



## Board of Trustees

June 18, 2024

7:00PM

### Agenda

1. Review of Agenda
2. Review of Minutes
  - 5/21/24 Minutes (motion)
3. Public Input
4. CEO Office
  - CEO Report
  - Searches of Student, Locker, and Personal Property Policy (motion)
  - 2024-2025 Board of Trustees & Committee Meeting Dates (motion)
5. Principals' Offices
  - Elementary School Report
  - Secondary School Report
6. Human Resources
  - HR Report
  - Hires/Appointments (motion)
  - Resignations/Terminations (motion)
  - Drug-Free Workplace Policy (first reading)
  - Resignation and Termination of Employment Policy (first reading)
7. Business Office
  - June Business Report
  - May Financial Reports
  - May Payment List (motion)
  - Assigned Funds
    - Technology Replacement Fund (motion)
    - Scholarships & Awards Fund (motion)
    - Capital Expenses & Projects Fund (motion)
  - 2023/24 PDE 418 Application for Approval of Lease Reimbursement
    - 850 N 5th Street Building (motion)
    - 136 S 4th Street Building (motion)
  - 2024-25 Budget (motion)
  - Budget Shortfall Fund (motion)
8. Public Input
9. New Business
10. Adjourn (motion)

**Roberto Clemente Charter School (RCCS)  
Board of Trustees (BoT) Meeting Minutes  
May 21, 2024**

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

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

**EXECUTIVE SESSIONS:**

The Finance Committee entered executive session on May 17, 2024, at 11 AM to discuss personnel matters regarding the budget. The executive session ended at 12:02 PM.

On May 21, 2024, the Board entered executive session at 6:05 PM to discuss personnel, student matters, and legal issues. The executive session ended at 6:58 PM.

Dr. Columba called the meeting to order at 7:04 PM.

**MINUTES:**

The minutes of the April 2024 Board of Trustees meeting were reviewed. A motion to approve the April 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 2024-2025 Contract Renewal List was made by Dr. Sperandio and seconded by Rev. Quiñones. The motion carried unanimously.

A motion to accept the Pennsylvania Seal of Biliteracy for the 2024-2025 academic year presented to graduating students who meet the defined criteria demonstrating proficiency in two languages was made by Mr. Lahoud and seconded by Mr. García. The motion carried unanimously.

The Searches of Student, Locker, and Personal Property Policy was presented to the Board for its first reading. Further actions will be taken at the June BoT meeting.

**PRINCIPALS' REPORTS:**

Ms. Kobyra and Mr. Snyder presented their respective secondary and elementary 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 Mr. García and seconded by Mrs. Vélez-Font. The motion carried unanimously.

A motion to approve the resignations/terminations as submitted in the HR Report was made by Mr. García and seconded by Mr. Bassler. The motion carried unanimously.

A motion to approve a new Employment Agreement Addendum for Joshua Burak as presented in the HR Report was made by Mr. Bassler and seconded by Rev. Quiñones. The motion carried unanimously.

**BUSINESS & FINANCIAL REPORTS:**

The Business Report for the month of May, the April Financial Report, and the April payment list were presented by Mr. Boger for discussion.

A motion to approve the April 2024 payment list was made by Mr. García and seconded by Mr. Lahoud. The motion carried unanimously.

The IRS Form 990 (2022) was filed on time and presented to the Board as an informational item.

A motion to allocate \$300 to the Petty Cash Fund for RCCS’s vehicle fuel was made by Mr. Lahoud and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve the contract with Cybersoft Technologies Inc. for online payment services was made by Mr. Lahoud and seconded by Mr. Bassler. The motion carried unanimously.

A motion to approve the agreement with Lincoln Financial Group as the Disability, Life, and Dental Insurance carrier was made by Rev. Quiñones and seconded by Mrs. Vélez-Font. The motion carried unanimously.

The 2024-2025 School Budget was presented to the Board for its first reading. Further action will be taken at the June BoT meeting.

**PUBLIC COMMENT:**

No public input.

**NEW BUSINESS:**

No new business.

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

The RCCS Board meeting was adjourned at 7:54 PM.

**The next BoT meeting is scheduled for 7:00 PM on June 18, 2024, at the RCCS Administration Building.**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



## CEO Report

Tuesday, June 18, 2024

Mrs. Alyssa Mace

### 1. Enrollment

- As of Friday, June 14, 2024

Grade	# of Students
K	50
1	50
2	50
3	49
4	50
5	51
6	50
7	49
8	49
9	50
10	46
11	35
12	43
Total	<b>622</b>

### 2. Searches of Student, Locker, and Personal Property Policy (motion)

- To protect the safety and security of the learning environment for all students and staff, this policy provides the foundation for conducting searches when there is reasonable suspicion that prohibited items may be on campus.

### 3. 2024-2025 Board of Trustees & Committee Meetings Schedule (motion)

### 4. Professional Development

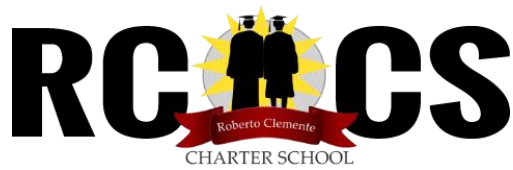
- School Leadership Support Day
  - Thursday, May 23, 2024

### 5. LANTA Transportation Transition for Grades 6-12

- Meeting with Allentown School District officials and a representative from LANTA on Tuesday, May 28, 2024
- Building level meeting with middle/high school administration and LANTA on Monday, June 3, 2024.

### 6. Class of 2024 Graduation Speaker

- Officer Pablo Vasquez, RCCS Class of 2015



## **Board of Trustees Policy**

### **SEARCHES OF STUDENT, LOCKER, AND PERSONAL PROPERTY POLICY**

The Board of Trustees (“Board”) of the Roberto Clemente Charter School (“Charter School”) acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property of the students and may provide lockers for such storage. The Board also acknowledges the need for all students, staff, and visitors to function within a safe and healthy school environment.

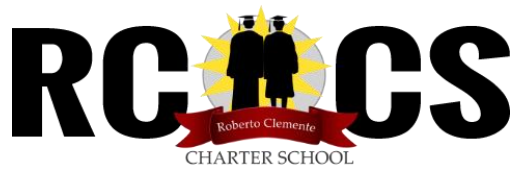
While lockers may be issued to each student for use during the school day for storage of items related to the student’s school day, all lockers are and shall remain the property of the Charter School. Students are encouraged to keep their assigned lockers closed and locked against incursion by other students, but no student may use a locker as a depository for illegal or dangerous substances or objects which are prohibited by the Student Code of Conduct or substances or objects which constitute a threat to the health, safety or welfare of the student body or pose a threat to the building itself.

No student is permitted, pursuant to the Charter School Code of Conduct, to keep on or about their person, illegal or dangerous substances or objects which are prohibited by the Student Code of Conduct or substances or objects which constitute a threat to the health, safety or welfare of the student body or pose a threat to the building itself.

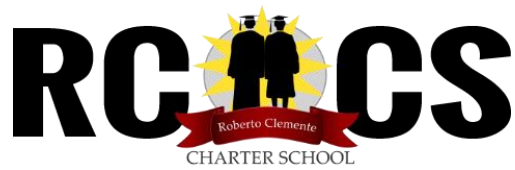
The Board authorizes its employees to inspect a student’s locker, personal property, (bookbag, handbag, etc.) and/or person, when such employee has a reasonable suspicion to believe that storage of contraband, a substance or object the possession of which is illegal, or any substance, object or other material which poses a hazard to the health, safety, welfare and good order of the school is being stored in or on the student’s locker, personal property or person.

The CEO shall develop procedures to implement this policy which shall require:

1. All requests or suggestions for the search of a student’s locker, personal property or person shall be directed to the principal.
2. Students shall be notified and given an opportunity to be present for a search of his/her locker and/or personal property except in the case where a reasonable suspicion exists that the locker/personal property contains materials that pose a threat to the health, welfare or safety of the students in



- the Charter School. The Principal shall appoint a third party administrator or staff person to be present at the locker and/or personal property inspection. An administrator or staff person of the same sex as the student being searched will be present in addition to another administrator or staff person for a search of the student's person.
3. The Principal or designee shall be responsible for the prompt recording in writing of each such inspection which record shall include the reasons for the search, persons present, object found, and their disposition.
  4. The Principal or designee shall be responsible for the safekeeping, confiscation and proper disposal of any substance, object or material found in a student's locker in violation of law, Board policy and/or Student Code of Conduct.
  5. A random search may only be done if there is a compelling interest in protecting and preserving the health, safety or welfare of the Charter School population.
  6. Illegal and prohibited materials seized during a student search may be used as evidence against the student in a Charter School disciplinary proceeding. Searches conducted by the Charter School may include, but are not limited to, metal detection units, or any device used to protect the health, safety and welfare of the Charter School population.



**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

*References: - 24 P.S. Sec. 9-914-A; 22 PA Code §12.14*



# BOARD OF TRUSTEES

## 2024-2025 SCHEDULE

### BOARD OF TRUSTEES 7:00 P.M.

### EDUCATION COMMITTEE 1:00 PM

### HR COMMITTEE 4:00 PM

### FINANCE COMMITTEE 10:00 AM

July 16, 2024  
 August 20, 2024  
 September 17, 2024  
 October 15, 2024  
 November 19, 2024  
 December 17, 2024  
 January 21, 2025  
 February 18, 2025  
 March 18, 2025  
 April 15, 2025  
 May 20, 2025  
 June 17, 2025

August 12, 2024  
 September 9, 2024  
 October 7, 2024  
 November 11, 2024  
 December 9, 2024  
 January 13, 2025  
 February 10, 2025  
 March 11, 2025\*  
 April 7, 2025  
 May 12, 2025

August 15, 2024  
 September 12, 2024  
 October 10, 2024  
 November 14, 2024  
 December 12, 2024  
 January 16, 2025  
 February 13, 2025  
 March 13, 2025  
 April 10, 2025  
 May 15, 2025  
 June 12, 2025

August 16, 2024  
 September 13, 2024  
 October 11, 2024  
 November 15, 2024  
 December 13, 2024  
 January 17, 2025  
 February 14, 2025  
 March 14, 2025  
 April 11, 2025  
 May 16, 2025  
 June 13, 2025

\*Tuesday due to professional development on the 10th





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

**Elementary Principal's Report**  
**Tuesday, June 18, 2024**  
**Mr. Cory Snyder and Mr. Brendon Zapata**

➤ **Attendance (5.1.24 to 6.7.24)**

Grade	Attendance
Kindergarten	93.19%
Grade 1	92.59%
Grade 2	93.04%
Grade 3	94.94%
Grade 4	94.59%
Grade 5	95.85%
Total	94.03%

➤ **Academic Achievement**

- End of year/MP4 Benchmark Testing

March 2024 (Reading)		May 2024 (Reading)	
[Marking Period 3 Assessment]		[Marking Period 4 Assessment]	
Grade	Students At/Above Benchmark	Grade	Students At/Above Benchmark
Grade 1	30.0%	Grade 1	38.0%
Grade 2	32.0%	Grade 2	34.0%
Grade 3	32.0%	Grade 3	22.0%
Grade 4	16.0%	Grade 4	22.0%
Grade 5	32.0%	Grade 5	18.0%

March 2024 (Math)		May 2024 (Math)	
[Marking Period 3 Assessment]		[Marking Period 4 Assessment]	
Grade	Students At/Above Benchmark	Grade	Students At/Above Benchmark
Grade 1	38.0%	Grade 1	36.0%
Grade 2	14.0%	Grade 2	12.0%
Grade 3	30.0%	Grade 3	26.0%
Grade 4	18.0%	Grade 4	18.0%
Grade 5	14.0%	Grade 5	18.0%

➤ **Discipline Data (5.1.24 to 6.7.24)**

Handbook Infraction Levels	Incident Total
Level 1	41
Level 2	17
Level 3	10
Level 4	2
Total Number of Incidents	70

Discipline Consequences	Total
Conference with Student	66
Revoking Privileges	15
Detention (Lunch)	18
In School Suspension (ISS)	0
Out of School Suspension (OSS)	12
Referral to Counselor	1



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

- **College & Career Activities/Events/Information**
  - Allentown Fire Department and EMS (5.8.24)
  - 5<sup>th</sup> Grade Job Shadow (5.22.24)
  - Mrs. Kobyra visited 5<sup>th</sup> Grade students (5.29.24)
  
- **Dual Language Activities/Events/Information**
  - Multidisciplinary Project grades 4 and 5 (6.4.24)
  
