



Board of Trustees

July 16, 2024

7:00PM

Agenda

1. Review of Agenda
2. Review of Minutes
 - 6/18/24 Minutes (motion)
3. Public Input
4. CEO Office
 - 2023-24 Charter School Annual Report (motion)
 - Title IX Policy (first reading)
 - Title IX Grievance Procedures (first reading)
 - Internship Agreement
 - East Stroudsburg University
5. Human Resources
 - HR Report
 - Hires/Appointments (motion)
 - Resignations/Terminations (motion)
 - Drug-Free Workplace Policy (motion)
 - Resignation and Termination of Employment Policy (motion)
6. Business Office
 - July Business Report
 - June Payment List (motion)
 - 2024-25 Consolidated Grant Application (motion)
 - 2024-25 School Cafeteria Menu Prices (motion)
7. Public Input
8. New Business
9. Adjourn (motion)

**Roberto Clemente Charter School (RCCS)
Board of Trustees (BoT) Meeting Minutes
June 18, 2024**

BoT Attendees: Dr. Lynn Columba, John Bassler, Dr. Kathy Dolgos, Agustín García, Ruth Vélez-Font, Dr. Jill Sperandio, Rev. Nelson Quiñones

RCCS Staff: Charles Boger, Taren Kobyra, Alyssa Mace, José Molina Jr., Michael Rodríguez, Cory Snyder, Brendon Zapata

EXECUTIVE SESSIONS:

On June 18, 2024, the Board entered executive session at 6:32 PM to discuss personnel matters and to review the 23-24 School Safety & Practices Report. The executive session ended at 6:50 PM.

Dr. Columba called the meeting to order at 7:01 PM.

MINUTES:

The minutes of the May 2024 Board of Trustees meeting were reviewed. A motion to approve the May minutes was made by Mr. García and seconded by Rev. Quiñones. The motion carried unanimously.

PUBLIC COMMENT:

No public input.

CEO's REPORT:

Mrs. Mace presented the CEO's Report.

A motion to approve the Searches of Student, Locker, and Personal Property Policy was made by Mr. Bassler and seconded by Mrs. Vélez-Font. The motion carried unanimously.

A motion to approve the 2024-2025 public meeting schedules for the School Board of Trustees, Education Committee, HR Committee, and Finance Committee was made by Rev. Quiñones and seconded by Dr. Sperandio. The motion carried unanimously. The meeting dates, times, and location will be published in the local newspaper and posted on the school's website.

PRINCIPALS' REPORTS:

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

HUMAN RESOURCES REPORT:

Mr. Rodríguez submitted and presented the Human Resources Report.

A motion to approve the new hires and 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 resignations and terminations as submitted in the HR Report was made by Mr. Bassler and seconded by Rev. Quiñones. The motion carried unanimously.

The Drug-Free Workplace Policy was presented to the Board for its First Reading. Further actions will be taken at the July BoT meeting.

The Resignation and Termination of Employment Policy was presented to the Board for its First Reading. Further actions will be taken at the July BoT meeting.

BUSINESS & FINANCIAL REPORTS:

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

A motion to approve the May 2024 Payment List was made by Mr. Bassler and seconded by Mrs. Vélez-Font. The motion carried unanimously.

A motion to approve adding \$21,824 to the assigned Technology Replacement Fund balance was made by Mr. Bassler and seconded by Mrs. Vélez-Font. The motion carried unanimously.

A motion to approve adding \$2,000 to the assigned Scholarships & Awards Fund balance was made by Mr. Bassler and seconded by Dr. Sperandio. The motion carried unanimously.

The actual cost of the Administration Building Parking Lot project came in under budget. A motion to reassign the remaining balance of \$26,179 from that project to the new school building project under the assigned Capital Expenses & Projects Fund balance was made by Mr. García and seconded by Mr. Bassler. The motion carried unanimously.

A motion to approve the 2023-24 PDE 418 Application for Approval of Lease Reimbursement for the Elementary School located at 850 N 5th Street was made by Mr. Bassler and seconded by Rev. Quiñones. The motion carried unanimously.

A motion to approve the 2023-24 PDE 418 Application for Approval of Lease Reimbursement for the Secondary School located at 136 S 4th Street was made by Mr. Bassler and seconded by Rev. Quiñones. The motion carried unanimously.

A motion to approve adding \$30,563 to the assigned Budget Shortfall Fund balance was made by Mr. Bassler and seconded by Dr. Dolgos. The motion carried unanimously.

A motion to approve the 2024-2025 School Budget was made by Mrs. Vélez-Font and seconded by Dr. Sperandio. The motion carried unanimously.

PUBLIC COMMENT:

No public input.

NEW BUSINESS:

No new business.

There being no further business, Rev. Quiñones moved to adjourn the meeting and it was seconded by Dr. Dolgos. The motion carried unanimously. The RCCS Board meeting was adjourned at 7:55 PM.

The next BoT meeting is scheduled for 7:00 PM on July 16, 2024, at the RCCS Administration Building.

Dr. Lynn Columba, President

Date

Mr. Alexander Rolón, Secretary

Date

ROBERTO CLEMENTE CS

Charter School Annual Report | 2023 - 2024

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) 439-5814 - 544

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	
Dr. Jill Sperandio	Member	
Nelson Quinones	Member	
Ray Lahoud	Member	
Ruth Velez-Font	Member	(CHECKED)

Explanation of Board of Trustees Changes

Ruth Velez-Font was voted in to join the Board of Trustees effective August 15, 2023. Mrs. Velez-Font is the grandparent of a current RCCS student.

Board of Trustees Meeting Schedule

Location	Date	Time
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2023-07-18	7:00 p.m.
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2023-08-15	7:00 p.m.
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2023-09-19	7:00 p.m.
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2023-10-17	7:00 p.m.
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2023-11-21	7:00 p.m.
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2023-12-19	7:00 p.m.
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2024-02-20	7:00 p.m.
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2024-03-19	7:00 p.m.

Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2024-04-16	7:00 p.m.
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2024-05-21	7:00 p.m.
Administration Building- 131 W. Hamilton Street, Allentown, PA 18101	2024-06-18	7:00 p.m.

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	

Brendon Zapata	Assistant Principal	
Krista Maugle	Assistant Principal	
Charles Boger	Business Manager	
Michael Rodriguez	Human Resource Officer	

Explanation of Leadership Changes

Krista Maugle was terminated from her position of assistant principal on February 20, 2024.

Upload of Professional Staff Member Roster (PDE-414 Form)

PDE 414_23_24.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
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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	1	2
Classroom Teacher (including Master Teachers)	30	28	0	0	0	30
Specialty Teacher (including Master Teachers)	19	16	0	0	0	19
Special Education Teacher (including Master Teachers)	3	2	0	0	0	4
Special Education Coordinator	1	0	0	0	0	1
Counselor	3	2	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	17
Other	0	0	0	0	0	0
Totals	84	54	0	0	1	87

There were no substantial differences. (CHECKED)

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

Upload Statements of Revenues, Expenditures & Fund Balances

Financial Audit Basics

Audit Firm

Barbacane Thornton & Company

Date of Last Audit

2024-02-22

Fiscal Year Last Audited

FYE 6/30/2023

Explanation of the Report

The audit for the 2023-2024 school year is scheduled for the week of Sep-2 2024.

Upload Financial Audit Document(s)

2223_RCCS_Audit.pdf

Financial Audit Citations

Financial Audit Citations Description	Response
N/A	N/A

Federal Programs Consolidated Review

Federal Programs Consolidated Review Document(s)

Yes

Upload Available Federal Programs Consolidated Review Document(s)

121393330_Assessment_32369632_Reviewed.pdf

Title I Status

Yes

Title I First Year Status

No

Date of Last Federal Programs Consolidated Review

2024-05-20

School Years Reviewed

2023-2024

Federal Programs Consolidated Review Report

FedMonitor_Fiscal Program_CAV_2024.pdf

FedMonitor_CAV_2024_July.pdf

Consolidated Review/Annual Report

Attached

Federal Programs Consolidated Review Citations

Findings	Corrective Action(s) Taken
Up to 100% of Title IIA and IVA funds can be transferred. Funds can be transferred into Title IA and Title IIIA but not out of either subprogram. Title IIA and IVA can transfer between programs.	The LEA will submit a statement of expenditures for transferred funds.
If the LEA uses transferred funds for salaries and benefits of staff, time documentation was completed.	The LEA will submit time documentation for the staff paid with the transferred funds. i.e., personnel activity reports or time logs for

	staff working on multiple cost objectives or semi-annual time certifications for staff working on one cost objective.
Title IA Comparability Report comparing Title IA. schools to non-Title I schools reported to SEA annually in Pennsylvania and submitted by November 15.	The LEA will submit the detailed Data Sheet and Assurance page. If the LEA is exempt from Comparability, the LEA will submit the Assurance page
The LEA provides evidence of stakeholder engagement in the development of Title IIA activities (including transfer discussions) e.g., parents, community members, schools staff.	The LEA will submit dated agendas and sign in sheets that includes all required stakeholders (teachers, principals, other school leaders, parents, paraprofessionals, specialized instructional support personnel, Nonpublic School Officials (if applicable) and community partners) for meetings that took place prior to the writing of the grant. If this requirement did not occur prior to submitting the 2024-25 Consolidated application, LEAs can include a plan to address this requirement.
The LEA provides evidence of stakeholder engagement in the development of Title IIIA activities i.e., parents, community members, schools staff.	The LEA will submit dated agendas and sign in sheets that includes all required stakeholders (teachers, principals, other school leaders, parents, paraprofessionals, specialized instructional support personnel, Nonpublic School Officials (if applicable) and community partners) for meetings that took place prior to the writing of the grant. If this requirement did not occur prior to submitting the 2024-25 Consolidated application, LEAs can include a plan to address this requirement.
The LEA involves stakeholders (teachers, principals, parents/family members, specialized instructional support, nonpublic school officials (consultation), community partners/members, employers	The LEA will submit dated agendas and sign in sheets that includes all required stakeholders (Teachers, principals, school leaders, parents, administrators, specialized instructional support, personnel Nonpublic School Officials (if applicable), community

