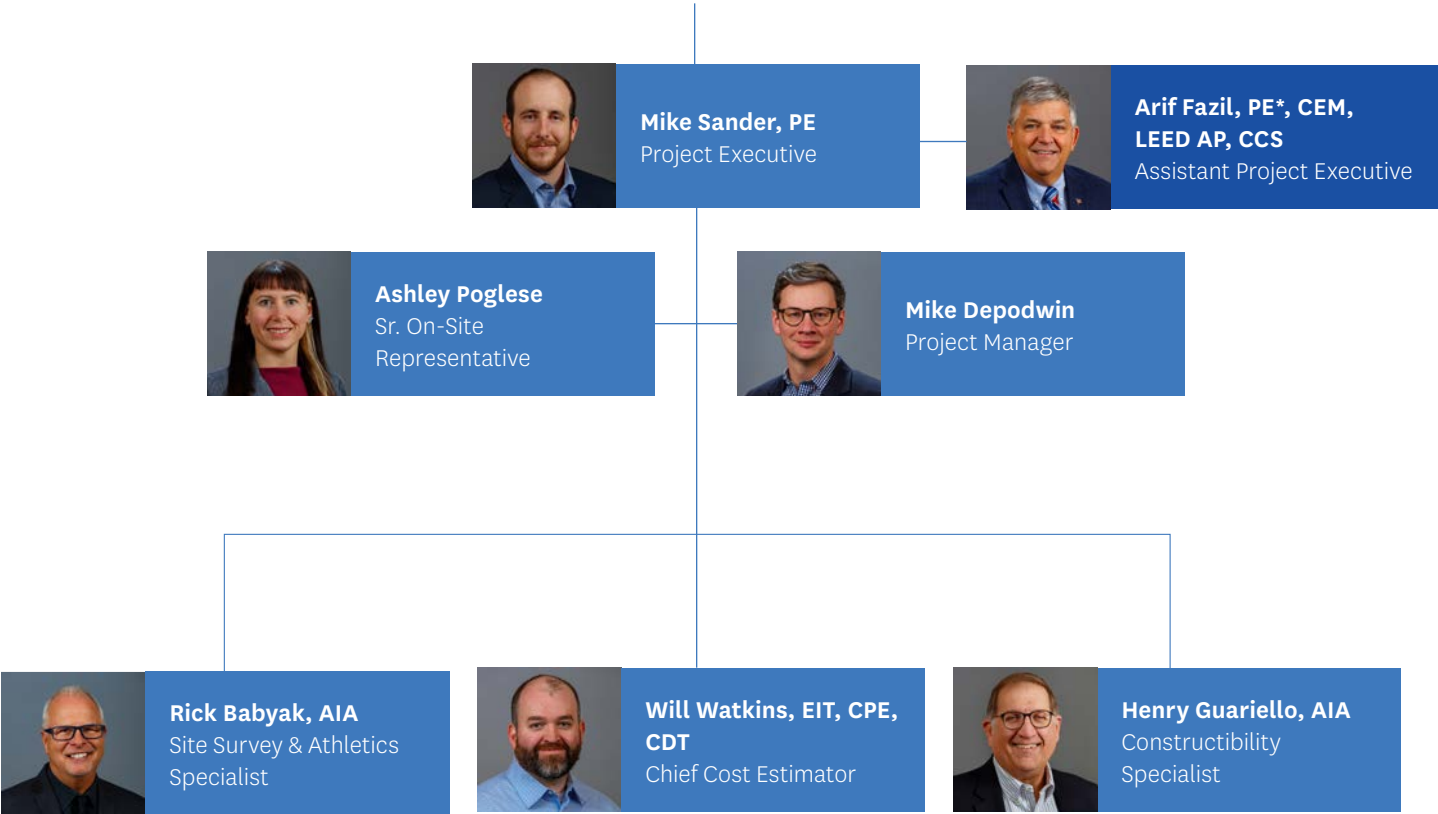
Dr. Andy Sanko
Superintendent
(215) 944-1035

SECTION 3.0

PROJECT TEAM

ORGANIZATIONAL CHART

UCF | Unionville-Chadds Ford School District



Local Integrated Resources



THE CHA DIFFERENCE We bring a dedicated **K-12 CM team** backed by a deep bench of **in-house architects and multidisciplinary engineers**. This allows our team to catch design issues early, optimize phasing, and minimize change orders in ways that single-discipline competitors can't.



Mike Sander, PE, CDT

Project Executive

With more than 15 years of experience, Mike has a unique ability to manage all the details of a job while keeping the big picture organized. Mike is highly experienced in executing public projects in design, bidding, and construction. His approach of challenging all team members with enthusiasm, support, and technical knowledge results in the best solutions for clients. Mike provides leadership, effective communication, and is an expert at getting projects out to bid and constructed successfully. Representative project experience includes:

Whitehall-Coplay School District, Mike Sander has supported an extensive, multi-faceted capital improvement program for the Whitehall-Coplay School District, contributing to a wide range of projects spanning new construction, renovations, system upgrades, and site improvements. His experience includes involvement in the addition and renovation of Whitehall High School, development of a new K-1 elementary school, and roof repairs and facility conversion of Gockley Elementary School into district administration offices. He has also coordinated numerous building system and infrastructure upgrades, including air handling unit replacements, plumbing fixture improvements at athletic facilities, stage refurbishment, masonry repairs, and critical electrical system upgrades such as switchgear replacement at the middle school and Steckel Elementary School. In addition, Mike has supported comprehensive renovations at both the middle school and Steckel Elementary School and contributed to the preparation of a capital improvement plan for the Whitehall-Coplay Public Library, demonstrating his ability to manage diverse project types while maintaining alignment with district-wide goals and long-term planning initiatives.

Wissahickon School District, Mike supported a variety of projects across the Wissahickon School District, including expansions and alterations at Blue Bell Elementary School and Stony Creek Elementary School. He also contributed to athletic facility upgrades, including high school stadium bleachers and field improvements. His work extended to interior facility repurposing at the middle school natatorium and infrastructure upgrades such as switchgear replacement. Through these efforts, Mike helped coordinate multiple concurrent projects to address district-wide facility needs.

Dallas School District, For the Dallas School District, Mike supported the planning and development of a new intermediate school, contributing to early project definition and coordination. He also assisted with an athletic facilities feasibility study, evaluating improvement options and helping document recommendations. His involvement ensured that planning efforts were grounded in practical considerations for implementation. Mike's contributions helped the district make informed decisions regarding future capital investments.



Education

Wilkes University, PA, B.S. in
Environmental Engineering

Registration and Certifications

Professional Engineer: PA

Construction Documents
Technologist (CDT)

Jamie Lynch, CCM, AVS

Assistant Project Executive

Jamie Lynch brings more than 35 years of experience delivering construction management and capital program leadership for K-12 school districts and private educational institutions throughout Pennsylvania. He is recognized as a collaborative team builder with deep expertise in managing complex, multi-phase projects in occupied educational environments. Jamie's experience spans new school construction, major renovations and additions, district-wide capital improvement programs, athletic facility development, and infrastructure upgrades, with a consistent focus on schedule control, constructability, cost stewardship, and clear communication with district stakeholders. Representative project experience includes:

Bethlehem Area School District, Jamie served as resident project engineer for the Nitschmann Middle School, providing on-site leadership and coordination during construction. His involvement supported successful delivery of a major middle school facility while maintaining quality, schedule, and safety standards.

