RCCS
Roberto Clemente
CHARTER SCHOOL

Board of Trustees

November 17, 2026
7:00 PM

Agenda

1. Review of Agenda
2. Review of Minutes
   - 10/20/26 Minutes (motion)
3. Public Input
4. CEO Office
   - CEO Report
   - Charter Amendment (motion)
   - Generative Artificial Intelligence Policy (motion)
   - Unpaid Leave of Absence (motion)
   - Admission of Students through the Lottery Process Policy (first reading)
   - Revision to Allentown School District's PDE-363 for School Year 2025-26
5. Principal Offices
   - Elementary School
   - Secondary School
6. Human Resources
   - HR Report
   - New Hires (motion)
   - Appointments (motion)
   - Resignations (motion)
   - Acceptable Use and Internet Safety Policy (first reading)
7. Business Office
   - Reports
     - November Business Report
     - October Financial Reports
     - October Payment List (motion)
   - New Elementary School Building
     - Project Report
     - Settlement Fees & Operating Costs (motion)
   - Contracts & Agreements
     - School Uniforms (motion)
     - Venue Lease Agreement (motion)
   - Non-Budget Expenditures
     - Reach-In Freezer (motion)
8. Public Input
9. New Business
10. Adjourn (motion)

ADMINISTRATION BUILDING
131 W HAMILTON STREET, ALLENTOWN, PA 18101
610-439-5814 FAX: 610-351-3619

Roberto Clemente Charter School
Board of Trustees Meeting Minutes (BoT)
October 20, 2026

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

RCCS Staff: Ralph Andrews, Charles Boger, Joshua Burak, Arkadiusz Kadzielawski, Alyssa Mace, Brittani Ricketts, Michael Rodríguez, Cory Snyder

EXECUTIVE SESSION I:
The Board entered Executive Session at 5:32 PM to discuss legal and real estate matters. The Board left the Executive Session at 6:12 PM.

EXECUTIVE SESSION II:
The Board entered Executive Session at 6:24 PM to continue discussion on legal and real estate matters. The Board left the Executive Session at 6:52 PM.

Dr. Columba called the meeting to order at 7:02 PM.

MINUTES:
The minutes of the September 2026 BoT meeting were reviewed. A motion to approve the September 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 Resolution No. 2026-003 to purchase the property on South 12th Street in Allentown, PA was made by Mr. García and seconded by Dr. Dolgos. The motion carried unanimously.

A motion to ratify the engagement of Kleinbard LLC for legal services was made by Dr. Sperandio and seconded by Mr. Bassler. The motion carried unanimously.

The Generative Artificial Intelligence Policy was presented to the Board by Mrs. Mace for its first reading. Further actions will be taken at the November BoT meeting.

PRINCIPALS' REPORTS:
Mr. Burak and Mr. Andrews presented a combined secondary school report. Mr. Snyder presented the elementary school report.

HUMAN RESOURCES REPORT:
Mr. Rodríguez presented the Human Resources Report.

A motion to ratify the new hires as presented on the HR Report was made by Dr. Sperandio and seconded by Dr. Dolgos. The motion carried unanimously.

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

A motion to approve the resignations as presented on the HR Report was made by Mr. García and seconded by Dr. Dolgos. The motion carried unanimously.

BUSINESS & FINANCIAL REPORTS:
The October Business Report, the September Financial Reports, and the September Payment List were presented for discussion by Mr. Boger.

A motion to approve the September 2026 Payment List was made by Mr. García and seconded by Mr. Lahoud. The motion carried unanimously.

A motion to approve accepting the funds from the 2026/2027 Ready to Learn Grant was made by Dr. Sperandio and seconded by Mr. García. The motion carried unanimously.

A motion to approve the contract with Humanus Corporation for staffing services was made by Mr. Lahoud and seconded by Mrs. Vélez-Font. The motion carried unanimously.

A motion to approve the agreement with Funds2Orgs LLC for fundraising services was made by Mr. Lahoud and seconded by Dr. Dolgos. The motion carried unanimously.

Two motions were made to approve using unassigned funds toward non-budgetary expenditures as follows:

1. Up to $15,000 for replacing the steam condensate tank at the elementary school. The motion was made by Mr. Lahoud and seconded by Mr. Bassler. The motion carried unanimously.
2. Up to $50,000 over the approved budget for legal fees. The motion was made by Mr. Lahoud and seconded by Dr. Sperandio. The motion carried unanimously.