<p>and local government representatives) in the planning of the Title IV application and activities.</p>	<p>members, and others with relevant experience) for meetings that took place prior to writing the grant. If this requirement did not occur prior to submitting the 2024-25 Consolidated application, LEAs can include a plan to address this requirement.</p>
<p>The LEA continued to consult with stakeholders to improve the activities it conducts and coordinates implementation with other related activities conducted in the community.</p>	<p>The LEA will submit dated agendas and sign in sheets that includes all required stakeholders (Teachers, school leaders, parents, administrators, paraprofessionals, specialized instructional support personnel Nonpublic School Officials (if applicable), community members, higher education (where applicable), and others with relevant experience for consultation that took place during the implementation of the grant.</p>
<p>Each Title I school shall jointly develop with parents of Title I children a school parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the school and parents will build and develop a partnership to help children achieve the State's high standards.</p>	<p>The LEA will submit the updated school-parent compact, agendas and sign in sheets to demonstrate it was updated with parent and family input, and the method of distribution for the Title I School. LEAs can use documentation from 2024-25 to address this corrective action.</p>

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	3	7	8
Instructional Assistant	Roberto Clemente Charter School	7	9	10
Instructional Assistant	Roberto Clemente Charter School	24	11	14

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	13
Speech and Language Pathology/Therapy	5 days a week	Carbon Lehigh Intermediate Unit #21	43
Hearing/Audiology	1 hour per week	Carbon Lehigh Intermediate Unit #21	2
School Psychologist	2 hours per week	Independent Contractor	25

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.pdf

Special Education Personnel Development

Autism

Training not offered.

BehaviorSupport

Description of Training			
Intensive Skills Training for Students with Emotional Behavioral Disorders			
Lead Person/Position		Year of Training	
PaTTAN-East		1	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)

21	3	PaTTAN-East	School Social Worker
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Training Date Complete

2024-03-08

PaTTAN - Session-38507.pdf

Intensive Skills Training ACT 48.pdf

Training Date Complete

2023-10-09

October 9th 2023 (3).pdf

Proactive Behavior Management 10.9.23.pdf

Paraprofessional

Training not offered.

Transition

Training not offered.

ScienceofLiteracy

Description of Training			
Reading Wings Component Training			
Lead Person/Position		Year of Training	
Tamara Himmelberger/Success for All Point Coach		1	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
3	1	Success for All	New elementary instructional staff

Training Date Complete

2023-08-18

Agenda 8.17.23.pdf

Reading Wings Component 8.17.23.pdf

Parent Training

Description of Training			
Responding to Parents' Methodology Requests			
Lead Person/Position		Year of Training	
Jan E. Tomsy		1	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
1	1	PaTTAN	CEO/Special Education Coordinator

Training Date Complete

2024-02-29

Responding to Parents' Methodology Requests.pdf

Confirmation of your upcoming webinar series_ 2024 Pennsylvania Department of Education (Virtual) Conference.pdf

Training Date Complete

2024-03-20

3.20.24_Early Dismissal.pdf

Parent Communication (1).pdf

IEP Development

Description of Training			
Co-Teaching Workshop			
Lead Person/Position		Year of Training	
Special Education Department		1	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)

1	1	Roberto Clemente Charter School	Middle and High School Instructional Staff
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Training Date Complete

2023-11-07

Agenda 11.7.23.pdf

11.7.23 Attendance.pdf

Special Education Program Profile

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
High School	Secondary	Full-time (1.0)	07/09/2024 10:09 AM

Building Name	
Roberto Clemente CS	
Support Type	
Learning Support	
Support Sub-Type	
Learning Support	
Level of Support	Case Load
Itinerant (20% or Less)	14
Identify Classroom	Classroom Location
	Age Range

School District	Secondary	14 to 18
Age Range Justification		FTE %
Students remain within the general education setting for 80% or more of the school day.		0.28

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Middle School	Secondary	Full-time (1.0)	07/09/2024 10:14 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	12 to 14
Age Range Justification		FTE %
Students remain within the general education setting for 80% or more of the school day.		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%)	4

Identify Classroom	Classroom Location	Age Range
School District	Secondary	12 to 14
Age Range Justification		FTE %
		0.2

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Elementary (2)	Elementary	Full-time (1.0)	07/09/2024 10:09 AM

Building Name		
Roberto Clemente CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		16
Identify Classroom	Classroom Location	Age Range
School District	Elementary	5 to 11
Age Range Justification		FTE %
Students remain within the general education setting for 80% or more of the school day.		0.32

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Elementary (1)	Elementary	Full-time (1.0)	07/09/2024 10:09 AM

Building Name		
Roberto Clemente CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		20
Identify Classroom	Classroom Location	Age Range
School District	Elementary	5 to 11
Age Range Justification		FTE %
Students remain within the general education setting for 80% or more of the school day.		0.4

Facilities and Agreements

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

Fixed Asset Description	Location	Capital Expenditure
Technology Equipment & Infrastructure	Elementary School	\$22,540
Technology Equipment & Infrastructure	Secondary School	\$10,042
Building Furniture	Secondary School	\$3,296
Building Improvements	Administration Building	\$27,700
Health/Safety/Security Upgrades & Equipment	Administration Building	\$8,395
Health/Safety/Security Upgrades & Equipment	Elementary School	\$3,287
Health/Safety/Security Upgrades & Equipment	Secondary School	\$5,125
Food Service Equipment & Upgrades	Elementary School	\$3,323

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)

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

VYH_23-24-001.pdf

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

CSC Head Start MOU 2023.pdf

Transportation Plan_Foster Care Youth_RCCS_LCCY.pdf

Articulation Agreements

Partnering Institution

Lehigh Carbon Community College

Agreement Type

Program/Course Area

Dual Credit

Upload Articulation Agreement

LCCC RCCS-2022-2023.pdf

Partnering Institution

Penn State University

Agreement Type**Program/Course Area**

Dual Credit

Upload Articulation Agreement

Penn State RCCS Dual Enrollment 2023_7ff0e407.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

TITLE IX POLICY

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

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

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

For purposes of this policy, “sex” shall be inclusive of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity; and will provide an educational environment free from discrimination on the basis of sex.

The Charter School does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission, and employment.

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the School investigate and make a determination about alleged discrimination under Title IX:

1. A “complainant,” which includes: a student or employee of the Charter School who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or a person other than a student or employee of the Charter School who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the Charter School’s education program or activity;
2. A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or



3. The Charter School’s Title IX Coordinator.

Inquiries about Title IX may be referred to the Charter School’s Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights, or both.

The Charter School’s Title IX Coordinator is Alyssa Mace, Chief Executive Officer, 131 W. Hamilton Street, Allentown, PA 18101, amace@myrccs.com, 610-439-5814 extension 554.

The Charter School’s Title IX grievance procedures can be located at <https://www.myrccs.com/our-school-titleIX.html>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to <https://www.myrccs.com/our-school-titleIX.html>.

CONCLUSION

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

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

ADOPTED this _____ day of _____, 2024

President

Secretary



TITLE IX GRIEVANCE PROCEDURES

Adoption:

The Roberto Clemente Charter School (“the Charter School”) hereby adopts these grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the Charter School’s education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

Sexual Harassment:

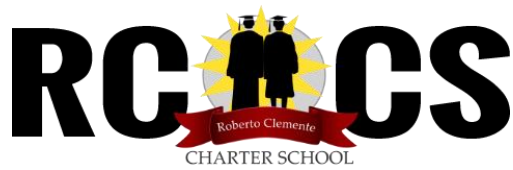
Title IX prohibits the following conduct on the basis of sex that satisfies one or more of the following:

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the charter school’s education program or activity.
- A School employee conditioning educational benefits on participation in unwelcome sexual conduct, otherwise known as “Quid pro Quo” harassment.
- “Sexual assault,” as defined in 20 U.S.C. 1092(f)(6)(A)(v) “dating violence,” as defined in 34 U.S.C. 12291(a)(10) “domestic violence,” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

Complaints:

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the Charter School investigate and make a determination about alleged discrimination under Title IX:

1. A “complainant,” which includes: a student or employee of the Charter School who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or a person other than a student or employee of the Charter School who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating in or attempting to participate in the Charter School’s education program or activity;
2. A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
3. The Charter School’s Title IX Coordinator.