- **Other Information/Updates/Events/Activities**
  - Art Show (5.10.24)
  - Field Day (5.17.24)
  - 1<sup>st</sup> Grade Wings Ceremony (5.30.24)
  - Talent Show (5.31.24)
  - Kindergarten Graduation (6.5.24)
  - 5<sup>th</sup> Grade Moving Up (6.6.24)
  - Last Day of School (6.7.24)
  
  - Positive Office Referrals

Month	Total
August	1
September	6
October	40
November	17
December	6
January	7
February	16
March	9
April	1
May	33

- **Upcoming Calendar of Events**
  - Summer School—(6.17.24 to 7.12.24)



**Principal's Report  
Middle High School  
June 18, 2024**

**Attendance – May & June 2024**

Grade	May Daily Attendance %	June Daily Attendance %
6	93	89
7	92	84
8	93	87
9	93	81
10	93	77
11	95	74
12	95	83
<b>AVG</b>	<b>93</b>	<b>82</b>

**Academic Achievement**

- 32 Students attending summer school for remedial coursework
- 17 attending enrichment courses
  - SAT Prep
  - Algebra I Prep

**Discipline: May & June 2024**

Level	Number of Incidents May 2024	Number of Incidents June 2024
1	37	5
2	33	4
3	11	2
4	0	0

Consequences	Total May 2024	Total June 2024
Afterschool Detention	4	-
Lunch Detention	32	8
ISS	7	-
OSS	5	1
Student Conference	6	-
Parent Contact	3	-

Loss of Privilege	5	-
Removal from Class/Activity	-	-
Referral to Counselor	7	1
Peer Mediation/Conflict Resolution	1	-
Confiscate Materials	-	-
Parent Pick Up	-	-
Restitution	4	1
CEO/Board Referral	-	-

### College & Career Update

- 39 Students accepted to 4-year College, 2-year College, trade school, or enlisted into the military
  - 18 attending community college
  - 7 attending a 4-year college
  - 5 attending a trade school
  - 2 enlisting in the military (Marines & Army)
  - 4 entering an apprenticeship (Electrical or Carpenters' unions)
  - 7 starting full-time jobs

### Other Important Updates/Events/Activities

The middle high school had several successful and well-attended events in May and June:

- Pirate Pride Day – May 31
- 8<sup>th</sup> Grade Moving Up Ceremony – June 6
- Class of 2024 Graduation – June 7

### Upcoming Events

- Summer School: June 17 – July 12



# Roberto Clemente Charter School

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

## Human Resources Report

June 18, 2024

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

#### a. Personnel Appointments and New Hires

Name	Location	Job Title	Date	Status
Allyson Byerly*	ELEM	Summer School Teacher	6/17/2024	Temp. PT
Doralees Ortiz-Dilan*	ELEM	Summer School Teacher	6/17/2024	Temp. PT
Einis Davila-Jafar*	ELEM	Summer School Teacher	6/17/2024	Temp. PT
Jensy Gonzalez*	ELEM	Summer School Coordinator	6/17/2024	Temp. PT
Jessica Marselles*	ELEM	Extended School Year	6/17/2024	Temp. PT
Joel Wasel*	ELEM	Summer School IA	6/17/2024	Temp. PT
Luis Vargas*	ELEM	Summer School IA	6/17/2024	Temp. PT
Lynettee Tulier-Rodriguez*	ELEM	Summer School IA	6/17/2024	Temp. PT
Megan Sabo*	ELEM	Summer School Teacher	6/17/2024	Temp. PT
Vanda Kramer*	ELEM	Summer School Teacher	6/17/2024	Temp. PT
Vanessa French*	ELEM	Summer School Teacher	6/17/2024	Temp. PT
Abigail Casner*	MHS	Summer School Teacher	6/17/2024	Temp. PT
Amanda Leamon*	MHS	Summer School Teacher	6/17/2024	Temp. PT
Emily Johnson*	MHS	Summer School Counselor	6/17/2024	Temp. PT
Haley Morales	MHS	Extended School Year	6/17/2024	Temp. PT
John Burgermeister*	MHS	Summer School Teacher	6/17/2024	Temp. PT
Kate McPhillips*	MHS	Summer School Teacher	6/17/2024	Temp. PT
Mary Beth Charon*	MHS	Summer School IA	6/17/2024	Temp. PT
Mervat Ahmed*	MHS	Summer School Teacher	6/17/2024	Temp. PT
Skylar Eidem*	MHS	Summer School Teacher	6/17/2024	Temp. PT
Yolande Thomas-Reid*	MHS	Summer School IA	6/17/2024	Temp. PT
Judith Maginnis*	RCCS	Summer School CSN	6/17/2024	Temp. PT
Kara McGill*	RCCS	Summer School Social Worker	6/17/2024	Temp. PT
Samantha Moore*	RCCS	Extended School Year	6/17/2024	Temp. PT

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

b. Personnel Resignations and Dismissals

Name	Location	Job Title	Date	Status
Lilly Figueroa-Murga	MHS	Secondary School Teacher - Mathematics	5/31/2024	Resignation

II. Current and Future Job Postings:

Title	Location
Cook/Cafeteria Aide – Part-time*	ADM
Purchasing & Financial Asst.	ADM
3 <sup>rd</sup> Grade Teacher*	Elementary School
Instructional Assistant - Part-time*	Elementary School
Kindergarten Teacher*	Elementary School
Special Education Teacher*	Elementary School
6 <sup>th</sup> Grade Teacher/E.L.A. Teacher*	Middle/High School
Administrative Assistant	Middle/High School
Instructional Assistant – Part-time*	Middle/High School
Mathematics Teacher*	Middle/High School
Science Teacher – Middle School*	Middle/High School

\*for 2024-25 year

III. Policies and Procedures

a. Drug-Free Workplace Policy – Revision of 2011 Policy (1<sup>st</sup> reading)

- Internal Forms –
  - Reasonable Suspicion Observation Checklist
  - Drug and Alcohol Testing: General Consent

b. Resignation and Termination of Employment Policy – Revision of 2011 (1<sup>st</sup> reading)



# Roberto Clemente Charter School

## Drug-Free Workplace Policy

<b>Effective Date</b>	
<b>PURPOSE</b>	
<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>	
<b>Applicable to</b>	All Employees and Independent Contractors
<b>Internal Forms</b>	Reasonable Suspicion Observation Checklist Drug and Alcohol Testing: General Consent
<b>Employee Assistance</b>	
<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>	
<b>Fitness for Duty</b>	
<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>	
<b>Prescription Medications</b>	
<p>This Policy does not prohibit employees from the lawful use and possession of</p>	



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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)



# Roberto Clemente Charter School

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.

<b>Board Approval Date</b>	2011
<b>Board Revision Date</b>	
<b>Approval Signatures on file</b>	

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

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



**11. OTHER OBSERVATIONS:**

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**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:**

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Administrator:

Human Resources:

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# Roberto Clemente Charter School

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

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## Drug and Alcohol Testing: General Consent

I hereby consent to allow the 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: \_\_\_\_\_



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## Drug-Free Workplace

The use of alcoholic beverages on or in school work sites is prohibited. Violations of this prohibition may subject an employee to disciplinary action that may include but is not limited to non-renewal, suspension or termination at the discretion of the Board.

The unlawful manufacture, distribution, dispensing, possession, or use of or sale of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system, or any other controlled substance on or in school work sites is prohibited. Any violation may subject an employee to participation in a drug rehabilitation program and disciplinary action including but not limited to non-renewal, suspension or termination at the discretion of the Board.

For the purpose of this policy, “work site” shall include (1) any school building or any school premises and any school-owned vehicles or any other school approved vehicle used to transport students to and from school or school activities, (2) off-school property during any school sponsored or school approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the school, and (3) any location where an activity such as a banquet, sponsored and organized by a parent group is held and at which students are in attendance.

The Principal shall establish a drug-free awareness program which includes notice of the dangers of drug abuse in the workplace and available drug counseling programs and shall distribute this information to all employees as well as a copy of this policy. New employees shall be provided with a copy of this information and policy prior to beginning work assignments.

### Work Performance in Connection with a Federal Grant

All employees shall be notified that they must inform their respective supervisors of convictions or any criminal drug statute violation occurring in the workplace. Employees must notify their supervisors no later than five days after such conviction. To be in compliance, the school must notify the federal grant program of such conviction of any employee whose work performance is done in connection with a federal grant within ten days of receipt of said conviction.

As a condition of employment, it is expected that employees will abide by the conditions set forth in this policy.



# Roberto Clemente Charter School

## Resignation and Termination of Employment Policy

<b>Effective Date</b>	2011
<b>PURPOSE</b> 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.	
<b>Applicable to</b>	All employees
<b>At-Will Employment</b> 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.	
<b>Voluntary Terminations</b> 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"><li>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.</li><li>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).</li><li>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.</li><li>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.</li><li>5. The employee may request to delay their last day to meet the 30-day notice.</li></ol>	
<b>Involuntary Terminations</b> 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.

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

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

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



## Resignation and Termination of Employment

### VOLUNTARY TERMINATION OF EMPLOYMENT

An employee who intends to terminate voluntarily must notify his/her immediate supervisor and the Principal/CEO in writing at least 30 days in advance of the date of termination. Employees will not be eligible to take any paid sick, vacation or personal days after a resignation notice has been given. The employee will receive his/her last paycheck, including any vacation time owed on the next regular pay date.

### INVOLUNTARY TERMINATION OF EMPLOYMENT

A school employee may be terminated at any time with cause through written notice to the staff member, effective upon the date of such written notice.

### FAILURE TO MEET EXPECTED JOB STANDARDS/UNSUITED FOR POSITION

Employees who are not capable of performing their jobs or who are otherwise unsuited for their positions will be released after a reasonable attempt has been made to improve their performance. The employee will be eligible for payment of unused personal days.

### DISCHARGE DUE TO PERFORMANCE

When the Board initiates termination as a result of the employee's inability to attain expected performance requirements, such discharge may be immediate or may occur as a result of corrective action. Reasons for termination include but are not limited to the following: failure to follow procedures, **failure to adhere to responsibilities listed in their Job Description**, inability to meet required attendance levels, or any action jeopardizing the school's students. Employees who are terminated are not eligible for re-employment.

### DISCHARGE DUE TO CONDUCT

When termination is initiated by the Board as a result of the employee's misconduct, such discharge may be immediate or may occur as a result of corrective action. Reasons for termination include but are not limited to the following: insubordination, falsifying documents, or any act of violence in the workplace threatening students, parents, employees, or their own safety.

While a written notice is required to terminate an employee officially, when possible under the circumstances, a meeting should be conducted to communicate the decision to the employee in person.



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## **Discharge Procedures**

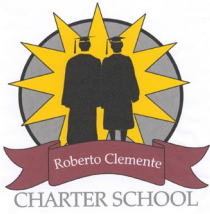
All discharge procedures must be documented along with the reason(s) for discharge and filed in the individual's personnel file.

The employee's final paycheck will be available on the next regularly scheduled pay date. The employee may choose to have it mailed or deposited directly. The employee will be paid for any unused vacation days in accordance with the Board's policies on Pay Practices and Payroll Deductions, and Paid Time Off. The employee will not be paid for any unused floating holidays.

The CEO/Principal should conduct an exit interview with every resigning employee for the following purposes: to clear the employee and the school of any outstanding obligations to one another, to provide the opportunity for employee feedback, and to help the school leadership in the ongoing task of assessing and improving the work environment.

The exit interview should be conducted during the resignation period with each resigning employee. Timeliness in conducting the exit interview may result in retaining a valued employee. A copy of the information obtained should be included in the employee's personnel file.





