



Board of Trustees
March 18, 2025
7:00PM

Agenda

1. Review of Agenda
2. Review of Minutes
 - 2/18/25 Minutes (motion)
3. Public Input
4. CEO Office
 - CEO Report
 - Acting Services (motion)
 - Letters of Agreement (motion)
 - Eastern University
 - Kutztown University
 - Student & Employee Immigration Policy (first reading)
 - Anti-Bullying & Anti-Hazing Policy (three-year review)
5. Principals' Reports
 - Elementary School
 - Secondary School
6. Human Resources
 - HR Report
 - Hires/Appointments (motion)
 - Terminations/Resignations (motion)
 - Employee Agreement Addendum (motion)
 - Hazardous Materials- Workers' Right to Know Policy (motion)
 - Tobacco Use Policy (motion)
7. Business Office
 - March Business Report
 - February Financial Reports
 - February Payment List (motion)
 - 2025/26 USDA Commodities (motion)
 - 2025/26 Fresh Fruit & Vegetable Program (motion)
 - Contracts & Agreements
 - Special Education Services (motion)
 - Building Feasibility Study (motion)
8. Public Input
9. New Business
10. Adjourn (motion)

**Roberto Clemente Charter School
Board of Trustees (BoT) Meeting Minutes
February 18, 2025**

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

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

EXECUTIVE SESSION:

The Board entered Executive Session at 6:08 PM to discuss personnel, student discipline, and legal issues. The Board left the Executive Session at 6:53 PM.

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

MINUTES:

The minutes of the January 2025 Board of Trustees meeting were reviewed. A motion to approve the January minutes was made by Mr. García and seconded by Dr. Sperandio. The motion carried unanimously.

PUBLIC COMMENT I:

No public input.

CEO's REPORT:

Mrs. Mace presented the CEO's Report.

A motion to approve the Title IX Policy Resolution was made by Mrs. Vélez-Font and seconded by Mr. Bassler. The motion carried unanimously.

PRINCIPALS' REPORTS:

Ms. Kobyra presented the secondary school report, and Mrs. Mace presented the elementary school report.

HUMAN RESOURCES REPORT:

Mr. Rodríguez presented the Human Resources Report.

A motion to approve the new hire as presented in the HR Report was made by Mrs. Vélez-Font and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve the Identification Badge and Key Policy was made by Mr. Bassler and seconded by Dr. Sperandio. The motion carried unanimously.

The Hazardous Materials – Worker's Right to Know Policy and the Tobacco Use Policy were presented to the Board for its first readings. Further actions will be taken at the March BoT meeting.

BUSINESS & FINANCIAL REPORTS:

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

A motion to approve the January 2025 Payment List was made by Mr. García and seconded by Mr. Rolón. The motion carried unanimously.

A motion to approve the purchase of a Curriculum Development Subscription (Non-Budgetary Expenditure) was made by Mr. Bassler and seconded by Dr. Sperandio. The motion carried unanimously.

PUBLIC COMMENT II:

No public input.

NEW BUSINESS:

Dr. Columba called on the RCCS parents to consider applying to become part of the Board. Interested parents should visit the [RCCS Website](#) and fill out the online questionnaire.

A motion to reelect the current slate of officers for a subsequent term as follows: Dr. Columba, President; Dr. Dolgos, Vice President; Mr. Bassler, Treasurer; and Mr. Rolón, Secretary, was made by Mr. García and seconded by Mr. Bassler. The motion carried unanimously.

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

The RCCS Board meeting was adjourned at 7:37 PM.

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

Dr. Lynn Columba, President

Date

Mr. Alexander Rolón, Secretary

Date



CEO Report

Tuesday, March 18, 2025

Alyssa Mace, Ed.S.

1. Student Enrollment
 - 622 students
2. Acting Services (motion)
 - Jennifer Michaylira- 5th Grade Teacher
 - Melissa Miller- Cook
3. Letters of Agreement (motion)
 - Eastern University
 - This letter of agreement allows Roberto Clemente Charter School (RCCS) to host pre-service fieldwork, student teaching, and internship experiences for Eastern University students.
 - Kutztown University
 - This agreement allows RCCS to serve as an internship site for Kutztown University students to gain practical experience outside of the traditional classroom setting.
4. Student & Employee Immigration Policy (first reading)
 - In response to recent federal orders that allow for immigration enforcement to be conducted in the school setting, this policy reaffirms RCCS' commitment to upholding the preservation of education for all students regardless of their immigration status. This policy also reaffirms RCCS' duty to not employ undocumented immigrants and to maintain updated I-9 documentation for all employees.
5. Anti-Bullying & Anti-Hazing Policy
 - Public school code requires that each school entity reviews its Bullying Policy every three (3) years.
6. Education Committee
 - Tuesday, March 11, 2025
 - Review of Student and Employee Immigration Policy and Anti-Bullying and Anti-Hazing Policy



7. Kindergarten Registration

- As of March 1, 2025, 44 students were pre-enrolled for kindergarten. Therefore, a lottery was not conducted. Enrollment appointments began the week of March 10th.

8. Lehigh Carbon Community College (LCCC) Students

- The middle/high school is currently hosting two pre-service teachers from LCCC who are engaging in educational fieldwork.

9. Professional Development

- Building Bridges: STEM + STEELS Summit
 - Friday, March 7, 2025, at LCCC

Letter of Agreement (LOA)
Eastern University & Roberto Clemente Charter School

PURPOSE OF AGREEMENT

This agreement is made on March 5, 2025 and is intended to outline and formalize the partnership and site-based agreements between Eastern University and Roberto Clemente Charter School, pertaining to programs in the College of Education and Behavioral Sciences which required field experience hours, student teaching placements and internship/practicum experience. The agreement begins on March 5, 2025, and will remain in effect until either party wishes to relinquish the partnership. A request to suspend the partnership will be submitted in writing.

This agreement is entered into by and between Eastern University and Roberto Clemente Charter School hereinafter referred to as the "cooperating school district."

1.0 Scope of Agreement

1.1 This agreement sets forth the role, responsibilities, and rights of personnel associated with the cooperating educational agency, personnel associated with Eastern University and of any student enrolled at the university, while such student is assigned as a counseling intern, student teacher or gaining hours through field experiences in the cooperating educational agency. The assignment for student teaching is for the full school day for at least 14 weeks unless divided into two seven week periods while the assignment for field experiences will vary from 4-6 observations hours to 110 hours (field experience placement) depending on the program.

2.0 Duties and Responsibilities of the University

2.1 *Selection of Students.* The University shall be responsible for the selection of qualified students to participate in the field experience. Selected students must have the appropriate educational background and skills consistent with the contemplated education experience offered by the School District.

2.2 *Education of Students.* The University shall assume full responsibility for the classroom and classroom education of its students. The University shall be responsible for the administration of the program, the curriculum content, and the requirements of matriculation, grading and graduation.

2.3 *Advising Students of Rights and Responsibilities.* The University will be responsible for advising the student of his or her own responsibilities under this Agreement. The student shall be advised of his or her obligations to abide by the policies and procedures of the School District and should any student fail to abide by any policy and/or procedure, he or she may be removed from the placement or dismissed from the program.

2.4 *University Student Records.* The University agrees that for purposes of Family Educational Rights and Privacy Act (FERPA), School District will be considered an educational institution official with a legitimate educational reason to have access to limited personally identifiable information from University student records. The University agrees to provide authorized representatives of School District limited personally identifiable information about University students in field experience that is reasonably necessary for participation in the field experience. No other information from University student's education record will be provided unless School District provides a written consent from the University student to the

release of such information, and/or School District otherwise establishes to the University's satisfaction that the need for such information is related to the field experience or the release of such information is in compliance with FERPA. School District agrees that it will not further disclose personally identifiable information about any University student that it receives from the University pursuant to this agreement, unless the University student consents in writing to such disclosure or unless School District can otherwise legally disclose the information under FERPA. In consideration for the personally identifiable information, School District expressly warrants and represents that it will not use the student information provided by the University for any purpose other than to comply with the terms of its agreement with the University.

2.5 Student Liability Insurance. The Student shall be responsible for procuring professional liability insurance at their own expense. The limits of the policy shall be a minimum of \$1,000,000.00 per claim and an aggregate of \$1,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the field experience.

3.0 Duties and Responsibilities of School District

3.1 Establishment of Field Experience. The School District authorizes the use of its facilities as may be agreed upon by the School District and the University as a field experience center. This field experience is for students enrolled in the University's Education College. This field experience is required and authorized by law.

3.2 Policies of School District. The University will review with each student, prior to the assignment any and all applicable policies, codes or confidentiality issues related to the experience. Should any field experience student fail to abide by any policy and/or procedure, he or she may be removed from the placement or dismissed from the program.

3.3 Administration. The School District will have sole authority and control over all aspects of student services. The School District will be responsible for and retain control over the organization, and operation of its programs.

3.4 Designation of Representative. The School District shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the University in order to discuss, plan and evaluate the experience of the student(s).

3.5 Supervision of Students. The School District shall provide a cooperating/mentor teacher/staff member who will supervise student activities during the field experience assignment.

3.6 Reporting Student Progress. The School District shall provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the School District.

3.7 School District Student Records. The School District shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.

3.8 Eligibility Requirements. Each cooperating/mentor teacher/staff member selected to supervise the field experience student shall hold a current Pennsylvania certificate in the subject area/grade level to which the field experience is assigned. The cooperating teacher will have a minimum of three (3) years of full time experience and in his/her current assignment in a school district for a minimum of one year.

3.9 Substitute Teaching. The School District shall comply with the appropriate Pennsylvania statutes prohibiting field experience students to be used as substitute teachers at any time during their field experience assignments.

3.10 Right to Refuse Placement. The cooperating school system reserves the right to refuse placement of any given student; however, said decisions shall not be based on race, creed, color, sex, national origin, handicap, age, or veteran status. Further, the cooperating school system shall not refuse placement of any given student because of his or her sexual orientation or marital status.

4.0 Placement of Students.

4.1 The placement of counseling students, student teachers/field experience students. Placement shall be accomplished on a cooperative basis involving both Eastern University and the cooperating school system.

4.2 Placement requests. Requests to the cooperating school system shall be initiated by the Director of School Counseling, Director of School Psychology, Director of Field Experience or the Director of Student Teaching.

4.3 Suggested requests. The request for placement may be accompanied by the names of cooperating/mentor teachers suggested to the University supervisors.