Inquiries about Title IX may be referred to the Charter School's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

The Charter School's Title IX Coordinator is Alyssa Mace, Chief Executive Officer, 131 W. Hamilton Street, Allentown, PA 18101, amace@myrccs.com, 610-439-5814 extension 554.

Basic Parameters:

The Charter School will treat complainants and respondents equitably.

The Charter School shall ensure that the Title IX Coordinator, Investigator, and/or Decisionmaker does not have any conflict of interest or bias.

The Decisionmaker may be the same person as the Title IX Coordinator or Investigator.

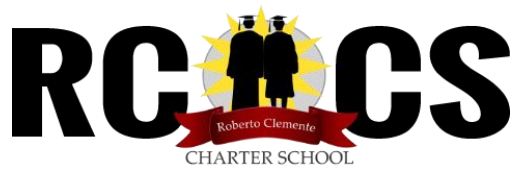
The Charter School presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of these grievance procedures.

The Charter School will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

Timeframes:

The Charter School has established the following timeframes for the major stages of the grievance procedures:

- Within fifteen (15) calendar days from the date of receipt of a complaint, the Title IX Coordinator shall evaluate the complaint and determine whether the complaint will be dismissed or investigated. The Title IX Coordinator shall provide the required written notice to the parties to the complaint and whether the complaint will be investigated or dismissed.
- If the complaint is dismissed, the complainant will have fifteen (15) calendar days to appeal the dismissal to the Charter School's Board of Trustees.



- No more than thirty (30) calendar days from the time the Title IX Coordinator determines whether to initiate the investigation, the Title IX Coordinator or assigned Investigator shall conclude the investigation.
- No more than fifteen (15) calendar days from the conclusion of the investigation, the Title IX Coordinator or assigned Investigator shall provide the parties with an investigatory report.
- The Title IX Coordinator or Investigator shall allow ten (10) calendar days for the parties to respond to the investigatory report.
- Within thirty (30) calendar days of the conclusion of the above ten (10) day response period, the Title IX Coordinator, Investigator or Decisionmaker shall issue a final determination.
- The parties shall have thirty (30) days to appeal the determination.
- The Board of Trustees shall issue a decision on the appeal within thirty (30) days of receipt of the appeal.

Supportive Measures:

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

Examples of supportive measures include:

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

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



Informal Resolution:

In lieu of resolving a complaint through the Charter School's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process.

The Charter School does not offer informal resolution to resolve a complaint that includes allegations that an employee of the Charter School engaged in sex-based harassment of a student, or when such a process would conflict with Federal, State, or local law.

Notice:

Upon initiation of the Charter School's Title IX grievance procedures, and subject to the above detailed timeframes, the Title IX Coordinator will notify the parties of the following:

- The Charter School's Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited; and
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence.

If, in the course of an investigation, the Title IX Coordinator decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the Title IX Coordinator will notify the parties of the additional allegations.

Dismissal:

The Charter School may dismiss a complaint of sex discrimination if:

- The Charter School is unable to identify the respondent after taking reasonable steps to do so;



- The respondent is not participating in the Charter School’s education program or activity and is not employed by the Charter School;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the Charter School determines that, without the complainant’s withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- The Charter School determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the Charter School will make reasonable efforts to clarify the allegations with the complainant.

In the event that a complaint is dismissed, the Charter School will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the Charter School will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

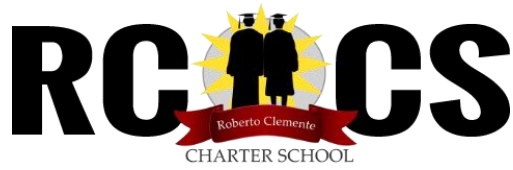
The Charter School will notify the parties that the dismissal may be appealed on the following bases and in accordance with the above detailed timeframes:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- The Title IX Coordinator, Investigator, or Decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

In the event that a complaint is dismissed, the Charter School will still offer supportive measures to the parties as appropriate and take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within the Charter School’s education program or activity.

Evidence:

The Charter School will objectively evaluate all evidence that is relevant and not otherwise impermissible – including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person’s status as a complainant, respondent, or witness.



The following types of evidence, and questions seeking evidence, are impermissible regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the Charter School obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Investigation:

The Charter School will provide for adequate, reliable, and impartial investigation of complaints.

The Charter School will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The Charter School will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- The Charter School will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence.
- The Charter School will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and



- The Charter School will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Credibility Determination:

The Charter School will provide the opportunity for the Decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination. The Charter School shall arrange individual interviews with the parties and/or witnesses.

Final Determination:

The Charter School shall not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.

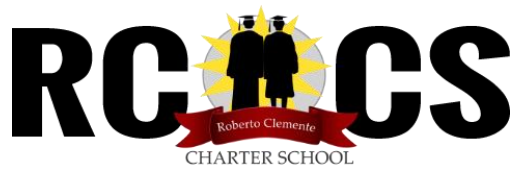
Disciplinary sanctions shall be in accordance with the Charter School's Code of Conduct and may include recommendation to the Board of Trustees for expulsion.

The Charter School shall not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

Following an investigation, and subject to the above detailed timeframes, the Charter School will:

- Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred.
- Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;

If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:



- Coordinate the provision and implementation of remedies to a complainant and other people the Charter School identifies as having had equal access to the Charter School’s education program or activity limited or denied by sex discrimination;
- Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
- Take other appropriate, prompt, and effective steps to ensure that sex discrimination does not continue or recur within the Charter School’s education program or activity.

Appeals:

Following the issuance of a Final Determination, the parties shall have equal right of appeal to the Charter School Board of Trustees, subject to the above detailed timeframes.

The Determination may **ONLY** be appealed on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- The Title IX Coordinator, Investigator, or Decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

CONCLUSION

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



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

ADOPTED this _____ day of _____, 2024

President

Secretary

INTERNSHIP AGREEMENT

This agreement establishes the relationship between East Stroudsburg University of Pennsylvania (referred to as the "University"), an educational institution in the State System of Higher Education, Commonwealth of Pennsylvania and Roberto Clemente Charter School, 131 W. Hamilton St Allentown, PA 18101 (referred to as the "Organization").

The University offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this agreement, the Organization shall provide practical experience pursuant to the terms of this agreement and serve as an internship site offering facilities, resources, and supervision to students. Both parties agree to the following:

I. Duties and Responsibilities of the University

1. The University will be responsible for internships that are conducted during a regular academic semester(s) or scheduled summer term(s). The University and the Organization agree to schedule the internship hours to mutually benefit all parties involved and to conform to the credit hour assignment of a minimum of 40 contact hours.
2. The University shall certify eligibility for students registering internships for academic credit. Approved students will have the appropriate educational background and skills consistent with the advertised internship and departmental requirements for participation.
3. The University determines the amount of academic credit to be earned through the internship and establishes all academic requirements that the student must meet to earn the credit. The University establishes a grading system and criteria to earn the grade upon completion of the internship.
4. The University will assign a faculty member to monitor and evaluate the student's performance during the internship. The University will assume all costs associated with faculty supervision of the intern.
5. The University, at the beginning of the internship term, will provide the Organization with all evaluation materials and the expected timeline for submission.
6. The University agrees to advise students of any known policies, procedures, and requirements of the internship as specified by the Organization.
7. The University, at the beginning of the internship term, will inform the Organization of course requirements such as the intern's attendance at meetings/seminars or activities that may take the intern away from the assignment.
8. The University may request termination of the internship placement for any student not complying with University guidelines and procedures for the internship program, as long as the Organization has been notified in advance.

9. The Organization 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 insurance documentation. 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.*

II. Duties and Responsibilities of the Organization

1. The Organization agrees to prepare an internship job description that outlines the duties and responsibilities of the intern. The University will use this document to determine the suitability of the internship for academic credit. Should changes to the job description be necessary after the internship is approved, the Organization agrees to notify the University of such changes.
2. The Organization agrees to notify the University of all selection criteria and any requirements of the selection process, including but not limited to, background investigations, drug testing, health screenings, etc.
3. The Organization selects interns based on the Organization's needs and preferences.
4. The Organization determines the schedule that the intern will maintain on premises. The total scheduled hours will comply with standards established by the University for the assignment of credit hours: a minimum of 40 contact hours.
5. At the beginning of the internship, the Organization determines the amount of compensation, if any, received by the intern. The Organization will inform the University if interns will receive an hourly wage, stipend or if they will serve in a non-paid capacity.
6. The Organization agrees to provide suitable workspace and resources for the intern to complete the internship assignment. The Organization will also provide orientation, training, supervision and evaluation of the intern.
7. The Organization shall provide all reasonable information requested by the University on a student's internship 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 Organization.
8. The Organization agrees to make every possible accommodation to the University's request for a faculty site visit during the internship. The Organization also agrees to allow the intern to attend University-required internship meetings/seminars during the internship.
9. Should the Organization become dissatisfied with the performance of a student, the Organization may request removal of the student. This should occur only after the

University has been notified in advance and a satisfactory resolution cannot be obtained. It shall be the obligation of the University to assure that its students are afforded procedural due process if a student is removed pursuant to this section.