# Roberto Clemente Charter School

## Business Report: June 18, 2024

Page 1 of 2

### Financial Activity (5/1-5/31/24)

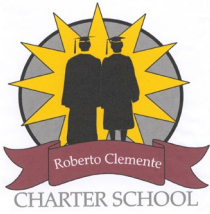
- Finance Committee meeting (Jun-14).
- Pearce Family Scholarship donation (\$800).
- 617 Students: Non-Special Ed (549), Special Ed (68)  
Allentown SD (570), Bethlehem Area SD (12), Catasauqua Area SD (4), East Penn SD (5), Northampton Area SD (4), Northern Lehigh SD (2), Panther Valley SD (2), Parkland SD (2), Southern Lehigh SD (3), Salisbury Township SD (3), Saucon Valley SD (6), Whitehall/Coplay SD (4)
- Total grant funds spent: Mental Health and Safety & Security grant (\$114,289 of \$140,000).
- Total grant funds spent: ESSER III (\$2,665,949 of \$3,403,099).
- \$24,800 Parking lot resurfacing. (*Administration Building*)
- \$167,672 Accrued federal funds received.
- Released \$26,644 in Assigned Funds:
  - Capital Expenses & Projects Fund- \$24,800 (*Administration Building parking lot.*)
  - Technology Replacement Fund- \$1,844 (*Teacher lap tops.*)
- Un-Assigned General Fund balance \$1,127,142 / 9.6% of the operating budget.
- \$1,127,018 Total monthly disbursements.
- 3 Pay periods.
- Parking lot resurfacing invoice paid. -*Diehl Paving Inc.*
- Special education support services payment. -*Dr. Janine Wargo*

### Grants, Donations, & Reports

- Submitted (May-31) 2024/25 PASR grant application (\$4,967)- chemistry lab equipment.
- Approved (Jun-13) 22/23 Mental Health and Safety & Security grant Project Modification Request .
- 2023/24 PDE 418 Applications for Approval of Lease Reimbursement
  - 850 N 5<sup>th</sup> Street (\$271,413-23/24 lease cost)
  - 136 S 4<sup>th</sup> Street (\$441,887-23/24 lease cost)

### Technology Update

- Department management meeting (5/21).
- 132 Service tickets received between 5/10-6/10.
- Updated firmware on networking hardware appliances.
- Administration network maintenance and new uplinks.
- Finalizing POS KIOSK and inventory database for the Food Service Dept.
- Generated diplomas for graduating seniors.
- Provided technical support for all graduation ceremonies.



# Roberto Clemente Charter School

## Business Report: June 18, 2024

Page 2 of 2

### Technology Update (cont.)

- Provided technical support for senior prom.
- Installing an alert bell system in the Secondary School gymnasium.
- Collected staff device fleet for summer refurbishment.
- Begun summer refurbishment on student device fleet.
- Preparing for new deployment paradigm for AP/Dual Enrollment at the Secondary School.
- Sapphire authentication upgrades complete. Transitioning to new school year.
- New MS Office 365 Cloud systems licensing activated.
- VOIP phone system upgrades scheduled for this summer.

### Facilities Update

- Department management meeting (5/22).
- 58 Service tickets received between 5/10-6/10.
- Secondary School fire alarm panel system serviced.
- Set up/break down support for the talent show at the Elementary School.
- Set-up/breakdown support for all graduation ceremonies in the Secondary School gymnasium.
- Administration building parking lot resurfaced.

### Food Service Update

- Department management meeting (5/21).
- Food Facility Inspection (5/21).
- Provided food service during the Elementary School field day.
- Testing new electronic meal count/badge procedure during summer school. (*Secondary School*)
- EBT Program file submitted (6/7).
- Working on the 24/25 SNP Sponsor Application.
- Preparing for implementation of the new electronic food sales payment system.

### General Updates

- 2023/24 Federal ESSA monitoring assessment ongoing.
- 2022/23 Mental Health and Safety & Security grant monitoring ongoing.
- 5/17-1 RTK Request satisfied (May-17).
- 5/17-2 RTK Request satisfied (May-17).

**ROBERTO CLEMENTE CHARTER SCHOOL**

**Financial Report for the Month Ending**

**May 31, 2024**

	<b>Current Month</b>	<b>2023-2024 Y-T-D</b>	<b>Budget Y-T-D</b>	<b>Variance</b>	<b>2023-2024 Budget</b>
<b>Revenue-General Fund</b>					
<b>6000/9000 Local Sources &amp; Other Sources</b>					
6500 Interest	\$ 3,262.97	\$ 27,768.41	\$ 1,834.00	\$ 25,934.41	\$ 2,000.00
6700 Student Activities	1.40	3,315.11	9,090.00	(5,774.89)	10,100.00
6832 PassThru Federal Funds (IU)	0.00	53,948.94	54,674.10	(725.16)	60,749.00
6920 Other Local Grants & Contributions	800.00	1,300.00	0.00	1,300.00	1,505.00
6944 Regular Education Subsidies	526,745.98	5,897,486.37	6,104,813.00	(207,326.63)	6,659,796.00
6944 Special Education Subsidies	170,592.93	1,732,223.58	1,457,545.84	274,677.74	1,590,050.00
6990 Miscellaneous	118.81	7,117.88	1,358.26	5,759.62	1,700.00
9000 Other Sources	0.00	1,910.00	0.00	1,910.00	0.00
<i>Total Local Sources</i>	<i>701,522.09</i>	<i>7,725,070.29</i>	<i>7,629,315.20</i>	<i>95,755.09</i>	<i>8,325,900.00</i>
<b>7000 State Sources</b>					
7200 Specific Educational Programs	0.00	0.00	0.00	0.00	0.00
7320 Lease Reimbursement	0.00	0.01	0.00	0.01	104,556.00
7330 Health Services Reimbursement	0.00	0.02	0.00	0.02	11,000.00
7505 Ready To Learn Grant	2,117.50	20,911.12	25,691.40	(4,780.28)	28,546.00
<i>Total State Sources</i>	<i>2,117.50</i>	<i>20,911.15</i>	<i>25,691.40</i>	<i>(4,780.25)</i>	<i>144,102.00</i>
<b>8000 Federal Sources</b>					
8514 Title I	47,263.69	399,456.20	500,936.20	(101,480.00)	548,818.00
8515 Title II	6,767.68	39,582.32	44,376.10	(4,793.78)	48,794.00
8516 Title III	0.00	27,622.00	25,110.00	2,512.00	27,900.00
8517 Title IV	42.00	31,813.64	32,400.00	(586.36)	35,700.00
8700 ESSER	132,425.50	1,385,488.28	1,765,261.56	(379,773.28)	1,948,056.00
<i>Total Federal Sources</i>	<i>186,498.87</i>	<i>1,883,962.44</i>	<i>2,368,083.86</i>	<i>(484,121.42)</i>	<i>2,609,268.00</i>
<b>Food Service</b>					
6620 Sales	820.10	9,715.42	0.00	9,715.42	0.00
6920 Local Grants & Contributions	0.00	0.00	0.00	0.00	0.00
6990 Miscellaneous	0.00	0.00	0.00	0.00	0.00
7600 State Sources	1,949.08	16,247.72	19,000.00	(2,752.28)	21,000.00
8531 Federal Sources	66,963.31	563,632.92	535,900.00	27,732.92	595,000.00
<i>Total Food Service</i>	<i>69,732.49</i>	<i>589,596.06</i>	<i>554,900.00</i>	<i>34,696.06</i>	<i>616,000.00</i>
<b>Total Revenue</b>	<b>959,870.95</b>	<b>10,219,539.94</b>	<b>10,577,990.46</b>	<b>(358,450.52)</b>	<b>11,695,270.00</b>

**ROBERTO CLEMENTE CHARTER SCHOOL**

**Financial Report for the Month Ending**

**May 31, 2024**

	<b>Current</b>	<b>2023-2024</b>	<b>Budget</b>	<b>Variance</b>	<b>2023-2024</b>
	<b>Month</b>	<b>Y-T-D</b>	<b>Y-T-D</b>		<b>Budget</b>
<b>Expenses-General Fund</b>					
<b>Instructional Services</b>					
<b>1100-Regular Programs</b>					
100 Salaries/Wages	\$ 272,533.37	\$ 2,477,551.43	\$ 2,756,413.60	(\$ 278,862.17)	\$ 2,901,488.00
200 Benefits	156,556.10	1,280,224.59	1,284,423.75	(4,199.16)	1,352,025.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
400 Property Services-Maintenance/Repairs/Rentals	160.92	328.08	7,333.34	(7,005.26)	8,000.00
500 Other Services	1,419.83	6,831.83	5,400.00	1,431.83	6,000.00
600 Supplies/Books/Subscriptions	12,608.62	134,961.22	162,026.94	(27,065.72)	171,109.00
730 Capitalized Right To Use	1,925.06	21,108.74	20,680.00	428.74	22,560.00
800 Fees/Miscellaneous	0.00	2,267.40	4,500.00	(2,232.60)	5,000.00
	<hr/>				
<i>Total Regular Programs</i>	<i>445,203.90</i>	<i>3,923,273.29</i>	<i>4,240,777.63</i>	<i>(317,504.34)</i>	<i>4,466,182.00</i>
<b>1200-Special Programs</b>					
100 Salaries/Wages	26,353.71	229,854.00	382,319.45	(152,465.45)	402,231.00
200 Benefits	6,626.65	71,923.36	178,899.05	(106,975.69)	188,225.00
300 Contracted Professional & Technical Services	39,580.15	163,126.80	26,000.00	137,126.80	26,000.00
500 Other Services	0.00	0.00	458.34	(458.34)	500.00
600 Supplies/Books/Subscriptions	(13.76)	5,968.03	12,862.53	(6,894.50)	13,850.00
	<hr/>				
<i>Total Special Programs</i>	<i>72,546.75</i>	<i>470,872.19</i>	<i>600,539.37</i>	<i>(129,667.18)</i>	<i>630,806.00</i>
<b>1400/1691/1700-Other Programs &amp; Adult Education</b>					
100 Salaries/Wages	17,013.75	123,060.50	253,402.00	(130,341.50)	273,780.00
200 Benefits	4,088.16	30,817.57	68,299.40	(37,481.83)	73,789.00
300 Contracted Professional & Technical Services	650.00	5,789.28	11,400.00	(5,610.72)	12,000.00
500 Other Services	0.00	0.00	0.00	0.00	0.00
566 Tuition/Higher Education	0.00	8,230.00	4,500.00	3,730.00	5,000.00
600 Supplies/Books/Subscriptions	0.00	9,648.53	13,000.00	(3,351.47)	14,000.00
	<hr/>				
<i>Total Other Programs &amp; Adult Education</i>	<i>21,751.91</i>	<i>177,545.88</i>	<i>350,601.40</i>	<i>(173,055.52)</i>	<i>378,569.00</i>
<b>Support Services</b>					
<b>2100-Student Support (Guidance/Social Svc/Child Accounting/Special Ed)</b>					
100 Salaries/Wages	24,375.50	227,201.16	230,435.51	(3,234.35)	246,766.00
200 Benefits	19,330.16	91,830.00	114,910.42	(23,080.42)	123,540.00
300 Contracted Professional & Technical Services	3,713.78	71,895.20	76,320.00	(4,424.80)	84,800.00
336 Contracted Evaluations & Special Ed Services	14,414.25	212,302.25	192,000.00	20,302.25	200,000.00
500 Other Services	3.71	740.89	4,433.34	(3,692.45)	4,900.00
600 Supplies & Subscriptions	1,618.99	6,578.07	20,812.56	(14,234.49)	22,150.00
	<hr/>				
<i>Total Student Support</i>	<i>63,456.39</i>	<i>610,547.57</i>	<i>638,911.83</i>	<i>(28,364.26)</i>	<i>682,156.00</i>