4.4 Submission of clearances and other required documentation. The request for field placement (110 hours) and student teaching placement will include the following collateral material:

- A copy of student transcripts
- Resume
- Act 34 Clearance – Criminal Record Check
- Act 151 Clearance – Child Abuse Clearance
- Act 114 Clearance – FBI Fingerprint Clearance
- TB test results/Health Form

4.5 Collection of documentation. Eastern University is responsible for collecting and securing the collection of the above documentation.

5.0 Termination or Change of Assignment.

5.1 Termination or change of assignment of student. Either the cooperating school system or the Directors of Student Teaching/Field Experience may terminate or change assignments of any student teacher or field experience student. Prior to doing so, the party seeking termination or change shall make reasonable efforts to consult with all parties concerned regarding reasons for the termination or change in assignment.

5.2 Agreement Termination. This agreement may be terminated and the provisions of this agreement may be altered, changed, or amended, by mutual consent of the parties hereto.

6.0 Supervision of College of Education Students.

6.1 University Supervision. Members of the University faculty will serve as supervisors of the students in conjunction with the cooperating teachers who guide, direct, and assist in the evaluation of the student.

6.2 Compliance with Rules and Regulations. The students shall be subject to the rules and regulations of the cooperating school and to those established by the Directors of Student Teaching/Field Experience as well as the Code of Ethics of the profession.

7.0 Status and Legal Protection of College of Education Students.

7.1 School Counseling students, student Teachers and field experience students shall have status and authority in accordance with the PA School Code.

7.2 School Counseling students, student teachers and field experience students actually engaged under the terms of this contract shall be entitled to the same protection under provisions of the School Code as is afforded to officers and employees of the school district, during the time they are so assigned.

8.0 Remuneration to Cooperating School Systems.

8.1 Eastern University agrees to remunerate the student teacher cooperating/mentor teacher as follows:

- One three (3) credit course voucher will be awarded for each student teacher taken whether over a full or partial semester. These will be valid for both on ground and online classes. No compensation is awarded for having field experience students.
- Mentor teachers are permitted to request ACT 48 credits for hosting a student teaching candidate. A mentor/cooperating teacher can receive 15 hours per inductee or student teacher regardless of the length of the student teaching experience. Mentors/supervisors may receive up to 15 hours per inductee or student teacher totaling no more than 45 hours in a compliance period. Once the 45 hours is reached in a compliance period additional credit hours cannot be awarded.

Approved: _____

District Administration

Date

Approved: _____

Eastern University

Director of Student Teaching

Date

**Internship Agreement
Kutztown University of Pennsylvania**

Roberto Clemente Charter School (RCCS)

This agreement is made by and between Kutztown University of Pennsylvania (hereinafter referred to as University), an educational institution in Pennsylvania's State System of Higher Education, Commonwealth of Pennsylvania, and **Roberto Clemente Charter School (RCCS)** (hereinafter referred to as Organization).

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

Duties and Responsibilities of the University

1. The University will be responsible for practicum and internships that are conducted during a regular academic semester(s). The University and the Organization agree to schedule the internship hours to mutually benefit all parties involved.
2. The University shall certify eligibility for students registering internships for academic credit. Approved students will have the appropriate educational background and skills consistent with the advertised internship and departmental requirements for participation.
3. The University determines the amount of academic credit to be earned through the internship and establishes all academic requirements that the student must meet to earn the credit. The University establishes a grading system and criteria to earn the grade upon completion of the internship.
4. The University will assign a faculty member to monitor and evaluate the student's performance during the internship. The University will assume all costs associated with faculty supervision of the intern.
5. The University, at the beginning of the internship term, will provide the Organization with all evaluation materials and the expected timeline for submission.
6. The University agrees to advise students of any known policies, procedures, and requirements of the internship as specified by the Organization.
7. The University, at the beginning of the internship term, will inform the Organization of course requirements such as the intern's attendance at the weekly internship class and meetings/seminars or activities that may take the intern away from the assignment.

8. The University may request termination of the internship placement for any student not complying with University guidelines and procedures for the internship program if the Organization has been notified in advance.
9. The Organization understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality, there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance Program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees, and officials acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims Act, 42 Pa. C.S.A. §§8521, et seq.

Duties and Responsibilities of the Organization

1. The Organization agrees to prepare an internship job description that outlines the duties and responsibilities of the intern. The University will use this document to determine the suitability of the internship for academic credit. Should changes to the job description be necessary after the internship is approved, the Organization agrees to notify the University of such changes.
2. The Organization agrees to notify the University of any field experience participation requirements, such as background investigations, drug testing, and health screenings.
3. The Organization acknowledges it will not be compensated by the University for the field experience, and the Organization shall be solely responsible for determining the amount of compensation, if any, received by the student. The Organization will inform the University if students will receive an hourly wage, stipend or if they will serve in a non-paid capacity.
4. The Organization agrees to advise students of any policies, procedures, and requirements of the internship with which the Organization expects the student to comply.
5. The Organization agrees to provide suitable space and resources for the student to complete the field experience assignment. The Organization will provide orientation, training, and supervision.
6. The Organization shall provide mutually agreed upon information on a student's field experience.
7. The Organization agrees to maintain contact with the faculty supervisor regarding concerns and/or feedback regarding the progression of the internship field experience.

8. The Organization agrees to make every possible accommodation to the University's request for a faculty site visit during the internship. The Organization also agrees to allow the student to attend University-required internship meetings/seminars during the internship.
9. The Organization agrees to complete a formal evaluation of the student's performance of the experience utilizing the evaluation protocol provided.
10. Should the Organization become dissatisfied with the performance of a student, the Organization may request removal of the student. This should occur only after the Faculty Advisor has been notified in advance and a satisfactory resolution cannot be obtained.

Mutual Terms and Conditions

1. This Agreement will last for five (5) years from the date of the final signature below. Either the University or the Organization may terminate this agreement with 90 days' written notice. Should the Organization wish to terminate the agreement prior to the completion of a semester/term, any student intern(s) will have the opportunity to complete their internship. In the event of a substantial breach, either party may terminate this agreement.
2. Notice of termination, and any other notice required or permitted to be given hereunder to either party shall be deemed given if hand delivered or sent by registered or certified mail, return receipt requested, or by overnight mail delivery for which evidence of delivery is obtained by the sender addressed as follows:
 - a.
Kutztown University
Attn: Dr. Carl Sheperis
15200 Kutztown Rd.
Kutztown, PA 19530

 - Roberto Clemente Charter School (RCCS)**
131 W Hamilton Street
Allentown, PA 18101
3. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
4. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract and to each other shall not be construed to constitute a partnership, joint venture, or any other relationship, other than that of independent contractors.
5. Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed

to limit the Commonwealth's rights, claims, or defenses, which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of Pennsylvania's State System of Higher Education or the University.

6. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972, and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
7. University students are protected by Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act (ADA) of 1990. The Organization agrees to cooperate with the University in any investigations arising from claims of harassment or discrimination made by a participating student.
8. The Organization agrees to cooperate with the University in its investigation of claims of discrimination, including investigation of any allegations of sexual harassment or sexual assault, dating violence, domestic violence, or stalking by a student participating in the program.
9. Reporting of Sexual Violence and Sexual Harassment: The Organization shall report any incident in which a student is the victim of sexual assault, dating violence, domestic violence, stalking or sexual harassment to the University Title IX Coordinator, Jesus Peña, Esq., Kutztown University, 02 Old Main, Kutztown, PA, 19530 (610-683-4700; pena@kutztown.edu).
10. The Organization shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.
11. This Agreement represents the entire understanding between the parties. This Agreement shall only be modified in writing with the same formality as the original Agreement.

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

Kutztown University of Pennsylvania

Roberto Clemente Charter School

Authorized Signature

Authorized Signature

Lorin Basden Arnold, Provost and Vice
President for Academic Affairs
Name/Title

Name/Title

EFFECTIVE DATE OF AGREEMENT: _____
(date of last signature)

Approved by Pennsylvania's State System of Higher Education Legal Counsel 01/24



Board of Trustees Policy

STUDENT & EMPLOYEE IMMIGRATION POLICY

Purpose

In response to increased immigration enforcement by the federal government, the Board of Trustees (“Board”) for the Roberto Clemente Charter School (“Charter School”) adopts the following policy regarding students and employees who are immigrants to the United States.

The purpose of this policy is to advise students, parents, board members, administrators, faculty, and staff, of the rights of students who are undocumented immigrants. It is also intended to ensure compliance with federal laws that prohibit employers from hiring undocumented immigrants.

Authority

The Board declares it to be its policy to provide an equal opportunity and education for all students, including students who are undocumented immigrants. At no time shall the Charter School, including the Board, fail to admit a child conditioned on the child’s immigration status. At no time, shall the board members, administration, faculty or staff, inquire regarding the immigration status of a student as part of the admission process. 22 Pa Code § 11.11(d).

The Board also declares it to be its policy to have updated information regarding its employees’ immigration statuses, ensure that all employees’ I-9 forms are up to date, and kept in a separate employee file. If any employees cannot provide updated immigration documents required on an I-9, that employee must be terminated.

Furthermore, if the Charter School is presented with a government warrant for immigration records, it should contact legal counsel for review before providing those records.

Undocumented Students

Pennsylvania regulations state that a child’s right to be admitted to a public school may not be conditioned on the child’s immigration status. 22 Pa Code § 11.11(d). Since a child’s right to be admitted may not be conditioned on his/her immigration status, a school cannot inquire about the immigration status as part of the admission process.



In 1982, the United States Supreme Court held that students who are undocumented immigrants have an equal right to education as students who are citizens.

The provision does not relieve a student who has obtained an F-1 visa (international students) from the student's obligation to pay tuition under Federal law.

In compliance with Pennsylvania and Federal law, no board member, administrator, faculty or staff member of the Charter School shall inquire about a student's immigration status, before or after the admission process. The Charter School may require proof of residency from the student's parents, but that can be shown by means other than government-issued documentation.

The Charter School shall administer a home language survey to all students seeking first time enrollment in its schools in accordance with requirements of the United States Department of Education's Office for Civil Rights.

Immigration Status of Employees

The Charter School shall ensure that all of its employees' I-9 forms are up to date and all supporting documentation is on file. Forms can be retained on paper or microform, or electronically.