Lower Moreland Township School District, Jamie provided construction management services for development of the district's new high school, a large, multi-prime educational facility delivered under an active-campus environment. His role included on-site construction oversight, coordination between the owner, architect, and multiple prime contractors, and management of phasing and logistics to maintain safety, schedule control, and continuity of district operations throughout construction.

Council Rock School District, Jamie has supported projects across multiple Council Rock campuses, including Rolling Hills Elementary School, Newtown Middle School, and Holland Middle School renovations and additions. His work reflects experience managing additions and renovations across a large, multi-campus district.

East Penn School District, Jamie supported development of synthetic turf and track facilities, coordinating construction activities associated with athletic field improvements.

Easton Area School District, Jamie supported construction of the new Cheston Elementary School, contributing to delivery of a modern instructional facility.

Hatboro-Horsham School District, Jamie has provided extensive, long-term construction management leadership for Hatboro-Horsham School District across a broad, multi-year capital improvement program. His work has included delivery of new school construction, major renovations, and phased upgrades to instructional, athletic, and support facilities, as well as updates to the district's Capital Improvement Plan. Jamie has overseen electrical and utility infrastructure improvements, chiller and cooling tower replacements, auditorium lighting upgrades, and facility condition assessments, coordinating work across multiple campuses while maintaining occupied-school operations.



Education

Lehigh University, PA, B.S. in Civil Engineering

Lehigh University, PA, B.Arch. in Architecture

Registration and Certifications

Certified Construction Manager

Associate Value Specialist

Ashley Poglese, EIT, CCM

Senior On-Site Representative

Ashley Poglese brings 18 years of experience and a Certified Construction Manager certificate to her role as a Construction Manager. Ashley is an enthusiastic project manager for multi-prime school district construction projects, serving as the primary contact and coordinator between the owner, architect, design team, and prime contractors. She supports school districts by conducting school board construction update presentations, documenting design changes, field modifications, cost impacts, and photographic progress. Ashley is an experienced surveyor, providing topographic information for projects in the proposal, design, or construction phase. Representative project experience includes:

Lower Moreland Township School District. Ashley serves as a key member of the construction management team for the new Lower Moreland High School, one of the district's most significant capital improvement initiatives. In her role, she acts as a primary point of coordination among the school district, design professionals, and multiple prime contractors, helping ensure alignment between project objectives, schedule requirements, and construction activities. She prepares and presents construction updates to district leadership and the school board, tracking project progress, budget status, design modifications, and field-directed changes. Her responsibilities also include maintaining detailed project records, documenting cost impacts, monitoring construction progress through photographic reporting, and helping facilitate communication among all project stakeholders.

Upper Dublin School District. Ashley supported the construction of the new Sandy Run Middle School, a major educational facility developed to serve the district's long-term academic needs. As part of the construction management team, she coordinated communications between the owner, architect, consultants, and contractors while helping monitor project progress throughout construction. Her responsibilities included documenting design revisions, tracking field modifications, maintaining construction records, and supporting schedule and budget management efforts. Through regular site observation and project reporting, Ashley helped provide district leadership with the information necessary to make informed decisions and maintain project momentum from construction through occupancy.

Pleasant Valley School District. Ashley provided construction management support for improvements at Pleasant Valley Elementary School, assisting the district in coordinating construction activities within an active educational environment. She worked closely with project stakeholders to track progress, document construction activities, and maintain communication among the owner, design team, and contractors. Her responsibilities included monitoring project documentation, recording changes and field conditions, and preparing status updates to support informed decision-making throughout construction. Her attention to detail and organizational skills helped support project quality, schedule adherence, and effective stakeholder communication.



Education

Worcester Polytechnic Institute,
MA, B.S. in Civil Engineering

Registration and Certifications

Certified Construction Manager
Engineer-in-Training
Surveyor-in-Training
Professional Land Surveyor (PLS)
Candidate

Henry Guarriello, AIA

Constructibility Specialist

Henry brings more than 35 years of experience providing project management and field representation services for large-scale public-sector building programs. His career has focused on overseeing renovations, additions, capital improvement initiatives, deferred maintenance programs, and new construction projects, with particular depth in K-12 school facilities. Henry has worked on complex projects and is recognized for his ability to guide school districts through multi-year capital programs while maintaining operational continuity, budget discipline, and schedule control. Henry's expertise spans all phases of project delivery, including planning, design coordination, construction administration, contractor oversight, and closeout. As a licensed architect and Certified Energy Manager, he brings a strong technical foundation to every assignment. Representative project experience includes:

Avon Grove School District, Henry served as a key project manager on the development of a new high school facility and the subsequent conversion of the existing high school into a middle school. His responsibilities included construction coordination, field oversight, schedule monitoring, and collaboration with district representatives to ensure a seamless transition between facilities while maintaining ongoing academic operations.

Bethlehem Area School District, Henry supported the planning and implementation of a district-wide energy management initiative. His work focused on identifying energy conservation measures, coordinating improvements with existing building systems, and supporting long-term strategies to reduce operational costs while improving system performance and reliability.

Easton Area School District, Henry played a central role in managing additions and renovations at Shawnee Elementary School, overseeing field activities, contractor coordination, and quality control. In addition, he supported the district's broader capital planning efforts, helping to translate long-term facility needs into executable projects implemented over multiple years.

Quakertown Community School District, Henry supported the delivery of two major new construction projects for Quakertown Community School District, including the new Strayer Middle School and Pfaff Elementary School. His work emphasized construction coordination, schedule tracking, and quality assurance to ensure facilities were delivered to meet educational and community expectations.

Northampton Area School District, Henry provided project management services for additions and renovations to the district's high school facilities. His scope included oversight of construction progress, review of contractor performance, and coordination with multiple stakeholders to support timely and cost-effective delivery.



Education

Pennsylvania State University, PA,
B.S. in Architecture

Lehigh University, PA MBA

Registration and Certifications

Licensed Architect: PA, NJ, DE

Certified Energy Manager (CEM)

Certified Construction Contract
Administrator (CCCA)

Certified Construction Inspector

Certified Construction Consultant

Will Watkins, EIT, CPE, CDT

Senior Cost Estimator

Will has nearly 20 years of construction experience and is proficient in reviewing and interpreting construction documents of all design phases. Will uses his practical knowledge gained from his experience as a resident project engineer, along with standard estimating practices, to calculate and adjust construction labor, equipment, and material quantities to reflect specific project conditions and requirements. Will takes a comprehensive approach, thinking through the entire project to provide accurate and thorough estimates. Representative project experience includes:

Hatboro-Horsham School District, Will supported cost estimating for both individual building projects and long-range facility studies, helping the district evaluate options across multiple campuses and building types, including Crooked Billet Elementary School, high school synthetic fields, and the construction of a new Keith Valley Middle School facility to support academic and long-range facility planning.