PUBLIC COMMENT II:
No public input.

NEW BUSINESS:
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 7:45 PM.

The next Board of Trustees meeting is scheduled for November 17, 2026, at 7:00 PM, in the RCCS Administration Building.

_____ _____
Dr. Lynn Columba, President Date

_____ _____
Mr. Alexander Rolón, Secretary Date

CEO Report

Tuesday, November 17, 2026

Alyssa Mace, Ed.S.

1. 2236-2280 S. 12th Street, Allentown, Pennsylvania
    - RCCS successfully closed on the new building Friday, October 23, 2026.

2. Charter Amendment (motion)
    - RCCS negotiated amended charter language with the Allentown School District (ASD) which was approved by their School Board of Directors on Thursday, October 22, 2026.
    - Key revisions include:
        - The addition of 2236-2280 S. 12th Street, Allentown, Pennsylvania as an approved location starting with the 2028-2029 school year.
        - Beginning January 1, 2027, RCCS shall provide quarterly updates to ASD's Superintendent or designee regarding the purchase and renovation status of 2236-2280 S. 12th Street.
        - RCCS and ASD will collaborate on mutually agreeable strategies to identify efficiencies and cost savings for the provision of transportation.

3. Generative Artificial Intelligence Policy (motion)
    - This policy establishes guidelines for using Generative AI across the school setting. It includes the provision of professional development for teachers and staff along with AI literacy education for students.

4. Unpaid Leave of Absence (motion)
    - Luis Almonte-Pena, Custodian
        - December 31, 2026- January 13, 2027

5. Admission of Students through the Lottery Process Policy (first reading)
    - The policy revision lowers the age for kindergarten enrollment from 5 years old on or before September 1st to 5 years old on or before December 31st unless the school district of residence enforces an earlier age cutoff, in which case the student must meet that district's required age.
    - This revision was discussed by the Education Committee during its meeting on Wednesday, November 11th.

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6. Revision to Allentown School District's PDE-363 for School Year 2025-2026
    - RCCS is thoroughly reviewing the matter regarding Allentown School District's revision to its PDE-363 for School Year 2025-26 which resulted in an overpayment to the Charter School of $725,421.93. Financial and legal advisement is ongoing.

7. Professional Development
    - Pennsylvania Coalition of Public Charter Schools Annual Conference
        - November 9-10, 2026
            - Harrisburg, PA

8. Celebrations
    - Thank you to our principals who are devoting time and attention to the supervision and evaluation process. Timely feedback is proven to improve student achievement.
    - Thank you to Mr. Rodriguez for representing RCCS at several career fairs throughout eastern Pennsylvania over the past month.
    - Thank you to Mrs. Martinez and Mr. Devereaux for supporting the school's ownership of the new building.

Commonwealth of Pennsylvania Charter
to operate a public school known as
The Roberto Clemente Charter School – As Amended October __, 2026

It is specifically understood and agreed between the Board of Trustees ("Charter Board") of The Roberto Clemente Charter School (hereafter "Charter School") and the Board of School Directors ("School Board") of the Allentown School District (hereafter "District" or "ASD") as follows:

1. The Charter Board shall operate the Charter School in accordance with the provisions of the Charter School Law, 24 P.S. 17-1701 *et seq.,* and any applicable amendments thereto enacted during the term of this Charter and any regulations or standards applicable to charter schools.

2. This Charter constitutes a legally binding agreement from July 1, 2025 to June 30, 2030. This Charter may be renewed by action of the ASD School Board for additional five (5) year periods. Upon any renewal, a new Charter shall be executed by the parties.

3. The Charter School shall fully and faithfully comply with the representations and assurances made in the Application for renewal presented by the Roberto Clemente Charter School, grades 6-12, and approved by the School Board; and the Application presented by the Roberto Clemente Elementary Charter School, grades K-5, and approved by the State Charter Appeal Board (collectively, "the Applications"). The Charter School shall fully and faithfully comply with the representations and promises made in its Applications as finally presented to the ASD School Board or as modified via this Charter.