Requirements for using an electronic storage system include:

- Reasonable controls to ensure the integrity, accuracy and reliability of the system;
- Reasonable controls to detect and prevent the unauthorized or accidental creation of, addition to, alteration of, deletion or deterioration of an electronically completed or stored I-9 form, including the electronic signature, if used;
- An inspection and quality assurance program evidenced by regular evaluations of the electronic generation or storage system, including periodic checks of the electronically stored I-9 form, including the electronic signature, if used;
- In the case of electronically retained I-9 forms, a retrieval system that includes an indexing system that permits searches consistent with the requirements of 8 C.F.R. §274a.2 (e)(6); and
- The ability to reproduce legible and readable hardcopies.

The Charter School shall require all new hires to complete and sign an I-9 form, and present required documentation upon hire. Within three business days of hire, the Charter School shall review the form and supporting documentation. If the I-9 form is compliant and required documentation is presented, a representative from the Charter School shall complete an attestation on the I-9 form under penalty of perjury. 8 C.F.R.



§274a.2(b)(i) and (ii).

All I-9 forms and other immigration forms shall be kept in a secure separate file, or an immigration compliance file. While copies of government-issued documentation (such as Social Security cards, driver's licenses, and birth certificates) may be kept in an employee's regular file, copies shall also be kept with the I-9 forms in an employee's immigration compliance file. If an employee at the Charter School is not a citizen, but legally permitted to be in the United States and permitted to work in the United States, then copies of any immigration documents showing legal work status and/or documents required by the I-9 form must be kept in the file.

The Charter School shall take note of the expiration of any I-9 form required documents, and if any of those documents are expired or nearing expiration, ask the employee for updated documentation. A copy of the original signed version of the I-9 form must be retained by an employer for three years after the date of the hire or one year after the date the individual's employment is terminated, whichever is later.

The policy of the Charter School is to not employ undocumented immigrants. If an employee cannot provide the Charter School with documentation that he/she is able to work in the United States legally, the employee shall be terminated. It is a violation of the law for a Charter School to continue to employ an undocumented immigrant. 8 U.S.C.A. § 1324a.

Warrants

If the Charter School is presented with a warrant from the Office of Immigration and Customs Enforcement ("ICE") for immigration purposes, or for any purpose, the Charter School should present that warrant to legal counsel for review before it complies with the warrant.

ICE administrative warrants are not warrants signed by a judge or judicial officers. These warrants are signed by federal immigration officials for civil violations of immigration law, not criminal charges and therefore, do not require the same burden of proof that a judicial warrant requires. The United States Supreme Court has held that constitutionally sufficient warrants are issued only upon oath or affirmation of facts submitted to a judicial officer who is neutral and detached from enforcement activities. *Coolidge v. New Hampshire*, 403 U.S. 443, 450 (1971). As these ICE administrative warrants are not signed by a judge or neutral party, if presented to the Charter School, these warrants should be reviewed immediately by legal counsel to determine whether the Charter School must comply.



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

ADOPTED this ____ day of _____, 2025

President

Secretary



Board of Trustees Policy

ANTI-BULLYING & ANTI-HAZING POLICY

The Board of Trustees (“Board”) of the Roberto Clemente Charter School (“Charter School”) recognizes the importance of providing all students and employees with a safe school and learning environment in order to promote the educational process. The Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards as well as to promote positive interaction among students through participation in Charter School sponsored groups or organizations. Bullying, cyberbullying, and hazing, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and participate in the school community and the Charter School’s ability to educate its students in a safe environment. Therefore, in order to ensure and promote a safe learning environment, it shall be the policy of the Charter School to maintain an educational environment that is intolerant of bullying, cyberbullying, or hazing in any form.

Since students learn by example, school administrators, faculty, staff, and volunteers are directed to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying, cyberbullying, or hazing. This policy pertains to all students and staff, regardless of their status. This policy also applies to all students and staff whose conduct out of school materially and substantially interferes with the educational process at the Charter School.

Teachers and staff should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion. Training will be provided to teachers, administrators, and staff on an annual basis. Trainings will be conducted by the building designee “bullying response specialist” as well as outside providers to address needs communicated by the school around this issue.

Definitions

Bullying and Cyberbullying are defined as an intentional electronic, written, verbal or physical act, or a series of acts:

1. directed at another student or students;
2. which occurs in a “school setting”, or occurs outside of school and the Charter School reasonably forecasted that the outside-of-school conduct would materially interfere with or substantially disrupt the educational



process or program in the school, and the outside-of-school conduct does in fact materially interfere with or substantially disrupt the educational process or program in the school;

3. that is severe, persistent or pervasive; and
4. that has the effect of doing any of the following:
 - substantially interfering with a student’s education;
 - creating a threatening environment; or
 - substantially disrupting the orderly operation of the school.

Bullying and cyberbullying shall encompass acts that occur outside a school setting if those acts meet the requirements found in (1), (3) and (4) listed above.

School Setting shall mean in the Charter School, on Charter School grounds, on Charter School property, using Charter School equipment and technology, on a Charter School server or electronic, web-based, Internet or online programs, in Charter School vehicles, at designated bus stops or at any activity sponsored, supervised or sanctioned by the Charter School and any time spent necessarily traveling to and from these locations. Additionally, any student whose out of school conduct materially interferes with or substantially disrupts the educational process in the school is also subject to this policy.

Cyberbullying

Cyberbullying is often seen by sending harmful or cruel material, text messages and/or images or engaging in other forms of social aggression and bullying using the Internet, cell phones, personal digital assistants (“PDAs”), or other technology resources.

All students, staff, volunteers, and contractors shall comply with the Charter School’s Acceptable Use and Internet Safety Policy, which is required under the Children’s Internet Protection Act (“CIPA”), and review the Charter School’s Social Media and Networking Guidelines Policy when using any technology resources.

Cyberbullying via the Internet is seen through the use of any one or more of a number of methods, including, but not limited to:

- Email sent to the intended victim;
- Blog entries regarding the intended victim;
- Posts on social networking websites;
- Posting victim’s pictures on the Internet or networking websites with derogatory phrases or questions attached to them;
- Using instant messaging tools to harass victims;
- Creating an Internet parody of the intended victim;
- Creating fake Internet profiles for the victim on a public website;



- Creating or accessing an unauthorized website which harasses or bullies the victim;
- Using camera phones and/or digital cameras to take embarrassing photographs of students and/or staff and posting them online;
- Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Cell phones are also often used for cyberbullying for things such as calling or text messaging the victim and/or using a victims' cell phone to text or call another victim using harassing language.

The use of the Internet or Charter School email does not necessarily have to involve the creation of the offensive materials. Rather, the person creating the offensive material may do it on a home computer and then use the Charter School's computers to take such actions as accessing it, viewing it, displaying it for others to see, disseminating copies of it to others or otherwise publicizing the contents.

Hazing

Title 18 - Chapter 28 was added October 19, 2018, P.L.535, No.80, also known as the "Timothy J. Piazza Antihazing Law." Chapter 28 defines the following:

- **§ 2802. Hazing.**
 - (a) **Offense defined.**--A person commits the offense of hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:
 - (1) Violate Federal or State criminal law.
 - (2) Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm.
 - (3) Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
 - (4) Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
 - (5) Endure brutality of a sexual nature.
 - (6) Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.



(b) Grading.--

- (1) Except as provided under paragraph (2), hazing is a summary offense.
- (2) Hazing shall be a misdemeanor of the third degree if it results in or creates a reasonable likelihood of bodily injury to the minor or student.

(c) Limitation.--Hazing shall not include reasonable and customary athletic, law enforcement or military training, contests, competitions or events.

- **Secondary school:** Any public or private school within this Commonwealth providing instruction in grades 7 through 12 or any combination of those grades.

The CEO or his/her designee shall ensure that students are informed of the secondary school's policy, including the secondary school's rules, penalties, and program of enforcement. This policy must be posted on the Charter School's publicly accessible Internet website.

The CEO or his/her designee will provide a program for the enforcement of this policy required under 18 Pa. C.S.A. 2801 *et seq.* and shall adopt appropriate penalties for violations of the policy to be administered by the Charter School's Principals or their designees responsible for the sanctioning or recognition of the organizations covered by this policy.

Guidelines

Students shall conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the Charter School, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members.

Since bystander support of bullying, cyberbullying, and hazing can bolster these types of behaviors, the Charter School prohibits both active and passive support for acts of bullying, cyberbullying, and hazing. The staff should encourage all students to refuse to engage in these acts and to report them immediately to the CEO of the Charter School.



Reporting Procedures

Any student who feels he or she has been bullied or cyber-bullied shall have the right to file a complaint of such bullying. Complaints should be reported to the school principal. Complaints may also be reported directly to a teacher, guidance counselor, or other administrator who shall immediately report the incident to the school principal in order to protect the alleged victim and for prompt investigation.

Any staff member who sees any incidents of bullying or cyberbullying must immediately report the incident(s) to the school principal. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. It shall be the responsibility of the school principal or his/her designee to investigate promptly and thoroughly any and all bullying and cyberbullying complaints received or referred by other individuals and to make recommendations based upon the investigation. The investigation is to be commenced within three (3) school days after a report of any bullying is received.

The Board of Trustees requires the school principal to be responsible for determining whether an alleged act constitutes a violation of this policy. In determining whether alleged conduct constitutes bullying or cyberbullying, the totality of circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated. If the investigation results in a substantiated charge of the bullying, the Charter School shall take prompt corrective action to ensure the bullying and/or cyberbullying ceases and will not reoccur.

Reports to the school principal may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

The school principal or his/her designee shall immediately notify the parent or guardian of the perpetrator of the bullying and the parent or guardian of the victim of the bullying of the alleged incident.

Consequences for Violations

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or cyberbullying may range from positive behavioral interventions up to, and including, in-school or out-of-school suspension from the Charter School or expulsion or other disciplinary removal from the Charter School, in the case of a student, or suspension or termination in the case of an employee, as set forth in the Charter School's student Code of Conduct or Employee Handbook.



In some cases, bullying and/or cyberbullying may constitute criminal activity and the Police Department will be notified. This may lead to a criminal investigation and criminal charges against the student or staff.