**ROBERTO CLEMENTE CHARTER SCHOOL**

**Financial Report for the Month Ending**

**May 31, 2024**

	<b>Current</b>		<b>2023-2024</b>		<b>Budget</b>		<b>2023-2024</b>
	<b>Month</b>		<b>Y-T-D</b>		<b>Y-T-D</b>	<b>Variance</b>	<b>Budget</b>
<b>2200-Instructional Support (Technology/Library/Curriculum Dvlp/Staff Dvlp)</b>							
100 Salaries/Wages	\$ 28,291.21	\$	252,996.44	\$	254,832.42	(\$ 1,835.98)	\$ 286,499.00
200 Benefits	13,423.31		124,888.75		138,956.59	(14,067.84)	154,083.00
240 Tuition Reimbursement	1,800.00		4,500.00		22,000.00	(17,500.00)	24,000.00
300 Contracted Professional & Technical Services	0.00		0.00		20,133.67	(20,133.67)	21,964.00
360 Contracted Staff Development Services	4,600.00		41,939.99		77,730.00	(35,790.01)	77,730.00
400 IT Equipment-Maintenance/Repairs/Rentals	0.00		0.00		2,000.00	(2,000.00)	2,000.00
400 Library Equipment-Maintenance/Repairs/Rentals	0.00		0.00		0.00	0.00	0.00
500 Other Services	4.00		1,591.85		5,064.67	(3,472.82)	5,148.00
600 IT Supplies & Subscriptions	689.81		8,251.83		17,566.69	(9,314.86)	18,800.00
600 Library Supplies & Subscriptions	0.00		1,240.85		15,542.19	(14,301.34)	15,788.00
600 Curriculum Development Supplies & Subscriptions	0.00		5,799.00		42,350.01	(36,551.01)	46,200.00
600 Staff Development Supplies & Subscriptions	183.95		22,434.20		13,558.01	8,876.19	14,108.00
730 Capitalized Right To Use	0.00		0.00		0.00	0.00	0.00
800 Miscellaneous	0.00		40.25		458.34	(418.09)	500.00
	<hr/>		<hr/>		<hr/>		<hr/>
<i>Total Instructional Support</i>	48,992.28		463,683.16		610,192.59	(146,509.43)	666,820.00
<b>2310/2360-Administration (Board/CEO's Office/Legal &amp; Accounting)</b>							
100 Salaries/Wages	11,960.00		114,789.00		114,018.67	770.33	124,384.00
200 Benefits	7,406.84		69,878.39		73,007.92	(3,129.53)	79,645.00
300 School Board Professional Development Services	0.00		300.00		1,833.33	(1,533.33)	2,000.00
330 Legal & Accounting Services	3,634.00		39,797.63		61,666.67	(21,869.04)	65,000.00
400 Property Services-Maintenance/Repairs/Rentals	0.00		0.00		0.00	0.00	0.00
500 Other Services	0.00		268.19		1,691.66	(1,423.47)	1,800.00
600 Supplies & Subscriptions	12.79		1,679.16		3,900.42	(2,221.26)	4,255.00
800 Dues/Miscellaneous	0.00		3,240.92		4,458.33	(1,217.41)	4,500.00
	<hr/>		<hr/>		<hr/>		<hr/>
<i>Total Board/CEO's Office/Legal &amp; Accounting</i>	23,013.63		229,953.29		260,577.00	(30,623.71)	281,584.00
<b>2380-Administration (Principal's Office)</b>							
100 Salaries/Wages	42,572.58		445,760.50		459,085.93	(13,325.43)	500,250.00
200 Benefits	15,601.71		143,575.93		150,349.84	(6,773.91)	163,940.00
400 Property Services-Maintenance/Repairs/Rentals	550.98		5,984.99		1,916.66	4,068.33	2,000.00
500 Other Services	377.00		3,676.14		2,933.35	742.79	3,200.00
600 Supplies & Subscriptions	0.00		6,307.80		14,993.77	(8,685.97)	16,175.00
730 Capitalized Right To Use	1,140.00		12,428.84		12,650.00	(221.16)	13,800.00
800 Miscellaneous	588.22		3,458.76		2,750.00	708.76	3,000.00
	<hr/>		<hr/>		<hr/>		<hr/>
<i>Total Principal's Office</i>	60,830.49		621,192.96		644,679.55	(23,486.59)	702,365.00

**ROBERTO CLEMENTE CHARTER SCHOOL**

**Financial Report for the Month Ending**

**May 31, 2024**

	<b>Current</b>		<b>2023-2024</b>		<b>Budget</b>		<b>2023-2024</b>
	<b>Month</b>		<b>Y-T-D</b>		<b>Y-T-D</b>	<b>Variance</b>	<b>Budget</b>
<b>2400-Pupil Health</b>							
100 Salaries/Wages	\$ 12,725.00	\$	\$ 143,050.80	\$	\$ 162,202.70	(\$ 19,151.90)	\$ 170,366.00
200 Benefits	7,870.17		93,397.75		91,739.80	1,657.95	96,447.00
300 Contracted Professional & Technical Services	6,300.00		23,608.00		2,700.00	20,908.00	3,000.00
500 Other Services	0.00		0.00		458.34	(458.34)	500.00
600 Supplies & Subscriptions	0.00		3,848.77		9,400.02	(5,551.25)	9,750.00
	<hr/>		<hr/>		<hr/>	<hr/>	<hr/>
<i>Total Pupil Health</i>	<i>26,895.17</i>		<i>263,905.32</i>		<i>266,500.86</i>	<i>(2,595.54)</i>	<i>280,063.00</i>
<b>2500-Business</b>							
100 Salaries/Wages	18,839.22		197,340.93		209,700.34	(12,359.41)	228,764.00
200 Benefits	18,443.29		197,767.82		106,278.34	91,489.48	115,940.00
300 Contracted Professional & Technical Services	1,192.26		18,561.25		22,458.34	(3,897.09)	23,500.00
400 Property Services-Maintenance/Repairs/Rentals	690.00		6,788.26		9,625.00	(2,836.74)	10,400.00
500 Other Services	0.00		743.57		2,016.67	(1,273.10)	2,200.00
600 Supplies & Subscriptions	284.58		4,979.82		7,516.67	(2,536.85)	8,200.00
730 Capitalized Right To Use	319.47		3,514.17		3,575.00	(60.83)	3,900.00
800 Taxes/Fees/Miscellaneous	0.00		490.58		1,591.67	(1,101.09)	1,700.00
	<hr/>		<hr/>		<hr/>	<hr/>	<hr/>
<i>Total Business</i>	<i>39,768.82</i>		<i>430,186.40</i>		<i>362,762.03</i>	<i>67,424.37</i>	<i>394,604.00</i>
<b>2600/2900-Plant Operations &amp; Maintenance</b>							
100 Salaries/Wages	36,548.10		312,314.42		315,970.43	(3,656.01)	344,695.00
200 Benefits	16,825.30		123,254.43		134,947.09	(11,692.66)	147,215.00
300 Contracted Professional & Technical Services	20,233.53		146,021.95		165,048.35	(19,026.40)	180,280.00
400 Property Services-Maintenance/Repairs/Rentals	4,099.37		168,150.75		156,220.90	11,929.85	166,550.00
500 Other Services	78.97		1,121.48		1,466.67	(345.19)	1,600.00
520 Property Insurance	3,924.15		43,181.00		41,891.67	1,289.33	45,700.00
538 Telecommunications	1,326.08		14,540.14		15,125.00	(584.86)	16,500.00
600 Supplies & Subscriptions	9,270.52		87,958.94		110,033.42	(22,074.48)	117,400.00
620 Utilities & Fuel	7,032.95		77,040.49		97,193.34	(20,152.85)	104,400.00
730 Capitalized Right To Use	59,441.72		653,858.92		653,860.17	(1.25)	713,302.00
800 Miscellaneous	0.00		236.79		916.67	(679.88)	1,000.00
810 Property Taxes	0.00		0.00		0.00	0.00	0.00
	<hr/>		<hr/>		<hr/>	<hr/>	<hr/>
<i>Total Plant Operations &amp; Maintenance</i>	<i>158,780.69</i>		<i>1,627,679.31</i>		<i>1,692,673.71</i>	<i>(64,994.40)</i>	<i>1,838,642.00</i>

**ROBERTO CLEMENTE CHARTER SCHOOL**

**Financial Report for the Month Ending**

**May 31, 2024**

	<b>Current</b>		<b>2023-2024</b>		<b>Budget</b>		<b>2023-2024</b>
	<b>Month</b>		<b>Y-T-D</b>		<b>Y-T-D</b>	<b>Variance</b>	<b>Budget</b>
<b>2800-Central (Human Resources/Information &amp; Data/Grant Administration)</b>							
100 Salaries/Wages	\$ 7,597.50	\$	\$ 333,386.00	\$	\$ 377,162.84	(\$ 43,776.84)	\$ 383,314.00
200 Benefits	28,551.08		121,733.08		55,131.59	66,601.49	56,728.00
300 Contracted Professional & Technical Services	0.00		0.00		0.00	0.00	0.00
360 Contracted Staff Development Services	0.00		4,435.00		35,215.72	(30,780.72)	36,349.00
500 Other Services	816.33		17,338.64		24,923.07	(7,584.43)	26,398.00
600 Supplies & Subscriptions	1,705.19		28,335.67		38,039.03	(9,703.36)	39,388.00
730 Capitalized Right To Use Payments	1,943.74		21,381.26		22,194.34	(813.08)	24,212.00
800 Miscellaneous	165.21		1,558.50		916.67	641.83	1,000.00
	<hr/>		<hr/>		<hr/>	<hr/>	<hr/>
<i>Total Central (HR/Information &amp; Data/Grants)</i>	<i>40,779.05</i>		<i>528,168.15</i>		<i>553,583.26</i>	<i>(25,415.11)</i>	<i>567,389.00</i>
<b>Non-Instructional Services</b>							
<b>3200/3300/3400-Student Activities &amp; Community Services</b>							
100 Salaries/Wages	499.52		10,281.12		36,914.67	(26,633.55)	39,246.00
200 Benefits	65.34		1,824.03		12,219.74	(10,395.71)	13,003.00
300 Contracted Professional & Technical Services	0.00		736.14		0.00	736.14	0.00
500 Other Services	360.00		10,067.59		16,560.00	(6,492.41)	18,400.00
600 Supplies/Books/Subscriptions	4,147.26		17,077.38		25,900.01	(8,822.63)	28,000.00
800 Fundraisers/Fees/Miscellaneous	900.00		1,308.99		13,455.00	(12,146.01)	14,505.00
	<hr/>		<hr/>		<hr/>	<hr/>	<hr/>
<i>Total Student Activities &amp; Community Services</i>	<i>5,972.12</i>		<i>41,295.25</i>		<i>105,049.42</i>	<i>(63,754.17)</i>	<i>113,154.00</i>
<b>3100-Food Services</b>							
100 Salaries/Wages	20,066.39		164,877.87		178,900.70	(14,022.83)	196,223.00
200 Benefits	5,494.98		55,485.11		53,533.45	1,951.66	58,576.00
300 Contracted Professional & Technical Services	840.00		5,612.95		6,863.64	(1,250.69)	7,500.00
400 Property Services-Maintenance/Repairs/Rentals	0.00		1,845.00		4,766.67	(2,921.67)	5,200.00
500 Other Services	0.00		0.00		916.67	(916.67)	1,000.00
600 Supplies & Subscriptions	4,494.09		39,626.06		50,466.67	(10,840.61)	54,900.00
630 Food & Dairy	28,380.86		305,717.09		318,110.00	(12,392.91)	350,900.00
800 Miscellaneous	0.00		60.00		458.34	(398.34)	500.00
	<hr/>		<hr/>		<hr/>	<hr/>	<hr/>
<i>Total Food Services</i>	<i>59,276.32</i>		<i>573,224.08</i>		<i>614,016.14</i>	<i>(40,792.06)</i>	<i>674,799.00</i>

**ROBERTO CLEMENTE CHARTER SCHOOL**

**Financial Report for the Month Ending**

**May 31, 2024**

	<b>Current Month</b>	<b>2023-2024 Y-T-D</b>	<b>Budget Y-T-D</b>	<b>Variance</b>	<b>2023-2024 Budget</b>
<b>Other Expenditures &amp; Financing Uses</b>					
<b>5110/5140/9200-Debt Service &amp; Financing Uses</b>					
700 Leases/Right To Use	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00
770 Amortization	0.00	0.00	0.00	0.00	0.00
810 Fees	0.00	0.00	0.00	0.00	0.00
830 Interest	0.00	0.00	0.00	0.00	0.00
910 Principal	0.00	0.00	0.00	0.00	0.00
913 Lease Payments	0.00	0.00	0.00	0.00	0.00
914 Other Right To Use Payments	0.00	0.00	0.00	0.00	0.00
000 Proceeds	0.00	0.00	0.00	0.00	0.00
<i>Total Debt Service &amp; Financing Uses</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<b>Total Expenses</b>	<b>1,067,267.52</b>	<b>9,961,526.85</b>	<b>10,940,864.79</b>	<b>(979,337.94)</b>	<b>11,677,133.00</b>
<b>Net Operating Income (Loss)</b>	<b>(\$ 107,396.57)</b>	<b>\$ 258,013.09</b>	<b>(\$ 362,874.33)</b>	<b>\$ 620,887.42</b>	<b>\$ 18,137.00</b>
<b>Capital Outlay (450/700)</b>					
1000 Instructional-Equipment & Furniture	0.00	32,582.20	0.00	32,582.20	0.00
2100 Student Support-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2200 Instructional Staff Support-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2300 Administrative-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2400 Health-Equipment & Furniture	0.00	2,200.00	0.00	2,200.00	0.00
2500 Business-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2600 Plant Operations-Equipment & Furniture	0.00	9,535.27	8,000.00	1,535.27	8,000.00
2800 Central Services-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
3100 Food Service- Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
3200 NonInstructional Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
4000 Facilities Acquisition/Construction/Improvements	24,800.00	36,095.00	0.00	36,095.00	0.00
<i>Total Capital Outlay</i>	<i>24,800.00</i>	<i>80,412.47</i>	<i>8,000.00</i>	<i>72,412.47</i>	<i>8,000.00</i>
<b>Total Income (Loss)</b>	<b>(\$ 132,196.57)</b>	<b>\$ 177,600.62</b>	<b>(\$ 370,874.33)</b>	<b>\$ 548,474.95</b>	<b>\$ 10,137.00</b>