III. Mutual Terms and Conditions

1. This Agreement will last for five (5) years from the date of the final signature below. Either the University or the Organization may terminate this agreement with ninety (90) days notice. Should the Organization wish to terminate the agreement prior to the completion of a semester/term, any student intern(s) will have the opportunity to complete their internship. In the event of a substantial breach, either party may terminate this agreement.
2. 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, 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. University students are protected by Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act (ADA) of 1990. Organization agrees to cooperate with the University in its investigation of claims of discrimination or harassment.
3. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
4. 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.
5. Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University.
6. This Agreement represents the entire understanding between the parties. This Agreement shall only be modified in writing with the same formality as the original Agreement.

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

East Stroudsburg University of
Pennsylvania

Roberto Clemente Charter School

Margaret Ball

Authorized Signature

Alyssa Mace

Authorized Signature

Margaret Ball
Provost and VP of Academic Affairs

Print Name/Title

Alyssa Mace, CEO

Print Name/Title

EFFECTIVE DATE OF

AGREEMENT: (date of last signature by Provost) 06/05/24



Roberto Clemente Charter School

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

Human Resources Report

July 16, 2024

I. Personnel Updates for board approval, including addenda:

a. Personnel Appointments and New Hires

Name	Location	Job Title	Date	Status
Darleen Colon*	ADM	Cook/Site Supervisor	7/1/2024	Part-time
Monserrat Cruz*	ADM	Cafeteria Aide	7/1/2024	Part-time
Anjul Chauhan	ADM	Purchasing & Financial Asst.	7/1/2021	Full-time
Jessica Calderon	MHS	Administrative Asst.	7/15/2024	Full-time
Caitlin Makoul	ELEM	3 rd Grade Teacher	8/15/2024	Full-time
Emily Slane	ELEM	Kindergarten Teacher	8/15/2024	Full-time
Matthew Seeds	MHS	6 th Grade Teacher	8/15/2024	Full-time

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

b. Personnel Resignations and Dismissals

Name	Location	Job Title	Date	Status
Elizabeth Fisher	ELEM	ESL Teacher	8/10/2024	Resignation

II. Current and Future Job Postings:

Title	Location
ESL Teacher	Elementary School
Instructional Assistant - Part-time	Elementary School
Special Education Teacher	Elementary School
Instructional Assistant – Part-time	Middle/High School
Mathematics Teacher – 8 th Grade	Middle/High School
LPN/Nurse Assistant – Part-time	Administration
Science Teacher – 7/8 th Grade	Middle/High School

III. Policies and Procedures

- a. Drug-Free Workplace Policy – Revision of 2011 Policy (motion)
 - Internal Forms –
 - Reasonable Suspicion Observation Checklist

- Drug and Alcohol Testing: General Consent

b. Resignation and Termination of Employment Policy – Revision of 2011 (motion)



Roberto Clemente Charter School

Drug-Free Workplace Policy

Effective Date	
<p>PURPOSE</p> <p>Roberto Clemente Charter School (“RCCS”) has a longstanding commitment to provide a safe, quality-oriented, and a productive work environment. Alcohol and unlawful drug misuse poses a threat to the health and safety of RCCS employees (“employees”), students, stakeholders, and the security of RCCS’ equipment and facilities. For these reasons and in compliance with the Drug-Free Workplace Act of 1988, RCCS adheres to a zero-tolerance policy for any unlawful controlled substance and/or alcohol use in the RCCS workplace.</p>	
Applicable to	All Employees and Independent Contractors
Internal Forms	Reasonable Suspicion Observation Checklist Drug and Alcohol Testing: General Consent
<p>Employee Assistance</p> <p>RCCS will assist and support employees who voluntarily seek help with unlawful controlled substances, prescription medication, and/or alcohol addiction before becoming subject to discipline or termination under this or any other RCCS policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers, and seek other reasonable accommodations as required by federal and/or state law. Employees may be required to provide documentation showing the successful completion of any prescribed treatment</p> <p>Once an unlawful controlled substance test and/or alcohol test has been initiated under this Policy, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face discipline, up to and including termination, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act.</p> <p>Fitness for Duty</p> <p>Employees have the responsibility to be fit for duty and not be under the influence of any substance or circumstance which would render the employee unfit or incapable of safely performing assigned and/or required responsibilities in the normal course of employment. Should an employee believe that an employee is impaired by circumstance or is using a substance (prescription or nonprescription) which could impair the employee’s ability or alertness so as to make it unsafe to perform assigned and/or required responsibilities in the normal course of employment, the employee has the responsibility to immediately report such to the Human Resources (“HR”) office. HR will then investigate the report and determine if the employee should be relieved from any RCCS assigned and/or required responsibilities.</p> <p>Prescription Medications</p> <p>This Policy does not prohibit employees from the lawful use and possession of</p>	



Roberto Clemente Charter School

prescribed medications.

Employees who use prescription medications pursuant to the instructions of a physician are required to ask the physician if those prescription medications could adversely affect the employee's ability to safely perform assigned and/or required responsibilities in the normal course of employment. If the physician affirms that the employee's ability to safely perform assigned and/or required responsibilities in the normal course of employment, could be impaired by the employee's use of a prescription medication, the employee is required to immediately report this to HR and, thereafter, the employee will be removed from the performance of safety-sensitive duties. The employee is also required to have the physician provide information indicating the effects (e.g., drowsiness, dizziness) of the prescription medication and expected duration of these effects.

Any employee or independent contractor who becomes aware that an employee is using prescription medication and who have a concern regarding the employee's ability to safely perform assigned and/or required responsibilities in the normal course of employment, should inform HR who will, thereafter, meet with the employee to advise of this Policy's provision with respect to prescription medications.

For purposes of this Policy, prescription medications do not include marijuana (in any form) even if the RCCS employee is issued a medical marijuana card.

Zero Tolerance Policy

1. At all times that an employee is working, operating any RCCS vehicle, present on RCCS premises, and/or conducting school-related work offsite (collectively referred to as "RCCS Work Period), employees are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing, distributing, carrying, transporting, or dispensing any unlawful controlled substance and/or any type of drug paraphernalia, as identified in the schedules set forth in the Federal Controlled Substances Act, 21 U.S.C. § 821, and the Pennsylvania Schedules of Controlled Substances, 28 Pa. Code § 25.72.
 - b. Being under the influence of alcohol.
 - c. Being under the influence of any unlawful controlled substance, as defined in this policy.
 - d. Possessing any alcohol.
 - e. Consuming any alcohol.
2. The presence of any amount of an unlawful controlled substance and/or alcohol in an employee's body system during an RCCS Work Period is prohibited.
3. Any unlawful controlled substances, drug paraphernalia, and/or alcohol will be confiscated by RCCS security personnel.
4. Any confiscated unlawful controlled substances, drug paraphernalia, and/or alcohol will be turned over to the appropriate law enforcement agency, who, within said agency's discretion, may commence criminal proceedings.

Required Testing



Roberto Clemente Charter School

Reasonable Suspicion

Upon reasonable suspicion that an employee is in violation of this Zero Tolerance Policy, the employee will be immediately taken off active duty and is subject to controlled substance and/or alcohol testing by a Pennsylvania approved third-party testing facility (the "Testing Facility").

Reasonable suspicion is determined through the personal observation of the employee by at least two (2) members of administration, supervisor/manager, and must be based on specific contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee. Administration must use the Reasonable Suspicion Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of unlawful controlled substance(s) and/ or alcohol. Examples include, but are not limited to:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

The Chief Executive Officer ("CEO") and the Human Resources Administrator ("HRA") must be consulted before an employee is sent for any unlawful controlled substance(s) and/or alcohol testing.

When Reasonable Suspicion is found, the employee will be required to undergo a controlled substance and/or alcohol test at a Testing Facility selected by the CEO, in collaboration with the HRA, no later than the one (1) hour after a finding of Reasonable Suspicion. Prior to the transport of the employee to a Testing Facility, the employee will be debriefed on the observations rendering controlled substance and/or alcohol testing necessary.

Should any employee refuse to take a controlled substance and/or alcohol test, said refusal will be deemed noncompliance with this Policy with the immediate termination of employment of the employee, with said termination deemed with cause.