Consequences for a student who commits an act of bullying and/or cyberbullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Charter School's student code of conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

The following intervention strategies for protecting victims may be followed as needed:

- Supervise and discipline offending students fairly and consistently;
- Provide adult supervision at Charter School testing sites or other sites used by the Charter School, at any activity sponsored, supervised or sanctioned by the Charter School during any breaks, lunch times, bathroom breaks and in the hallways during times of transition;
- Maintain contact with parents and guardians of all involved parties;
- Provide counseling for the victim if assessed that it is needed;
- Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying and/or cyberbullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; and
- Check with the victim daily to ensure that there have been no incidents of retaliation from the offender or other parties.

Retaliation Prohibited

The Board of Trustees strictly prohibits retaliation or reprisal against any person who reports bullying and/or cyberbullying incidents. Retaliation includes, but it is not limited to, any form of intimidation, reprisal or harassment used against a person who reports, in good faith, incident(s) of bullying and/or cyberbullying. Disciplinary action against any person who retaliates or engages in reprisals for reporting such behavior(s) may include sanctions up to and including expulsion or suspension for students and termination for staff engaging in such prohibited conduct. The consequences and appropriate remedial action shall be determined after consideration of the nature, severity, and circumstances of the act.



False Accusations

The Board of Trustees prohibits any person from falsely accusing another of bullying and/or cyberbullying. The consequences and appropriate remedial action for a student found to have falsely accused another of bullying and/or cyberbullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for an employee found to have falsely accused another of bullying and/or cyberbullying shall be disciplined in accordance with Charter School policies, procedures, and agreements.

Disabled Students

For those students who meet the disability definitions of IDEA and/or Section 504, both Section 504 and Title II protect these disabled students from bullying or hazing by teachers, other school employees, and third parties. Such prohibited behavior can trigger a school's obligation to address disability-based harassment, remedy a denial of a free and appropriate public education ("FAPE"), or both. The U.S. Department of Education's Office of Civil Rights ("OCR") would find a disability-based harassment violation under Section 504 and Title II when: (1) a student is bullied or hazed based on a disability; (2) the bullying or hazing is sufficiently serious to create a hostile environment; (3) school officials know or should know about the bullying or hazing; and (4) the school does not respond appropriately.

Annual Distribution of Information

The Board requires Charter School officials to annually disseminate the policy to all school staff, students, volunteers, independent contractors, and parents along with a statement explaining that it applies to all applicable acts of bullying, cyberbullying, and hazing that occur in the Charter School, on Charter School grounds, on Charter School property, using Charter School equipment and/or technology, on Charter School servers or Charter School electronic, web-based, Internet or online programs, in Charter School vehicles, at designated bus stops or at any activity or organization sponsored, supervised, or sanctioned by the Charter School and any time spent necessarily traveling to and from these locations. Additionally, any student or staff's out of school conduct that materially and substantially interferes with the educational process in the Charter School is also subject to this policy.

The Charter School is required to post this policy on its website and make the policy available in every classroom. This policy shall also be posted at a prominent location



within every Charter School building where such notices are usually posted. The Charter School shall ensure this policy and its procedures for reporting bullying, cyberbullying, and hazing incidents are reviewed with students and staff within ninety (90) days after its adoption and, thereafter, a minimum of one (1) time per school year.

Compliance

As required by the Federal Broadband Data Improvement Act of 2008, the Charter School shall educate elementary and secondary school aged students with computer access to the Internet about appropriate online behavior, including online interaction with other individuals on social networking websites and in chat rooms, and educate them regarding cyberbullying awareness and response.

The Board of Trustees directs the Administration to develop any procedures necessary to implement this policy and to develop appropriate prevention, intervention and education strategies related to bullying and cyberbullying.

Acts of bullying and cyberbullying are prohibited by and a violation of the Charter School's Acceptable Use and Internet Safety Policy and its Child Internet Protection Act ("CIPA") Policy.

The Charter School will comply with all applicable federal and state laws relating to bullying, cyberbullying, and hazing, including, but not limited to, the requirements delineated in the Pennsylvania Charter School Law, 24 P.S. § 1701-A, *et seq.*, the Federal Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254(h) and (l), and the Neighborhood Children's Internet Protection Act ("N-CIPA") and any applicable implementing regulations and the PA Anti-Hazing Law (P.L. 1595, No.175).

The Charter School will also comply with Chapter 711 of Title 22 of the Pennsylvania Code, the Public School Code, the applicable House Bill 1067 Public School Code amendments relating to safe schools and bullying, and applicable provisions of the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA 2004") and its applicable implementing regulations regarding the discipline of special education students and thought-to-be eligible students who engage in an act of bullying.

Specifically, with regard to the PA Safe Schools Act, Charter School administration shall annually provide the following information with the Safe School Report

1. Board's Anti-Bullying Policy.



2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Training

To ensure bullying does not occur on school campuses or in virtual classrooms, the Charter School will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build the Charter School's capacity to maintain a safe and healthy learning environment.

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 ___20th___ of __September___, 2022

DR. LYNN COLUMBA

President

ALEX ROLÓN

Secretary



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

Elementary Principal's Report
 Tuesday, March 18, 2025
 Mr. Cory Snyder and Mr. Brendon Zapata

1. Attendance (February 2025)

Grade	Attendance
Kindergarten	93.18%
Grade 1	94.25%
Grade 2	96.13%
Grade 3	94.05%
Grade 4	95.79%
Grade 5	97.24%
Total	95.16%

2. Academic Achievement

- o Marking Period 2 Testing

January 2025 (Reading)			January 2025 (Math)		
[Marking Period 2]			[Marking Period 2]		
Grade	Students At/Above Benchmark		Grade	Students At/Above Benchmark	
1 st	29.0%	-	1 st	26.0%	-
2 nd	44.0%	+	2 nd	18.0%	-
3 rd	29.0%	-	3 rd	19.0%	-
4 th	27.0%	=	4 th	30.0%	+
5 th	21.0%	+	5 th	21.0%	-

- o Marking Period 3 Testing
 - 3.7.25 through 3.21.25

3. Discipline (February 2025)

Infraction Levels	Total
Level 2	3
Level 3	12
Level 4	1
Total Number of Infractions (Levels 2,3,4)	16

- o Positive Office Referrals
 - February: 30

4. College & Career Activities/Events/Information

- o February 11th—Moravian College (Maritza Gonzalez)
- o February 21st—Unbreakable (Zamar Brake)
- o February 24th—Allentown Paramedic (Stephanie Burke)
- o February 25th—Allentown Police Department (Officer Garica)

- o Classroom Lessons on Self-Regulation and Conflict Resolution
- o Classroom team building activities (2.4.25 and 2.18.25)

- o Safer Smarter Lessons finished in 3rd grade.



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

5. Other Information/Activities/Events/Updates

- o Parent/Teacher Conferences (2.13.25)

Grade	Scheduled	Attended	Percent
Kindergarten	44	40	90.9%
Grade 1	45	38	84.4%
Grade 2	44	34	77.2%
Grade 3	49	42	85.7%
Grade 4	40	37	92.5%
Grade 5	44	38	86.3%
Total	266	229	86.0%

- o March 19, 2025: 1:00 Dismissal Day
- o April 3, 2025: Start of Marking Period 4
- o April 16, 2025: 1:00 Dismissal Day
- o April 17 – 22, 2025: Spring Holiday School Closed
- o April 23 – 25, 2025: PSSA ELA Grades 3-8
- o April 28 – May 2, 2025: PSSA Math & Science Grades 3-8



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

Attendance

February 2025	
Grade	Daily Attendance %
6	94
7	96
8	94
9	94
10	96
11	94
12	95
AVG	95

Academic Achievement

Benchmark Testing – Quarter 3

ELA			
Grade	Q1 Proficient/Advanced %	Q2 Proficient/Advanced %	Q3 Proficient/Advanced %
6	20	24	29
7	36	34	21
8	34	30	19
9	17	40	32
10	44	37	34
11	16	3	9
12	30	26	39

Math			
Grade	Q1 Proficient/Advanced %	Q2 Proficient/Advanced %	Q3 Proficient/Advanced %
6	4	10	10
7	14	26	10
8	10	10	12
9	11	13	9
10	23	20	17
11	3	0	0
12	10	14	15

Pre-AP Courses

- RCCS will be offering 9 Pre-AP courses beginning in the 2025-26 school year.

Discipline

Infraction Report: February 2025

Level 2	60
Level 3	11
Level 4	0

- 45 positive office referrals received
- Quarters 3 and 4 PBIS raffle prize will be a trip to the Iron Pigs Education Day Game on May 6

College & Career Update

- 40 students attended the 4th Annual Thrive Hub Career Exploration Conference at Muhlenberg College on March 13.

College Commitments

- 10 members of the Class of 2025 have committed to colleges:
 - Kutztown University (6)
 - East Stroudsburg University (3)
 - Albright College (1)

HS College and Career Counseling

- 6 seniors visited Lafayette College on February 26
- Activities to help students discover their interests and explore future career options for all HS students

Middle School Counseling

- Bi-weekly lessons on career interests and post-secondary school options.
- 7th grade visited LCCC on March 14
- Vape Prevention Course launched in 8th grade

Other Information/Activities/Events/Updates

Mobile Learning Lab

- 7 students participated in career exploration activities through the Mobile Learning Lab on March 12.

STEAM + Games Night

- 15 families attended this event on March 3, 2025

International Food Fest

- New Date: Monday, May 5, 2025, 6 – 8 pm
 - Also the date and time of the annual RCCS Art Show



Roberto Clemente Charter School

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

Human Resources Report

March 18, 2025

I. Personnel Updates for board approval, including addenda:

a. Personnel Appointments and New Hires

Name	Location	Job Title	Date	Status
Monserrat Cruz*	Maintenance	Custodian, 2 nd Shift	3/3/2025	Full-time

*Current employee

b. Personnel Resignations and Dismissals

Name	Location	Job Title	Date	Status
Manuel Montero-Martinez	Facilities	Custodian, 2 nd Shift	2/26/2025	Termination
Scott Valentine	MHS	6 th Grade Teacher	2/28/2025	Resignation
John Sabo	ELEM	5 th Grade Teacher	3/14/2025	Probationary Dismissal

c. Employment Agreement Addendums

- Zahra Sabounchi

II. Current and Future Job Postings:

Title	Location	Status
Cook/Site Supervisor	Food Service	interviewing
Cafeteria Aide, part-time	Food Service	recruiting

III. Policies and Procedures

- Hazardous Materials – Workers’ Right to Know – Revision of 2011 Policy (motion)
- Tobacco Use Policy – Revision of June 18, 2018 (motion)



Roberto Clemente Charter School

Hazardous Materials – Workers’ Right to Know Policy

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



Roberto Clemente Charter School

Training.