**ROBERTO CLEMENTE CHARTER SCHOOL**  
**Financial Report for the Month Ending**  
**May 31, 2024**

**ASSETS**

**Current Assets**

*Cash*

Main Operating Account	\$ 1,218,304.91
Auxiliary Account	9,835.71
Payroll Account	282,737.15
HIC Account	80,324.98
Executive Account	785.60
Principals' Accounts	1,175.40
Money Market Accounts	2,161,061.31
Petty Cash	<u>1,200.00</u>

*Total Cash* 3,755,425.06

*Accounts Receivable*

School Districts	740,541.16
State Government	1,949.08
Federal Government	88,507.08
Other	<u>15.90</u>

*Total Accounts Receivable* 831,013.22

*Other Current Assets*

Deposits	12,015.75
Capital Contribution- Pareto	65,419.41
Accrued Revenue	299,790.07
PrePaid Expenses	20,968.70
Food Service PrePaid Expenses & Accrued Revenue	0.00
Agency Fund-Cash Accounts (Students)	<u>2,141.86</u>

*Total Other Current Assets* 400,335.79

**Fixed Assets**

*Buildings & Equipment*

131 Hamilton Street Building (Administration)	1,148,775.87
850 N 5th Street Building (Elementary School)	566,149.67
136 S 4th Street Building (Secondary School)	864,312.28
Construction In Progress	0.00
Computer Equipment	1,056,531.76
Furniture & Equipment	1,042,138.83
Accumulated Depreciation	(2,677,592.74)
Food Service Equipment & Furniture	59,796.71
Food Service Accumulated Depreciation	(46,126.94)
Building Leases	4,923,720.78
Equipment Leases	130,144.29
Other Right-To-Use Assets	129,764.36
Accumulated Amortization	<u>(1,332,736.33)</u>

*Total Buildings & Equipment* 5,864,878.54

**Total Assets** **\$ 10,851,652.61**

**ROBERTO CLEMENTE CHARTER SCHOOL**  
**Financial Report for the Month Ending**  
**May 31, 2024**

**LIABILITIES AND CAPITAL**

**Liabilities**

**Current Liabilities**

*Short-Term Payables*

Accounts Payable	\$	61,695.63
PSERS-Employer Contributions		127,953.66
403 B-Employer Contributions		6,043.73
Payroll Taxes & Deductions		(62.05)
Retirement-Employee Contributions		25,114.03

<i>Total Short-Term Payables</i>		<i>220,745.00</i>
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*Accrued Expenses & Other Current Liabilities*

Accrued Salaries & Benefits		600,594.46
Other Accrued Expenses		10,770.95
Interfund Payable		0.00
UnEarned Revenue		33,626.09
Deposits		0.00
Scholarship Funds		3,015.00

<i>Total Accrued Expenses &amp; Other Current Liabilities</i>		<i>648,006.50</i>
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**NonCurrent Liabilities**

Lease Obligations-Buildings		3,286,710.41
Lease Obligations-Equipment		41,663.71
Other Right To Use Obligations		43,452.70

<i>Total NonCurrent Liabilities</i>		<i>3,371,826.82</i>
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<b>Total Liabilities</b>		<b>4,240,578.32</b>
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**Capital**

**Assigned General Funds**

Assigned Funds-Operating (Budget Impasse)		1,440,000.00
Assigned Funds-Capital Expenses & Projects		1,226,179.38
Assigned Funds-Technology Replacement		16,823.80
Assigned Funds-Scholarships & Awards		750.00
Assigned Funds-Budget Shortfall		222,000.00
Assigned Funds-Board Designated Emergency		50,000.00

<i>Total Assigned Funds</i>		<i>2,955,753.18</i>
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**Other Fund Balances & Net Positions**

Non-Spendable		32,984.45
Net Investment In Capital Assets & Right To Use		2,493,051.72
Agency Funds (Students)		2,141.86
UnAssigned General Funds		949,542.46
Net Income (Loss)		177,600.62

<i>Total Other Fund Balances &amp; Net Position</i>		<i>3,655,321.11</i>
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<b>Total Capital</b>		<b>6,611,074.29</b>
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<b>Total Liabilities &amp; Capital</b>		<b>\$ 10,851,652.61</b>
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**ROBERTO CLEMENTE CHARTER SCHOOL**  
**Financial Report for the Month Ending**  
**May 31, 2024**

**PA PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM:**

**DEFERRED OUTFLOW OF RESOURCES**

Deferred Outflow of Resources-PSERS	\$ 921,013.15
Deferred Outflow of Resources-OPEB	<u>107,608.00</u>
<b>Total Deferred Outflow of Resources</b>	<b><u>\$ 1,028,621.15</u></b>

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

Deferred Inflow of Resources-PSERS	983,777.00
Deferred Inflow of Resources-OPEB	125,112.00
Long-Term Pension Liability	6,847,000.00
Long-Term OPEB Liability	<u>283,000.00</u>
<b>Total Deferred Inflow of Resources/Liabilities</b>	<b>8,238,889.00</b>
<b>Pension Fund Net Position</b>	<b>(6,909,763.85)</b>
<b>OPEB Fund Net Position</b>	<b><u>(300,504.00)</u></b>
<b>Total Deferred Inflow of Resources/Liabilities &amp; Net Position</b>	<b><u>\$ 1,028,621.15</u></b>

Roberto Clemente Charter School  
Payment List  
For the Period 5/1/24 through 5/31/24

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
003032	5/1/24	HISPANIC AMERICAN ORG	850 N 5th Street lease	\$ 22,617.80	5/1/24	X
003033	5/1/24	HISPANIC AMERICAN ORG	136 S 4th Street lease	\$ 36,823.92	5/1/24	X
003034	5/1/24	4imprint	Cups, umbrellas	\$ 1,528.03	5/3/24	X
003035	5/1/24	All City Management Services, Inc	Crossing guards	\$ 1,259.60	5/3/24	X
003036	5/1/24	Arnold's Market		\$ 132.00	5/3/24	X
003037	5/1/24	BANANARAMA		\$ 450.00	5/3/24	
003038	5/1/24	Bimbo Bakeries USA		\$ 409.08	5/3/24	X
003039	5/1/24	William Breiner	Travel reimbursement	\$ 76.32	5/3/24	X
003040	5/1/24	Derstine's	Dairy/food	\$ 3,198.92	5/3/24	X
003041	5/1/24	Diehl Paving, Inc	Contracted sealcoating services	\$ 2,900.00	5/3/24	X
003042	5/1/24	Edu Healthcare	Staffing agency	\$ 5,540.50	5/3/24	X
003043	5/1/24	Electronic Security Solutions	Fire alarm panel services	\$ 1,316.35	5/3/24	X
003044	5/1/24	Express Sign Outlet Inc		\$ 240.00	5/3/24	X
003045	5/1/24	Gold Star Foods		\$ 291.20	5/3/24	X
003046	5/1/24	Interstate Service Center		\$ 60.59	5/3/24	X
003047	5/1/24	JP Mascaro & Sons	Refuse, recycling	\$ 1,896.06	5/3/24	X
003048	5/1/24	Kegel's Produce	Fresh produce	\$ 1,153.25	5/3/24	X
003049	5/1/24	Taren Kobyra	Tuition reimbursement	\$ 1,200.00	5/3/24	X
003050	5/1/24	Lancaster-Lebanon IU 13		\$ 145.00	5/3/24	X
003051	5/1/24	Lancaster-Lebanon Intermediate Unit 13		\$ 35.00	5/3/24	X
003052	5/1/24	Mangu Latin Restaurant		\$ 300.00	5/3/24	X
003053	5/1/24	MBI Heating & Air Conditioning		\$ 270.00	5/3/24	X
003054	5/1/24	MetLife-Group Benefits	Dental insurance	\$ 3,152.24	5/3/24	X
003055	5/1/24	Museum of Indian Culture		\$ 315.00	5/3/24	X
003056	5/1/24	PHYSICAL GRAFFI-TEE'S	Field day T-shirts	\$ 1,800.00	5/3/24	X
003057	5/1/24	Procare Therapy	Staffing agency	\$ 8,400.00	5/3/24	X
003058	5/1/24	Rittenhouse & Sons, Inc		\$ 900.00	5/3/24	X
003059	5/1/24	Michael Rodriguez	Travel reimbursement	\$ 59.36	5/3/24	X
003060	5/1/24	SCHOOL NURSE SUPPLY		\$ 275.60	5/3/24	X
003061	5/1/24	STANDING STONE CONSULTING INC	Security services	\$ 11,838.91	5/3/24	X
003062	5/1/24	Success For All Foundation, Inc	Professional development	\$ 2,300.00	5/3/24	X
003063	5/1/24	VIPER PEST SERVICES	Pest control	\$ 1,495.00	5/3/24	X
003064	5/1/24	Corin Watt	Travel reimbursement	\$ 457.55	5/3/24	X
003065	5/1/24	HAJOCA Corporation		\$ 266.48	5/3/24	X
003066	5/15/24	All City Management Services, Inc	Crossing guards	\$ 1,794.51	5/17/24	X
003067	5/15/24	Anchortex Corporation		\$ 825.05	5/17/24	X
003068	5/15/24	Arnold's Market		\$ 87.00	5/17/24	
003069	5/15/24	Lara Ashworth	Tuition reimbursement	\$ 1,200.00	5/17/24	X
003070	5/15/24	Bimbo Bakeries USA	Food	\$ 1,690.58	5/17/24	X
003071	5/15/24	Joshua Burak	Tuition reimbursement	\$ 1,200.00	5/17/24	X
003072	5/15/24	Derstine's	Dairy/food	\$ 2,349.42	5/17/24	X

Roberto Clemente Charter School  
Payment List  
For the Period 5/1/24 through 5/31/24

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
003073	5/15/24	edmentum	<i>Classroom subscription</i>	\$ 2,750.00	5/17/24	X
003074	5/15/24	Edu Healthcare	<i>Staffing agency</i>	\$ 7,551.60	5/17/24	X
003075	5/15/24	GAMUT EARLY INTERVENTION SERVICES	<i>Contracted special ed support services</i>	\$ 1,437.50	5/17/24	X
003076	5/15/24	JP Mascaro & Sons	<i>Refuse, recycling</i>	\$ 1,896.06	5/17/24	X
003077	5/15/24	Kegel's Produce		\$ 962.50	5/17/24	X
003078	5/15/24	Judith Maginnis	<i>Tuition reimbursement</i>	\$ 1,200.00	5/17/24	X
003079	5/15/24	MBI Heating & Air Conditioning		\$ 565.00	5/17/24	X
003080	5/15/24	Norman's Bus Services Inc	<i>Bus services</i>	\$ 2,553.00	5/17/24	X
003081	5/15/24	PETTY CASH		\$ 206.12	5/17/24	X
003082	5/15/24	Project Lead the Way		\$ 950.00	5/17/24	X
003083	5/15/24	SCHOOL NURSE SUPPLY		\$ 128.01	5/17/24	X
003084	5/15/24	Alena Shields	<i>Tuition reimbursement</i>	\$ 1,200.00	5/17/24	X
003085	5/15/24	Soliant Health, LLC	<i>Staffing agency</i>	\$ 5,376.20	5/17/24	X
003086	5/15/24	STANDING STONE CONSULTING INC	<i>Security services</i>	\$ 6,411.91	5/17/24	X
003087	5/15/24	Success For All Foundation, Inc	<i>Professional development</i>	\$ 4,600.00	5/17/24	X
003088	5/15/24	Venus Supplies and Services	<i>Janitorial supplies</i>	\$ 1,790.80	5/17/24	X
003089	5/15/24	VERIZON CONNECT NWF, INC		\$ 40.17	5/17/24	X
003090	5/15/24	Procare Therapy	<i>Staffing agency</i>	\$ 5,400.00	5/17/24	X
003091	5/16/24	Diehl Paving, Inc	<i>Contracted sealcoating services</i>	\$ 18,600.00	5/17/24	X
003092	5/16/24	Diehl Paving, Inc	<i>Contracted sealcoating services</i>	\$ 6,200.00	5/17/24	X
003093	5/22/24	LEHIGH CARBON COMMUNITY COLLEGE		\$ 900.00	5/22/24	
003094	5/22/24	PETTY CASH		\$ 300.00	5/22/24	X
003095	5/30/24	All City Management Services, Inc	<i>Crossing guards</i>	\$ 1,787.57	5/31/24	
003096	5/30/24	Bimbo Bakeries USA		\$ 287.20	5/31/24	
003097	5/30/24	William Breiner	<i>Travel reimbursement</i>	\$ 78.97	5/31/24	
003098	5/30/24	CARBON LEHIGH INTERMEDIATE UNIT #21		\$ 708.00	5/31/24	
003099	5/30/24	College Board	<i>AP exams</i>	\$ 3,483.00	5/31/24	
003100	5/30/24	Curriculum Associates LLC	<i>Classroom supplies</i>	\$ 2,117.50	5/31/24	
003101	5/30/24	Derstine's	<i>Dairy/food</i>	\$ 4,263.10	5/31/24	
003102	5/30/24	Edu Healthcare	<i>Staffing agency</i>	\$ 3,461.50	5/31/24	
003103	5/30/24	Gold Star Foods		\$ 646.64	5/31/24	
003104	5/30/24	Kegel's Produce	<i>Fresh produce</i>	\$ 1,142.00	5/31/24	
003105	5/30/24	Christopher J Lunsford II	<i>Travel reimbursement</i>	\$ 4.00	5/31/24	
003106	5/30/24	MBI Heating & Air Conditioning		\$ 193.25	5/31/24	
003107	5/30/24	Alyssa Mace	<i>Travel reimbursement</i>	\$ 20.46	5/31/24	
003108	5/30/24	Kara McGill	<i>Travel reimbursement</i>	\$ 3.71	5/31/24	
003109	5/30/24	MetLife-Group Benefits	<i>Dental insurance</i>	\$ 3,152.24	5/31/24	
003110	5/30/24	Mobile Ed Productions, Inc	<i>Take Back Your Voice program</i>	\$ 1,495.00	5/31/24	
003111	5/30/24	Norman's Bus Services Inc		\$ 523.00	5/31/24	
003112	5/30/24	THE SHERWIN-WILLIAMS CO	<i>Maintenance supplies</i>	\$ 2,516.25	5/31/24	