4. Effective with the 2028-2029 school year and assuming the Charter School receives all necessary permits, zoning approvals, and other occupancy approvals from the City of Allentown, the Charter School shall operate only at the following locations: its administration building at 131 West Hamilton St., Allentown, Pennsylvania; K-6th grade at 2236-2280 S. 12th Street, Allentown, Pennsylvania; and 7th-12th grade at 136 South 4th Street, Allentown, Pennsylvania. The Charter School shall not relocate from these facilities or add new/additional facilities without the prior written notice and prior written approval of the Allentown School Board, which shall not be unreasonably withheld. If the Charter School does not receive all necessary permits, zoning approvals, and other necessary approvals for the use of the property at 2236-2280 S. 12 Street, Allentown, Pennsylvania for the beginning of the 2028-2029 school year because of construction delays or for any other reason, then the Charter School shall be permitted to continue operate at the property at 850 N. 5th Street, Allentown, Pennsylvania until such time that all necessary approvals have been received and the Charter School has begun educational operations at 2236-2280 S. 12th Street, Allentown, Pennsylvania. The Charter School shall not utilize 850 N. 5th Street, Allentown for educational or other charter school purposes once it has transferred educational operations to 2236-2280 S. 12th Street, Allentown, Pennsylvania.

   a. The Charter School shall provide the School District with copies of all environmental testing, reports and written documentation of the results of all other inspections performed as part of the due diligence period under the Agreement of Sale for 2236-2280 S. 12th Street, Allentown, Pennsylvania.

b. Prior to beginning operations at 2236-2280 S. 12th Street, Allentown, Pennsylvania, the Charter School shall deliver to the District the following information: (i) plans addressing bus, van and parent vehicle congestion circulation at that facility; (ii) an official certificate of occupancy for that facility; and (iii) proof of insurance for that facility.

c. Beginning January 1, 2027, the Charter School shall provide quarterly updates to ASD's Superintendent or designee regarding the purchase and renovation status of 2236-2280 S. 12th Street, Allentown, Pennsylvania, and the anticipated occupancy date, with the caveat that no students may be educated at that location prior to the start of the 2028-2029 school year. The Charter School shall also permit ASD representatives to conduct walk-throughs and site visits at 2236-2280 S. 12th Street, Allentown, Pennsylvania periodically with reasonable notice to the Charter School, including but not limited to a visit on a mutually agreeable date prior to July 1, 2028 and prior to school operations commencing at that location.

d. Within thirty (30) days of receipt, the Charter School shall provide to the District's Superintendent or designee the following:

   i. if applicable, copies of inspection and/or reinspection reports performed pursuant to the Asbestos Hazard Emergency Response Act 15 U.S.C. § 2643, and the regulations promulgated thereunder;

   ii. copies of annual drinking water testing results for lead or, alternatively, documentation that a public meeting was held to discuss lead issues in school facilities in accordance with Act 39 of 2018, Lead in Drinking Water Act, 24 P.S. § 7-742.

5. The granting of this Charter is specifically contingent upon operation of the Charter School for grades K through 12 in strict adherence to the terms of this Charter.

6. This Charter shall be terminated only in accordance with the provisions of applicable law or by voluntary surrender approved by the Charter Board of the Charter School. Any material violation of the provisions of this Charter shall subject the Charter to either termination or non-renewal in a manner consistent with the law. Any determination by ASD to renew or not revoke this Charter following a material violation of this Charter or applicable law shall not serve as a waiver as to ASD's discretion to not renew or revoke the Charter following any subsequent material violations of the Charter or applicable law or as a waiver for ASD to choose to revoke or not renew this Charter based upon applicable law. In the event that this Charter is terminated or voluntarily surrendered, then in a manner consistent with the applicable law, after the disposition of any liabilities and obligations of the Charter School, any remaining assets of the Charter School shall be distributed on a proportional basis to the school entities with students enrolled in the Charter School for the last full or partial school year.

