



Board of Trustees

July 18, 2023

7:00PM

Agenda

1. Review of Agenda
2. Review of Minutes
 - 6/20/23 Minutes (motion)
3. Public Input
4. CEO Office
 - 2022-23 Charter School Annual Report (motion)
 - Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences Policy (motion)
 - Wellness Policy (first reading)
 - Wellness Policy Administrative Procedures (first reading)
5. Human Resources
 - HR Report
 - Hires/Appointments (motion)
 - Employee Agreement Amendments (motion)
6. Business Office
 - July Business Report
 - July Payment List (motion)
 - 2023/24 Consolidated Application (motion)
 - 2022/23 PDE 418 Lease Reimbursement Applications
 - 850 N 5th Street (motion)
 - 136 S 4th Street (motion)
 - Food Service Equipment (motion)
7. New Business
8. Adjourn (motion)

ROBERTO CLEMENTE CS

Charter School Annual Report | 2022 - 2023

School Profile

LEA Name

Roberto Clemente CS

AUN

121393330

Address 1

131 W Hamilton St

Address 2**City**

Allentown

State

PA

Zip Code

18101

Chief Administrator Name

Mrs Alyssa Mace

Chief Administrator Email

anewman@myrccs.com

Chief Administrator Phone

(610)439-5181-144

Extension

Charter School Principal

Principal Name

Cory Snyder

Principal Email

csnyder@myrccs.com

Principal Phone

610-351-4310

Extension

357

Principal Name

Taren Kobyra

Principal Email

tkobyra@myrccs.com

Principal Phone

610-439-5181

Extension

468

Authorizing District(s)

Primary Authorizing District's AUN

121390302

LEAD District (LEA) Name

Allentown City SD

Charter Authorized Year Range:

Start Year

2020

End Year

2025

Superintendent Name

Dr Carol Birks

Superintendent Email

birksc@allentownsd.org

Superintendent Phone

(484)765-4235

Extension

Upload Current Charter (PDF only)

RCCS Renewal 2020-2025 Exhibit A Final.pdf

Governance and Staff

Board of Trustees Members

Name	Office	Check if New Member
Dr. Lynn Columba	President	
Dr. Kathleen Dolgos	Vice President	
John Bassler	Treasurer	
Alex Rolon	Secretary	
Agustin Garcia	Member	
Jill Sperandio	Member	
Nelson Quinones	Member	

Ray Lahoud	Member	
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[Board of Trustees Meeting Schedule](#)

Location	Date	Time
Roberto Clemente Charter School- Virtual	2022-07-19	7:00 p.m.
Roberto Clemente Charter School Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2022-08-16	7:00 p.m.
Roberto Clemente Charter School Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2022-10-18	7:00 p.m.
Roberto Clemente Charter School Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2022-11-15	7:00 p.m.
Roberto Clemente Charter School Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2022-12-20	7:00 p.m.
Roberto Clemente Charter School Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2023-01-17	7:00 p.m.
Roberto Clemente Charter School Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2023-02-21	7:00 p.m.
Roberto Clemente Charter School Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2023-03-21	7:00 p.m.
Roberto Clemente Charter School Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2023-04-18	7:00 p.m.
Roberto Clemente Charter School Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2023-05-16	7:00 p.m.

Roberto Clemente Charter School Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2023-06-20	7:00 p.m.
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Upload Board Minutes

RCCS Board Agendas and Minutes Link.pdf

[Leadership Team](#)

Name	Title/Position	Check if New Member
Alyssa Mace	Chief Executive Officer	
Cory Snyder	Principal	
Taren Kobyra	Principal	(CHECKED)
Krista Mangle	Assistant Principal	
Brendon Zapata	Assistant Principal	(CHECKED)
Charles Boger	Business Manager	

Michael Rodriguez	Human Resource Officer	
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Upload of Professional Staff Member Roster (PDE-414 Form)

PDE 414_22_23_5dbd32c0.pdf

Quality of Teaching and Other Staff

	# 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	2	2	0	0	0	2
Assistant Principal	2	2	0	0	0	2
Classroom Teacher (including Master Teachers)	30	29	0	0	0	30
Specialty Teacher (including Master Teachers)	17	17	0	0	0	18
Special Education Teacher (including Master Teachers)	2	2	0	0	0	4
Special Education Coordinator	1	1	0	0	1	1

Counselor	3	2	0	2	1	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	2	18
Other	0	0	0	0	0	0
Totals	81	57	0	2	4	87

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) in addition to 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.

Preliminary Statements of Revenues, Expenditures & Fund Balances

Will be uploaded prior to final submission

Upload Statements of Revenues, Expenditures & Fund Balances

Preliminary Statements of Revenues, Expenditures & Fund Balances.pdf

Financial Audit Basics

Audit Firm

SD Associates PC

Date of Last Audit

2022-12-22

Fiscal Year Last Audited

6/30/2022

Explanation of the Report

The audit for the 2022-2023 school year is scheduled for early August 2023.

Upload Financial Audit Document(s)

Indepdent Auditor's Report Year Ended 6.30.22.pdf

[Financial Audit Citations](#)

Financial Audit Citations Description	Response
N/A	N/A

[Federal Programs Consolidated Review](#)

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
Teacher's Aide	Roberto Clemente Charter School	4	7	8
Teacher's Aide	Roberto Clemente Charter School	4	8	9
Teacher's Aide	Roberto Clemente Charter School	13	14	18

Special Education Contracted Services

Title	Amt. of Time per Week in Days or Hours	Operator	# of Students
Occupational Therapy	3 hours per week	Carbon Lehigh Intermediate Unit #21	14
Speech and Language Pathology/Therapy	5 days per week	Carbon Lehigh Intermediate Unit #21	33
Hearing/Audiology	1 hour per week	Carbon Lehigh Intermediate Unit #21	3
School Psychologist	1 hour per week	Independent Contractor	24
Bilingual School Psychologist	1 hour per week	Independent Contractor	7
Bilingual Speech Therapy	1 hour per week	Independent Contractor	3

Special Education Cyclical Monitoring

Date of Last Special Education Cyclical Monitoring

2021-08-10

Upload Link to Report (Optional)

Special Education Cyclical Monitoring Report

RC.FinalCAV 8.10.22.pdf

Administrative Procedures for Internal Controls of IEP Development

Special Education Notice Website 2023.pdf

Special Education Personnel Development

Autism

Description of Training			
De-Escalation Strategies			
Lead Person/Position		Year of Training	
Alyssa Mace/CEO		1	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
.5	1	Safe Schools/Vector Training	New Employees (Teachers, Instructional Assistants, Food Service)