Roberto Clemente Charter School  
Payment List  
For the Period 5/1/24 through 5/31/24

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
003113	5/30/24	Soliant Health, LLC	<i>Staffing agency</i>	\$ 9,113.85	5/31/24	
003114	5/30/24	STANDING STONE CONSULTING INC	<i>Security services</i>	\$ 6,283.39	5/31/24	
003115	5/30/24	Valley Youth House	<i>Student counseling services</i>	\$ 10,074.81	5/31/24	
003116	5/30/24	VIG SOLUTIONS	<i>Teacher laptops</i>	\$ 1,844.00	5/31/24	
003117	5/30/24	VIPER PEST SERVICES		\$ 200.00	5/31/24	
<b>EFT</b>						
0502202400271	5/2/24	ReadyRefresh by Nestle		\$ 94.97	5/2/24	X
050220241383	5/2/24	STAPLES ADVANTAGE		\$ 711.84	5/2/24	X
5022024245077	5/2/24	ReadyRefresh by Nestle		\$ 80.10	5/2/24	X
0220245408-08	5/2/24	Unum Life Insurance Company of America	<i>STD/LTD/LI insurance</i>	\$ 3,248.28	5/2/24	X
050220246206	5/2/24	ReadyRefresh by Nestle		\$ 35.13	5/2/24	X
100007540923	5/2/24	UGI UTILITIES, INC.		\$ 169.54	5/2/24	X
100007540929	5/2/24	UGI UTILITIES, INC.		\$ 719.52	5/2/24	X
100007541026	5/2/24	UGI UTILITIES, INC.		\$ 192.69	5/2/24	X
100007541106	5/2/24	UGI UTILITIES, INC.		\$ 525.22	5/2/24	X
1388417121	5/2/24	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 257.33	5/2/24	X
244391	5/2/24	PenTeleData		\$ 429.00	5/2/24	X
APA 24050760	5/2/24	Allentown Parking Authority		\$ 18.00	5/2/24	X
1388438927	5/2/24	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 367.98	5/2/24	X
1388440825	5/2/24	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 89.61	5/2/24	X
24050200	5/2/24	PPL ELECTRIC UTILITIES		\$ 771.75	5/2/24	X
24050244	5/2/24	PPL ELECTRIC UTILITIES		\$ 31.94	5/2/24	X
270299846	5/2/24	UNIVERSAL PREMIUM FLEETCARD		\$ 303.16	5/2/24	X
iu42aszo2vevdy	5/2/24	Highmark Blue Shield		\$ 632.90	5/2/24	X
39883-5381059	5/2/24	AMAZON CREDIT PLAN		\$ 450.00	5/2/24	X
602736877	5/2/24	US FOODS	<i>Food</i>	\$ 22,717.13	5/2/24	X
3139040340	5/3/24	Toshiba Financial Services		\$ 319.47	5/3/24	X
04012024 5/24	5/3/24	HealthNow Administrative Services	<i>Health insurance</i>	\$ 39,109.03	5/3/24	X
5586968011	5/3/24	T-Mobile		\$ 475.02	5/3/24	X
195212-4ea870	5/6/24	AMAZON CREDIT PLAN	<i>Classroom/Office/Safety/Kitchen supplies</i>	\$ 2,394.98	5/6/24	X
121652-cb3d37	5/15/24	AMAZON CREDIT PLAN	<i>Classroom/Office/IT supplies</i>	\$ 3,986.52	5/15/24	X
24051662	5/16/24	PPL ELECTRIC UTILITIES	<i>Electric utilities</i>	\$ 3,056.73	5/16/24	X
24051670	5/16/24	PPL ELECTRIC UTILITIES	<i>Electric utilities</i>	\$ 1,255.45	5/16/24	X
027105162024	5/16/24	ReadyRefresh by Nestle		\$ 89.00	5/16/24	X
0775051624	5/16/24	TOSHIBA AMERICA BUSINESS SOLUTIONS		\$ 598.68	5/16/24	X
15618222-21	5/16/24	TOSHIBA FINANCIAL SERVICES	<i>Copier leases</i>	\$ 2,483.29	5/16/24	X
2136810	5/16/24	US FOODS	<i>Food</i>	\$ 8,102.36	5/16/24	X
3139337525	5/16/24	Toshiba Financial Services		\$ 581.77	5/16/24	X
55077051624	5/16/24	ReadyRefresh by Nestle		\$ 66.75	5/16/24	X
1382670120125	5/16/24	HOME DEPOT CREDIT SERVICES		\$ 717.54	5/16/24	X

Roberto Clemente Charter School  
Payment List  
For the Period 5/1/24 through 5/31/24

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
69071748	5/16/24	PURCHASE POWER		\$ 125.00	5/16/24	X
0484820051624	5/16/24	STAPLES ADVANTAGE		\$ 320.07	5/16/24	X
84521012039	5/16/24	RCN		\$ 422.06	5/16/24	X
239273	5/16/24	AllState Septic Systems, L.L.P		\$ 360.00	5/16/24	X
P-302576287	5/28/24	ZOOM		\$ 12.79	5/28/24	X
<b>Health Insurance Claims (HIC)</b>						
24M 4/24-4/3/24	5/6/24	HealthNow	Health Claims-PE 4/30/24	\$ 48,897.31	5/6/24	X
024M 5/1-5/7/24	5/13/24	HealthNow	Health Claims-PE 5/7/24	\$ 13,464.40	5/13/24	X
24M 5/8-5/14/24	5/20/24	HealthNow	Health Claims-PE 5/14/24	\$ 13,475.54	5/20/24	X
04M 5/15-5/21/2	5/28/24	HealthNow	Health Claims-PE 5/21/24	\$ 45,350.70	5/28/24	X
<b>Payroll</b>						
W PPE 4/27/24	5/3/24	Payroll/Taxes	ACH payroll & taxes	\$ 199,103.60	5/3/24	X
82 PPE 4/27/25	5/3/24	PA SCDU		\$ 293.54	5/3/24	X
660217322	5/3/24	ADP		\$ 606.71	5/3/24	X
19 PPE 4/27/24	5/3/24	Berkheimer		\$ 20.00	5/3/24	X
124000139 4/24	5/3/24	P.S.E.R.S.EMPLOYEE # 9254	EE State pension contributions	\$ 11,443.77	5/3/24	X
51657685	5/3/24	Janine M Wargo	Contracted special ed support services	\$ 6,637.50	5/3/24	X
516577684	5/3/24	McKenna Snyder LLC	Legal services	\$ 1,333.50	5/3/24	X
56 PPE 4/27/24	5/6/24	VOYA Financial		\$ 673.38	5/6/24	X
12 PPE 4/27/24	5/7/24	PENSERV PLAN SERVICES INC	EE/ER 403b contributions	\$ 13,999.49	5/7/24	X
203454320	5/11/24	ADP		\$ (150.00)	5/11/24	X
W PPE 7/11/24	5/17/24	Payroll/Taxes	ACH payroll & taxes	\$ 195,567.57	5/17/24	X
661324603	5/17/24	ADP	Payroll processing	\$ 1,425.55	5/17/24	X
51663947	5/17/24	Susan Kamber	Contracted art program	\$ 650.00	5/17/24	X
51663948	5/17/24	McKenna Snyder LLC	Legal services	\$ 1,813.50	5/17/24	X
82 PPE 5/11/24	5/17/24	PA SCDU		\$ 293.54	5/17/24	X
19 PPE 5/11/24	5/17/24	Berkheimer		\$ 20.00	5/17/24	X
93 PPE 5/11/24	5/20/24	VOYA Financial		\$ 659.08	5/20/24	X
59 PPE 5/11/24	5/21/24	PENSERV PLAN SERVICES INC	EE/ER 403b contributions	\$ 13,706.35	5/21/24	X
02 PPE 5/25/24	5/31/24	PA SCDU		\$ 293.54	5/31/24	X
W PPE 5/25/24	5/31/24	Payroll/Taxes	ACH payroll & taxes	\$ 197,530.26	5/31/24	X
19 PPE 5/25/24	5/31/24	Berkheimer		\$ 20.00	5/31/24	X
51670245	5/31/24	Roba Bozakis	Contracted nutritionist	\$ 840.00	5/31/24	X
51670246	5/31/24	McKenna Snyder LLC		\$ 920.50	5/31/24	X
51670247	5/31/24	Barbacane Thornton and company		\$ 900.00	5/31/24	X
51670248	5/31/24	Janine M Wargo	Contracted special ed support services	\$ 13,706.25	5/31/24	X
<b>CEO's Account (Central Administration)</b>						
295600	5/10/24	Sweet Lily Cake's & Cafe	Staff appreciation	\$ 190.80	5/10/24	X

Roberto Clemente Charter School  
 Payment List  
 For the Period 5/1/24 through 5/31/24

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
<b>Principal's Account (Elementary School)</b>						
1345	5/9/24	Student Treasures	<i>Credit due</i>	\$ (98.70)	5/9/24	X
15580	5/22/24	Armando's Express Pizza	<i>Staff pizza</i>	\$ 168.80	5/22/24	X
16704	5/22/24	Armando's Express Pizza	<i>Student pizza</i>	\$ 64.30	5/22/24	X
<b>Principal's Account (Secondary School)</b>						
05062024TKOB	5/10/24	WALMART	<i>Staff appreciation</i>	\$ 66.66	5/10/24	X
05202024TKOB	5/19/24	Dollar Tree	<i>Senior prom</i>	\$ 15.90	5/19/24	X
05202025TKOB	5/19/24	DOORDASH	<i>A/P student pizza</i>	\$ 123.89	5/19/24	X
				<b><u>\$ 1,127,018.46</u></b>		



Roberto Clemente Charter School  
Budget  
2024/2025

		2023-2024 Budget	2024-2025 Budget	Variance
<b>Revenue</b>				
<b>General Fund</b>				
<b>6000 Local Sources</b>				
6500	Interest	\$ 2,000	\$ 15,000	\$ 13,000
6700	Student Activities	\$ 10,100	\$ 6,000	\$ (4,100)
6832	Pass-Through Federal Funds	\$ 60,749	\$ 53,948	\$ (6,801)
6920	Other Local Sources-Grants & Contributions	\$ 1,505	\$ 1,505	\$ -
6944	Regular Education Subsidies	\$ 6,659,796	\$ 6,714,460	\$ 54,664
6944	Special Education Subsidies	\$ 1,590,050	\$ 1,977,118	\$ 387,068
6990	Miscellaneous	\$ 1,700	\$ 2,000	\$ 300
Total Local Sources		\$ 8,325,900	\$ 8,770,031	\$ 444,131
<b>7000 State Sources</b>				
				\$ -
7320	Lease Reimbursement	\$ 104,556	\$ 96,000	\$ (8,556)
7330	State Health Services Reimbursement	\$ 11,000	\$ 11,000	\$ -
7360	Safe Schools	\$ 89,904	\$ 69,182	\$ (20,722)
7505	Block Grants	\$ 28,546	\$ 28,546	\$ -
				\$ -
Total State Sources		\$ 234,006	\$ 204,728	\$ (29,278)
<b>8000 Federal Sources</b>				
		\$ -	\$ -	\$ -
8514	Title I	\$ 548,818	\$ 523,914	\$ (24,904)
8515	Title II	\$ 48,794	\$ 37,088	\$ (11,706)
8516	Title III	\$ 27,900	\$ 32,870	\$ 4,970
8517	Title IV	\$ 35,700	\$ 38,560	\$ 2,860
8740	ESSER II/III (ARP)	\$ 1,692,452	\$ 379,864	\$ (1,312,588)
8750	ESSER III Set-Aside (ARP)	\$ 165,700	\$ 67,204	\$ (98,496)
Total Federal Sources		\$ 2,519,364	\$ 1,079,500	\$ (1,439,864)
<b>Enterprise Fund</b>				
<b>Food Service</b>				
6620	Sales	\$ -	\$ 11,700	\$ 11,700
6920	Other Local Grants & Contributions	\$ -	\$ -	\$ -
7600	Child Nutrition Program-State	\$ 21,000	\$ 21,000	\$ -
8531	Child Nutrition Program-Federal	\$ 595,000	\$ 601,000	\$ 6,000
Total Food Service		\$ 616,000	\$ 633,700	\$ 17,700
<b>Total Revenue</b>		<b>\$ 11,695,270</b>	<b>\$ 10,687,959</b>	<b>\$ (1,007,311)</b>