7. All persons elected or appointed as members of the Charter Board for the Charter School shall serve without pay; shall not engage in any business transaction with, be employed by, or receive any payment for services rendered to Charter School during said term of this Charter; and

shall comply with the Public Official and Employee Ethics Act, 65 Pa. C.S. § 1101 *et seq*. ("Ethics Act"). Members of the Charter Board shall not financially benefit from the Charter School. The Charter Board and Charter School administrators shall comply with 24 P.S. § 17-1715-A(a)(11) and 24 P.S. § 17-1716-A, as applicable.

a. With respect to Statements of Financial Interest ("SOFI") required by law for current or former members of the Charter Board and for public employees employed by the Charter School as defined by the Ethics Act (hereafter "covered individuals"), the Charter School shall take steps to communicate with all covered individuals to ensure that all covered individuals submit a SOFI for the previous calendar year by May 1st each year.

b. The names and individual email addresses of all Charter Board trustees shall be publicly posted and available in accordance with 24 P.S. § 17-1716.1-A. The Charter School shall establish individual email accounts for its trustees and post those email addresses on its website by August 1, 2025.

c. The Charter Board's Bylaws shall be amended to remove the provisions that (i) allow board members to be removed without cause; and (ii) allow actions to be taken by an Executive Committee of the Charter Board outside of a public meeting. Evidence of having taken such action shall be supplied to the School District by August 1, 2025.

d. The Charter School shall operate in compliance with 24 P.S. § 17-1716-A(f)-(j), including ensuring completion of annual independent audits that include the information required therein; posting the certified audit, annual budget and annual federal and state tax filings on its publicly accessible website; and providing a copy of the annual audit to the School District.

e. The Charter School shall ensure that all trustees receive training in accordance with Act 55 or other applicable law.

8. The mechanism for the selection and qualifications of the members of the Charter Board shall be in accordance with the Charter School Law, and the Articles of Incorporation and By-Laws of the Charter School.

9. The Charter School shall maintain a school calendar in accordance with 24 P.S. § 17-1715-A(9). The Charter School's school calendar must conform to ASD's approved school calendar, including but not limited to, the same total number of student days in the school year as ASD unless more school days are required under the Charter School Law. The Charter School shall communicate its annual calendar to the School District no later than August 1 each year. The Board of Trustees of the Charter School and the ASD will cooperate with each other in the scheduling of transportation services in accordance with the Charter School Law and applicable regulations. In addition, beginning with transportation for the 2028-2029 school year, for the purposes of identifying efficiencies and cost savings in the provision of transportation to students attending the 2236-2280 S. 12th Street facility, the parties agree as follows: (i) that Charter School students may have to share buses with students enrolled in other schools; (ii) if requested by the School District, the Charter School shall adjust its start and/or end of the school day to accommodate transportation needs following a meeting between the parties to discuss the adjustments; (iii) Charter School students may

be picked up or dropped off at designated hubs or other locations other than their homes or neighborhoods; and (iv) the parties shall meet to discuss other transportation-related accommodations as requested.

10. The Charter Board shall meet no less than monthly and shall post its agendas, advertise its meetings, and conduct its meetings in compliance with all applicable laws regarding such meetings, including but not limited to the Sunshine Act, 65 Pa. S.C. § 701 et seq. The Charter Board acknowledges that its Bylaws do not provide for votes to be cast by proxy. The Charter Board shall publish complete and accurate minutes of its meetings on the Charter School's publicly accessible website within thirty (30) days after the adoption of each set of minutes.

a. Minutes of the Charter Board shall specify what actions are being taken, including which employees are being hired and into what positions. If such information is contained in reports or other documents being acted on by the Charter Board, such reports or documents shall be posted on the Charter School's website so that they are easily referenced with the minutes. Minutes shall also identify which board members are present and absent at each meeting.

b. Minutes shall be maintained for all committee meetings held for the Charter School.

11. The Charter School shall permit the ASD to have ongoing reasonable access to the Charter School to ensure that the Charter School is in compliance with its charter and the law, and that the requirements for testing, civil rights and student health and safety are being met.

12. The Charter School shall timely submit all required reports, including but not limited to the Special Education Reports required by the Pennsylvania Department of Education ("PDE"), the Elementary and Secondary Professional Personnel Report, ELL Reports required by PDE, the Safe Schools Reports required by PDE, reports to the Department of Health, to the appropriate parties and shall automatically forward a copy of said report to ASD's Superintendent and/or designee. Notwithstanding the above, nothing in this Charter shall require the Charter School to provide ASD with any document or information where the provision of the document or information would violate the Family Educational Rights and Privacy Act ("FERPA").