Avon Grove Charter School, Will provided cost estimating support for the development of a new academic building, reviewing design documentation and preparing construction cost estimates to support budgeting and funding decisions. His work assisted the charter school in evaluating overall project scope and establishing realistic construction budgets early in the planning process.

Avon Grove School District, For this major capital program, Will supported cost estimating efforts associated with new construction and renovation work, helping the district evaluate project scope, sequencing, and budget alignment across multiple facilities.

Kennett Consolidated School District, Will supported cost development for additions and renovation projects at multiple elementary schools. These transformative projects at Greenwood Elementary School and New Garden Elementary School were guided by Will's comprehensive estimating during initial feasibility studies and design development through construction and close-out, ensuring seamless coordination and expert oversight.

Bethlehem Area School District, For this new elementary school project, Will prepared construction cost estimates during design, supporting alignment between design intent and available funding. His estimating work helped district leadership understand cost drivers and manage scope throughout project development.

Whitehall-Coplay School District, Will assisted with cost estimating across a diverse district capital program that included high school additions and renovations, a new K-1 elementary school, football stadium improvements, conversion of an elementary school to new district administrative offices, and elementary and middle school renovations.



Education, Virginia Polytechnic Institute and State University, VA, B.S. in Civil Engineering (Minor in Business)

Registration and Certifications
Engineer-In-Training: PA

Certified Professional Estimator

Construction Documents
Technologist

Rick Babyak, AIA

Site Survey and Athletics Specialist

Rick has more than 44 years of experience in architecture, surveying, site planning, and sports facility design, and has been a project manager, architect, and design team member on numerous projects. He specializes in site and campus planning, assessment, and evaluation. Rick takes pride in his extensive experience in sports field and athletic facility design, with particular expertise in synthetic turf fields. Representative project experience includes:

Easton Area School District, PA, Cottingham Stadium. Senior designer who led the \$11.7 million reconstruction of Cottingham Stadium, located in the heart of Easton. Responsibilities encompassed designing and managing the construction of new locker rooms, ticket booths, bleachers, concessions, a brick façade entrance, and a synthetic turf field. Despite the challenges posed by the COVID-19 pandemic, Rick successfully kept the project on time and within budget.

Bethlehem Area School District, PA, Freedom High School Synthetic Turf Replacement. This \$2 million renovation included the construction of new bleachers, concessions, turf field, and a bathroom building.

Council Rock School District, PA

- *Various Projects.* Rick played an integral part in developing the scope, drawings, and specifications, performing site surveys, designing, and managing improvements to various sports facilities. This included enhancements to softball and baseball fields, as well as tennis and basketball courts.
- *North High School Stadium improvements.* Rick led the project by establishing the scope, drawings, and specifications, performing site surveys, designing, and managing the \$1.7 million in improvements to the athletic complex. This included turf field replacement, along with the installation of a new track and bleachers.
- *High School South Multi-Purpose Synthetic Turf Field.* Rick led the design of the \$1 million turf field replacement, as well as the addition of a new track and bleachers.

Quakertown Community School District, PA

- *Synthetic Turf Baseball Field.* Led the development and design of a new synthetic turf baseball complex complete with a utility building and concessions.
- *Alumni Stadium Facilities Improvements.* Provided design and oversight for new bleachers and repaving.



Education

New Jersey Institute of Technology, NJ, M.A. in Architecture

Rutgers University, NJ, B.A. in Community Development & Urban Planning

Registration and Certifications

Registered Architect: PA

Memberships and Affiliations

United Soccer Coaches, Advanced National Goalkeeping Diploma

United Soccer Coaches, National Goalkeeping Diploma

SECTION 4.0

MANAGEMENT PLAN

MANAGEMENT PLAN

Project Understanding and CHA Approach

CHA understands that the Roberto Clemente Charter School is seeking a Construction Manager as Advisor (CMa) to guide the successful delivery of a 44,000SF K-6 school, with an anticipated construction budget of \$155M to \$165M. Our familiarity with the charter school's goals, site conditions, and stakeholder priorities enables us to immediately provide informed recommendations, streamline decision-making, and reduce redundancies throughout the project lifecycle.

Our management approach is rooted in proactive planning, transparency, and accountability, so RCCS's interests are protected at every stage. We focus on anticipating challenges early, maintaining alignment between scope, schedule, and budget, and fostering a collaborative project environment among all stakeholders.

CHA approaches risk mitigation as a continuous and structured process beginning in pre-construction and extending through project closeout. Early in the project, our team will conduct a comprehensive evaluation of the schematic design to identify potential risks related to constructability, document coordination, scope clarity, and procurement strategy. As the design progresses, we will continue to review drawings and specifications to proactively identify and resolve conflicts, inconsistencies, or gaps that could lead to cost increases or schedule delays.

Value engineering of the current design concept will be our first task. Using the SAVE methodology, CHA will lead a workshop designed to validate the anticipated project cost and analyze savings options. Having already performed the schematic design cost estimate, we can begin this effort immediately.

A cornerstone of CHA's approach is providing independent and transparent cost estimating throughout the project. We will prepare detailed cost estimates at key design milestones, including design development, construction documents, and pre-bid phases. Each estimate will include quantity takeoffs, trade-based breakdowns aligned with the project's multiple prime contracts, and clear assumptions regarding escalation, contingencies, and market conditions. This process maintains continuity so that the project budget remains aligned with the evolving design.

CHA will also lead a structured value engineering process during design development, carefully evaluating alternative materials, systems, and construction approaches. Our recommendations will prioritize maintaining RCCS's educational program while identifying opportunities to enhance value, improve constructability, and control costs over the life cycle of the facility. During construction, we will continue to maintain strict cost controls through detailed tracking of contract values, review of payment applications, and regular financial reporting that forecasts the total cost of the work.

Throughout construction, CHA will enforce strict adherence to safety protocols by all contractors. We will review site-specific safety plans, collect contractor safety inspections, and document and address site separation deficiencies. Coordination with school administration will be ongoing to plan disruptive activities during off-hours or school breaks whenever possible. In addition, CHA will support the enforcement of background checks and site access controls to maintain a secure environment.

Effective communication is essential to the success of a project of this scale and complexity. CHA will implement a structured communication framework that includes regular coordination meetings, clear documentation, and timely reporting. Weekly meetings will focus on progress, coordination, and issue resolution, while monthly executive reports will provide the District with a comprehensive overview of schedule status, financial performance, and construction progress. A web-based project management platform will be utilized to ensure real-time access to project information and documentation for all stakeholders.

Cost Estimating Services

CHA is a recognized leader in delivering projects on time and on budget. CHA offers design, project/construction management, and cost estimating to ensure that bid documents are clear and concise, thus making complex phased construction clear for the contractor and effective in maintaining the client's services and programs. CHA's integrated approach to estimating services promotes the fact that cost, value, time, quality, and scope are interrelated, and the balance of these is something that we have refined in our delivery approach. CHA has a long and successful history in establishing accurate budgets and cost controls, delivering value and innovation in the project components, and in the manner and sequence of their construction.