Under no circumstance is the employee permitted to drive to the Testing Facility. A member of administration or HR should transport the employee or arrange for a prepaid third-party transport service. Further, a member of the administration or HR should either transport the employee from the Testing Facility to the employee's home or arrange for a prepaid third-party transport service to transport the employee from the Testing Facility to the employee's home.

Post-Accident

Any employee is subject to a controlled substance and/or alcohol test when the employee: causes or contributes to an accident in which damage is caused to an owned vehicle (or other vehicle during the course of the RCCS Work Period)



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machinery, equipment, and/or property; and (2) causes or contributes to an incident that results in an injury to the employee or any other employee and/or student, in the event that the injury necessitates offsite or third-party medical attention, including use of ambulatory services. Controlled substance and/or alcohol testing shall be no later than the one (1) hour after the accident and/or injury described herein at a Testing Facility, or, by authorized law enforcement agencies, if applicable to the occurrences of the incident.

Should any employee refuse to take a controlled substance and/or alcohol test, said refusal will be deemed noncompliance with this Policy with the immediate termination of employment of the employee, with said termination deemed with cause.

Under no circumstances is the employee permitted to drive to the Testing Facility. A member of administration or HR should transport the employee or arrange for a prepaid third-party transport service. Further, a member of the administration or HR should either transport the employee from the Testing Facility to the employee's home or arrange for a prepaid third-party transport service to transport the employee from the Testing Facility to the employee's home.

Collection and Testing Procedures

Alcohol

RCCS employees subject to alcohol testing will be transported to a Testing Facility by a member of administration or HR, or a local law enforcement agency. Upon arrival at a Testing Facility, the employee will be placed into the care of a Testing Center technician. The employee will be tested by a trained technician using Pennsylvania state approved alcohol testing devices capable of producing printed results. Tests for alcohol include, but are not limited to a blood, breathe, and/or urine sampling, with the method of testing within the sole discretion of RCCS' CEO or authorized CEO representative.

Should an employee take a breath test and said breath test indicates an alcohol concentration that is equal to or exceeds .04, a second breath test will be performed no later than fifteen (15) minutes from the first breath test. Should the second breath test indicate an alcohol concentration that is equal to or exceeds .04, the employee will be required to take a blood or urine test to confirm the employee's alcohol concentration. Nonetheless, the results of the second breath test will be outcome determinative.

The Testing Facility shall transmit all test results to RCCS's CEO, the RCCS CEO's authorized agent, and/or a designated HR official for review and further decision making.

Should a law enforcement agency or medical provider conduct an alcohol test of the employee for purposes of investigating an accident or incident, as described herein, said test results shall be considered sufficient to establish a violation of this Policy or lack thereof.

If an alcohol test results in an alcohol concentration between .01 and .0399, the RCCS employee will be required to remain off RCCS's facilities for the remainder of through 11:59PM of the testing day, without pay.

If an alcohol test results in an alcohol concentration under .01, the employee will be



Roberto Clemente Charter School

permitted to return to the respective RCCS facility ("facility") and resume normal responsibilities.

Unlawful Controlled Substances

Employees subject to testing for unlawful controlled substances shall be transported to a Testing Facility by a member of administration or HR, or a local law enforcement agency. Upon arrival at a Testing Facility, the employee will be placed into the care of a Testing Center technician. The employee will be tested by a trained technician. Tests for unlawful controlled substances may occur through either or both urine and/or blood specimens. The employees may provide a urine test specimen in private, unless the employee is considered a risk to altering, adulterating, or substituting urine specimens. The employee waives any right to privacy as it relates to said testing.

All specimens collected will be sent to a Federal Health and Human Services certified laboratory to permit its analyzation for any evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone, propoxyphene use, or any other unlawful controlled substance. The Federal Health and Human Services certified laboratory will screen all specimens and confirm all positive screens, with a chain of custody established from the moment of the initial test through final storage of any collected specimen.

The Federal Health and Human Services certified laboratory will transmit all results to a medical review officer ("MRO") that RCCS retains. In the event of a positive result(s), the MRO will: (1) contact the employee to offer the employee the opportunity to rebut, refute, or explain the positive result(s), with a determination as to the plausibility of information and/or documents that the employee provides, to be within the sole decision of the MRO, with the transmittal of said decision to RCCS's CEO or RCCS's CEO's authorized agent for further action; and (2) provide the certified test result(s) to RCCS's CEO or RCCS's CEO's authorized agent.

If the RCCS employee shows a positive test result(s), the employee may request that the MRO forward the employee's split specimen sent to another Federal Health and Human Services certified laboratory for purposes of a retest. The costs associated with any retest(s) shall be at the sole expense of the employee. The employee must make any such request no later than seventy-two (72) hours from the employee's notification of test result(s) by the MRO.

The results of the second test shall be transmitted to the MRO.

In the event that a second test of the split specimen by another Federal Health and Human Services certified laboratory fails to find any evidence of the presence of any unlawful controlled substance(s), the employee will be treated as passing the unlawful controlled substance(s) test.

Violations of this Policy

Employees who refuse to take a test that this Policy requires or who otherwise violates any part of this Policy will be immediately terminated, with cause.

In instances that an employee refuses testing required by this Policy, the employee will not be permitted to drive off of RCCS's facilities but may choose to: (1) have a



Roberto Clemente Charter School

third-party drive employee off of RCCS's facilities; or (2) use a prepaid third-party transport service to transport the employee to the employee's home of record.

RCCS Payments, Suspensions, and Post-Test Procedures

1. RCCS will pay the cost of all testing performed.
2. The employee undergoing testing pursuant to this Policy will be paid for any time spent for any pre-test internal investigation for a violation of this Policy, time during testing, and transportation time to/from a Testing Facility.
3. The employee undergoing testing pursuant to this Policy will be suspended, without pay, pending the return of results of any blood, urine, and/or similar test.
 - a. In the event that said test(s) return negative results, the employee undergoing testing pursuant to this Policy will receive backpay of all wages from the point of suspension until return to RCCS facilities to resume normal employment responsibilities.
 - b. In the event that said test(s) return positive results, as described in this Policy, the employee will be terminated, with cause, with a termination date set retroactive to the date of initial suspension, without any payment of wages during the period of suspension.

Confidentiality

Information and records relating to unlawful controlled substance and/or alcohol test results, dependencies, and/or legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed internally within administration on a need-to-know basis, as permitted by federal and state laws, and shall be disclosed when relevant to a grievance, charge, claim, or other legal administrative, civil, or criminal, whether initiated by the employee or against the employee.

Inspections

RCCS reserves the absolute right to inspect all portions of any facility for unlawful controlled substances, alcohol, and/or other unlawful paraphernalia.

Employees and independent contractors may be asked, at the discretion of administration, without any prior-notice, and absent any warrant and/or consent, to cooperate in inspections of their persons, work areas, and any property, whether personal or RCCS owned, that may serve to conceal an unlawful controlled substance, alcohol, and/or other unlawful paraphernalia. Any employee or RCCS contractor who fails to comply with such requests will be subject to appropriate discipline, up to and including, termination, with cause.

Crimes Involving Unlawful Controlled Substance(s)

RCCS prohibits all employees, including independent contractors, from manufacturing, distributing, dispensing, possessing, or using an unlawful controlled substance in or on any facility or while conducting RCCS related responsibilities. Employees are also prohibited from misusing any legally prescribed or over-the-counter ("OTC") medications. Local law enforcement may be notified, as appropriate, when criminal activity is suspected.



Roberto Clemente Charter School

RCCS does not desire to intrude into the private lives of its employees or independent contractors. Nonetheless, the use of unlawful controlled substances and/or alcohol outside of RCCS (off-the-job) may adversely impact the safe operation of RCCS. Therefore, RCCS reserves the right to take appropriate disciplinary action for unlawful controlled substance use, sale, possession, manufacturing, or distribution even when an employee is not on any facility or involved in any RCCS activity.

All employees who are arrested, convicted, plead guilty, plead nolo contendere, or are sentenced for a crime involving any unlawful controlled substance are required to report the arrest, conviction, guilty/nolo contendere plea, or sentence to the HRA within three (3) calendar days as required by Subsection (j)(4) of Act 24 of 2011 P.S. §1-111. Failure to comply will result in automatic termination. Cooperation in complying may result in suspension, without pay, at the sole discretion of the CEO, to allow administration and the HRA the reasonable opportunity to review the nature of the charges and/or other findings, together with the employee's past record with RCCS.

Definitions

"School premises" or "School facility" include all buildings, offices, facilities, grounds, parking lots, lockers, places, and vehicles owned, leased or managed by RCCS or any site on which the school is conducting business and/or activity.

"Unlawful Controlled Substance" means a substance whose use or possession is controlled by federal law or but that is not being used or possessed under the supervision of a licensed health care professional, with schedules of the prohibited controlled substances listed at Federal Controlled Substances Act, 21 U.S.C. § 821, and the Pennsylvania Schedules of Controlled Substances, 28 Pa. Code § 25.72.

"Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

"Under the influence of alcohol" means an alcohol concentration equal to or greater than .04, or actions, appearance, speech, and bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

"Under the influence of drugs" or "under the influence of an unlawful controlled substance" means a confirmed positive test result for unlawful controlled substance use per this Policy. In addition, it means the misuse of legal medications when there is not a valid prescription from a physician for the lawful use of a medication in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

Drug-free Awareness Program

HR shall establish a drug-free awareness program which includes, but not limited to; notice of the dangers of drug abuse in the workplace and available drug counseling programs/employee assistance programs. New employees shall be provided with a copy of this information and policy during their first week of employment. Drug-Free



Roberto Clemente Charter School

Workplace training will be provided to new employees within one hundred (100) days of their hire date.

Work Performance in Connection with Federal Grant

All employees will be informed of the requirement to inform HR of any convictions related to unlawful controlled substance(s) if the underlying action that violates any respective state or federal law occurs at RCCS or during any RCCS related events and is committed when done in connection with any federal grant program. RCCS is mandated to notify the federal grant program of any said conviction within ten (10) days of the receipt of any notification by RCCS, its agents, administration, HR, and/or other assigns or representatives.

Board Approval Date	2011
Board Revision Date	
Approval Signatures on file	

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

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

REASONABLE SUSPICION CHECKLIST

Part I. Interview Question Checklist.

With a member of Human Resources present, ask the employee who is suspected of being under the influence of alcohol and/or drugs the following questions in the order listed. If the employee admits, at any time during the questioning, to be under the influence of a drug(s) or alcohol, continue the interview. Regardless of the employee's responses, follow the interview questions with the visual observation checklist.

1. Are you feeling ill? yes no no response

If yes, what are your symptoms? _____

2. Are you under a doctor's care? yes no no response

3. Do you have a cold? yes no no response

4. Have you recently taken any medication? yes no no response

5. Did you forget to take your medication? yes no no response

6. Have you recently taken any nonprescription medications? yes no no response

7. Did you drink an alcoholic beverage today? yes no no response

Part II. Visual Observation Checklist.

Directions: Circle pertinent items based on your visual observation of the employee. This section must be completed regardless of the outcome of the interview.

1. WALKING/STANDING Normal	stumbling swaying unable to walk/stand	staggering unsteady	falling holding on
2. SPEECH Normal	shouting slow slobbering	silent rambling/incoherent	whispering slurred
3. DEMEANOR Normal	sleepy talkative	crying excited	silent fighting
4. ACTIONS Normal	resisting communications drowsy hyperactive	threatening hostile erratic	fighting profanity
5. EYES Normal	bloodshot droopy	watery closed	glassy
6. FACE Normal	flushed	pale	sweaty
7. APPEARANCE/ CLOTHING Normal	disheveled partially dressed stains on clothing	messy bodily excrement stains	dirty
8. BREATH	alcoholic odor	faint alcoholic odor	no odor
9. MOVEMENT Normal	fumbling nervous	jerky hyperactive	slow
10. EATING/CHEWING	gum other – identify if possible	candy	mints

11. OTHER OBSERVATIONS:

Part III. Opinion Based on Observations and Questioning by Administrator.

- A. Under the influence of alcohol and/or drugs _____yes _____ no _____uncertain
- B. Fit for safety-sensitive duties _____yes _____ no _____uncertain
- C. Recommended for drug/alcohol test _____yes _____ no

If yes to C, direct the employee to submit to a drug and alcohol test, and transport the employee to a collection facility. If the employee refuses to be tested, inform the employee that a refusal to test is the same as a positive test, with the same consequences as a positive test.

Remarks:

Administrator:

Human Resources:

Signed: _____

Signed: _____

Print: _____

Print: _____

Title: _____

Title: _____

Date: _____

Date: _____



Roberto Clemente Charter School

131 W. Hamilton Street, Allentown, PA 18101 (P): (610) 439-5181 (F): (610) 351-4314

Drug and Alcohol Testing: General Consent

I hereby consent to allow Testing Facility to collect a sample of my urine, breath, blood or saliva for laboratory testing in case of reasonable suspicion or post-accident. I further consent to allow the laboratory testing service to make the results of the drug test available to Roberto Clemente Charter School as required by the Drug-Free Workplace Policy.

I understand that positive test results, refusal to be tested or any attempt to affect the test results or test sample will result in termination of employment.

I agree to hold harmless and release from all claims Roberto Clemente Charter School and its agents (including the below-named facility) from any liability arising in whole or part out of the collection of specimens, testing and the appropriate use of the information from such testing.

Testing Facility: _____

Name (print) : _____

Signature: _____

Date/time: _____

Witness Name (print): _____

Signature: _____

Date/time: _____



Roberto Clemente Charter School

Resignation and Termination of Employment Policy

Effective Date	2011
PURPOSE It is the policy of Roberto Clemente Charter School ("RCCS") to ensure that employee terminations, including voluntary and involuntary terminations and terminations due to the death of an employee, are handled in a professional manner with minimal disruption to the workplace and school environment.	
Applicable to	All employees
At-Will Employment Employment with RCCS is voluntary and subject to termination by the employee or RCCS at will, with or without cause, and with or without notice, at any time. Nothing in this policy should be interpreted to conflict with or to eliminate or modify in any way the employment-at-will status of employees.	
Voluntary Terminations A voluntary termination of employment occurs when an employee submits a written or verbal notice of resignation, including intent to retire, to their supervisor or when an employee is absent from work for three consecutive workdays and fails to contact their supervisor (job abandonment).	
<i>Procedures</i> <ol style="list-style-type: none">1. Employees are requested to provide a minimum of 30 days' notice of their intention to separate employment. The employee should provide a written resignation notification to their supervisor.2. Upon receipt of an employee's resignation, the supervisor will notify the Human Resource Administrator ("HRA") by sending a copy of the resignation letter and any other pertinent information (e.g., employee's reason for leaving, last day of work).3. HRA will acknowledge receipt of the resignation in writing with the employee and supervisor and coordinate the employee's departure from RCCS. This process will include the employee's returning all school property, a review of the employee's post-termination benefits status and the employee's completion of a voluntary exit survey.4. Once acknowledged by the HRA in writing, the resignation will be presented to the Board of Trustees for approval in the following monthly meeting.5. The employee may request to delay their last day to meet the 30-day notice.	
Involuntary Terminations An involuntary termination of employment, including a layoff of over 30 days, is an administration-initiated dismissal with or without cause, and with or without notice, at any time.	



Roberto Clemente Charter School

Procedures

Before any action is taken to involuntarily discharge an employee, the employee's supervisor must request a review by the HRA, the next level supervisor (if applicable) and the Chief Executive Officer ("CEO").

They will be responsible for reviewing the circumstances and determining if discharge is warranted. If they recommend discharge, the employee's supervisor and the HRA representative will notify the employee.

Death of an Employee

A termination due to the death of an employee will be made effective as of the date of death.

Procedures

1. Upon receiving notification of the death of an employee, the deceased employee's supervisor should immediately notify the HRA with a date of death.
2. The HRA will process the termination of the employee in the human resource information system ("HRIS").
3. The employee's supervisor should ensure that the finance office receives the deceased employee's timecard as soon as possible, if applicable.

Final Pay

An employee who resigns or is discharged will be paid through the last day of work, less applicable taxes and withholdings, or other agreements the employee may have with the school, in compliance with state laws. The final pay will be issued via a manual check and mailed to the last known address of the employee. It is the employee's responsibility to update their contact information before the last check and last tax forms are issued.

In cases of an employee's death, the final pay due to that employee will be paid to the deceased employee's estate or as otherwise required under state law, less applicable taxes and withholdings, or other agreements the employee may have with the school, in compliance with state laws. RCCS will give the final check due to the deceased employee to their spouse, any child, any parent or any sibling (preference in that order) without the appointment of a personal representative of the employee's estate up to \$10,000. Making such payment, releases RCCS to the same extent as if the payment had been made to the employee's personal representative and RCCS will not be responsible for how the funds are applied by the recipient. *Pursuant to Section 3101(a) of the Probate, Estates and Fiduciaries Code, 20 Pa.C.S. § 3101(a)*

Health Insurance

Medical, dental and vision insurance coverage terminates on the last day of the month the employee separates employment, is terminated, or deceased. An employee will be required to pay their share of insurance premiums through the end of the month. Information about COBRA continuation coverage will be provided within 15 days of coverage ending.



Roberto Clemente Charter School

Return of Property

Employees must return all school property at the time of separation, including, but not limited to, cellphones, keys, badges, laptops, and identification cards. Failure to return items may result in deductions from the employee's final paycheck where state law allows. An employee will be required to sign a wage deduction authorization to deduct the costs of such items from the final paycheck. In some circumstances, RCCS may pursue criminal charges for failure to return school property.