13. The Charter School shall submit an annual report no later than August 1st of each year to the ASD School Board and PDE in the form prescribed by PDE in accordance with the Charter School Law, 24 P.S. § 17-1701-A *et seq.*

14. The Charter School shall not discriminate in student admission policies or practices on the basis of intellectual ability, athletic ability, measures of achievement or aptitude, disability status, proficiency in the English language or any other basis that would violate federal or state law.

15. If more students apply to the Charter School than the number of attendance slots available, the Charter School shall, through a public lottery process, select students on a random basis from a pool of qualified applicants meeting the established eligibility criteria and submitting an application by the deadline established by the Charter School except that the Charter School may give preference and enrollment to a child of a parent who has actively participated in the development in the Charter School and to siblings of

students presently enrolled in the Charter School. If more applications are received than seats, a waiting list will be established for the next school year through the lottery process. The Charter School shall notify families of each student's number on the waiting list following the lottery and enroll students from the established waiting list in the order that students appear, by applicable grade level in which seats become available. If students apply after the application deadline established by the Charter School, the students shall be added to the end of the waitlist established after the lottery is conducted, subject to any preferences identified in this Charter, and notified of their number on the waiting list.

a. Other than as permitted by law and set forth herein, the Charter School shall not seek report cards or other academic, intellectual, disciplinary, special education and/or English Learner status or demographic information or data from any student, parent, guardian or other source prior to admitting the student. The Charter School's application for enrollment shall only request the following information: (i) student's name, (ii) date of birth and grade level, (iii) parent/guardian information and residency, and (iv) if a sibling is enrolled in the Charter School. The Charter School shall also translate its application for enrollment into Spanish. Additional information may be sought from the student's parent/guardian after admission, as long as enrollment is not contingent upon submission of any information beyond information permitted by law and set forth herein (e.g., proof of age, proof of residence, proof of immunizations, submission of home language survey or submission of parent registration statement (related to discipline)).

b. The Charter School may not conduct placement testing for any student until after the student and his/her parents/guardians have been informed of the student's admission into the Charter School.

c. Already enrolled students may be polled about their intention to remain enrolled for the following school year; however, continued enrollment from year-to-year shall not be made contingent on submission of re-enrollment paperwork or information.

16. The Charter School shall be solely liable for all damages, costs and attorney's fees (if recovery of attorney's fees is permitted) resulting from the operation of the Charter School as well as the actions of its employees.

17. The Charter Board shall be solely liable for and shall hold harmless and fully indemnify, including insuring and agreeing to defend, the School Board or the ASD itself from any third party action alleging liability on the part of the ASD for the Charter School's actions or non-actions in the operation or activities of the Charter School.

18. The Charter School shall comply with applicable laws related to truancy and unexcused absences.

19. During each school year, the Charter School shall provide ASD's Superintendent or designee a monthly report regarding attendance, absences, enrollment, or withdrawal of all students who attend the Charter School and reside or live within the boundaries of ASD. The Charter School shall provide the ASD with a completed Enrollment Notification Form within fifteen (15) calendar days of the initial enrollment of a student. In addition, the Charter School shall notify the ASD within fifteen (15) calendar days of an

ASD student's withdrawal from the Charter School. At the beginning of each school year, the Charter School shall provide the ASD a list of students returning to the charter school (if ASD is their school district of residence).

20. The Charter School will comply with Article XIII-A of the School Code in its entirety and the applicable portions of Article III-D of the School Code, including but not limited to, establishing a Memorandum of Understanding with the police department consistent with its obligations under Article XIII-A and posting and publishing information about the Safe2Say program to its school community in accordance with Article XIII-D. The Charter School shall comply with section 1317.2 of the Public School Code, reporting all incidents of weapons possession to local law enforcement officials and expulsions for weapons possession to PDE. Further, the Charter School shall comply with section 13-1303-A of the Public School Code by completing and timely filing the Violence and Weapons Possession Report.

21. The Charter School shall comply with Chapter 4 of Title 22 of the Pennsylvania Code regarding Academic Standards and Assessments. A Comprehensive Plan, including but not limited to a curriculum plan, shall be approved by the Charter School Board of Trustees as required by the Pennsylvania Department of Education's comprehensive planning process. ASD shall have reasonable access to the Charter School Comprehensive Plan. The Charter School shall provide a copy of this plan to ASD each time it is submitted to PDE. The Charter School's curriculum shall be aligned with the applicable State standards.