Establishing dependable cost estimates prepared by CHA's Certified Professional Estimator early in a project and updating those estimates throughout the project life cycle is critical to project success. Poor initial estimates can cause projects to be canceled, delayed, or require owners to remove sorely needed project elements in order to meet available funding. To avoid these pitfalls, CHA offers design, project/construction management and cost estimating services that help project teams deliver clear bid documents, realistic construction phasing documents, and cost estimates that accurately capture project costs, and include necessary contingencies to account for project unknowns.

Methodology & Approach to Cost Estimating

CHA's approach to any estimate is to break the project down into individual systems based on the project specifications. The assumptions for each system will be listed based on input from the client and the design team. If information is not available, we will establish and document assumptions based on our experience, and our client, along with the design team will be asked to verify the assumption. All estimates and assumptions are then reconciled with input from the client and the design team.

CHA has been involved in the budgeting and schematic design of more than \$1 billion in building projects. The key to success is to establish the total project cost early in the design and then deliver on that model. CHA uses WinEst Estimating software combined with our own database of cost information. Engaging early in the design phase allows us to help the entire project team understand the value and cost implications of every decision and 'line' on the drawings. This budget process is further used as a tool to make value engineering and life cycle cost analysis comparisons. Continual monitoring of the

budget provides a benchmark for all team members to base their decisions and has resulted in no-bid day surprises on projects.

The key to maximizing cost savings is to maximize effort, through constructibility, and value engineering reviews, early in the design development process. If constructibility and value engineering reviews are minimized and/or prolonged closer to the construction phase, there is greater potential for increased costs associated with any changes. Our cost-estimating methods integrate cost awareness into the entire design process which always provides a tangible and transparent presentation of project costs to our clients.



Our key priorities during all phases of work

- The team must always prioritize the educational process and the uninterrupted and safe movements of students, staff, parents, and the community in and around the campus.
- Construction operations must be separated from the educational process and continuously employ provisions for safety and to avoid educational impacts.
- Assist in assembling an outstanding project integration Team with the RCCSt, design team, and all stakeholders to plan, design, and deliver the project. Project success requires the entire community.
- Focus from Day 1 on clear and concise construction documents that protect the district from risk, clearly assign detailed responsibilities to prime contractors, and ensure a timely and complete commissioning process.
- Vigorous pursuit of value, savings opportunities, grants, etc. in every aspect of the work while maintaining high quality for 21st-century learning environments.
- Outstanding communication.
- Accountability for all project participants.
- Extraordinary documentation.
- Long life and ease of maintenance.
- Keeping the district continuously informed and in control of the project.

Team collaboration for a sound project budget

The project budget is the driving force behind all decisions made on the project and sets the bar that the architect and the sub-consultants must achieve for the district. The budget is not just a lump sum figure or a cost per square foot; it is an itemized, system-by-system breakdown that we assemble to determine the building budget. The project budget includes the site estimate that the civil engineer designs, the building estimate for the architect, and the mechanical/electrical/plumbing budget for the sub-consultants. We also assist the district in assembling the soft cost budget for the project.

Our budgets are continuously checked during the project and changes are validated with the district and architect. **Having successfully completed projects with Alloy5 Architects**

for the decades, we are confident in our strong working relationship and processes we've established for positive project outcomes.

CHA's project budget immediately establishes a checks and balances system for the entire project team.

We develop budgets early and update them often so that our clients can feel confident about the numbers. Our record for change orders for similar projects averages less than 3% of construction costs, most of which are due to owner requested scope changes.

INITIAL CONCEPT REVIEW

By assessing project feasibility and reviewing the program needs, site elements, and anticipated design features, our team helps with the development of a more accurate and realistic preliminary budget.

GREEN AND SUSTAINABLE INITIATIVES

We lead the project team's efforts to design and value sustainable initiatives that meet the program goals and budget considerations.

LIFE-CYCLE COST ANALYSIS

Our team provides comprehensive reports that evaluate upfront capital expenditure versus long-term operational costs, with consideration given to program needs and design requirements.

VALUE ENGINEERING AND MANAGEMENT

We can assess the anticipated function, quality, performance, cost, and value of design elements. We provide impartial information that helps clients make decisions about these elements so that they can get the best possible design for their money, without sacrificing quality.

With respect to the budget, we worry about the details so you don't have to

CHA has been involved in the budgeting and schematic design of more than \$1 billion educational facility projects. Our Certified Professional Estimators assist the owner/architect in developing a total project budget model early in the design and then delivering on that model. The total

project cost is the most scrutinized figure associated with a project, particularly on bid day. CHA will work with the district, architect, and contractors to continuously monitor the budget and control the overall total project cost. This means continuously communicating both the hard and soft costs associated with construction and often overlooked cost categories such as utility connections, furniture and equipment, permit costs, and occupancy costs. We hold the architect and all consultants accountable to meet budgets established for each building system. As a result, we continuously deliver school projects at or below the initially established budgets.

Determine overall schedule with the project team

Upon approval, CHA works with the team to continuously collect schedule information and provide schedule updates at the regular design meetings and plot the project course until the design is completed, permits are in hand and bids are received.

We take a team-based approach to planning and managing the overall project schedule, working closely with the owner, architect, and contractor throughout design and construction to establish realistic phasing strategies that support timely delivery. During design, we focus on identifying constructibility considerations, phasing constraints, and long-lead items early, allowing the project team to proactively address risks that could impact the schedule.

Our schedule-driven input emphasizes sequencing work to advance critical early activities—such as sitework, foundations, and building enclosure—to support efficient phasing and maintain project momentum. We facilitate coordination among the project team to clarify responsibilities related to temporary conditions, building enclosure, and environmental controls, reducing ambiguity and avoiding schedule conflicts during construction. By aligning design decisions, construction sequencing, and close-out planning from the outset, we help the project team maintain schedule certainty through completion, occupancy, and final acceptance.

It is imperative that a well-defined project schedule be established right from the start to ensure the project's success. CHA helps clients identify critical activities for each phase, from schematic design through the completion of construction. A clearly outlined project schedule provides the guidance needed for each team member to perform tasks efficiently and remain on track. To aid in this effort, CHA provides construction phasing drawings that are included in

the bid documents, so the contractors are informed of the required sequence of work from Day 1.



Keep everyone informed with ProjectMates and continuous reporting

CHA has utilized a web-based software product called **ProjectMates** for over 15 years during construction projects to keep everyone informed. The software can be implemented at no extra cost to the owner, is user-friendly, and provides the district with a central repository for all project documentation. ProjectMates is interactive; it allows contractors to submit requests for information and shop drawings, which architects then review. It stores meeting minutes and correspondence, generates non-compliance notices, and records material testing reports. ProjectMates also hosts job site photos, tracks costs, and reports on the status of all pending documents.

During the design phase, CHA will attend facilities committee and board meetings as necessary to report on the project, update the team on budget, schedule, and project issues, and collaborate with the architect and district to make decisions. We also commonly participate in community information sessions to share project details with the school community and neighboring residents.