In cases of an employee's death, the next of kin will be responsible in returning all school property before the employee's final check is given to them.

Exit Interview

The HRA will contact an employee who voluntarily resigns to schedule an exit survey on the employee's last day of work.

Eligibility for Rehire

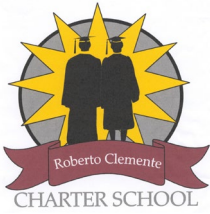
Employees who leave RCCS in good standing with proper 30-day notice may be considered for rehire. Former employees must follow the normal application and hiring processes and must meet all minimum qualifications and requirements of the position. Rehired employees will not retain previous tenure when calculating longevity, leave accruals or any other benefits, unless required by law.

Employees who are involuntarily terminated by RCCS for cause or who resign in lieu of termination are ineligible for rehire. In addition, employees who resign without providing adequate 30-day notice or who abandon their job will not be considered for rehire.

Board Approval Date	2011
Board Revision Date	
Approval Signatures on file	

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Roberto Clemente Charter School

Business Report: July 16, 2024

Page 1 of 1

Financial Activity (6/1-6/30/24)

- \$780,773 Total monthly disbursements.
- Student awards disbursed.

Grants, Donations, & Reports

- Submitted (Jun-20) 2024/25 ESSER Questionnaire.
- Filed (Jun-21) 2024/25 General Fund Budget.
- Submitted (Jun-24) 2022/23 Title I Final Expenditure Report.
- Submitted (Jun-24) 2024/25 SNP Site Application.
- Renewed (Jun-25) System for Award Management registration.
- Filed (Jul-2) 2023/24 PDE 418 Application for Approval of Lease Reimbursement (850 N 5th Street).
- Filed (Jul-2) 2023/24 PDE 418 Application for Approval of Lease Reimbursement (136 S 4th Street).
- Submitted (Jul-10) 2023/24 Title I, II Cash Reconciliation Reports for the period ending 6/30/24.
- Submitted (Jul-10) 2021/22 ESSER III, Set-Aside, Homeless C&Y Cash Reconciliation Reports for the period ending 6/30/24.
- Submitted (Jul-10) 2022/23 MHSS Grant Program Report for the period ending 6/30/24.
- Submitted (Jul-10) 2023/24 School Mental Health Grant Program and Fiscal Reports for the period ending 6/30/24.
- Filed (Jul-12) 2024 IRS Form 750.
- 2024/25 Consolidated Application- \$562,020
 - Title I (\$459,145); Title II (\$35,688); Title III EL/IM (\$31,817); Title IV (\$35,370)
 - Instructional Staff- \$468,210
 - Instructional Supplies & Curriculum- \$43,657
 - Professional Development- \$33,178
 - Safety & Security Services- \$14,975
 - Community Services- \$2,000

Business Office

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

Roberto Clemente Charter School
Payment List
For the Period 6/1/24 through 6/30/24

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
003118	6/1/24	HISPANIC AMERICAN ORG	850 N 5th Street lease	\$ 22,617.80	6/1/24	X
003119V	6/1/24	HISPANIC AMERICAN ORG	Misprint	\$ 36,823.92	6/1/24	*Void Date
003120	6/1/24	HISPANIC AMERICAN ORG	136 S 4th Street lease	\$ 36,823.92	6/1/24	X
003121	6/1/24	Lauren's Kids, Inc	Safer Smarter Kids license	\$ 1,350.00	6/14/24	X
003122	6/1/24	Learning Ally, Inc	Classroom subscription	\$ 1,439.10	6/14/24	X
003123	6/13/24	All City Management Services, Inc	Crossing guards	\$ 1,764.95	6/14/24	X
003124	6/13/24	Samantha Anato Fuentes	Student award	\$ 1,005.00	6/14/24	X
003125	6/13/24	Bimbo Bakeries USA		\$ 219.04	6/14/24	X
003126	6/13/24	Derstine's	Dairy/food	\$ 2,262.02	6/14/24	X
003127	6/13/24	Edu Healthcare	Staffing agency	\$ 5,747.70	6/14/24	
003128	6/13/24	Adriana Espiritu	Student award	\$ 800.00	6/14/24	X
003129	6/13/24	Sandy Garcia Perez	Student award	\$ 1,000.00	6/14/24	
003130	6/13/24	JP Mascaro & Sons	Refuse/recycling	\$ 1,896.06	6/14/24	X
003131	6/13/24	Kegel's Produce		\$ 664.25	6/14/24	X
003132	6/13/24	MBI Heating & Air Conditioning	Contracted preventative maintenance	\$ 4,051.25	6/14/24	X
003133	6/13/24	Samir Morales Salazar	Student award	\$ 250.00	6/14/24	
003134	6/13/24	PAFPC		\$ 100.00	6/14/24	
003135	6/13/24	PETTY CASH		\$ 242.06	6/14/24	X
003136	6/13/24	PHOEBE FLORAL		\$ 87.90	6/14/24	X
003137	6/13/24	Felix Ramirez	Student award	\$ 500.00	6/14/24	
003138	6/13/24	William H Sadlier, Inc	Classroom supplies	\$ 3,986.53	6/14/24	X
003139	6/13/24	Savvas Learning Company LLC		\$ 738.30	6/14/24	X
003140	6/13/24	SMART PASS	Hall pass system license	\$ 2,075.70	6/14/24	X
003141	6/13/24	Soliant Health, LLC	Staffing agency	\$ 8,256.25	6/14/24	X
003142	6/13/24	STANDING STONE CONSULTING INC	Contracted security	\$ 5,182.97	6/14/24	X
003143	6/13/24	Valley Youth House	Contracted student counseling	\$ 10,551.03	6/14/24	X
003144	6/13/24	Venus Supplies and Services	Kitchen/janitorial supplies	\$ 10,474.65	6/14/24	X
003145	6/13/24	VERIZON CONNECT NWF, INC		\$ 37.90	6/14/24	X
003146	6/13/24	PALMERI TRANSPORTATION		\$ 311.83	6/14/24	X
003147	6/27/24	ADAMS GLASS & ALUMINUM, INC		\$ 687.00	6/28/24	
003148	6/27/24	William Breiner	Travel reimbursement	\$ 61.48	6/28/24	
003149	6/27/24	CENGAGE LEARNING	Classroom supplies	\$ 3,119.88	6/28/24	
003150	6/27/24	Decker Equipment	Fire strobe light guards	\$ 1,684.25	6/28/24	
003151	6/27/24	Electronic Security Solutions		\$ 760.52	6/28/24	
003152	6/27/24	Gold Star Foods		\$ 48.00	6/28/24	
003153	6/27/24	Lancaster-Lebanon IU 13	Microsoft licenses	\$ 5,353.55	6/28/24	
003154	6/27/24	MBI Heating & Air Conditioning		\$ 617.25	6/28/24	
003155	6/27/24	Kara McGill	Travel reimbursement	\$ 6.89	6/28/24	
003156	6/27/24	Newsela Inc	Classroom subscription	\$ 4,393.60	6/28/24	
003157	6/27/24	PETTY CASH		\$ 240.00	6/28/24	X
003158	6/27/24	THE SHERWIN-WILLIAMS CO		\$ 162.46	6/28/24	

Roberto Clemente Charter School
Payment List
For the Period 6/1/24 through 6/30/24