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

Facilities Manager

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

Supervisors

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

Employee

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



Roberto Clemente Charter School

Contractors

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

Employee Training and Information

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

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

Definition

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

Board Approval Date	2011
Revision Approval Date	
Approval Signatures on file	

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

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



Roberto Clemente Charter School

Tobacco Use Policy

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



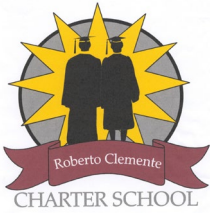
Roberto Clemente Charter School

a pipe and a hookah.

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

Board Approval Date	6/19/2018
Revision Date	
Approval Signatures on file	

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Roberto Clemente Charter School

Business Report: March 18, 2025

Page 1 of 3

Financial Activity (2/1-2/28/25)

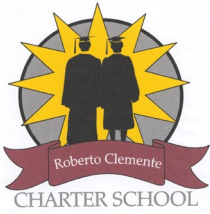
- Finance Committee meeting (Mar-14).
- 620 Students: Non-Special Ed (547), Special Ed (73)
Allentown SD (600), Bethlehem Area SD (3), Catasauqua Area SD (4), East Penn SD (3), Northampton Area SD (1), Parkland SD (1), Salisbury Township SD (1), Saucon Valley SD (3), Whitehall/Coplay SD (4)
- Safe Schools grants (PCCD) expended:
 - 23/24 School Mental Health (\$41,092 of \$70,000)
 - 24/25 School Safety & Mental Health (\$8,300 of \$70,000)
- 2023/24 Title II carryover funds fully expended (\$1,505).
- \$254,983 Special education support services.
- \$11,910 Dual enrollment fees. (*Secondary School*)
- 2023/24 SHARRS reimbursement received (\$11,382).
- \$105,906 Accrued revenues received.
- \$174,137 Employer state pension contributions for the PE 12/31/24 submitted.
- Un-Assigned General Fund balance \$1,525,316 / 13.9% of the operating budget.
- \$882,757 Total monthly disbursements.
 - Winter weather maintenance contract final installment. -*DMC Snow*
 - Dual enrollment fees. -*Lehigh Carbon Community College*
 - Employer state pension contributions. -*PSERS*

Grants, Donations, & Reports

- Submitted (Feb-26) ESSER Funding Status Report for the PE 6/30/24.
- 2025/26 USDA Donated Commodities- \$41,871.84
 - Reserved \$24,216 for fresh produce- Dept of Defense (DOD)
- 2025/26 Fresh Fruit & Vegetable Program
 - Elementary School- supplemental fresh produce distribution.
 - Minimum 3x per week outside the typical breakfast/lunch periods.
 - \$70/student/year (estimated)

Business Office

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



Roberto Clemente Charter School

Business Report: March 18, 2025

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Contracts and Agreements

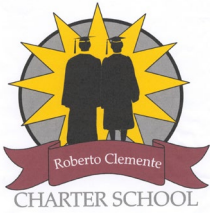
- 2025/26 Inter-Entity Agreement (special education support services). -*Carbon Lehigh IU 21*
- Building feasibility study. -*Alloy 5 LLC*
 - Grades K-12 program on one site.
 - 3-Month time frame.
 - \$10,000 fixed; Reimbursable expenses \$500 (max)
 - Post planning activities billed hourly.
 - Principal (\$230); Senior Project Architect/Manager (\$205)
 - Senior Designer (\$195); Project Manager (\$185)
 - Architect (\$170-\$195); Interior Design (\$150-\$170)
 - Designer Professional (\$130-\$170); Graphic Designer/Support Staff (\$130)

Technology Update

- Department management meeting (2/18).
- 177 Service tickets received between 2/10-3/10.
- Providing IT support for STAR testing. Preparing for PSSA and Keystone testing.
- Updates to OS version 133 for DRC testing requirements are ongoing.
- Presented a technology exhibit during STEAM night at the Secondary School.
- Preparing for the Elementary School Spring photo session.
- The fiber modem was replaced by PenTeleData at the Administration Building.
- To address Chromebook application compatibility limitations, the department is developing an enabling system for Chromebooks to remotely access a Windows-based computer fleet.
- Preparing for prom and graduation events.
- Preparing the summer projects schedule.

Facilities Update

- Department management meeting (2/18).
- 38 Service tickets received between 2/10-3/10.
- Steam boiler repairs at the Elementary School.
- UV bulbs replaced in the HVAC systems at the Secondary School and Administration Building.
- Provided support during STEAM night at the Secondary School.



Roberto Clemente Charter School

Business Report: March 18, 2025

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Food Service Update

- Department management meeting (2/18).
- Internal site reviews conducted at the Elementary School (2/3) and the Secondary School (2/4).
- Catered Game Night at the Secondary School (3/3).
- A Food Facility inspection was conducted at the Secondary School on 3/3.
- 23/24 Procurement audit closed (3/3).
- Catered breakfast and lunch for professional development day (3/10).
- A Food Facility inspection was conducted at the Elementary School on 3/13.
- Planning for prom catering.

Other Updates

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

Roberto Clemente Charter School
Financial Report for the Month Ending
February 28, 2025

	Current Month	2024-2025 Y-T-D	Budget Y-T-D	Variance	2024-2025 Budget
Revenue-General Fund					
6000/9000 Local Sources & Other Sources					
6500 Interest	\$ 3,406.13	\$ 26,557.96	\$ 10,000.00	\$ 16,557.96	\$ 15,000.00
6700 Student Activities	184.70	1,979.53	3,600.00	(1,620.47)	6,000.00
6832 PassThru Federal Funds (IU)	8,322.25	41,754.84	32,368.80	9,386.04	53,948.00
6920 Other Local Grants & Contributions	0.00	250.00	0.00	250.00	1,505.00
6944 Regular Education Subsidies	591,245.75	4,787,377.17	4,497,001.00	290,376.17	6,714,460.00
6944 Special Education Subsidies	196,627.50	1,457,207.36	1,314,001.00	143,206.36	1,977,118.00
6990 Miscellaneous	19.74	5,745.17	1,133.36	4,611.81	2,000.00
9000 Other Sources	0.00	0.00	0.00	0.00	0.00
<i>Total Local Sources</i>	<i>799,806.07</i>	<i>6,320,872.03</i>	<i>5,858,104.16</i>	<i>462,767.87</i>	<i>8,770,031.00</i>
7000 State Sources					
7200 Specific Educational Programs	0.00	200.00	0.00	200.00	0.00
7320 Lease Reimbursement	0.00	0.00	0.00	0.00	96,000.00
7330 Health Services	0.00	45.10	0.00	45.10	11,000.00
7360 Safe Schools	6,614.92	52,299.90	44,968.30	7,331.60	69,182.00
7530 Ready To Learn Grant	1,366.52	12,490.44	17,127.60	(4,637.16)	28,546.00
<i>Total State Sources</i>	<i>7,981.44</i>	<i>65,035.44</i>	<i>62,095.90</i>	<i>2,939.54</i>	<i>204,728.00</i>
8000 Federal Sources					
8514 Title I	48,422.05	323,868.57	363,213.25	(39,344.68)	523,914.00
8515 Title II	8,090.82	28,066.56	21,088.00	6,978.56	37,088.00
8516 Title III	0.00	29,095.99	32,870.00	(3,774.01)	32,870.00
8517 Title IV	982.80	22,270.78	24,412.00	(2,141.22)	38,560.00
8700 ESSER	0.00	428,344.98	447,068.00	(18,723.02)	447,068.00
<i>Total Federal Sources</i>	<i>57,495.67</i>	<i>831,646.88</i>	<i>888,651.25</i>	<i>(57,004.37)</i>	<i>1,079,500.00</i>
Food Service					
6620 Sales	2,637.00	14,043.90	7,605.00	6,438.90	11,700.00
6920 Local Grants & Contributions	0.00	0.00	0.00	0.00	0.00
6990 Miscellaneous	0.00	0.00	0.00	0.00	0.00
7600 State Sources	1,600.10	8,711.74	13,400.00	(4,688.26)	21,000.00
8531 Federal Sources	53,098.56	313,417.05	389,525.00	(76,107.95)	601,000.00
<i>Total Food Service</i>	<i>57,335.66</i>	<i>336,172.69</i>	<i>410,530.00</i>	<i>(74,357.31)</i>	<i>633,700.00</i>
Total Revenue	922,618.84	7,553,727.04	7,219,381.31	334,345.73	10,687,959.00

Roberto Clemente Charter School
Financial Report for the Month Ending
February 28, 2025

	Current Month	2024-2025 Y-T-D	Budget Y-T-D	Variance	2024-2025 Budget
Expenses-General Fund					
Instructional Services					
1100-Regular Programs					
100 Salaries/Wages	\$ 261,000.58	\$ 1,690,727.10	\$ 1,812,159.05	(\$ 121,431.95)	\$ 2,787,937.00
200 Benefits	102,507.82	789,586.81	845,832.65	(56,245.84)	1,301,281.00
300 Contracted Professional & Technical Services	11,906.85	68,212.75	0.00	68,212.75	0.00
400 Property Services-Maintenance/Repairs/Rentals	920.23	920.23	5,333.36	(4,413.13)	8,000.00
500 Other Services	0.00	6,081.00	6,646.50	(565.50)	9,495.00
600 Supplies/Books/Subscriptions	15,720.72	93,471.81	123,766.60	(30,294.79)	167,791.00
730 Capitalized Right To Use	1,925.06	15,400.48	15,568.00	(167.52)	23,352.00
800 Fees/Miscellaneous	0.00	607.94	4,400.00	(3,792.06)	6,500.00
<i>Total Regular Programs</i>	<i>393,981.26</i>	<i>2,665,008.12</i>	<i>2,813,706.16</i>	<i>(148,698.04)</i>	<i>4,304,356.00</i>
1200-Special Programs					
100 Salaries/Wages	26,175.27	168,716.38	229,211.25	(60,494.87)	348,325.00
200 Benefits	7,524.49	49,907.53	91,374.10	(41,466.57)	139,252.00
300 Contracted Instructional Services	7,177.30	18,124.60	10,000.00	8,124.60	10,000.00
336 Contracted Support Services	235,450.80	235,450.80	205,000.00	30,450.80	205,000.00
500 Other Services	0.00	0.00	325.00	(325.00)	500.00
600 Supplies/Books/Subscriptions	258.70	3,930.52	5,433.52	(1,503.00)	7,600.00
<i>Total Special Programs</i>	<i>276,586.56</i>	<i>476,129.83</i>	<i>541,343.87</i>	<i>(65,214.04)</i>	<i>710,677.00</i>
1400/1691/1700-Other Programs & Adult Education					
100 Salaries/Wages	350.00	43,256.25	77,140.00	(33,883.75)	81,900.00
200 Benefits	147.54	8,795.45	21,717.80	(12,922.35)	23,083.00
300 Contracted Professional & Technical Services	0.00	2,530.00	1,500.00	1,030.00	1,500.00
500 Other Services	0.00	400.00	0.00	400.00	0.00
566 Tuition/Higher Education	11,910.00	11,910.00	8,400.00	3,510.00	14,000.00
600 Supplies/Books/Subscriptions	0.00	334.76	3,600.00	(3,265.24)	6,000.00
<i>Total Other Programs & Adult Education</i>	<i>12,407.54</i>	<i>67,226.46</i>	<i>112,357.80</i>	<i>(45,131.34)</i>	<i>126,483.00</i>