Training Date Complete

2023-06-30

De-Escalation Strategies Agenda.pdf

De-Escalation Strategies Attendance 22-23.xlsx

BehaviorSupport

Description of Training			
Strategies for Defusing Challenging Behavior			
Lead Person/Position		Year of Training	
PaTTAN Educational Consultants		1	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
3	1	PaTTAN Central	Administration

Training Date Complete

2023-02-15

PaTTAN Training Announcement - Strategies for Diffusing Challenging Behavior.pdf

Continuing Education Details.pdf

Paraprofessional

Description of Training			
What Every Paraeducator Must Know-Tips and Tools for Training Programs			
Lead Person/Position		Year of Training	
Peggy Yates, Ed.D.		1	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
1	1	2023 PDE Making a Difference Conference	Administration

Training Date Complete

2023-03-03

pdf_pennsylvania_dept_of_education_2023_2_what_every_paraeducator_must_know-tips_and_tools_for_training_programs.pdf

What Every Paraeducator Must Know-Tips and Tools for Training Programs.pdf

Transition

Description of Training			
Empowering Charter School & Cyber Charter Schools to provide a Free Appropriate Public Education to Students with Disabilities			
Lead Person/Position		Year of Training	
Nicole D. Snyder, Esquire		1	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
1	1	Pennsylvania Coalition of Public Charter Schools Annual Conference 2023	Administration

Training Date Complete

2022-09-22

PACPCS Presentation 9.22.22.pdf

PACPCS Presentation Attendance 9.22.22.pdf

ScienceofLiteracy

Description of Training			
Structured Literacy: What's the Buzz about the New Amendment			
Lead Person/Position		Year of Training	
Candace Hall, Lisa Menges, Sara Obarow		1	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
1	1	2023 PAFPC Annual Conference	Administration

Training Date Complete

2023-04-18

2023 PAFPC Structure Literacy.jpg

Continuing Education Details_487fb64a.pdf

ParentTraining

Description of Training			
Schools' Support for Parents of Student with Disabilities: It Takes Teamwork			
Lead Person/Position		Year of Training	
Batya Elbaum, Ph.D.		1	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
1	1	2023 PDE Making a Difference Conference	Special Education Coordinator

Training Date Complete

2023-03-03

PaTTAN - Session-37932.pdf

Fwd_ Confirmation of your upcoming webinar series_ 2023 Pennsylvania Department of Education (Virtual) Conference_Wimmer.pdf

IEPDevelopment

Description of Training			
Developing Psychological Counseling as a Related Service			
Lead Person/Position		Year of Training	
PaTTAN Educational Consultants		1	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
7	1	PaTTAN	Administration

Training Date Complete

2023-05-12

Verification of Act 48 hours submission for training ending on 5_12_2023.pdf

PaTTAN Training Announcement - Developing Psychological Counseling as a Related Service.pdf

Special Education Program Profile

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
High School	Secondary	Full-time (1.0)	07/14/2023 10:54 AM

Building Name		
Roberto Clemente CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		13
Identify Classroom	Classroom Location	Age Range
School District	Secondary	15 to 18
Age Range Justification		FTE %
Students receive the majority of their services in the general education setting.		0.26

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Middle School	Secondary	Full-time (1.0)	07/14/2023 10:52 AM

Building Name		
Roberto Clemente CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load

Itinerant (20% or Less)		13
Identify Classroom	Classroom Location	Age Range
School District	Secondary	11 to 14
Age Range Justification		FTE %
Students receive the majority of their services in the general education setting.		0.26

Building Name		
Roberto Clemente CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Supplemental (Less Than 80% but More Than 20%)		5
Identify Classroom	Classroom Location	Age Range
School District	Secondary	11 to 14
Age Range Justification		FTE %
Students receive the majority of their services in the general education setting.		0.25

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Elementary- Intermediate	Elementary	Full-time (1.0)	06/21/2023 12:56 PM

Building Name		
Roberto Clemente CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		13
Identify Classroom	Classroom Location	Age Range

School District	Elementary	8 to 11
Age Range Justification		FTE %
Students receive the majority of their services in the general education setting.		0.26

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Elementary-Primary	Elementary	Full-time (1.0)	07/14/2023 10:55 AM

Building Name		
Roberto Clemente CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		12
Identify Classroom	Classroom Location	Age Range
School District	Elementary	5 to 8
Age Range Justification		FTE %
Students receive the majority of their services in the general education setting.		0.24

Building Name		
Roberto Clemente CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Supplemental (Less Than 80% but More Than 20%)		1
Identify Classroom	Classroom Location	Age Range
School District	Elementary	8 to 8
Age Range Justification		FTE %
		0.05

Facilities and Agreements

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

Fixed Asset Description	Location	Capital Expenditure
Building Equipment & Upgrades	Administration Building	\$64,171
Technology Equipment & Infrastructure	Administration Building	\$5,432
Health/Safety/Security Upgrades & Equipment	Administration Building	\$5,073
Maintenance Equipment	Administration Building	\$9,133
Building Equipment & Upgrades	Elementary School	\$17,257
Technology Equipment & Infrastructure	Elementary School	\$15,085
Health/Safety/Security Upgrades & Equipment	Elementary School	\$7,200
Building Furniture	Elementary School	\$12,502
Building Equipment & Upgrades	Secondary School	\$10,395
Technology Equipment & Infrastructure	Secondary School	\$39,894
Health/Safety/Security Upgrades & Equipment	Secondary School	\$15,900

Building Furniture	Secondary School	11,409
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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

Organization	Purpose
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
Valley Youth House	School-based mental health services

Upload of Memorandum of Understanding Document(s)

CSC Head Start MOU 2023.pdf

APD-RCCS MOU 2022-2023 (1).pdf

VYH_23-24-001.pdf

2023-24 Member Charter Svcs Agreement Fully Executed_Roberto Clemente.pdf

[Articulation Agreements](#)

Partnering Institution

Lehigh Carbon Community College

Agreement Type

Program/Course Area

College level coursework

Upload Articulation Agreement

LCCC RCCS-2022-2023.pdf

Partnering Institution

Penn State University

Agreement Type

Program/Course Area

Dual credit coursework

Upload Articulation Agreement

Penn State RCCS Dual Enrollment 2023.pdf

Management Survey

Charter School Management Survey

Charter School Name

Roberto Clemente CS

Point of Contact Name

Alyssa Mace

Point of Contact Telephone Number

610-439-5814

Extension

554

Point of Contact Email

anewman@myrccs.com

Management Organization Information

As of the start of the 2021/2022 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