22. The Charter School shall remove all references to it having a "dual language" program from its website and other materials effective July 1, 2025; however, nothing herein precludes the Charter School from otherwise referencing its actual Spanish programming in its marketing materials.

23. The Charter School shall require that all individuals who shall have direct contact with students, including employees, contractors and volunteers who work on a full-time or part-time basis, to submit a report of criminal history record information from the Pennsylvania State Police and the Federal Bureau of Investigation as provided for in Sections 111 and 111.1 of the Public School Code and the official clearance statement regarding child injury or abuse from the Department of Public Welfare as required by 23 Pa. C.S. Ch. 63 Subch. C.2., prior to accepting a position with the Charter School, except where the Charter School may employ an employee on a provisional basis under Section 1-111(i). The Charter School shall further ensure that it collects and reviews all required Act 24/82 Arrest/Conviction Report and Certification forms and Act 168 sexual misconduct/abuse disclosure forms in compliance with Sections 111 and 111.1 of the Public School Code.

24. The Charter Board shall ensure that Charter School professional staff meet all certification requirements established by 24 P.S. § 17-1724-A of the Charter School Law, Chapter 711 of the State Board of Education regulations, and other applicable laws around certification. Professional employees who are permitted to fall within the 25% uncertified staff under the Charter School Law must meet the qualifications set forth in Sections 1109 and 1209 of the Public School Code and demonstrate satisfactorily a combination of experience, achievement and qualifications as defined in the charter school application in basic skills, general knowledge, professional

knowledge and practice and subject matter knowledge in the subject area where an individual will teach in accordance with 24 P.S. § 17-1724-A.

25. The Charter School shall provide each employee with the same health care benefits as the employee would receive if he or she worked for the ASD.

26. The Charter School shall comply with the Individuals with Disabilities Education Act ("IDEA") and Chapter 711 of the Pennsylvania Code regarding Charter School Services and Programs for Children with Disabilities.

27. The Charter School shall implement a system of screenings and interventions for students with academic and behavior challenges required under Chapter 711. By August 1, 2025, the Charter School shall provide to the School District its written procedures regarding how it will screen students and implement monitoring systems and tiered interventions.

28. The Charter School shall fully comply with the requirements of FERPA.

29. The Charter School shall prepare and maintain an Assessment Plan. The Charter School shall provide its Assessment Plan to ASD annually by the commencement of each school year. The Assessment Plan will provide for the utilization of tests having appropriate benchmarks aligned to the Pennsylvania Standards to measure students' academic progress and achievement, including but not limited to the PSSA and Keystone, and shall require staff to receive the professional development training necessary to properly implement the testing.

30. The Charter School shall maintain the emergency crisis plan which has been approved by the Charter Board. The Charter School will update this plan as needed annually and provide a copy of the updated plan to ASD annually by August 1. By August 1, 2028, the Charter School shall update the emergency crisis plan to address operations and procedures reflecting its changing facility status.

31. The Charter School shall maintain and revise, as necessary, its Professional Development Plan and Induction Plan for its faculty. Such Plans shall be aligned with applicable law and PDE guidance and shall be approved by the Charter Board. The Charter School shall provide a copy of these plans to ASD each time they are formally revised for submission to PDE.

32. The Charter School shall prepare and implement an articulated Language Instruction Education Program for English as a Second Language. This plan shall contain clearly stated policies/procedures for intake, screening and identification including family interviews, placement, program exit, monitoring and accountability in compliance with applicable laws and regulations. Such plan must be submitted to the ASD Superintendent, and/or designee. The Charter School shall ensure that all students take the annual WIDA Access test.

33. The Charter School shall comply with the applicable requirements and regulations of the Elementary and Secondary Education Act ("ESEA"), as reauthorized and/or amended from time to time. In any year the Charter School receives a federal designation from PDE under the Federal accountability requirements (e.g., CSI, TSI, A-TSI or other designations created in the future), the

Charter School shall comply with all applicable mandates and shall submit documentation of such compliance to ASD, including submission of its PDE-required Plan(s).

34. ASD shall have no obligation to provide funding, from any source, for any ASD students enrolled above the following limit: 640 total ASD students. Enrollment from students residing outside ASD shall not be subject to the limits contained in this paragraph.