Roberto Clemente Charter School
Financial Report for the Month Ending
February 28, 2025

	Current Month	2024-2025 Y-T-D	Budget Y-T-D	Variance	2024-2025 Budget
Support Services					
2100-Student Support (Guidance/Social Svc/Child Accounting/Special Ed Support)					
100 Salaries/Wages	\$ 23,128.52	\$ 166,630.79	\$ 166,132.52	\$ 498.27	253,178.00
200 Benefits	7,416.41	82,826.84	62,583.81	20,243.03	94,676.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
336 Contracted Evaluations/Special Ed Support	22,945.95	59,168.45	30,066.69	29,101.76	45,000.00
500 Other Services	10.07	51.94	2,413.36	(2,361.42)	3,400.00
600 Supplies & Subscriptions	36.87	5,074.14	12,756.92	(7,682.78)	17,350.00
<i>Total Student Support</i>	<i>53,537.82</i>	<i>313,752.16</i>	<i>273,953.30</i>	<i>39,798.86</i>	<i>413,604.00</i>
2200-Instructional Support (Technology)					
100 Salaries/Wages	20,822.44	182,196.34	179,254.00	2,942.34	268,881.00
200 Benefits	11,790.22	98,258.45	103,211.36	(4,952.91)	154,817.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
400 Equipment-Maintenance/Repairs/Rentals	0.00	0.00	2,000.00	(2,000.00)	2,000.00
500 Other Services	0.00	0.00	666.68	(666.68)	1,000.00
600 Supplies & Subscriptions	0.00	3,324.97	9,866.76	(6,541.79)	14,800.00
730 Capitalized Right To Use	0.00	0.00	0.00	0.00	0.00
800 Miscellaneous	0.00	0.00	333.36	(333.36)	500.00
<i>Total Instructional Support (Technology)</i>	<i>32,612.66</i>	<i>283,779.76</i>	<i>295,332.16</i>	<i>(11,552.40)</i>	<i>441,998.00</i>
2200-Instructional Support (Library/Curriculum Development/Staff Development)					
100 Salaries/Wages	0.00	3,410.00	11,520.00	(8,110.00)	16,520.00
200 Benefits	0.00	1,442.93	2,904.00	(1,461.07)	4,309.00
240 Tuition Reimbursement	0.00	12,885.00	16,000.00	(3,115.00)	24,000.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
360 Contracted Staff Development	4,250.00	19,227.00	23,069.18	(3,842.18)	35,250.00
400 Equipment-Maintenance/Repairs/Rentals	0.00	0.00	0.00	0.00	0.00
500 Other Services	292.30	984.25	2,566.72	(1,582.47)	2,900.00
600 Library Supplies & Subscriptions	0.00	1,282.36	5,313.40	(4,031.04)	7,350.00
600 Curriculum Development Supplies & Subscriptions	483.25	483.25	0.00	483.25	0.00
600 Staff Development Supplies & Subscriptions	578.28	6,316.36	11,966.72	(5,650.36)	13,300.00
800 Miscellaneous	0.00	0.00	0.00	0.00	0.00
<i>Total Instructional Support (Library/Curriculum & Staff Dvlp)</i>	<i>5,603.83</i>	<i>46,031.15</i>	<i>73,340.02</i>	<i>(27,308.87)</i>	<i>103,629.00</i>

Roberto Clemente Charter School
Financial Report for the Month Ending
February 28, 2025

	Current Month	2024-2025 Y-T-D	Budget Y-T-D	Variance	2024-2025 Budget
2310/2360-Administration (Board/CEO's Office/Legal & Accounting)					
100 Salaries/Wages	\$ 9,817.32	\$ 85,901.55	\$ 85,410.68	\$ 490.87	128,116.00
200 Benefits	5,728.94	58,542.21	55,505.36	3,036.85	83,258.00
300 School Board Professional Development Services	0.00	0.00	2,000.00	(2,000.00)	2,000.00
330 Legal & Accounting Services	8,299.54	43,436.29	52,666.68	(9,230.39)	67,000.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	0.00	0.00	0.00	0.00
500 Other Services	0.00	27.56	1,366.72	(1,339.16)	1,800.00
600 Supplies & Subscriptions	110.28	1,393.09	3,320.12	(1,927.03)	4,980.00
800 Dues/Miscellaneous	0.00	3,319.92	4,333.36	(1,013.44)	4,500.00
<i>Total Board/CEO's Office/Legal & Accounting</i>	<i>23,956.08</i>	<i>192,620.62</i>	<i>204,602.92</i>	<i>(11,982.30)</i>	<i>291,654.00</i>
2380-Administration (Principal's Office)					
100 Salaries/Wages	35,092.70	325,898.25	330,347.36	(4,449.11)	495,521.00
200 Benefits	14,918.48	124,752.03	133,634.72	(8,882.69)	200,452.00
400 Property Services-Maintenance/Repairs/Rentals	552.12	5,588.17	4,720.86	867.31	6,850.00
500 Other Services	530.00	1,751.75	3,000.08	(1,248.33)	4,500.00
600 Supplies & Subscriptions	576.86	5,054.33	9,383.40	(4,329.07)	14,075.00
730 Capitalized Right To Use	1,140.00	9,120.00	9,128.00	(8.00)	13,692.00
800 Miscellaneous	356.84	2,096.92	2,400.00	(303.08)	3,000.00
<i>Total Principal's Office</i>	<i>53,167.00</i>	<i>474,261.45</i>	<i>492,614.42</i>	<i>(18,352.97)</i>	<i>738,090.00</i>
2400-Pupil Health					
100 Salaries/Wages	15,082.50	100,770.75	101,052.80	(282.05)	153,312.00
200 Benefits	12,088.87	56,162.71	65,059.45	(8,896.74)	99,175.00
300 Contracted Professional & Technical Services	0.00	0.00	1,500.00	(1,500.00)	1,500.00
500 Other Services	0.00	0.00	350.00	(350.00)	500.00
600 Supplies & Subscriptions	277.19	3,138.56	3,066.80	71.76	4,600.00
<i>Total Pupil Health</i>	<i>27,448.56</i>	<i>160,072.02</i>	<i>171,029.05</i>	<i>(10,957.03)</i>	<i>259,087.00</i>
2500-Business					
100 Salaries/Wages	17,899.12	156,631.18	155,685.36	945.82	233,528.00
200 Benefits	10,988.91	76,120.38	83,212.00	(7,091.62)	124,818.00
300 Contracted Professional & Technical Services	1,879.31	17,350.92	17,700.00	(349.08)	23,500.00
400 Property Services-Maintenance/Repairs/Rentals	690.00	6,152.12	6,010.04	142.08	8,880.00
500 Other Services	29.68	871.37	1,466.68	(595.31)	2,200.00
600 Supplies & Subscriptions	369.57	3,687.19	5,666.68	(1,979.49)	8,500.00
730 Capitalized Right To Use	319.47	2,555.76	2,600.00	(44.24)	3,900.00
800 Taxes/Fees/Miscellaneous	112.46	630.57	1,166.68	(536.11)	1,700.00
<i>Total Business</i>	<i>32,288.52</i>	<i>263,999.49</i>	<i>273,507.44</i>	<i>(9,507.95)</i>	<i>407,026.00</i>

Roberto Clemente Charter School
Financial Report for the Month Ending
February 28, 2025

	Current Month	2024-2025 Y-T-D	Budget Y-T-D	Variance	2024-2025 Budget
2600/2900-Plant Operations & Maintenance					
100 Salaries/Wages	\$ 24,537.53	\$ 218,075.52	\$ 216,556.04	\$ 1,519.48	\$ 324,834.00
200 Benefits	10,425.62	168,660.37	93,348.00	75,312.37	140,022.00
300 Contracted Professional & Technical Services	14,729.56	94,121.13	119,922.36	(25,801.23)	191,815.00
400 Property Services-Maintenance/Repairs/Rentals	29,160.81	133,918.28	141,716.92	(7,798.64)	174,700.00
500 Other Services	121.37	669.39	1,066.68	(397.29)	1,600.00
520 Property Insurance	4,749.67	38,007.70	35,733.36	2,274.34	53,600.00
538 Telecommunications	1,355.62	10,732.69	11,333.36	(600.67)	17,000.00
600 Supplies & Subscriptions	3,886.89	65,212.54	54,533.56	10,678.98	81,800.00
620 Utilities & Fuel	9,044.88	50,950.37	65,066.68	(14,116.31)	97,500.00
730 Capitalized Right To Use	60,630.56	485,044.48	485,044.72	(0.24)	727,567.00
800 Miscellaneous	0.00	20.48	333.36	(312.88)	500.00
810 Property Taxes	0.00	0.00	0.00	0.00	0.00
<i>Total Plant Operations & Maintenance</i>	<i>158,642.51</i>	<i>1,265,412.95</i>	<i>1,224,655.04</i>	<i>40,757.91</i>	<i>1,810,938.00</i>
2800-Central (Human Resources/Information & Data/Grant Administration)					
100 Salaries/Wages	5,825.98	295,993.32	312,825.00	(16,831.68)	338,168.00
200 Benefits	5,518.70	73,930.32	47,223.68	26,706.64	59,498.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
360 Contracted Staff Development Services	2,550.00	8,145.00	17,363.56	(9,218.56)	22,900.00
500 Other Services	2,597.00	16,895.32	18,556.96	(1,661.64)	29,950.00
600 Supplies & Subscriptions	833.70	19,330.70	21,883.52	(2,552.82)	29,950.00
730 Capitalized Right To Use Payments	1,992.41	15,939.36	16,210.04	(270.68)	24,315.00
800 Miscellaneous	0.00	1,615.00	1,333.36	281.64	2,000.00
<i>Total Central</i>	<i>19,317.79</i>	<i>431,849.02</i>	<i>435,396.12</i>	<i>(3,547.10)</i>	<i>506,781.00</i>
Non-Instructional Services					
3200/3300/3400-Student Activities & Community Services					
100 Salaries/Wages	1,233.75	6,422.50	12,852.00	(6,429.50)	23,920.00
200 Benefits	250.93	1,327.90	3,817.80	(2,489.90)	7,138.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
500 Other Services	0.00	0.00	3,050.00	(3,050.00)	4,000.00
600 Supplies/Books/Subscriptions	2,288.83	8,338.05	13,750.00	(5,411.95)	19,500.00
800 Fundraisers/Fees/Miscellaneous	0.00	40.00	6,100.00	(6,060.00)	10,505.00
<i>Total Student Activities & Community Services</i>	<i>3,773.51</i>	<i>16,128.45</i>	<i>39,569.80</i>	<i>(23,441.35)</i>	<i>65,063.00</i>