Signatures and Affirmations

Upload Board Affirmation Statement

Date of Approval

Charter School Annual Report Affirmation

Board President

Chief Executive Officer

Charter School Law Affirmation

Board President

Chief Executive Officer

Ethics Act Affirmation

Board President

Chief Executive Officer

Charter School Annual Background Check Affirmation

Board President

Chief Executive Officer

Charter Annual Administrative Certification Affirmation

Board President

Chief Executive Officer

Charter School Identification of Students with Specific Learning Disabilities using Response to Intervention Assurance/Affirmation

Board President

Chief Executive Officer



Board of Trustees Policy

COMPULSORY SCHOOL ATTENDANCE, UNLAWFUL ABSENCES, AND SCHOOL ATTENDANCE IMPROVEMENT CONFERENCES POLICY

The Roberto Clemente Charter School (the “Charter School”) believes that good attendance is essential if students are to achieve and reach their potential. Each day is important for learning. Parents are required to ensure their son/ daughter maintains good attendance.

The Charter School administration is tasked with creating attendance and enrollment procedures consistent with this policy and must allow the school to determine when a student who is enrolled has an unexcused absence. Procedures must also be implemented to determine whether there is a possibility that a child is truant or chronically absent due to a disability or a medical condition. Copies of this policy and those procedures must be provided to parents at the beginning of each year and to all new enrollees upon enrollment in the Charter School. It must also be posted on the Charter School’s website.

Compulsory Attendance Requirements

In Pennsylvania, compulsory school age is defined as the period of a child’s life from the time the child enters school, which may be no later than six (6) years of age, until the age of eighteen (18) or graduation from a high school, whichever occurs first.

The term “compulsory attendance” refers to the mandate that all children of compulsory school age having a legal residence in Pennsylvania must attend a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language, except in the following situations found in sections 1327, 1327.1, and 1330 of Pennsylvania’s Public School Code (School Code):

1. Attendance at a private trade school or private business school continuously through the entire term congruent with the school term of the resident school district and that meets the requirements set forth by the State Board of Education or the State Board of Vocational Education when:
 - a. The child is 15 and has approval from the district superintendent and the Secretary of Education, or
 - b. The child is 16 and has approval from the district superintendent.
2. Attendance at a school operated by a bona fide church or other religious body which provides a minimum of 180 days of instruction or 900 hours of instruction per year at the elementary level or 990 hours per year of instruction at the secondary level.
3. Privately tutored or home-schooled students provided a minimum of 180 days of instruction or 900 hours of instruction per year at the elementary level or 990 hours per year of instruction at the secondary level.
4. Enrollment in a day or boarding school which is accredited by an accrediting association approved by the State Board of Education.
5. Children who are 16 and regularly engaged in useful and lawful employment during the school session with a valid employment certificate. Regularly engaged means 35 or more



hours per week of employment.

6. Children who have been examined by an approved psychological professional and identified to be unable to profit from further public school attendance and excused by the school board.
7. Children who are 15 who hold a permit approved by the school district to engage in farm work or domestic service in a private home.
8. Children who are 14 and satisfactorily completed the equivalent of the highest grade of elementary school in their district who hold a permit recommended by the district and approved by the Secretary of Education to engage in farm work or domestic service in a private home.

Truancy - Overview

A child is “truant” if they have three (3) or more school days of unexcused absence during the current school year. An unexcused absence is any absence from school without an acceptable excuse (as articulated in the Charter School’s Student/Parent Handbook), or without any reason at all. This also includes any student who leaves class without the permission of the teacher. An out of school suspension shall be considered an excused absence. **The Charter School will allow ten (10) days of lawful absences verified by parental notification in one school term. For all absences beyond ten (10) days, the Charter School will require an excuse from a physician in order for an absence to be considered lawful.**

A child is “habitually truant” if they have six (6) or more school days of unexcused absences during the current school year.

A child is not considered truant if they are absent from school due to not meeting the immunization, exemption or provisional admission requirements of the Department of Health, at 28 Pa. Code Chapter 23, Subchapter C (relating to immunization), or the student has not received from the CEO or his/her designee a medical or religious exemption from immunization under 28 Pa. Code § 23.84 (relating to exemption from immunization). 22 Pa. Code. Chapter 11.20.

When a child demonstrates truant behavior, the Charter School will schedule a school/family conference to discuss the cause of the child’s truancy and develop a mutually agreed upon Student Attendance Improvement Plan (“SAIP”) to resolve truant behavior. The plan can include a myriad of options that are mutually agreed upon by the participants.

For the first and second unexcused absences, the Charter School will send the parent/guardian a notice of the unexcused absence as well as attach a copy of the legal penalties for violation of compulsory attendance requirements. In addition to stating the legal consequences, the name and telephone number of a school contact person will be included.

For the third unexcused absence, the Charter School will send the parent/guardian notice within 10 school days of the child’s third unexcused absence that the child has been truant. This



notice may be sent via certified mail for tracking purposes. This notice shall 1) include a description of the consequences that will follow if the child becomes habitually truant in the future; 2) will be in the mode and language of communication preferred by the person in parental relation; and 3) include the offer of an Attendance Improvement Conference.

Procedure when child is habitually truant:

- Habitually truant children under fifteen (15) years of age:
The Charter School will refer the child to either: 1) a school-based or community-based attendance improvement program; or 2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. A school-based or community-based attendance program is a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. It may include an educational assignment in an alternative education program but may not include an assignment in an Alternative Education for Disruptive Youth Program.

Additionally, the Charter School may file a citation against the parent/guardian of a habitually truant child under fifteen (15) years of age in a magisterial district court. The venue of the filing shall be based on the location of the school in which the child is enrolled or shall be enrolled.

- Habitually truant children fifteen (15) years of age and older:
The Charter School will either: 1) refer the child to a school-based or community-based attendance improvement program; or 2) file a citation against the student or parent/guardian in the appropriate magisterial district court. The venue of the filing shall be based on the location of the school in which the child is enrolled or shall be enrolled. If a habitually truant child aged fifteen (15) or older incurs additional absences after a school refers that child to an attendance improvement program or the child refuses to participate in an attendance improvement program, the Charter School may refer the child to the local CYS agency for possible disposition as a dependent child.