During construction, in addition to attending board and committee meetings as required, we provide a written monthly report and regular photo updates. The monthly report includes details related to completed work, project budget, and schedule status. Our Dashboard Report Format delivers a quick snapshot of financial information, issues, and costs of the project at a moment's notice. In the field, we also

CHA's Quality Assurance and Control methodology is manifest in a principal we call **C.A.D.** This acronym stands for **C**ommunication, **A**ccountability and **D**ocumentation. Having completed hundreds of new and renovation educational projects, we know that our role as Construction Managers must excel in these three areas to provide school districts with the very best product.

- **Communication** includes maintaining open and continuous dialogue with the owner, architect, contractors, and regulators on the project goals, requirements, and milestones.
- **Accountability** introduces systems to prompt project teammates for action, remind them of requirements, and introduce measures to obligate performance and conformance.
- **Documentation** is a core function to record all that occurs during the project and to collect all correspondence, test data, warranties and operating data to provide the District with a complete building file to those who will operate the buildings for years to come.

In all areas of CHA's Quality Assurance and Control Methodology: communication, accountability and documentation are at the core of our service. Why? Because it keeps the owner in control while reducing risk and liability **and it works.**



The essence of our Construction Management (CM) service is to guarantee that the owner's quality expectations for a project or a series of projects are met and exceeded. CHA's experienced personnel offer the district licensed professionals, inspection personnel certified by the Construction Management Association of America or the Construction Standards Institute, and individuals with

experience as tradesmen. The level of service provided by these individuals is unmatched in the industry and is highly respected by architects and contractors. Contractors often express that their pricing is more competitive on CHA projects due to the exceptional construction planning and thoughtfulness evident in the bid documents. This pricing advantage ultimately benefits the owner.

CHA's materials testing services offer guidance in the field concerning quality control. We establish protocols for testing, reviewing results, and reporting and addressing deficiencies to uphold quality assurance. CHA's field personnel arrive equipped with their own laptops to generate field reports and correspondence. They issue written notices when deficiencies arise and facilitate prompt action and coordination through meeting minutes and field bulletins.

Our inspection staff will document all work in their daily reports and maintain a continuous log recording non-conforming work, items necessitating code clarification or inspection, and items expected to appear on the punch list. Our strategy is to track punch list items from day one to minimize the number of items at substantial completion. This may be the most significant service we offer as the district's CM: resolving issues before they escalate into claims, delays, or major cost implications. Again, all issues will be logged in the ProjectMates database.

Effective quality control in the field also requires timely answers and clarifications from the architect to ensure work proceeds without delay. CHA's site representatives address questions with the contractors as they arise and, if necessary, send a request for information to the architect. These requests are submitted electronically in ProjectMates to ensure they are received instantly by the architect, expediting response time.

A critical component of any project's success is quality compliance and control. Field Quality Assurance begins with establishing contractor criteria to be utilized during construction and setting upfront the expected quality standards as per code and regulatory officials. This is achieved by securing proper documentation, having contractors prepare mock-ups and samples for approval, and involving all parties—including testing agencies, contractors, architects, code officials, and the owner—to identify any issues early in the process. CHA advocates for reviews of systems before, during, and after installation, necessitating immediate reviews and corrections by the contractor rather than at the project's conclusion.

Value Engineering (Cost Benefit Analysis)

CHA's value engineering (VE) process is continuous throughout the project, encompassing both design and construction. This means we consistently look for ways to reduce costs and enhance value. Our formal value engineering studies adhere to the SAVE (Society of American Value Engineers) format and are conducted by a multi-disciplined team. We actively seek the participation of the architect as well as the owner, as both are crucial to reinforcing the project goals and the design foundation.

Our value engineering and constructibility services enhance the overall value of building additions and renovations, eliminating ambiguities that may lead to unnecessary change orders. The importance and timing of these services cannot be overstated. Making changes to improve the project, ensuring the incorporation of all owner criteria, and correcting errors often incur no cost when addressed in the early stages of design. Our value engineering and constructibility services consistently direct the design team and the owner towards the costs involved and the necessity of adhering to the owner's project budget.

VE starts from the ground up

HVAC systems: We assess the proposed system. Is it appropriate for the building? Is it energy-efficient and straightforward to maintain? Are multiple vendors included to ensure competition? What is the control system? Does it align with the District's preferences? How are special areas, such as locker rooms, ventilated? Is adequate operator training provided? What is the warranty, and how many spare filters/parts are included?

Lighting: What are the designated lighting levels for building spaces? Are the fixtures specified energy-efficient? How is the lighting controlled? How many different lamps will the District need to keep in stock? Are multiple lighting vendors specified to ensure competition on bid day?

Roofing: What roof system is proposed, and how does its warranty and installation practices compare to others? Can bid alternates be utilized to enhance competition on bid day? How do hot or cold applied systems affect the educational process?

Exterior wall construction: What system is proposed? Are the construction details for flashing, windows, brick, block, and roof coping suitable? Will the system safeguard the building from moisture? How much insulation is required and which type? Can the system be upgraded for improved energy efficiency? What are the exterior finishes, and what alternatives can be explored to ensure competitive pricing on bid day?

Site grading and utilities: We challenge and support the architect in identifying the most efficient cut/fill and grading options, the best and most cost-effective design and layout of stormwater systems, and site utility efficiencies, including electric, water, and even low-voltage systems.

Structural systems: Foundations and structural systems offer significant opportunities, including straightforward strategies such as using trench footings, various wall systems, load-bearing masonry or steel walls, and, of course, different types of structural framing.



SUCCESS STORY: Value Engineering at Council Rock School District

The VE studies for the Council Rock School District's two new middle schools led to a combined savings of more than \$4 million. These VE studies encourage brainstorming of ideas for the project, pinpoint first costs and lifecycle cost savings, and even include work estimates (and costs) for the architect to implement suggested ideas. Once again, our experience as Facility Engineers greatly benefits us. Our VE strategies reduce construction costs, simplify maintenance, and extend the lifecycle of building systems.

Value engineering is not confined to the studies we conduct; it is a continuous effort for the CHA team. We are always searching for ways to save the district money and enhance the overall value of the project.

CHA successfully completed two middle schools simultaneously for Council Rock. Both were on the site of operating schools during construction. Both projects were completed below budget and on schedule.

The key to exceptionally low change orders starts in the design phase

CHA's constructibility reviews are a multidisciplinary effort focused on reducing change orders, resolving conflicts or ambiguities in bid documents, and clearly assigning responsibilities among prime contractors. The team provides a detailed written report with itemized comments on drawings and specifications, along with recommended changes. These comments are reviewed collaboratively with the architect and owner, and the architect responds to each item for the project record. This proactive process helps identify and address potential issues before construction begins.

We will review:

- Compliance of architectural, electrical, mechanical, sprinkler, egress, and security systems for owner criteria, constructibility, and maintainability.
- Conformance with and clear description of project phasing requirements and related public, staff, and operations traffic patterns.
- Coordination with multiple prime contract work performed under separate projects and work performed by the owner.
- Adaptability to Pennsylvania competitive bidding, including a review of the front-end contract documents, unit prices, and allowances.
- Potential for delays resulting from long lead items, conflicts with other projects, or complex construction requirements.
- Clear assignment and coordination of work between multiple prime contractors.