Roberto Clemente Charter School
Financial Report for the Month Ending
February 28, 2025

	Current Month	2024-2025 Y-T-D	Budget Y-T-D	Variance	2024-2025 Budget
3100-Food Services					
100 Salaries/Wages	\$ 12,282.66	\$ 116,083.85	\$ 127,875.60	(\$ 11,791.75)	\$ 201,126.00
200 Benefits	10,153.24	38,700.28	50,805.60	(12,105.32)	72,676.00
300 Contracted Professional & Technical Services	560.00	4,829.00	4,350.00	479.00	6,000.00
400 Property Services-Maintenance/Repairs/Rentals	285.00	841.00	3,466.68	(2,625.68)	5,200.00
500 Other Services	0.00	747.03	1,000.00	(252.97)	1,000.00
600 Supplies & Subscriptions	475.58	33,980.00	36,224.36	(2,244.36)	50,700.00
630 Food & Dairy	22,943.50	192,062.18	269,163.36	(77,101.18)	396,000.00
800 Miscellaneous	0.00	64.00	100.00	(36.00)	100.00
<i>Total Food Services</i>	<i>46,699.98</i>	<i>387,307.34</i>	<i>492,985.60</i>	<i>(105,678.26)</i>	<i>732,802.00</i>
Other Expenditures & Financing Uses					
5110/5140/9200-Debt Service & Financing Uses					
700 Leases/Right To Use	0.00	0.00	0.00	0.00	0.00
770 Amortization	0.00	0.00	0.00	0.00	0.00
810 Fees	0.00	0.00	0.00	0.00	0.00
830 Interest	0.00	0.00	0.00	0.00	0.00
910 Principal	0.00	0.00	0.00	0.00	0.00
913 Lease Payments	0.00	0.00	0.00	0.00	0.00
914 Other Right To Use Payments	0.00	0.00	0.00	0.00	0.00
000 Proceeds	0.00	0.00	0.00	0.00	0.00
<i>Total Debt Service & Financing Uses</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Expenses	1,140,023.62	7,043,578.82	7,444,393.70	(400,814.88)	10,912,188.00
Net Operating Income (Loss)	(\$ 217,404.78)	\$ 510,148.22	(\$ 225,012.39)	\$ 735,160.61	(\$ 224,229.00)

Roberto Clemente Charter School
Financial Report for the Month Ending
February 28, 2025

	Current Month	2024-2025 Y-T-D	Budget Y-T-D	Variance	2024-2025 Budget
Capital Outlay (450/700)					
1000 Instructional-Equipment & Furniture	\$ 0.00	\$ 13,800.00	\$ 35,600.00	(\$ 21,800.00)	\$ 35,600.00
2100 Student Support-Equipment & Furniture	0.00	0.00	1,800.00	(1,800.00)	1,800.00
2200 Instructional Staff Support-Equipment & Furniture	0.00	2,295.00	0.00	2,295.00	0.00
2300 Administrative-Equipment & Furniture	0.00	1,124.84	2,400.00	(1,275.16)	2,400.00
2400 Health-Equipment & Furniture	0.00	2,021.00	0.00	2,021.00	0.00
2500 Business-Equipment & Furniture	0.00	0.00	1,800.00	(1,800.00)	1,800.00
2600 Plant Operations-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2800 Central Services-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
3100 Food Service- Equipment & Furniture	0.00	2,478.99	3,000.00	(521.01)	3,000.00
3200 NonInstructional Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
4000 Facilities Acquisition/Construction/Improvements	0.00	0.00	0.00	0.00	0.00
<i>Total Capital Outlay</i>	<i>0.00</i>	<i>21,719.83</i>	<i>44,600.00</i>	<i>(22,880.17)</i>	<i>44,600.00</i>
Total Net Income (Loss)	(\$ 217,404.78)	\$ 488,428.39	(\$ 269,612.39)	\$ 758,040.78	(\$ 268,829.00)

**Roberto Clemente Charter School
Financial Report for the Month Ending
February 28, 2025**

Current Month	2024-2025 Y-T-D	Budget Y-T-D	Variance	2024-2025 Budget
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Roberto Clemente Charter School
Financial Report for the Month Ending
February 28, 2025

ASSETS

Current Assets

<i>Cash</i>		
Main Operating Account	\$ 2,153,528.89	
Auxiliary Account	8,181.97	
Payroll Account	335,283.79	
HIC Account	12,348.22	
Executive Account	548.62	
Principals' Accounts	1,591.53	
Money Market Account	2,490,570.71	
Petty Cash	1,200.00	
<i>Total Cash</i>		<i>5,003,253.73</i>

Accounts Receivable

School Districts	595,869.21	
State Government	2,800.10	
Federal Government	96,520.16	
Other	0.00	
<i>Total Accounts Receivable</i>		<i>695,189.47</i>

Other Current Assets

Deposits	150.00	
Capital Contribution- Pareto	65,419.41	
Accrued Revenue	103,847.63	
PrePaid Expenses	45,573.69	
Food Service PrePaid Expenses & Accrued Revenue	0.00	
Agency Fund-Cash Accounts (Students)	4,651.68	
<i>Total Other Current Assets</i>		<i>219,642.41</i>

Fixed Assets

Buildings & Equipment

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

Total Assets	\$ 10,986,149.20
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Roberto Clemente Charter School
Financial Report for the Month Ending
February 28, 2025

LIABILITIES AND CAPITAL

Liabilities

Current Liabilities

Short-Term Payables

Accounts Payable	\$	78,526.06	
PSERS-Employer Contributions		100,810.06	
403 B-Employer Contributions		0.00	
Payroll Taxes & Deductions		0.00	
Retirement-Employee Contributions		0.00	
<i>Total Short-Term Payables</i>			<i>179,336.12</i>

Accrued Expenses & Other Current Liabilities

Accrued Salaries & Benefits		510,258.98	
Other Accrued Expenses		261,642.42	
Interfund Payable		0.00	
UnEarned Revenue		20,005.83	
Deposits		72,949.68	
Scholarship Funds		2,010.00	
<i>Total Accrued Expenses & Other Current Liabilities</i>			<i>866,866.91</i>

NonCurrent Liabilities

Lease Obligations-Buildings		2,908,873.22	
Lease Obligations-Equipment		88,650.02	
Other Right To Use Obligations		21,275.59	
<i>Total NonCurrent Liabilities</i>			<i>3,018,798.83</i>

			4,065,001.86
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Capital

Assigned General Funds

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

Other Fund Balances & Net Positions

Non-Spendable		45,573.69	
Net Investment In Capital Assets & Right To Use		2,049,264.76	
Agency Funds (Students)		4,651.68	
UnAssigned General Funds		1,036,888.64	
Net Income (Loss)		488,428.39	
<i>Total Other Fund Balances & Net Position</i>			<i>3,624,807.16</i>

			6,921,147.34
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			\$ 10,986,149.20
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**Roberto Clemente Charter School
Financial Report for the Month Ending
February 28, 2025**

PA PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM:

DEFERRED OUTFLOW OF RESOURCES

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

DEFERRED INFLOW OF RESOURCES/LIABILITIES & NET POSITION

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

Roberto Clemente Charter School
Payment List
For the Period 2/1/25 through 2/28/25