In all cases, regardless of age, where the Charter School refers a habitually truant child to a magisterial district court or CYS, the Charter School will provide verification that it convened and held an Attendance Improvement Conference.

Students will not receive exclusionary consequences for truant behavior.

Students that are absent from school for ten (10) or more consecutive days without appropriate documentation will be removed from the Charter School's rolls unless one of the following:

- 1) The Charter School has been provided with evidence that absence may be legally excused;
- 2) Compulsory attendance prosecution has been or is being pursued;



The Charter School will report unexcused absences directly to PDE through the Pennsylvania Information Management System (PIMS).

Children who are habitually truant from school while subject to compulsory school attendance are subject to an assessment to determine if there is a need for general protective services. Children will not be referred to the county children and youth agency for assessment as possibly needing services until after the Charter School has made a formal effort to involve the family and child in resolving the cause of the truant behavior.

Students with Disabilities

A student who is truant or chronically absent for health-related reasons may be eligible for protections under IDEA or Section 504. If a student with a disability is truant or chronically absent, the school should convene the student's IEP team to determine whether revisions to the student's IEP are necessary or appropriate. In those instances, the administrator responsible for handling truancy-related matters should be a participating member of the IEP team process. A student with a disability who is truant or chronically absent for health-related reasons must still produce a valid excuse for any absence, which may include a written excuse from a physician.

However, schools must recognize that students' disabilities may present unique circumstances that might require consideration of other statutory or regulatory provisions or attendance policies. That is, students' federal and state law rights, such as those provided under IDEA, Section 504, or the ADA, may require the school to otherwise diverge from its general attendance policy in order to ensure that all students with a disability are provided a free and appropriate public education (FAPE).

School Attendance Improvement Conference and the Attendance Improvement Plan

A SAIC is a conference where the child's absences and reasons for the absences are examined in order to improve attendance, with or without additional services. All of the following individuals must be invited to the conference:

- 1) The child
- 2) The child's person in parental relation
- 3) Other individuals identified by the person in parental relation who may be a resource
- 4) Appropriate school personnel
- 5) Recommended service providers

There is no legal requirement for either the child or person in parental relation to attend a SAIC. However, schools and nonpublic schools should make every attempt to conduct the SAIC with the person in parental relationship present.

The school or nonpublic school must hold the SAIC conference even if the person in parental relation declines to participate or fails to attend after the school or nonpublic school provides advance written notice and makes attempts to communicate with the individual via telephone.



Additionally, the school or nonpublic school must invite recommend service providers to the SAIC. However, the SAIC shall not be delayed pending a response from the service provider(s).

The school or nonpublic school must document the outcome of any SAIC in a written school attendance improvement plan (SAIP). The SAIP should include accessing academic and social/health supports from the school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that include rewards and consequences. School and nonpublic schools must use the School Attendance Improvement Plan Form created by PDE or a similar form to document the SAIP (Please visit: <https://www.education.pa.gov/Schools/safeschools/resources/Pages/Pennsylvania-School-Attendance-Improvement-and-Truancy-Reduction-Toolkit.aspx>).

Schools may not expel or suspend (out-of-school) a student, or reassign or transfer a student to an alternative education for disruptive youth (AEDY) program, for truant behavior and these actions may not be included in a SAIP. An in-school suspension is not considered a disciplinary reassignment. Additionally, schools may not initiate truancy proceedings (e.g., the filing of a truancy citation) until after a SAIC is held. Nonpublic schools may expel a student for truant or habitually truant behavior if expulsion is included in the nonpublic school's attendance policy as a potential consequence in response to a determination that the student is truant or habitually truant.

Homeless Students

The McKinney-Vento Homeless Assistance Act requires states and schools to work to remove barriers to the education of homeless children and youth, including barriers to enrollment and retention due to absences. Compulsory attendance laws can be such barriers, particularly when they result in court involvement. Frequently, students in homeless situations will miss school due to their living situations. However, absences caused by homelessness must not be counted as unexcused absences, as this would create a barrier to enrollment and retention in school.

As part of a SAIC, schools and nonpublic schools should work to identify the root cause of students' absenteeism and the SAIP should address those issues, which may include homelessness and lack of transportation to and from school.

If a student is a homeless student, the school should clarify which entity (school of origin, school of residence, etc.) is responsible for complying with the compulsory attendance laws.

In addition, schools should consider whether it is appropriate to file citations against a person that may merely be "acting as a parent" or hosting an unaccompanied youth. These individuals often agree to provide a temporary place for a youth to sleep and may not have control over whether the child is attending school. Instead, the school could contact the county children and youth agency and attempt to eliminate barriers to attendance through that route.



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

ADOPTED this _____ day of _____, 2023

President

Secretary



Board of Trustees Policy

WELLNESS POLICY ON PHYSICAL ACTIVITY AND NUTRITION

The Board of Trustees of the Roberto Clemente Charter School (“Charter School”), in combination with students, parents, administrators, faculty and staff, is committed to providing a school environment that promotes and protects children’s health, well-being, and ability to learn by supporting healthy eating habits and physical activity. As a means to fostering such a school environment, the Board of Trustees of the Charter School sets forth the following goals and adopts the following Wellness Policy on Physical Activity and Nutrition.

School Meals

To the extent practicable, all meals served to the Charter School students through the National School Lunch and Breakfast Programs will meet or exceed the minimum nutrition requirements established by local, state and federal law, as well as Dietary Guidelines published by the federal government or an appropriate governmental agency. Similarly, any foods and/or beverages sold from vending machines, through snack lines, at student stores, celebrations, athletic events, any school-sponsored or school-related event, or for the purpose of fundraising will meet or exceed the minimum federal nutrition requirements (USDA Smart Snacks in School).

The Charter School will make efforts to eliminate the social stigma attached to, and to prevent the identification of, students who are eligible for free and/or reduced-price school meals.

The Charter School will accommodate any student with medical documentation of a disability that restricts their diet.

The Charter School will not restrict or withhold foods or beverages for the purpose of disciplining or punishing students.

Students will be discouraged from sharing foods and/or beverages with others.

Nutrition Education

In accordance with the state academic standards, nutrition education will be integrated into the health and physical education curriculum as well as other areas of the curriculum.

The Charter School will also regularly review its curriculum to ensure students and



staff have access to opportunities and materials on nutrition. Additionally, the Charter School may partner with local organizations in the community to create opportunities for students to promote nutrition education.

Informational materials will be provided to students and families to encourage sharing of health and nutrition information, and to encourage healthy eating in the home.