Roberto Clemente Charter School  
Budget  
2024/2025

**Expenses-General Fund  
Instruction**

2023-2024 Budget	2024-2025 Budget	Variance
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**1100 Regular Programs**

100	Salaries/Wages	\$ 2,901,488	\$ 2,787,937	\$ (113,551)
200	Benefits	\$ 1,352,025	\$ 1,301,281	\$ (50,744)
300	Contracted Professional & Technical Services	\$ -	\$ -	\$ -
400	Property Services-Maintenance/Repairs	\$ 8,000	\$ 8,000	\$ -
500	Other Services	\$ 6,000	\$ 9,495	\$ 3,495
600	Supplies	\$ 171,109	\$ 167,791	\$ (3,318)
700	Property-Capitalized Expenditures	\$ 22,560	\$ 58,352	\$ 35,792
800	Fees/Other	\$ 5,000	\$ 6,500	\$ 1,500
Total Regular Programs		\$ 4,466,182	\$ 4,339,356	\$ (126,826)

**1200 Special Programs**

100	Salaries/Wages	\$ 402,231	\$ 348,325	\$ (53,906)
200	Benefits	\$ 188,225	\$ 139,252	\$ (48,973)
300	Contracted Professional & Technical Services	\$ 26,000	\$ 10,000	\$ (16,000)
500	Other Services	\$ 500	\$ 500	\$ -
600	Supplies	\$ 13,850	\$ 7,600	\$ (6,250)
700	Property-Capitalized Expenditures	\$ -	\$ 600	\$ 600
Total Special Programs		\$ 630,806	\$ 506,277	\$ (124,529)

**1400/1691/1700 Other Programs & Adult Education**

100	Salaries/Wages	\$ 273,780	\$ 81,900	\$ (191,880)
200	Benefits	\$ 73,789	\$ 23,083	\$ (50,706)
300	Contracted Professional & Technical Services	\$ 12,000	\$ 1,500	\$ (10,500)
500	Other Services	\$ 5,000	\$ 14,000	\$ 9,000
600	Supplies	\$ 14,000	\$ 6,000	\$ (8,000)
700	Property-Capitalized Expenditures	\$ -	\$ -	\$ -
Total Other & Adult Ed Programs		\$ 378,569	\$ 126,483	\$ (252,086)

**Support Services**

**2100 Student Support Services**

100	Salaries/Wages	\$ 246,766	\$ 253,178	\$ 6,412
200	Benefits	\$ 123,540	\$ 94,676	\$ (28,864)
300	Contracted Professional & Technical Services	\$ 284,800	\$ 250,000	\$ (34,800)
500	Other Services	\$ 4,900	\$ 3,400	\$ (1,500)
600	Supplies	\$ 22,150	\$ 17,350	\$ (4,800)
700	Property-Capitalized Expenditures	\$ -	\$ 1,800	\$ 1,800
Total Student Support Services		\$ 682,156	\$ 620,404	\$ (61,752)

Roberto Clemente Charter School  
Budget  
2024/2025

**Expenses-General Fund  
Support Services**

2023-2024 Budget	2024-2025 Budget	Variance
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**2220 Instructional Staff Support Services-Technology**

100	Salaries/Wages	\$ 263,599	\$ 268,881	\$ 5,282
200	Benefits	\$ 147,953	\$ 154,817	\$ 6,864
300	Contracted Professional & Technical Services	\$ -	\$ -	\$ -
400	Property Services-Maintenance/Repairs	\$ 2,000	\$ 2,000	\$ -
500	Other Services	\$ 1,000	\$ 1,000	\$ -
600	Supplies	\$ 18,800	\$ 14,800	\$ (4,000)
700	Property-Capitalized Expenditures	\$ -	\$ -	\$ -
810	Fees/Other	\$ 500	\$ 500	\$ -
Total Staff Support-Technology		\$ 433,852	\$ 441,998	\$ 8,146

**2250-2270 Instructional Staff Support Services-Library/Curriculum Dvlp/Staff Dvlp (Inst)**

100	Salaries/Wages	\$ 22,900	\$ 16,520	\$ (6,380)
200	Benefits	\$ 30,130	\$ 28,309	\$ (1,821)
300	Contracted Professional & Technical Services	\$ 99,694	\$ 35,250	\$ (64,444)
400	Property Services-Maintenance/Repairs	\$ -	\$ -	\$ -
500	Other Services	\$ 4,148	\$ 2,900	\$ (1,248)
600	Supplies	\$ 78,296	\$ 20,650	\$ (57,646)
700	Property-Capitalized Expenditures	\$ -	\$ -	\$ -
810	Fees/Other	\$ -	\$ -	\$ -
Total Staff Support-Library/Curriculum & Staff Dvlp		\$ 235,168	\$ 103,629	\$ (131,539)

**2310-2360 Administration-Board/CEO/Legal & Accounting**

100	Salaries/Wages	\$ 124,384	\$ 128,116	\$ 3,732
200	Benefits	\$ 79,645	\$ 83,258	\$ 3,613
300	Contracted Professional & Technical Services	\$ 67,000	\$ 69,000	\$ 2,000
400	Property Services-Maintenance/Repairs	\$ -	\$ -	\$ -
500	Other Services	\$ 1,800	\$ 1,800	\$ -
600	Supplies	\$ 4,255	\$ 4,980	\$ 725
700	Property-Capitalized Expenditures	\$ -	\$ -	\$ -
810	Fees/Other	\$ 4,500	\$ 4,500	\$ -
Total Board/CEO/Legal & Accounting		\$ 281,584	\$ 291,654	\$ 10,070

**2380 Administration-Principal's Office**

100	Salaries/Wages	\$ 500,250	\$ 495,521	\$ (4,729)
200	Benefits	\$ 163,940	\$ 200,452	\$ 36,512
400	Property Services-Maintenance/Repairs	\$ 2,000	\$ 6,850	\$ 4,850
500	Other Services	\$ 3,200	\$ 4,500	\$ 1,300
600	Supplies	\$ 16,175	\$ 14,075	\$ (2,100)
700	Property-Capitalized Expenditures	\$ 13,800	\$ 16,092	\$ 2,292
890	Fees/Other	\$ 3,000	\$ 3,000	\$ -
Total Principal's Office		\$ 702,365	\$ 740,490	\$ 38,125

Roberto Clemente Charter School  
Budget  
2024/2025

**Expenses-General Fund  
Support Services**

2023-2024 Budget	2024-2025 Budget	Variance
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**2400 Pupil Health Services**

100	Salaries/Wages	\$ 170,366	\$ 153,312	\$ (17,054)
200	Benefits	\$ 96,447	\$ 99,175	\$ 2,728
300	Contracted Professional & Technical Services	\$ 3,000	\$ 1,500	\$ (1,500)
500	Other Services	\$ 500	\$ 500	\$ -
600	Supplies	\$ 9,750	\$ 4,600	\$ (5,150)
700	Property-Capitalized Expenditures	\$ -	\$ -	\$ -
Total Pupil Health Services		\$ 280,063	\$ 259,087	\$ (20,976)

**2500 Business Services**

100	Salaries/Wages	\$ 228,764	\$ 233,528	\$ 4,764
200	Benefits	\$ 115,940	\$ 124,818	\$ 8,878
300	Contracted Professional & Technical Services	\$ 23,500	\$ 23,500	\$ -
400	Property Services-Maintenance/Repairs	\$ 10,400	\$ 8,880	\$ (1,520)
500	Other Services	\$ 2,200	\$ 2,200	\$ -
600	Supplies	\$ 8,200	\$ 8,500	\$ 300
700	Property-Capitalized Expenditures	\$ 3,900	\$ 5,700	\$ 1,800
800	Fees/Other	\$ 1,700	\$ 1,700	\$ -
Total Business Services		\$ 394,604	\$ 408,826	\$ 14,222

**2600 Plant Operations, Maintenance Services**

100	Salaries/Wages	\$ 344,695	\$ 324,834	\$ (19,861)
200	Benefits	\$ 147,215	\$ 140,022	\$ (7,193)
300	Contracted Professional & Technical Services	\$ 180,280	\$ 191,815	\$ 11,535
400	Property Services-Maintenance/Repairs	\$ 166,550	\$ 174,700	\$ 8,150
500	Other Services	\$ 63,800	\$ 72,200	\$ 8,400
600	Supplies	\$ 117,900	\$ 81,800	\$ (36,100)
620	Energy/Utilities	\$ 104,400	\$ 97,500	\$ (6,900)
700	Property-Capitalized Expenditures	\$ 721,302	\$ 727,567	\$ 6,265
800	Fees/Other	\$ 500	\$ 500	\$ -
Total Plant Operations		\$ 1,846,642	\$ 1,810,938	\$ (35,704)

**2800 Central Services-Human Resources/Professional Dvlp (NonInst)/Information & Data**

100	Salaries/Wages	\$ 383,314	\$ 338,168	\$ (45,146)
200	Benefits	\$ 56,728	\$ 59,498	\$ 2,770
300	Contracted Professional & Technical Services	\$ 36,349	\$ 22,900	\$ (13,449)
500	Other Services	\$ 26,398	\$ 29,950	\$ 3,552
600	Supplies	\$ 41,200	\$ 29,950	\$ (11,250)
700	Property-Capitalized Expenditures	\$ 23,600	\$ 24,315	\$ 715
800	Fees/Other	\$ 1,000	\$ 2,000	\$ 1,000
Total Central Services		\$ 568,589	\$ 506,781	\$ (61,808)

Roberto Clemente Charter School  
Budget  
2024/2025

**Expenses-General Fund  
NonInstructional Services**

2023-2024 Budget	2024-2025 Budget	Variance
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**3200-3400 Student Activities, Athletics & Community Services/Awards**

100	Salaries/Wages	\$ 39,246	\$ 23,920	\$ (15,326)
200	Benefits	\$ 13,003	\$ 7,138	\$ (5,865)
300	Contracted Professional & Technical Services	\$ -	\$ -	\$ -
500	Other Services	\$ 18,400	\$ 4,000	\$ (14,400)
600	Supplies	\$ 29,000	\$ 19,500	\$ (9,500)
700	Property-Capitalized Expenditures	\$ -	\$ -	\$ -
800	Fees/Fundraising/Donations/Awards/Other	\$ 14,505	\$ 10,505	\$ (4,000)
Total Student Activities		\$ 114,154	\$ 65,063	\$ (49,091)

**4000 Facilities Acquisition/Construction/Improvements**

450	Construction	\$ -	\$ -	\$ -
700	Land/Building/Equipment	\$ -	\$ -	\$ -
Total Facilities		\$ -	\$ -	\$ -

**Financing Uses & Other Expenditures**

**5100 Debt Service**

810	Fees	\$ -	\$ -	\$ -
830	Interest	\$ -	\$ -	\$ -
910	Principal	\$ -	\$ -	\$ -
Total Debt Service		\$ -	\$ -	\$ -

**Expenses-Enterprise Fund**

**NonInstructional Services**

**3100 Food Services**

100	Salaries/Wages	\$ 196,223	\$ 201,126	\$ 4,903
200	Benefits	\$ 58,576	\$ 72,676	\$ 14,100
300	Contracted Professional & Technical Services	\$ 7,500	\$ 6,000	\$ (1,500)
400	Property Services-Maintenance/Repairs/Rentals	\$ 5,200	\$ 5,200	\$ -
500	Other Services	\$ 1,000	\$ 1,000	\$ -
600	Supplies	\$ 54,900	\$ 50,700	\$ (4,200)
630	Food & Milk	\$ 346,900	\$ 396,000	\$ 49,100
700	Property-Capitalized Expenditures	\$ -	\$ 3,000	\$ 3,000
800	Fees/Other	\$ 100	\$ 100	\$ -
Total Food Service		\$ 670,399	\$ 735,802	\$ 65,403

<b>Total Expense</b>	<b>\$ 11,685,133</b>	<b>\$ 10,956,788</b>	<b>\$ (728,345)</b>
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<b>Surplus (Deficit)</b>	<b>\$ 10,137</b>	<b>\$ (268,829)</b>	<b>\$ (278,966)</b>
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<b>Restricted/Committed/Assigned Funds</b>	<b>\$ -</b>	<b>\$ 299,563</b>	<b>\$ (299,563)</b>
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Roberto Clemente Charter School  
Budget  
2024/2025

**2024/2025 Budget Proposal Highlights**

**Final (Jun-18)**

Revenue

Title I & Title IV funding reduced.  
Title II & Title III funding increased.