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
003474	2/1/25	HISPANIC AMERICAN ORG	136 S 4th Street lease/check destroyed	\$ 37,560.40	2/1/25	X
003475	2/1/25	HISPANIC AMERICAN ORG	850 N 5th Street lease	\$ 23,070.16	2/1/25	X
003476	2/4/25	ALL CITY MANAGEMENT SERVICES,INC		\$ 982.80	2/7/25	X
003477	2/4/25	ASCD		\$ 79.00	2/7/25	X
003478	2/4/25	Bimbo Bakeries USA		\$ 567.76	2/7/25	X
003479	2/4/25	DERSTINE'S		\$ 694.59	2/7/25	X
003480	2/4/25	EduLink, Inc	Evaluation portal	\$ 1,939.00	2/7/25	X
003481	2/4/25	ELECTRONIC SECURITY SOLUTIONS		\$ 211.00	2/7/25	X
003482	2/4/25	Flinn Scientific Inc		\$ 192.16	2/7/25	X
003483	2/4/25	GOLD STAR FOODS		\$ 37.50	2/7/25	X
003484	2/4/25	Kegel's Produce		\$ 549.50	2/7/25	X
003485	2/4/25	Kopos Medx, Inc.	Contracted staffing agency	\$ 10,176.20	2/7/25	X
003486	2/4/25	KUTZTOWN UNIVERSITY		\$ 140.00	2/7/25	X
003487	2/4/25	LANCASTER-LEBANON IU 13		\$ 85.00	2/7/25	X
003488	2/4/25	Melissa Miller	Travel reimbursement	\$ 43.46	2/7/25	X
003489	2/4/25	Joanne Safi-Battle	Tuition reimbursement	\$ 395.00	2/7/25	X
003490	2/4/25	School Nurse Supply, Inc.		\$ 711.15	2/7/25	X
003491	2/4/25	STANDING STONE CONSULTING INC	Contracted security services	\$ 5,100.51	2/7/25	X
003492	2/4/25	Upper Perkiomen SD	Student subsidy reimbursement	\$ 1,057.93	2/7/25	X
003493	2/4/25	VIPER PEST SERVICES		\$ 200.00	2/7/25	X
003494	2/18/25	ACAPA		\$ 200.00	2/21/25	
003495	2/18/25	ALL CITY MANAGEMENT SERVICES,INC	Contracted crossing guards	\$ 2,506.14	2/21/25	X
003496	2/18/25	Bimbo Bakeries USA		\$ 131.00	2/21/25	X
003497	2/18/25	WILLIAM BREINER	Travel reimbursement	\$ 67.84	2/21/25	
003498	2/18/25	DERSTINE'S	Dairy products	\$ 1,593.39	2/21/25	X
003499	2/18/25	DMC SNOW	Contracted grounds maintenance	\$ 21,000.00	2/21/25	X
003500	2/18/25	ELECTRONIC SECURITY SOLUTIONS	Safety equipment services	\$ 1,019.00	2/21/25	X
003501	2/18/25	Generation Genius, Inc.		\$ 598.00	2/21/25	
003502	2/18/25	JP MASCARO & SONS	Refuse/recycling	\$ 2,246.80	2/21/25	X
003503	2/18/25	Kegel's Produce	Fresh produce	\$ 1,537.75	2/21/25	
003504	2/18/25	Glenn R. Koch and Associates, LLC		\$ 420.00	2/21/25	X
003505	2/18/25	Kopos Medx, Inc.	Contracted staffing agency	\$ 10,606.20	2/21/25	X
003506	2/18/25	LAFAYETTE COLLEGE		\$ 69.60	2/21/25	
003507	2/18/25	LEHIGH CARBON COMMUNITY COLLEGE	Dual enrollment program	\$ 11,910.00	2/21/25	X
003508	2/18/25	KARA MCGILL	Travel reimbursement	\$ 10.07	2/21/25	X
003509	2/18/25	PHYSICAL GRAFFI-TEE'S	Student shirts	\$ 1,400.00	2/21/25	X
003510	2/18/25	PLAZA HARDWARE		\$ 149.75	2/21/25	X
003511	2/18/25	PROJECT LEAD THE WAY	Professional development	\$ 3,600.00	2/21/25	X
003512	2/18/25	Megan Sabo	Travel reimbursement	\$ 80.56	2/21/25	
003513	2/18/25	School Nurse Supply, Inc.		\$ 210.00	2/21/25	X
003514	2/18/25	STANDING STONE CONSULTING INC	Contracted security services	\$ 5,102.17	2/21/25	
003515	2/18/25	SUCCESS FOR ALL FOUNDATION, INC	Classroom supplies, professional development	\$ 15,495.00	2/21/25	X

Roberto Clemente Charter School
 Payment List
 For the Period 2/1/25 through 2/28/25

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
003516	2/18/25	Venus Supplies and Services	<i>Janitorial supplies</i>	\$ 1,896.55	2/21/25	X
003517	2/18/25	VERIZON CONNECT NWF, INC		\$ 37.90	2/21/25	X
EFT						
2012025	2/2025	2/5/25	HEALTHNOW ADMINISTRATIVE SERVICES	<i>Health insurance</i>	\$ 40,020.37	2/5/25 X
7732545991	2/5/25	2/5/25	STAPLES ADVANTAGE		\$ 75.37	2/5/25 X
012225	2/5/25	2/5/25	Tru By Hilton		\$ 594.96	2/5/25 X
100008346311	2/5/25	2/5/25	UGI UTILITIES, INC.		\$ 457.70	2/5/25 X
6786427	2/5/25	2/5/25	US FOODS	<i>Food products</i>	\$ 5,555.25	2/5/25 X
6037611945	2/5/25	2/5/25	T- MOBILE		\$ 501.41	2/5/25 X
17339827	2/5/25	2/5/25	TOSHIBA FINANCIAL SERVICES	<i>Copier leases</i>	\$ 1,259.80	2/5/25 X
-174601-b1f600	2/5/25	2/5/25	AMAZON CREDIT PLAN	<i>Classroom/special ed/safety supplies</i>	\$ 1,788.80	2/5/25 X
25020552	2/5/25	2/5/25	PPL ELECTRIC UTILITIES	<i>Electric utilities</i>	\$ 1,431.04	2/5/25 X
25020581	2/5/25	2/5/25	PPL ELECTRIC UTILITIES		\$ 811.72	2/5/25 X
25020591	2/5/25	2/5/25	PPL ELECTRIC UTILITIES		\$ 33.39	2/5/25 X
3144372956	2/5/25	2/5/25	TOSHIBA FINANCIAL SERVICES		\$ 319.47	2/5/25 X
4d006963	2/5/25	2/5/25	SAFEGUARD BUSINESS SYSTEMS INC		\$ 233.99	2/5/25 X
3144650142	2/19/25	2/19/25	TOSHIBA FINANCIAL SERVICES		\$ 581.77	2/19/25 X
08-726e-4908-8	2/19/25	2/19/25	READY REFRESH BY NESTLE		\$ 100.00	2/19/25 X
6089379	02/25	2/19/25	TOSHIBA AMERICA BUSINESS SOLUTIONS		\$ 715.23	2/19/25 X
1623789463066	2/19/25	2/19/25	HOME DEPOT CREDIT SERVICES		\$ 299.86	2/19/25 X
6600235223	2/19/25	2/19/25	STAPLES ADVANTAGE		\$ 545.88	2/19/25 X
100008392550	2/19/25	2/19/25	UGI UTILITIES, INC.	<i>Gas utilities</i>	\$ 1,386.59	2/19/25 X
17421355	2/19/25	2/19/25	TOSHIBA FINANCIAL SERVICES	<i>Copier leases</i>	\$ 1,223.49	2/19/25 X
9a-6d26-4854-9	2/19/25	2/19/25	READY REFRESH BY NESTLE		\$ 225.00	2/19/25 X
3-151115-b2f8cf	2/19/25	2/19/25	AMAZON CREDIT PLAN		\$ 372.20	2/19/25 X
25021967	2/19/25	2/19/25	PPL ELECTRIC UTILITIES	<i>Electric utilities</i>	\$ 2,693.56	2/19/25 X
DBD2A2D0000	2/19/25	2/19/25	SCHOOL SPECIALTY LLC		\$ 3.77	2/19/25 X
7067194	2/19/25	2/19/25	US FOODS	<i>Food products</i>	\$ 5,877.65	2/19/25 X
73101191	2/19/25	2/19/25	PURCHASE POWER		\$ 125.00	2/19/25 X
131961	2/19/25	2/19/25	PENTELEDATA		\$ 429.00	2/19/25 X
Health Insurance Claims (HIC)						
129	1/22-1/28/2	2/3/25	HealthNow	<i>Health Claims: PE 1/28/25</i>	\$ 9,246.24	2/3/25 X
212	1/29-2/11/2	2/17/25	HealthNow	<i>Health Claims- PE 2/7/25</i>	\$ 17,115.22	2/17/25 X
20250219	2/24/25	2/24/25	HealthNow	<i>Health Claims- PE 2/14/25</i>	\$ 12,406.10	2/24/25 X
Payroll						
00923	4th QTR	2/5/25	P.S.E.R.S.EMPLOYER# 9254	<i>ER State pension contributions</i>	\$ 174,137.24	2/5/25 X
32PPE	2/1/2025	2/7/25	PA SCDU		\$ 293.54	2/7/25 X
946	PPE 2/1/25	2/7/25	PENSERV PLAN SERVICES INC	<i>EE/ER 403b contributions</i>	\$ 13,825.47	2/7/25 X
V	PPE 2/1/2025	2/7/25	PAYROLL/TAXES	<i>ACH payroll & taxes</i>	\$ 194,966.88	2/7/25 X

Roberto Clemente Charter School
 Payment List
 For the Period 2/1/25 through 2/28/25

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
51776249	2/7/25	Roba Bozakis	<i>Contracted dietitian</i>	\$ 490.00	2/7/25	X
172 PPE 2/1/25	2/7/25	VOYA FINANCIAL		\$ 768.12	2/7/25	X
789097949441	2/14/25	ADP		\$ 617.57	2/14/25	X
51781695	2/21/25	Alison Saeger	<i>Professional development</i>	\$ 650.00	2/21/25	X
51781696	2/21/25	MCKENNA SNYDER LLC	<i>Legal services</i>	\$ 2,840.12	2/21/25	X
51781697	2/21/25	Barbacane Thornton and company	<i>Independent auditing services</i>	\$ 1,300.00	2/21/25	X
22 PPE 2/15/25	2/21/25	VOYA FINANCIAL		\$ 759.99	2/21/25	X
282PPE 2/15/25	2/21/25	PA SCDU		\$ 293.54	2/21/25	X
PPE 2/15/2025	2/21/25	PAYROLL/TAXES	<i>ACH payroll & taxes</i>	\$ 192,849.01	2/21/25	X
R_683305486	2/21/25	ADP		\$ 155.34	2/21/25	X
3000096 2/2025	2/25/25	P.S.E.R.S.EMPLOYEE # 9254	<i>EE State pension contributions</i>	\$ 10,879.12	2/25/25	X
799096808275	2/25/25	ADP		\$ 488.83	2/25/25	X
87 PPE 2/15/25	2/25/25	PENSERV PLAN SERVICES INC	<i>EE/ER 403b contributions</i>	\$ 13,670.30	2/25/25	X
926136585311	2/27/25	ADP	<i>Payroll processing services</i>	\$ 1,307.57	2/27/25	X
CEO's Account (Central Administration)						
021325VIC	2/13/25	SAM'S CLUB MC/SYNCB	<i>Staff lunch</i>	\$ 129.06	2/13/25	X
021325VIC#1	2/13/25	Armando's Express Pizza	<i>Staff lunch</i>	\$ 167.78	2/13/25	X
2502404906	2/21/25	COMMONWEALTH OF PENNSYLVANIA	<i>School van registration</i>	\$ 45.00	2/21/25	X
Principal's Account (Elementary School)						
<i>No Activity</i>						
Principal's Account (Secondary School)						
011225TKOB-1	2/10/25	Weis	<i>Supplies for senior portraits</i>	\$ 12.72	2/10/25	X
				\$ 882,757.87		