Nutritional guidelines will be displayed in the cafeteria.

Nutrition Promotion

It is the goal of the Charter School to promote positive nutrition throughout its staff and student body. In addition to the nutrition education above, the Charter School will encourage healthy nutritional choices through ongoing dietary health campaigns. Charter School staff will regularly circulate materials throughout Charter School buildings that promotes healthy nutrition. In addition, online and community campaigns may be utilized to market and inform these positive eating habits. Please see the USDA's page on Dietary Health for more ideas and information:

<https://www.usda.gov/topics/food-and-nutrition/dietary-health>

Any marketing of foods and/or beverages undertaken by the Charter School will be consistent with federal competitive food standards (USDA Smart Snacks in School).

Physical Activity

In accordance with the state academic standards, physical activity will be integrated across curricula with activities that are safe, enjoyable and developmentally appropriate for all students in all grades.

Organized physical activity will be offered and encouraged at school-sponsored or school-related events.

To the extent practicable, the Charter School facilities will be made available to students, faculty, staff and the community for the purpose of offering physical activity and/or nutrition programs.

Physical activity will not be used or withheld as punishment.

Delegation of Responsibility

The Chief Executive Officer ("CEO") shall be responsible to monitor the school, programs and curriculum to ensure compliance with this policy, related policies and established



guidelines or administrative regulations.

Staff members responsible for programs related to student wellness shall report to the CEO or his/her designee regarding the status of such programs.

The CEO and the appointed Wellness Committee shall conduct an assessment every three years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. The assessment shall include the extent to which the Charter School is in compliance with law and policies related to student wellness, and shall describe the progress made by the Charter School in attaining the goals of this policy. The assessment shall be made available to the public.

The school shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents and implementation of this policy.

Wellness Committee

The CEO shall appoint a Wellness Committee comprised of at least one (1) of each of the following: School Board member, Charter School administrator, Charter School food service representative, Charter School Teacher, Charter School Health Professional, student, parent/guardian, and member of the public.

The school shall be required to permit physical education teachers and school health professionals to participate on the Wellness Committee.

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

ADOPTED this day _____ of _____, 2023

President

Secretary



Wellness Policy Administrative Procedures

Procedure under	Wellness Policy
Procedure Effective Date	
<p>Purpose: Roberto Clemente Charter School (RCCS) will take proactive steps to ensure compliance with the accompanying <i>Wellness Policy</i>. The Chief Executive Officer (CEO) or designee shall be responsible for overall monitoring of the school, programs, curriculum, and established guidelines and procedures. The CEO or designee shall report to the Board of Trustees (Board) on the School’s compliance with law and policies related to wellness as needed. The report may include: assessment of the school environment regarding wellness issues; evaluation of the food services program; review of all foods and beverages provided by the school for compliance with established nutrition guidelines; listing of activities and programs conducted to promote nutrition and physical activity; recommendations for policy and/or program revisions; and feedback received from the Wellness Committee, staff, students, parents/guardians, and/or community members.</p> <p>Each building Principal shall be responsible for reporting to the CEO or designee any concerns regarding compliance with the <i>Wellness Policy</i> in his/her school building, or with ideas for how to improve student wellness initiatives.</p>	
Applicable to	All students and Staff
<p><u>School Meals</u></p> <p>RCCS will offer reimbursable school meals that meet or exceed USDA nutritional standards and make every reasonable attempt to ensure every student receives the opportunity to receive a meal. https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals)</p> <p>Drinking water will be available, free of charge, to all students throughout the school day and throughout every school campus, including during mealtimes.</p> <p>The school will schedule meal periods at reasonably appropriate times and will provide students with a minimum of twenty (20) minutes for lunch to enjoy their meals.</p> <p>The school will discourage the scheduling of meetings or activities during mealtimes, including but not limited to, tutoring, club meetings, and/or organization meetings, unless the students will be permitted to eat during those meetings or activities.</p>	



Other food available at the school

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards (<https://www.fns.usda.gov/cn/tools-schools-focusing-smart-snacks>).

- A list of healthy party ideas and snacks will be provided to parents and teachers, including non-food celebration ideas.
- A list of alternative ways to reward children will be provided.
- All individual, small group, classroom or schoolwide events and celebrations offering food or beverage must be pre-approved by the building principal and coordinated with the Food Service and Health Services Departments.
- A food or beverage that does not meet the Smart Snacks in School nutrition standards may be offered to a student if it is required as part of a student's Section 504 Service Plan Agreement or Individualized Education Plan (IEP).

Fundraising exemptions, where the foods being sold do not meet the requirements for foods sold in school according to the Smart Snack Standards established by the USDA, may be allowed at the discretion of the CEO or designee. For the purposes of the Wellness Policy and Procedures, a fundraiser is considered an event that includes an activity during which currency/tokens/tickets etc. are exchanged for the sale/purchase of a food product in support of the school or school-related activities. The number of exemptions permitted shall not exceed the State agency's determination of the frequency with which such fundraising activities take place. All requests for exempt fundraisers must be submitted in advance to the building Principal and may not exceed one school week.

Nutrition Promotion and Education

Promoting student health and nutrition enhances readiness for learning and increases student achievement. Nutrition education at RCCS is designed to provide students with the knowledge and skills necessary to promote and protect their health. Nutrition education will be provided in accordance with the State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education.

- Nutrition education may be integrated into other classroom instruction through subjects such as math, science, language arts, social studies, and elective subjects.
- Nutrition education will be developmentally appropriate, interactive and will teach skills needed to adopt healthy eating behaviors.
- Faculty and staff who teach nutrition education will have appropriate training.

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards.



Health and Physical Education

All students will participate in physical education that meets or exceeds state standards.

- All students will be given opportunities before, after, and throughout the school day for physical activity through physical education courses, recess periods, and integration of physical activity into the curriculum.
- Safe and adequate equipment, facilities, and resources shall be provided for physical education courses.
- Physical education shall be taught by certified health and physical education teachers.
- Appropriate professional development shall be provided for physical education staff.
- Teachers will be encouraged to provide short (3-5 minutes) physical activities to students during and between classroom time.
- Students will be encouraged to participate in physical activity outside of the school environment, in both competitive and non-competitive environments.

Wellness Committee

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be involved in developing and reviewing the Wellness policy to ensure compliance with the law and recommending revision to the Board. The Wellness Committee shall review and consider evidenced-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the revision process.