The goal of the constructibility review is to ensure that the bid documents are clear and concise, a trait CHA projects are well known for. Eliminating these conflicts and ambiguities reduces the potential for change orders during construction.

The result of CHA's involvement and effort is an excellent set of bidding documents that attract competition for the project and result in project savings.

During construction, potential changes and their impact on the project cost are scrutinized closely between our project manager, the architect, and the owner. If a change is necessary, we work with the architect and contractors to mitigate the costs or reach the best value option. Next, pricing is sought from the contractor or directly from a vendor.

CHA will provide you with a "ballpark" number or a completely independent estimate well before the actual proposal is received from the contractor. Once received, a detailed breakdown of the cost proposal is reviewed comparing it to our own internal database. If the labor, materials, equipment, and markup are appropriate, the options are discussed with the owner's project team to select the most suitable course.

Upon receipt of an approved proposal for the work, CHA assists the architect, owner, and contractor with a directive to proceed and get the work going. The details of this effort are maintained in a running change log that will be continuously available to the RCCS. Quality documentation is a CHA hallmark. CHA will draft and issue change orders and construction change directives for the owner and architect's review and issue final versions to the contractor.

Our efforts have resulted in remarkable success and value for public owners.

CHA's organized commissioning and close-out process is invaluable

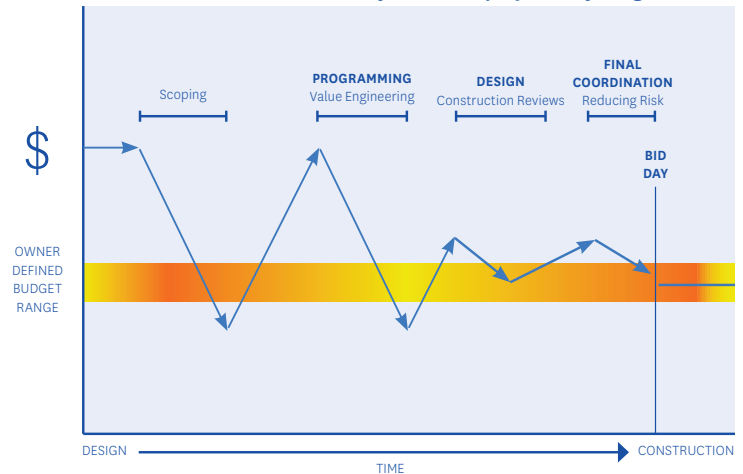
At CHA, we repeatedly say, ***"Begin with the end in mind."*** Our CM will coordinate the testing, activation, and adjustment of all systems right from the start. As soon as we mobilize, the lists of start-up activities are generated so that we are continuously reminding the contractor of their responsibility to finish for the District. CHA will schedule demonstrations and certifications required of the contractors to introduce District personnel to the various building systems. Final testing will also be monitored and copies of warranties, spare parts, and manufacturer sign offs will be secured.

CHA continuously maintains a checklist of all items required for facility start-up. This list is compiled at the beginning of the project and is used to manage the work. At the end of the project, the checklist is used to confirm that all specified items have been provided, as well as being used as a pre-cursor to the punch list. CHA will assemble a Project Start-up Plan based on the design documents and coordinate the operational testing conducted by the contractor's vendors and subcontractors, and the work of any third-party commissioning agents. We will coordinate the scheduling to train the maintenance staff and arrange for videotaping of the training. In addition, CHA's furniture and technology coordination services will be managed by our site representatives. Prior to substantial completion, the Operation and Maintenance manuals, warranties, certifications, and final test data are organized into a concise package for RCCS use.

Similarly, for testing, balancing, and building commissioning, we oversee the work of independent commissioning agents on both LEED and non-LEED projects. We can even provide our own customized specification which communicates to the contractors how commissioning is going to take place and explains the role of the commissioning agent. The documentation generated by these agents is directly related to the operation of the building. We believe schools are best served when this documentation is given to the CM first for review and is not subcontracted by the contractors.

In all aspects of quality assurance and control, **C**ommunication, **A**ccountability and **D**ocumentation are a common need. To control the work, the requirements need to be clearly communicated. When requirements are not met, parties need to be held accountable. To best protect the owner's interests during and after construction, the project must be exceptionally documented. CHA has the educational project experience, the staff, and the toolbox of skills to accomplish these requirements beyond your expectations.

Your CM should continually focus the project on your goals



CM Role During the Design Phase

In the design phase, the CM focuses on providing cost and value engineering suggestions, develops phasing plans and sequencing for the renovation, and concentrates on input that results in clear and concise bid documents and successful bids. The CM continuously advises the project team on cost, works to eliminate ambiguities on the documents, clearly define the responsibilities of each contractor, and assembles front end specifications that shield the owner from risk.



For Roberto Clemente Charter School, CHA will:

- Immediately perform value engineering with the team
- Establish project construction phasing
- Establish safeguards to maintain campus operations throughout construction

Design Phase

● = Lead ● = Support ● = Input & Direction

Architect & Consultants
Construction Manager
Owner

Design Phase	Architect & Consultants	Construction Manager	Owner
Educational Specs. and Academy Design	●		●
Programming Meetings and Conceptual Design	●	●	●
Schematic Design Options	●	●	●
Design Development & Construction Document Prep	●	●	●
Agency Approvals	●	●	
Preparation of Bid Drawings and Technical Specs	●		●
Preparation of Specs = Divs 00 & 01	●	●	
Preparation of Equipment and Furniture Layout	●		●
Project Budget, Schedule & Monthly Reports on Same	●	●	●
LEED, Sustainable Design	●	●	●
Value Engineering/Life Cycle Analysis (Energy Savings and Maintainability)	●	●	●
Construction Documentation QA/QC – Completeness	●		
Constructibility Reviews	●	●	
Prepare RFP for Construction Testing, TAB, Etc.	●	●	
Phasing Plans for Demolition and Parking Construction	●	●	●

CM Role Before and During Bidding Phase

Before and during the bidding phase, the CM performs contractor reach out and attracts bidders to the project to generate competition. This includes quality subcontractors and vendors. The CM leads the pre-bid meeting, describes the project, identifies any special conditions or issues and explains how the contractors are to execute while the school remains in operation.

For Roberto Clemente Charter School, CHA will:

- Confirm proper allocation of work in the summary of multiple primes
- Perform contractor outreach
- Strategize with the team on bid alternates

Bidding Services

	Architect & Consultants	Construction Manager	Owner
Develop Bid Packages (4 Primes)	●	●	
Construction Phase Milestone Schedule	●	●	●
Generate Bidder Interest to Maximize Competition	●	●	
Establish Bidding Procedures	●	●	
Distribute Bid Documents	●	●	●
Conduct Pre-Bid Conference	●	●	
Receive & Evaluate Bids	●	●	●
Prepare Construction Contracts	●	●	

● = Lead

● = Support

● = Input & Direction

CM Role During the Construction Phase

In the construction phase the CM takes a lead role to monitor the work, the schedule and the budget. While working to ensure education operations are uninterrupted, the CM's primary role is to make sure that all of the priorities of the district are incorporated in the project. The CM must be meticulous in documenting the work and reporting continuously to the owner. The CM works hand in hand with the architect to make sure shop drawings and requests for information are processed promptly and that the contractors are working from the very latest information. The CM must respond to schedule, cost or quality issues rapidly, making sure defective work is replaced, recovery schedules are provided for any slippages and that cost events are mitigated quickly. The CM also needs to focus on start-up from Day 1 to provide an orderly start-up of new systems and make sure the punch list is short and the time required to complete it even shorter.