Expense

Removed Contracted Nursing Asst/Added Position In-House

**1st Reading (May-21)**

Revenue

Local Sources

Student Subsidies

Enrollment-627

Regular Ed-565 students

Special Ed-62 students

Rates

Compared to current year (23/24 rates):

Reg Ed/ +5%

Special Ed/ +8.5%

State Sources

Safe Schools

22/23 Mental Health and Safety & Security Grant ends 7/31/24.

23/24 School Mental Health Grant

Federal Sources

ESSER Funding

ESSER II funding ended 9/30/23.

ESSER III funding (including Set-Aside) ends 9/30/24.

Expense

3% Schoolwide wage increase.

5% Increase in health insurance costs (fixed).

11% Decrease in disability/life insurance rates.

.1% Decrease in the PSERS contribution rate (33.9%).

Eliminating (2) FT Substitute positions.

Changing (1) 12-Month/FT Instructional Asst. position to a 10-Month/FT position.

Changing (1) FT Instructional Asst. position to a PT position.

Eliminating (2) PT After School Program Coordinator positions.

Reconfiguring the After School Program activities and hours.

Eliminating (1) After School Art Program contractor.

Eliminating Saturday School

Eliminating the Athletic Dept. and Basketball Program.

Changing (1) FT Special Ed Coordinator position to a FT Special Ed Coordinator/Teacher position.

Eliminating (1) FT Special Ed Teacher position.

Eliminating (1) FT Positive Behavior Support position.

Eliminating the Contracted Student Counseling services.

Changing (1) 12-Month/FT Help Desk Technician position to a 10-Month/FT position.

Eliminating (1) FT Nursing Asst. position.

Reducing the School Nurse/Health Coordinator summer hours (excluding summer school).

Roberto Clemente Charter School  
Budget  
2024/2025

**2024/2025 Budget Proposal Highlights**

**1st Reading (May-21)**

Expense

Adding Contracted School Nurse Substitute hours (staffing agency).

Eliminating (1) FT Custodian position.

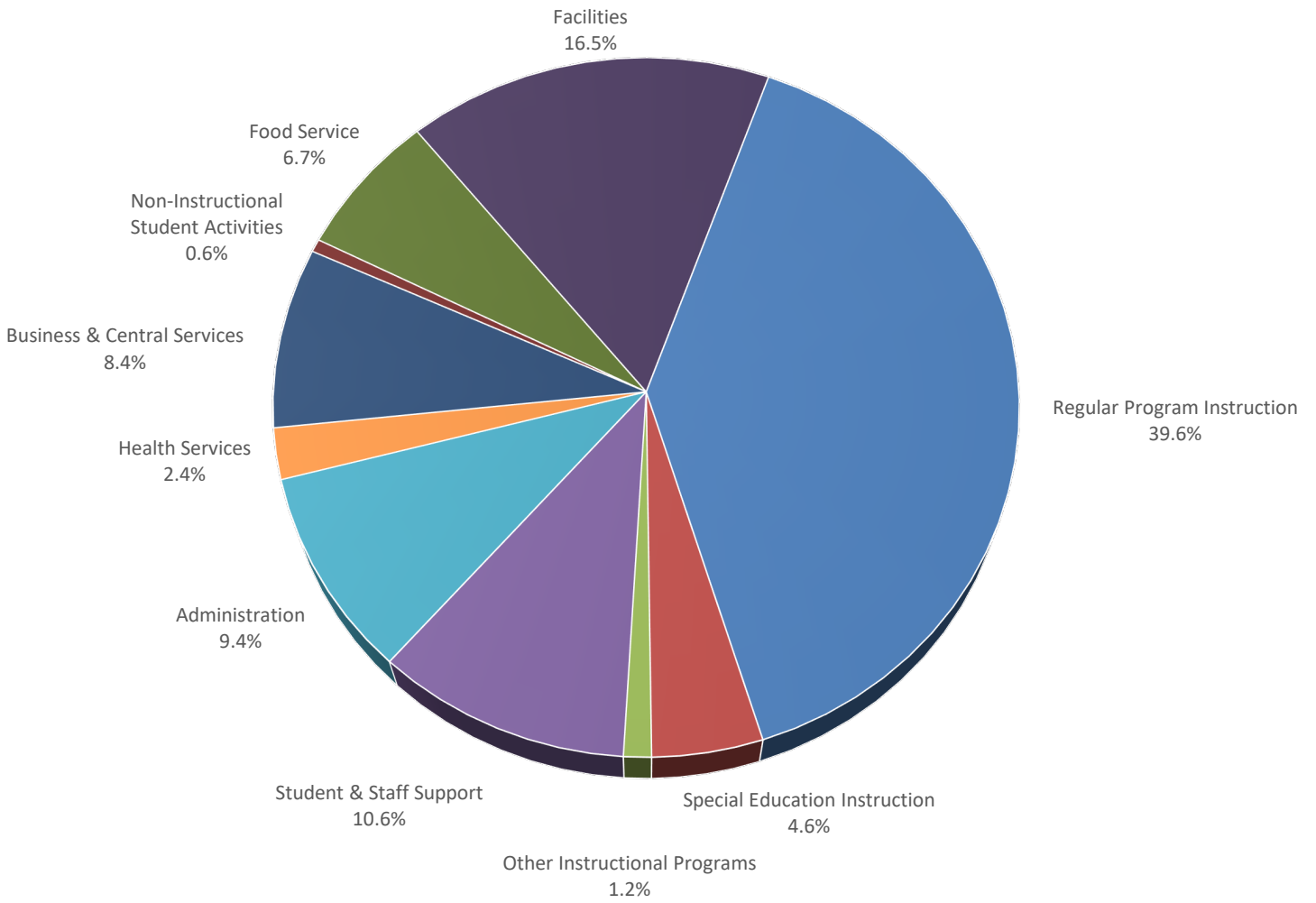
Eliminating the Security Equipment Maintenance contract.

Building Leases increasing 2%.

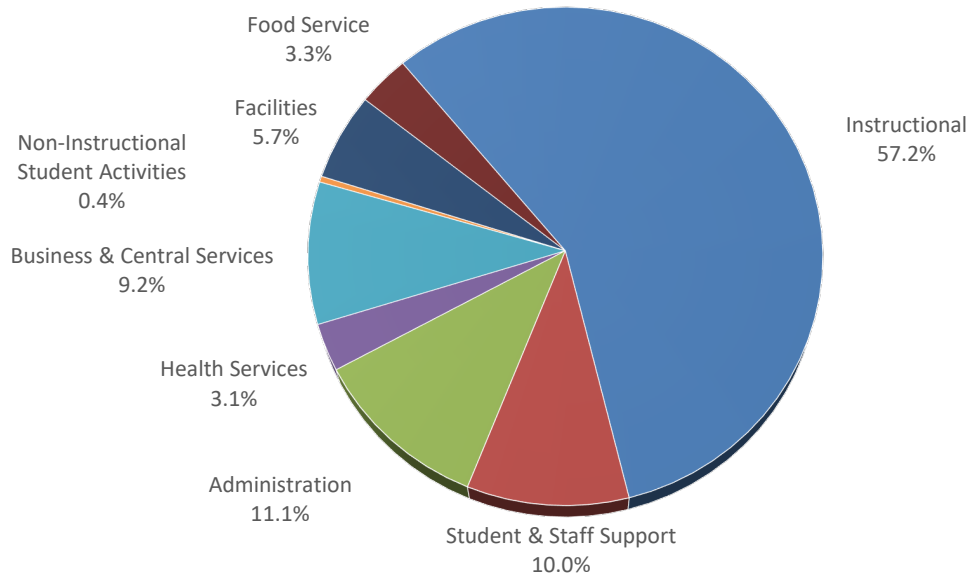
Changing (1) FT Assistant Principal position to a FT Dean of Students.

Roberto Clemente Charter School  
2024/2025 Budget

Total Expenses  
\$10,956,788



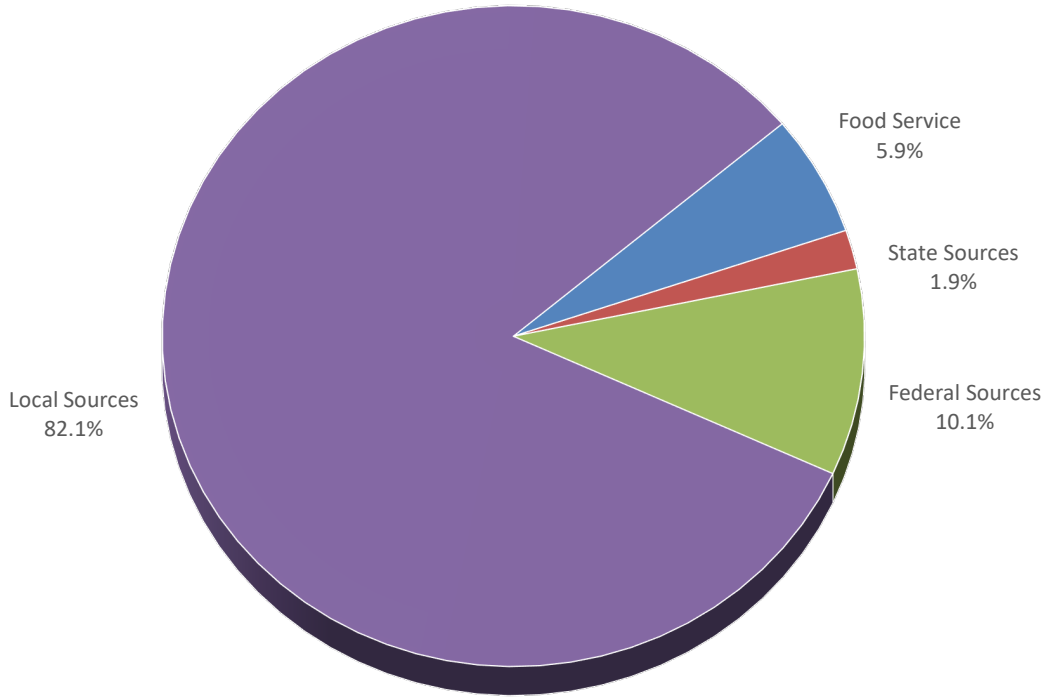
Salaries & Benefits  
\$8,183,721



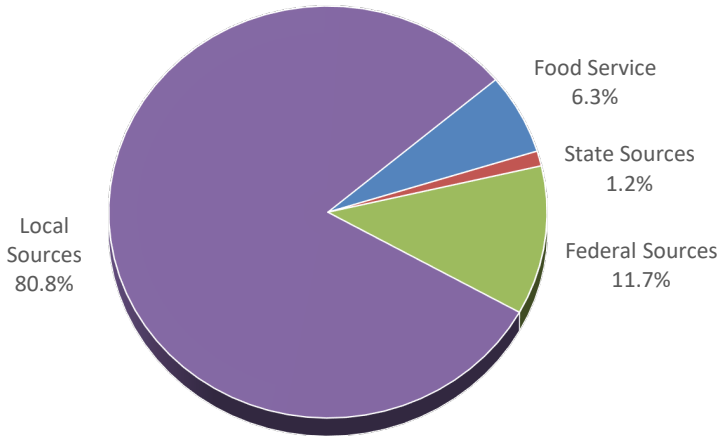


Roberto Clemente Charter School  
2024/2025 Budget

Total Revenue  
2024-2025  
\$10,687,959



Total Revenue  
2015-2020  
(Pre-Pandemic)



Total Revenue  
2021-2024  
(Pandemic)