Board Approval Date	
Approval Signatures	

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

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



Roberto Clemente Charter School

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

Human Resources Report

July 18, 2023

I. Personnel Updates for board approval, including addenda:

a. Personnel Appointments and New Hires

Name	Location	Job Title	Date	Status
Daisy Herrera-Govea	ELEM	Instructional Assistant	8/15/2023	Full-time
Doralees Ortiz-Dilan*	ELEM	4 th Grade Teacher	8/15/2023	Full-time
Emeline Placencia	ELEM	2 nd Grade Teacher	8/15/2023	Full-time
Jacqueline Corton	ELEM	Instructional Assistant	8/15/2023	Full-time
Jennifer Makowe	ELEM	Instructional Assistant	8/15/2023	Full-time
Jessica Marselles	ELEM	Special Ed Teacher	8/15/2023	Full-time
Abigail Casner*	MHS	Science Teacher	8/15/2023	Full-time
Akeda Riley	MHS	Special Ed Teacher	8/15/2023	Full-time
Amanda Leamon	MHS	Math Teacher	8/15/2023	Full-time
Li Chambers	MHS	Mandarin Teacher	8/15/2023	Full-time
Mervat Ahmed	MHS	Math Teacher	8/15/2023	Full-time
Alicia Vicari	ADM	Purchasing & Financial Asst.	TBD	Full-time

*Current employee

b. Personnel Resignations and Dismissals

Name	Location	Job Title	Date	Status
N/A				

II. Current and Future Job Postings:

Title	Location
ESL Grade Teacher	Elementary School
Instructional Assistant – Part-time	Elementary School
Special Education Teacher	Elementary School
Building Substitute Teacher – Full-time (2)	Middle/High School
Long Term Substitute – Business/Computer	Middle/High School
Teacher Aide – Part-time (2)	Middle/High School

Special Education Teacher	Middle/High School
Special Education Coordinator	Administration

III. Employment Agreements (for approval)

IV. Employment Agreement Addendums (for approval)

- a. Abigail Casner
- b. Amanda Leamon
- c. Skylar Eidem

Roberto Clemente Charter School
Payment List
For the Period 6/1/23 through 6/30/23

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
002451	6/1/23	HISPANIC AMERICAN ORG	850 N 5th Street lease	\$ 22,174.31	6/2/23	X
002452	6/1/23	HISPANIC AMERICAN ORG	136 S 4th Street lease	\$ 36,101.88	6/2/23	X
002453	6/1/23	ADAMS GLASS & ALUMINUM, INC		\$ 483.00	6/2/23	X
002454	6/1/23	All City Management Services, Inc	Crossing guards	\$ 1,503.60	6/2/23	X
002455	6/1/23	Bimbo Bakeries USA		\$ 466.24	6/2/23	X
002456	6/1/23	Joshua Burak	Tuition reimbursement	\$ 1,200.00	6/2/23	X
002457	6/1/23	CARBON LEHIGH INTERMEDIATE UNIT #21		\$ 708.00	6/2/23	X
002458	6/1/23	DELL MARKETING L.P.	Fiscal department server	\$ 1,716.36	6/2/23	X
002459	6/1/23	Derstine's	Dairy/food	\$ 4,976.61	6/2/23	X
002460	6/1/23	Gold Star Foods		\$ 10.50	6/2/23	X
002461V	6/1/23	Eptura Canada, Inc	Stop payment/account closed	\$ 7,763.45	6/14/23	*Void Date
002462	6/1/23	JOSTENS		\$ 271.35	6/2/23	X
002463V	6/1/23	KALAHARI RESORTS & CONVENTIONS	Stop payment/account closed	\$ 639.00	6/14/23	*Void Date
002464	6/1/23	Alyssa Mace	Tuition reimbursement	\$ 1,200.00	6/2/23	X
002465	6/1/23	MetLife-Group Benefits	Dental insurance	\$ 3,311.70	6/2/23	X
002466	6/1/23	Jennifer Michaylira	HRA payout	\$ 15.54	6/2/23	X
002467V	6/1/23	Mo's Eatery LLC	Stop payment/account closed	\$ 304.00	6/14/23	*Void Date
002468	6/1/23	DORALEES ORTIZ-DILAN	Tuition reimbursement	\$ 1,200.00	6/2/23	X
002469	6/1/23	PETTY CASH		\$ 265.10	6/2/23	X
002470	6/1/23	Red Ticket Cafe LLC-catering		\$ 325.00	6/2/23	X
002471	6/1/23	SCHINDLER ELEVATOR CORPORATION	Contracted elevator maintenance	\$ 1,272.29	6/2/23	X
002472	6/1/23	THE SHERWIN-WILLIAMS CO		\$ 150.03	6/2/23	X
002473	6/1/23	Alena Shields	Tuition reimbursement	\$ 1,200.00	6/2/23	X
002474V	6/1/23	Soliant Health, LLC	Stop payment/account closed	\$ 15,088.50	6/14/23	*Void Date
002475	6/1/23	St. Lukes's Sport Medicine	Contracted athletic trainer	\$ 1,000.00	6/2/23	X
002476	6/1/23	STANDING STONE CONSULTING INC	Contracted security	\$ 6,055.91	6/2/23	X
002477	6/1/23	STREAMLINE HR		\$ 59.06	6/2/23	X
002478	6/1/23	Success For All Foundation, Inc	Classroom supplies	\$ 2,766.50	6/2/23	X
002479	6/1/23	Venus Supplies and Services	Janitorial supplies	\$ 3,410.70	6/2/23	X
002480	6/1/23	VIPER PEST SERVICES		\$ 175.00	6/2/23	X
EFT						
06052023	6/5/23	AMAZON CREDIT PLAN	Classroom/IT supplies, office furniture	\$ 8,084.71	6/5/23	X
06052023-0623	6/5/23	Unum Life Insurance Company of America	STD/LTD/LI insurance	\$ 2,724.45	6/5/23	X
100006415085	6/5/23	UGI UTILITIES, INC.		\$ 67.39	6/5/23	X
100006415089	6/5/23	UGI UTILITIES, INC.		\$ 128.66	6/5/23	X
100006415286	6/5/23	UGI UTILITIES, INC.		\$ 297.94	6/5/23	X
100006415426	6/5/23	UGI UTILITIES, INC.		\$ 79.70	6/5/23	X
1028605277	6/5/23	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 285.94	6/5/23	X
1028609415	6/5/23	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 82.42	6/5/23	X
1028619779	6/5/23	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 317.30	6/5/23	X
224720442	6/5/23	UNIVERSAL PREMIUM FLEETCARD		\$ 207.25	6/5/23	X