For Roberto Clemente Charter School, CHA will:

- Manage the import of fill for the building substructure must be carefully monitored
- Traffic patterns on the site will be closely coordinated with all phases of work
- We begin with the end in mind and start planning for occupancy on day one.

Construction Phase

	Architect & Consultants	Construction Manager	Owner
Daily (CM only) On-site Monitoring of Construction as Owner's Representative	●	●	
Monitor Schedule and Enforce Project Milestones		●	
Manage Project Coordination and Implementation		●	
Attend/prepare minutes for Bi-weekly Construction Meetings	●	●	
Project leadership/ Issue Resolution	●	●	
Review and Comment on Requests for Information (RFI's)	●	●	
Issue Any Supplemental Design Sketches	●	●	
Oversee Construction Testing, TAB, Etc.		●	
Monitor Site Safety and Environmental Concerns		●	
Coordinate owner Activities with the Contractors		●	●
Monitor Construction Budget, Reviews and Approve all Permit Applications	●	●	
Review All COR's and Approve CO's When Appropriate	●	●	
Reduce owner's Risk and Liability Through Documentation	●	●	
Coordinate AHJ and Utility Reviews		●	
Punch lists and Closeout, Equip Startup, owner Training	●	●	●

● = Lead

● = Support

● = Input & Direction

SECTION 5.0

FEE PROPOSAL

FEE PROPOSAL

CHA is pleased to provide the following fee proposal for construction management services. We have completed these services on a wide array of public and private construction projects and have a sound reputation for completing work on schedule and below budget. More importantly, however, our focus is on the owners and their stakeholders' specific needs and ability to deliver far above initial expectations. As stated in our proposal, the unique qualifications of our team include:

- A team with more than \$1B of completed public projects in Pennsylvania.
- The team proposed for this project is senior level professional team with specific experience in public projects and excellent technical experience.
- 2 Licensed Engineers with specific and relevant experience that will oversee and add value to the project: Arif Fazil, PE, Mike Sander, PE, supported by our certified estimator, Will Watkins and a senior level team of professionals such as Mike Depodwin, and Ashley Poglese.
- Each team member will treat the project like it is their own home.
- Over 65 years of experience.
- Procurement strategies to deliver savings.
- A project team that has worked together on countless projects with a consistent track record for delivering quality projects on time and under budget.
- An excellent team of technical specialists for value engineering, construction phasing, civil, structural, mechanical, electrical, and plumbing engineering. We will work with your stakeholders to create a facility that is easy to maintain, durable, and long-lasting.
- Extensive professional resources for all aspects of the project.
- A team that will attract the best contractors to the project. Contractors want to win CHA jobs because they know the project is well organized, the documents are clear and concise, and the job will be managed efficiently and fairly. Contractors are known to provide lower bids on projects managed by CHA Consulting, Inc.

SECTION 2: SCHEMATIC DESIGN

CHA will work with the client and Architect to establish the scope, budget, and schedule.

- 2.1 Assist in developing the Owner's Program of Requirements to clearly establish the scope of work.
- 2.2 Identify environmental investigations required and assist in obtaining RFP's for:
 1. Phase 1 Site Assessment
 2. Building survey and assessment for lead, asbestos, PCB's, and other parameters that would require abatement.
- 2.3 Assist with probes, cores, and other investigations to clearly document existing conditions for the renovation scope (e.g. floor vapor barrier, wall construction, etc)
- 2.4 Assist with working with the design team to assess the building envelope requirements for insulation, vapor barrier, etc. for compliance with energy code.
- 2.5 Develop options for building systems with the design team to provide the best value for the project (e.g. HVAC,

- 2.6 Develop project schedule for best value and timing of bids.
- 2.7 Develop project budget
- 2.8 Assist owner in preparing draft contracts for design professionals.
- 2.9 Assist in indentifying any potential grants.

SECTION 3: DESIGN DEVELOPMENT, AND CONSTRUCTION DOCUMENT PHASE SERVICES

CHA will be the Client's representative and will serve as liaison between the Client, the design professionals, and approval agencies.

- 3.1 Review with design professionals the criteria and program requirements established during pre-design phases. Review design for conformance with Project criteria and established budget, including conformance with Client.
- 3.2 Participate in design meetings with the Architect and the Client's design committee.
- 3.3 Attend municipal agency review meetings with Architect and Client.
- 3.4 Assist Client and Architect in making presentations as requested by the Client for approvals, but not limited to, Board Meetings, school informational meeting, and hearings before municipalities, authorities, zoning boards, planning commissions, and other reviewing bodies having jurisdiction over the Project, etc.
- 3.5 Perform one value engineering study that includes building systems such as a foundation system, code conformance options, framing systems, construction materials, HVAC systems, lighting, constructability, phasing with technical input from Architect and consultants. Provide one value engineering report to the Client containing suggestions. Collaborate with the Client and Design Team for the value engineering items to be implemented in the Project. CHA shall provide continuous value.
- 3.6 Prepare up to two (2) overall system-by-system budget estimates for the Project at different stages of the design completion and review conformance of design with the established budget.
- 3.7 Prepare and update the Project schedule, phasing plan, and milestone schedule including formal milestone schedule and phasing plan that will be part of the bid documents. Prepare detailed drawings and other construction documents required to manage the project phasing and schedule for the Project. CHA is responsible to prepare the detailed phasing, staging drawings, milestone plans, and other details necessary for both site and building phasing procedures. The drawings will be incorporated into the Architect's bid documents and the timelines will become a part of contractual milestone dates. The CHA will advise the Design Team regarding the incorporation of scheduling requirements of the Client.
- 3.8 Advise Client regarding design progress, schedule, and budget.
- 3.9 Advise Client regarding submittals to governmental agencies and any perceived impact on Project schedules.
- 3.10 Assist in coordination of utility services required for the Project.
- 3.11 Advise Architect in developing alternates in bid documents to ensure competitive bidding and allow for flexibility in selecting alternates prior to award, i.e., terrazzo floors versus vinyl tile, roof systems, wall finishes, mechanical systems, etc.
- 3.12 Review bid documents for conformance with Project criteria, including municipal requirements. Perform a Constructability Review at the end of Design Development and 90% Construction Documents with full team of professionals, architectural, structural, mechanical, electrical, etc. Provide a constructability report to the Client.
- 3.13 Coordinate and document regular Design Phase meetings and prepare meeting notes.
- 3.14 Attend architectural and consultant design team meetings when required for coordination of bid documents as Client's representative.
- 3.15 Review construction options; i.e., material selection, constructability, and specification conformance with Client's standards.