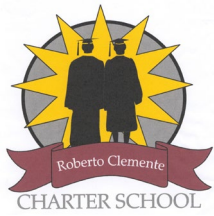
Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
003159	6/27/24	STANDING STONE CONSULTING INC	<i>Contracted security</i>	\$ 4,561.60	6/28/24	
003160	6/27/24	Success For All Foundation, Inc	<i>Professional development</i>	\$ 2,300.00	6/28/24	
003161	6/27/24	Stephanie Vicenty	<i>Travel reimbursement</i>	\$ 15.77	6/28/24	
003162	6/27/24	VIPER PEST SERVICES		\$ 200.00	6/28/24	
003163	6/27/24	Corin Watt	<i>Travel reimbursement</i>	\$ 22.79	6/28/24	
003164	6/27/24	Edu Healthcare	<i>Staffing agency</i>	\$ 3,018.75	6/28/24	
003165	6/27/24	Procure Therapy	<i>Staffing agency</i>	\$ 1,521.75	6/28/24	
003166	6/27/24	Soliant Health, LLC	<i>Staffing agency</i>	\$ 4,172.40	6/28/24	
EFT						
453370	6/3/24	PenTeleData		\$ 429.00	6/3/24	X
060152024	6/3/24	Unum Life Insurance Company of America	<i>STD/LTD/LI insurance</i>	\$ 3,248.28	6/3/24	X
06032024	6/3/24	TOSHIBA AMERICA BUSINESS SOLUTIONS		\$ 125.00	6/3/24	X
100007629875	6/3/24	UGI UTILITIES, INC.		\$ 52.26	6/3/24	X
100007629879	6/3/24	UGI UTILITIES, INC.		\$ 255.63	6/3/24	X
100007629981	6/3/24	UGI UTILITIES, INC.		\$ 99.75	6/3/24	X
100007629983	6/3/24	UGI UTILITIES, INC.		\$ 41.30	6/3/24	X
22682178871	6/3/24	Dollar Tree		\$ 692.99	6/3/24	X
1425419651	6/3/24	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 302.50	6/3/24	X
hvcwzuffjrwqar	6/3/24	Highmark Blue Shield		\$ 626.57	6/3/24	X
1425420383	6/3/24	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 492.05	6/3/24	X
1425493285	6/3/24	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 86.41	6/3/24	X
142434-d10d93	6/3/24	AMAZON CREDIT PLAN	<i>Classroom/Office/Kitchen supplies</i>	\$ 1,335.84	6/3/24	X
24060311	6/3/24	PPL ELECTRIC UTILITIES		\$ 682.71	6/3/24	X
24060397	6/3/24	PPL ELECTRIC UTILITIES		\$ 31.72	6/3/24	X
2581829	6/3/24	US FOODS	<i>Food</i>	\$ 6,577.18	6/3/24	X
274558564	6/3/24	UNIVERSAL PREMIUM FLEETCARD		\$ 86.21	6/3/24	X
3139659259	6/3/24	Toshiba Financial Services		\$ 319.47	6/3/24	X
5639456409	6/3/24	T-Mobile		\$ 475.02	6/3/24	X
69308526	6/3/24	PITNEY BOWES GLOBAL FINANCIAL SERVICES		\$ 113.22	6/3/24	X
69308543	6/3/24	PURCHASE POWER		\$ 252.00	6/3/24	X
06012024 6/24	6/10/24	HealthNow Administrative Services	<i>Health insurance</i>	\$ 38,751.88	6/10/24	X
2335949	6/14/24	US FOODS	<i>Food</i>	\$ 8,821.25	6/14/24	X
24061404	6/14/24	PPL ELECTRIC UTILITIES	<i>Electric utilities</i>	\$ 3,304.01	6/14/24	X
24061419	6/14/24	PPL ELECTRIC UTILITIES	<i>Electric utilities</i>	\$ 1,526.64	6/14/24	X
15820328	6/17/24	TOSHIBA FINANCIAL SERVICES	<i>Copier leases</i>	\$ 2,483.29	6/17/24	X
140237-2a1a2a	6/17/24	AMAZON CREDIT PLAN	<i>Classroom supplies and furniture, maintenance supplies</i>	\$ 3,619.84	6/17/24	X
027106172024	6/17/24	ReadyRefresh by Nestle		\$ 89.00	6/17/24	X
3139937960	6/17/24	Toshiba Financial Services		\$ 581.77	6/17/24	X
1410378645619	6/17/24	HOME DEPOT CREDIT SERVICES		\$ 449.97	6/17/24	X
69512680	6/17/24	PITNEY BOWES GLOBAL FINANCIAL SERVICES		\$ 269.19	6/17/24	X
69512692	6/17/24	PURCHASE POWER		\$ 125.00	6/17/24	X

Roberto Clemente Charter School
Payment List
For the Period 6/1/24 through 6/30/24

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
72-3718-061724	6/17/24	STAPLES ADVANTAGE	<i>Classroom/Office supplies</i>	\$ 1,378.65	6/17/24	X
85402119039	6/17/24	RCN		\$ 422.06	6/17/24	X
353694-SL	6/20/24	Snaplock Industries, Inc.	<i>Flooring for school events.</i>	\$ 3,295.76	6/20/24	X
24062709	6/27/24	PPL ELECTRIC UTILITIES		\$ 682.71	6/27/24	X
1453114813	6/27/24	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 435.59	6/27/24	X
69682396	6/27/24	PITNEY BOWES GLOBAL FINANCIAL SERVICES		\$ 269.19	6/27/24	X
507706272024	6/27/24	ReadyRefresh by Nestle		\$ 133.50	6/27/24	X
1453116277	6/27/24	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 83.75	6/27/24	X
1453128853	6/27/24	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 284.30	6/27/24	X
TOSH062724	6/27/24	TOSHIBA AMERICA BUSINESS SOLUTIONS	<i>Copier leases</i>	\$ 2,045.50	6/27/24	X
607349	6/27/24	PenTeleData		\$ 429.00	6/27/24	X
11afdexwbmgrz	6/27/24	Highmark Blue Shield		\$ 601.25	6/27/24	X
CCG459	6/27/24	SAFEGUARD BUSINESS SYSTEMS INC		\$ 135.66	6/27/24	X
0702969	6/27/24	US FOODS	<i>Food</i>	\$ 2,870.69	6/27/24	X
Health Insurance Claims (HIC)						
M 52224-52824	6/3/24	HealthNow	<i>Health Claims-PE 5/28/24</i>	\$ 5,375.92	6/3/24	X
1M 5/29-6/11/24	6/17/24	HealthNow	<i>Health Claims-PE 6/11/24</i>	\$ 22,370.80	6/17/24	X
024M 6/12-6/18	6/24/24	HealthNow	<i>Health Claims-PE 6/18/24</i>	\$ 50,647.27	6/24/24	X
Payroll						
92 PPE 5/25/24	6/4/24	VOYA Financial		\$ 650.45	6/4/24	X
156000806 5/24	6/4/24	P.S.E.R.S.EMPLOYEE # 9254	<i>EE State pension contributions</i>	\$ 17,170.60	6/4/24	X
93 PPE 5/25/24	6/4/24	PENSERV PLAN SERVICES INC	<i>EE/ER 403b contributions</i>	\$ 13,629.40	6/4/24	X
662448120	6/7/24	ADP		\$ 606.71	6/7/24	X
2 PPE 6/8/2024	6/14/24	PA SCDU		\$ 293.54	6/14/24	X
9 PPE 6/8/2024	6/14/24	Berkheimer		\$ 20.00	6/14/24	X
V PPE 6/8/2024	6/14/24	Payroll/Taxes	<i>ACH payroll & taxes</i>	\$ 206,219.04	6/14/24	X
51676121	6/14/24	Susan Kamber	<i>Art program</i>	\$ 650.00	6/14/24	X
51676122	6/14/24	McKenna Snyder LLC	<i>Legal services</i>	\$ 1,071.00	6/14/24	X
155 PPE 6/8/24	6/18/24	PENSERV PLAN SERVICES INC	<i>EE/ER 403b contributions</i>	\$ 14,513.20	6/18/24	X
419 PPE 6/8/24	6/18/24	VOYA Financial		\$ 704.42	6/18/24	X
664570428	6/21/24	ADP		\$ 761.04	6/21/24	X
51682411	6/28/24	Nahum Molina	<i>Contracted painting services-deposit</i>	\$ 4,000.00	6/28/24	X
51682412	6/28/24	Nahum Molina	<i>Contracted painting services-balance due</i>	\$ 4,000.00	6/28/24	X
429 PPE 6/8/24	6/28/24	ADP		\$ 687.48	6/28/24	X
.W PPE 6/22/24	6/28/24	Payroll/Taxes	<i>ACH payroll & taxes</i>	\$ 190,289.99	6/28/24	X
PPE 6/22/2024	6/28/24	Berkheimer		\$ 20.00	6/28/24	X
82 PPE 6/22/24	6/28/24	PA SCDU		\$ 293.54	6/28/24	X

Roberto Clemente Charter School
Payment List
For the Period 6/1/24 through 6/30/24

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
CEO's Account (Central Administration)						
		<i>No Activity</i>		\$ -		
Principal's Account (Elementary School)						
		<i>No Activity</i>		\$ -		
Principal's Account (Secondary School)						
		<i>No Activity</i>		\$ -		
				<u>\$ 780,773.11</u>		



Roberto Clemente Charter School

2024/2025

<u>Item</u>	<u>Sale Price</u>	
Meals		
Reimbursable Breakfast	\$ -	<i>*Community Eligibility Provision/Student Meal</i>
Additional Breakfast	\$ 2.95	
Reimbursable Lunch	\$ -	<i>*Community Eligibility Provision/Student Meal</i>
Additional Lunch	\$ 4.75	
Reimbursable After School Snack	\$ -	<i>*Community Eligibility Provision/Student Meal</i>
A La Carte		
Turkey/Ham Wrap	\$ 2.28	
Breaded Chicken Wrap	\$ 2.28	
Spicy Chicken Wrap	\$ 2.28	
Ham/Turkey Hoagie	\$ 2.28	
Caesar Salad	\$ 0.68	
Taco Salad/Beef	\$ 2.38	
Taco Salad/Turkey	\$ 2.38	
Chef Salad	\$ 3.47	
Spicy Chicken Salad	\$ 2.38	
Popcorn Chicken Salad	\$ 2.38	
Chips	\$ 0.51	
Cookies	\$ 0.60	
Rice Krispies Treat	\$ 0.60	
Juice	\$ 0.99	