Roberto Clemente Charter School
 Payment List
 For the Period 6/1/23 through 6/30/23

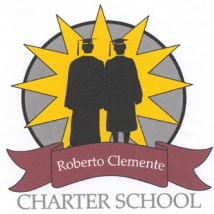
Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
23060501	6/5/23	PPL ELECTRIC UTILITIES		\$ 32.84	6/5/23	X
23060524	6/5/23	PPL ELECTRIC UTILITIES		\$ 816.47	6/5/23	X
23060542	6/5/23	PPL ELECTRIC UTILITIES	<i>Electric</i>	\$ 1,642.43	6/5/23	X
23060585	6/5/23	PPL ELECTRIC UTILITIES	<i>Electric</i>	\$ 3,213.55	6/5/23	X
3132236919	6/5/23	TFS Leasing A Program of De Lage		\$ 319.47	6/5/23	X
229512	6/5/23	PA Turnpike toll by plate		\$ 24.40	6/5/23	X
7qrtkzwc9wcp	6/5/23	Highmark Blue Shield		\$ 638.57	6/5/23	X
SHNPJ5KNNT2	6/5/23	IIRP		\$ 450.00	6/5/23	X
SO9820	6/5/23	EducationPlus Resources Inc		\$ 899.00	6/5/23	X
5066642077	6/6/23	T-Mobile		\$ 469.44	6/6/23	X
2069388	6/6/23	US FOODS	<i>Food</i>	\$ 5,400.73	6/6/23	X
06012023 6/23	6/8/23	HealthNow Administrative Services	<i>HI insurance</i>	\$ 32,056.08	6/8/23	X
061920230271	6/19/23	ReadyRefresh by Nestle		\$ 112.77	6/19/23	X
061920235077	6/19/23	ReadyRefresh by Nestle		\$ 183.21	6/19/23	X
061920236206	6/19/23	ReadyRefresh by Nestle		\$ 80.07	6/19/23	X
13467516	6/19/23	TOSHIBA FINANCIAL SERVICES	<i>Copier leases</i>	\$ 2,399.90	6/19/23	X
226430801	6/19/23	STAPLES ADVANTAGE	<i>Classroom supplies</i>	\$ 3,662.90	6/19/23	X
230619-131531	6/19/23	AMAZON CREDIT PLAN		\$ 839.17	6/19/23	X
23061901	6/19/23	PPL ELECTRIC UTILITIES	<i>Electric</i>	\$ 3,719.56	6/19/23	X
23061998	6/19/23	PPL ELECTRIC UTILITIES	<i>Electric</i>	\$ 1,774.63	6/19/23	X
2526705	6/19/23	US FOODS	<i>Food</i>	\$ 3,939.18	6/19/23	X
3132492357	6/19/23	TFS Leasing A Program of De Lage		\$ 581.77	6/19/23	X
53927549	6/19/23	PITNEY BOWES GLOBAL FINANCIAL SERVICES		\$ 212.22	6/19/23	X
75632046039	6/19/23	RCN		\$ 418.33	6/19/23	X
6010967452765	6/21/23	HOME DEPOT CREDIT SERVICES	<i>Maintenance/Nursing Room supplies</i>	\$ 1,988.20	6/21/23	X
P-245087114	6/29/23	ZOOM		\$ 12.79	6/29/23	X
372077	6/29/23	PenTeleData		\$ 429.00	6/29/23	X
<i>New Bank Account (New Tripoli Bank)</i>						
0052095	6/29/23	US FOODS	<i>Food</i>	\$ 2,460.74	6/29/23	X
1048648273	6/29/23	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 85.62	6/29/23	X
1048666363	6/29/23	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 439.53	6/29/23	X
1048667619	6/29/23	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 315.94	6/29/23	X
230629-193332	6/29/23	AMAZON CREDIT PLAN	<i>Classroom/Office/IT/Professional development supplies</i>	\$ 4,211.59	6/29/23	X
Health Insurance Claims (HIC)						
5312023M-5/24	6/8/23	HealthNow	<i>Health Claims-PE 5/30/23</i>	\$ 304,437.30	6/8/23	X
672023M-5/31-6	6/12/23	HealthNow	<i>Health Claims-PE 6/6/23</i>	\$ 9,352.00	6/12/23	X
6212023M-6/14	6/26/23	HealthNow	<i>Health Claims-PE 6/13/23</i>	\$ 26,138.45	6/26/23	X
672023M-6/7-13	6/26/23	HealthNow	<i>Health Claims-PE 6/20/23</i>	\$ 35,268.01	6/26/23	X

Roberto Clemente Charter School
 Payment List
 For the Period 6/1/23 through 6/30/23