- 3.16 Prepare all Division 00 and 01 bid documents based on input and requirements of Client. This includes preparation of draft Contractor agreements for Client's review and approval, temporary facilities requirements including staging and phasing requirements and drawings, Project Bid forms, unit prices, and alternates.
- 3.17 Prepare RFPs and obtain proposals for Construction Testing, Commissioning, Testing, Adjusting, and Balancing, and any other specialty services required for the Project.
- 3.18 Provide Client with draft contract templates for their consideration to use for all professional services.

SECTION 4: BIDDING AND PROCUREMENT PHASE SERVICES

CHA will manage the bidding process with the Client and its professionals.

- 4.1 Review bid documents near the end of Construction Documents phase for conformance with municipal, PDE, and overall Project criteria, including municipal requirements and in particular for constructability, coordination between primes, phasing, and project milestones.
- 4.2 Assist Client in acquiring multiple bidders by promoting the Project through emails directly to qualified contractors, posting on website, and sending information to construction data clearing houses.
- 4.3 Distribute bid documents and addenda.
- 4.4 Conduct the pre-bid conference in conjunction with the Architect and Engineers. Assist in managing and responding to questions from contractors.
- 4.5 Assist Client in reviewing bids, prepare and provide bid tabulations and comparison sheets, and assist in making recommendations.
- 4.6 Assist in reviewing contractor qualifications in conjunction with the Client's legal counsel prior to bid award.
- 4.7 Attend Team Meetings, Facilities Meeting, and Board Meeting to review bids.
- 4.8 Coordinate and oversee submittal process and procurement to make sure project materials and fabrication is ready for construction.

SECTION 5: CONSTRUCTION PHASE SERVICES

CHA will provide full time representation for the Client through the construction phase.

- 5.1 Assign one qualified full-time on-site representative during the construction period to observe and review activities with Architects, Contractors, Testing Agencies, Approval Agencies, etc.
- 5.2 Assign Senior Project Manager or Principal Engineer to observe all activities with the Client, Contractors, and Architect, and assist the on-site representative.
- 5.3 Provide technical support team to evaluate mechanical, structural, code, architectural, scheduling support for specific tasks.
- 5.4 Maintain, at the job site, orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents, including all work directive changes, addenda, change orders, field orders, additional drawings issued subsequent to the execution of the contract, Architect's clarifications and interpretations of the Contract Documents, progress reports, and other Project related documents.
- 5.5 Keep an electronic diary or logbook, recording Contractor hours on the job site, weather conditions, data relative to questions of work directive changes, change orders or changed conditions, list of job site visitors, daily activities, decisions, and observations in general, and specific observations in more detail as in the case of observing test procedures. Record names, addresses, and telephone numbers of all Contractors, subcontractors, and major suppliers of materials and equipment.
- 5.6 All Project documentation shall be managed and available on a web accessible document manager. The document manager shall be managed by the CHA and shall be made available to Client, Architect, and contractors for collaboration on this Project.

- 5.7 Maintain a full set of all Project submittals, shop drawings, samples, as built drawings, and other documentation to be turned over to Client at Project closeout (electronic format).
- 5.8 Monitor and assess the construction schedule, progress, and activities of Contractors to verify conformance with Project documents and construction schedule.
- 5.9 Coordinate and document all inspections and reviews with approval agencies and contractors.
- 5.10 Verify that all required permits for the construction have been secured by the responsible party(ies) prior to commencing work at the Project site.
- 5.11 Coordinate and document regular contractor coordination, scheduling, pre-installation, start-up, and testing meetings.
- 5.12 Establish formal process for Quality Control Process and review and document contractor quality control and work for compliance with Project requirements. Coordinate quality control requirements including construction testing and municipal agency inspections and approvals with Contractors. Coordinate all construction testing and commissioning for compliance with Project requirements.
- 5.13 Review and provide detailed monthly analysis of CPM schedule prepared by the Contractor for the Project.
- 5.14 Inform Contractors that they are responsible for their own construction safety plan per compliance with applicable laws and the Contract Documents. CHA is not responsible for contractors, safety, safety plans or means and methods.
- 5.15 Coordinate Client occupied facilities with construction areas for proper separation measures and traffic operations to prevent disruption to ongoing Client's operations.
- 5.16 Review all Contractors' applications for payment with the Architect and Client.
- 5.17 Assist Client regarding conformance with prevailing wage requirements and collection of contractor prevailing wage documents.
- 5.18 Review and maintain shop drawing submittal schedule and confirm that Architect and Contractors are processing submittals in a timely fashion.
- 5.19 Coordinate collection and format of all Project documentation including as-built drawings for Client's files.
- 5.20 Conduct bi-weekly and weekly job construction meetings and prepare meeting minutes and distribute to all parties.
- 5.21 Evaluate, recommend, and advise Client on any construction issues, changes, or recommendations.
- 5.22 Prepare any Change Orders and other field instructions and distribute all information prepared by Architect.
- 5.23 Assist Client and Architect in construction administration through the course of the Project.
- 5.24 Assist Contractors with coordination of activities with Client, Architect, Municipal Agencies, and utility companies.
- 5.25 Review construction progress and advise Architect and Client if Prime Contractors are not coordinating construction activities in accordance with Project documents. Review the project phasing and milestone dates regularly and notify contractors to provide corrective action where required. Notify Client of impact to Client's operations and develop recovery and contingency plans where needed.
- 5.26 Provide progress photos and status reports as requested by Client including regular attendance at Board meetings to provide updates.

FEE PROPOSAL

- 5.27 Participate in punch list preparation and final start up procedures to ensure smooth transition to occupancy by Client. CHA will be actively involved throughout the construction phase, including attendance at Board meetings to present construction progress reports as required.
- 5.28 Coordinate cleaning punchlist and turn over by contractors for phased occupancy by Client of the building and site.
- 5.29 Coordinate delivery of Client's equipment with contractors and completion schedule.
- 5.30 Follow through on coordinating final completion of project including punchlists and final payment.
- 5.31 Coordinate all commissioning training and submission of O&M manuals, as-builts and other documents to Client.
- 5.32 Establish procedures for Client to follow through with Contractors on all warranty repairs and concerns for all building and site systems after substantial completion.

PHASE	FEE
Schematic Design Phase	\$20,000
Design Development	\$30,000
Construction Documents	\$40,000
Bidding Phase	\$20,000
Award	-
Procurement	\$25,000
Construction	\$250,000
TOTAL CHA FEE	\$385,000

PROJECT SCHEDULE

Schematic Design through Construction | Aug 2026 - Jun 2028

CHA

Finding a better way.



PREPARED FOR:

Charles Boger

Open Records Officer
Roberto Clemente Charter School
Administration Building
131 W. Hamilton Street
Allentown, PA 18101

FOR MORE INFORMATION CONTACT:

Arif Fazil, PE, CEM, LEED AP, CCS

Project Executive
(484) 357-6457
afazil@chasolutions.com