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
Payroll						
51509151	6/2/23	Susan Kamber	<i>Independent contractor-art program</i>	\$ 500.00	6/2/23	X
51509152	6/2/23	Wilford Antonio Lebaron	<i>Independent contractor-special ed support</i>	\$ 425.00	6/2/23	X
51509153	6/2/23	SD Associates PC	<i>Auditing firm</i>	\$ 1,500.00	6/2/23	X
51509154	6/2/23	Valerie Rodriguez	<i>Independent contractor-special ed support</i>	\$ 2,500.00	6/2/23	X
AW PPE 5/27/2	6/2/23	Payroll/Taxes	<i>ACH payroll & taxes</i>	\$ 187,774.44	6/2/23	X
06022023 PPE	6/2/23	VOYA Financial		\$ 304.84	6/2/23	X
634797299	6/2/23	ADP		\$ 603.00	6/2/23	X
18197563 ppe 5	6/5/23	PENSERV PLAN SERVICES INC	<i>EE/ER 403b contributions</i>	\$ 13,752.17	6/5/23	X
000282 PPE 5/2	6/5/23	PA SCDU		\$ 293.54	6/5/23	X
000220 PPE 5/2	6/5/23	NYS Child Support Processing Center		\$ 200.00	6/5/23	X
00011	6/14/23	Joshua Burak	<i>HRA payout</i>	\$ 10.00	6/16/23	X
00012	6/14/23	Jennifer Michaylira	<i>HRA payout</i>	\$ 40.00	6/16/23	X
00013	6/14/23	EMILY MULCAHY	<i>HRA payout</i>	\$ 4,596.07	6/16/23	X
00014	6/14/23	Alena Shields	<i>HRA payout</i>	\$ 105.97	6/16/23	X
00015	6/14/23	Rebecca Torres	<i>HRA payout</i>	\$ 1,149.82	6/16/23	X
000220 PPE 6/	6/16/23	NYS Child Support Processing Center		\$ 200.00	6/16/23	X
AW PPE 6/10/2	6/16/23	Payroll/Taxes	<i>ACH payroll & taxes</i>	\$ 189,854.72	6/16/23	X
51515661	6/16/23	Roba Bozakis	<i>Independent contractor-nutritionist</i>	\$ 490.00	6/16/23	X
51515662	6/16/23	McKenna Snyder LLC		\$ 368.00	6/16/23	X
000282 PPE 6/	6/16/23	PA SCDU		\$ 293.54	6/16/23	X
06162023 PPE	6/19/23	VOYA Financial		\$ 428.21	6/19/23	X
18213439 PPE	6/20/23	PENSERV PLAN SERVICES INC	<i>EE/ER 403b contributions</i>	\$ 13,827.84	6/20/23	X
00016	6/28/23	William Breiner	<i>Travel reimbursement</i>	\$ 93.28	6/30/23	
00017	6/28/23	Soliant Health, LLC	<i>Contracted special ed services</i>	\$ 5,542.50	6/30/23	
00018	6/28/23	Valley Youth House	<i>Contracted student counseling</i>	\$ 5,775.89	6/30/23	
00019	6/28/23	WILKES UNIVERSITY	<i>Tuition reimbursement</i>	\$ 1,200.00	6/30/23	
635725570 PPE	6/28/23	ADP		\$ 626.51	6/28/23	X
636223340	6/30/23	ADP		\$ 690.00	6/30/23	X
000282 PPE 6/2	6/30/23	PA SCDU		\$ 293.54	6/30/23	X
51521827	6/30/23	Janine M Wargo	<i>Independent contractor-special ed support</i>	\$ 13,040.00	6/30/23	X
AW PPE 6/24/2	6/30/23	Payroll/Taxes	<i>ACH payroll & taxes</i>	\$ 190,615.76	6/30/23	X
000220 PPE 6/2	6/30/23	NYS Child Support Processing Center		\$ 200.00	6/30/23	X
CEO's Account (Central Administration)						
1002	6/14/23	All City Management Services, Inc	<i>Crossing guards</i>	\$ 1,484.81	6/16/23	X
1003	6/14/23	Arnold's Market		\$ 122.00	6/16/23	
1004	6/14/23	ATLAS BUILDING MAINTENANCE, INC.	<i>Janitorial supplies</i>	\$ 2,286.58	6/16/23	X
1005	6/14/23	Camp Awesome		\$ 300.00	6/16/23	X
1006	6/14/23	Justin Carbajal	<i>Student award</i>	\$ 250.00	6/16/23	X

Roberto Clemente Charter School
 Payment List
 For the Period 6/1/23 through 6/30/23

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
1007	6/14/23	Yosmar Diaz	<i>Student award</i>	\$ 1,000.00	6/16/23	X
1008	6/14/23	ELECTRONIC SECURITY SOLUTIONS		\$ 615.00	6/16/23	X
1009	6/14/23	Eptura Canada, Inc	<i>Facilities/IT departments service ticket platform</i>	\$ 7,763.45	6/16/23	
1010	6/14/23	KALAHARI RESORTS & CONVENTIONS		\$ 639.00	6/16/23	X
1011	6/14/23	Raquel Martinez	<i>Student award</i>	\$ 500.00	6/16/23	
1012	6/14/23	MBI Heating & Air Conditioning	<i>HVAC maintenance and repairs</i>	\$ 5,279.00	6/16/23	X
1013	6/14/23	Mo's Eatery LLC		\$ 304.00	6/16/23	
1014	6/14/23	Sarah Murillo	<i>Student award</i>	\$ 1,005.00	6/16/23	
1015	6/14/23	Norman's Bus Services Inc		\$ 531.00	6/16/23	X
1016	6/14/23	Norman's Bus Services Inc	<i>Bus transportation</i>	\$ 2,421.00	6/16/23	X
1017	6/14/23	Anabel Almonte Rodriguez	<i>Student award</i>	\$ 600.00	6/16/23	
1018	6/14/23	Soliant Health, LLC	<i>Contracted special ed services</i>	\$ 25,424.25	6/16/23	X
1019	6/14/23	STANDING STONE CONSULTING INC	<i>Contracted security</i>	\$ 4,924.39	6/16/23	X
1020	6/14/23	Valley Youth House	<i>Contracted student counseling</i>	\$ 13,147.52	6/16/23	X
1246135160029	6/26/23	PROFLOWERS		\$ 132.48	6/26/23	X
Principal's Account (Elementary School)						
053023	6/1/23	Little Sal's Italian Restaurant	<i>Student lunch</i>	\$ 36.36	6/1/23	X
202477	6/5/23	Armando's Express Pizza	<i>Student lunch</i>	\$ 28.43	6/5/23	X
Principal's Account (Secondary School)						
340293	6/4/23	At Home	<i>Student ceremonies supplies</i>	\$ 52.94	6/4/23	X
402332	6/5/23	Costco	<i>Student ceremonies supplies</i>	\$ 140.86	6/5/23	X
060923TKOB	6/9/23	Weis	<i>Student ceremonies refreshments</i>	\$ 178.84	6/9/23	X
				<u>\$ 1,259,781.85</u>		



Roberto Clemente Charter School

Business Report: July 18, 2023

Page 1 of 1

Financial Activity (6/1-6/30/23)

- \$1,259,781 Total monthly disbursements.
- 3 Pay periods.
- Student scholarships and awards paid out.
- Extraordinary health claims. (*HealthNow Administrative Services*)

Grants, Donations, & Reports

- 2023/24 Consolidated Application- \$565,562
 - Title I (\$469,653); Title II (\$30,519); Title III/ELL (\$27,622); Title III/IM (\$697); Title IV (\$37,071)
 - Instructional Staff- \$459,605
 - Instructional Supplies & Curriculum- \$38,457
 - Library Supplies- \$1,400
 - Professional Development- \$49,600
 - Safety & Security Services- 15,500
 - Administrative Supplies- \$1,000
- 2022/23 PDE 418 Application for Approval of Lease Reimbursement
 - 850 N 5th Street (\$266,091-22/23 lease cost)
 - 136 S 4th Street (\$433,222-22/23 lease cost)