35. The Charter School shall consistently implement its code of conduct and discipline policies to ensure compliance with section 1318 of the Public School Code and Chapter 12 regulations. By no later than August 1, 2025, the Charter Board will amend the Student/Parent Handbook to update compulsory attendance information contained therein.

36. The Charter Board shall approve all payments to vendors at public meetings.

37. The Charter School shall not require a student's social security number for enrollment purposes.

38. The Charter School agrees that it will immediately surrender its charter upon any court order appointing a liquidating receiver under 15 Pa. C.S. § 5985, under the Pennsylvania Non-Profit Corporation Law, or upon the voluntary filing of bankruptcy by the corporation holding the charter. The Charter School agrees that as a corporation it will not apply to a court for the appointment of a custodian and that doing so shall require the Charter School to surrender its charter. If a party permitted to do so under 15 Pa. C.S. § 5764 (such as a board trustee) applies to a court for the appointment of a custodian, it shall not constitute grounds for immediate revocation of the Charter.

39. The Charter School will explore whether it is appropriate to seek, obtain, and maintain accreditation with the Middle States Association of Colleges and Schools or another accreditor recognized by PDE. If the Charter School determines that such accreditation is not appropriate at this time, it will provide written notice to the District providing the Charter School's reasons for not seeking such accreditation.

40. The Charter School agrees to work towards academic and non-academic progress during the Charter Term based on those targets set by the State pursuant to the Every Student Succeeds Act and measured through the Future Ready PA Index, including those goals and targets resulting from any and all federal designations (e.g., TSI status) received by the Charter School prior to or during the term, to ensure the Charter School is meeting outcomes and equity for all students.

42. The parties' respective boards shall fully adopt and approve this Charter at a public meeting with execution thereafter.

[REMAINDER OF PAGE IS INTENTIONALLY BLANK.]

WHEREFORE, the undersigned, intending to be legally bound, hereby set their hands this _____ day of _____, 2026.

FOR THE BOARD OF SCHOOL DIRECTORS OF THE ALLENTOWN SCHOOL DISTRICT:

ATTEST:

By: _____ _____
President, Board of School Directors Secretary, Board of School Directors

FOR THE BOARD OF TRUSTEES OF ROBERTO CLEMENTE CHARTER SCHOOL:

ATTEST:

By: _____ _____
President, Board of Trustees Secretary, Board of Trustees

Board of Trustees

Generative Artificial Intelligence Policy

Introduction

Generative Artificial Intelligence (AI) represents a groundbreaking technological advancement that has the potential to revolutionize various aspects of education. By leveraging generative AI, educators can enhance teaching methodologies, customize learning experiences, and facilitate creativity among students. However, the adoption of generative AI also introduces a range of ethical, legal, and pedagogical considerations that necessitate careful attention and management.

Purpose

The primary objective of this policy is to establish clear guidelines for the responsible utilization of generative AI within Roberto Clemente Charter School (the "Charter School"). These guidelines aim to ensure that the integration of generative AI aligns with the Charter School's educational values, promotes student safety and privacy, upholds ethical standards, fosters transparency and accountability, and supports equitable access to educational opportunities.

Scope

This policy applies to all stakeholders involved in the use of generative AI within the Charter School including, but not limited to, educators, administrators, IT personnel, students, and external vendors. It encompasses the deployment, management, and oversight of generative AI technologies across various educational contexts and settings, including classrooms, extracurricular activities, and administrative functions.

The availability of access to generative AI tools and resources by students and staff does not imply endorsement by the Charter School nor does the Charter School guarantee the accuracy of the information received from generative AI tools or resources. The Charter School shall not be responsible for any information that may be lost, damaged or unavailable when using a generative AI tool or resource. The Charter School shall not be responsible for the dissemination, replication or alteration of the information or data input by any student or staff into any generative AI took or resource. Nothing in this policy is intended to limit the Charter School's obligations under applicable law or regulations.

This policy is intended to promote standards for Internet safety and compliance with the Children's Internet Protection Act, Pub. L. No. 106-554 and 47 USC 254(h) ("CIPA").

Definition

For purposes of this Policy, "generative artificial intelligence" or "generative AI" means technology that creates or materially modifies text, images, audio, video, code, data, or other content in response to user instructions or information.

Guidelines for the Use of Generative AI

In line with the Charter School's educational mission, generative AI should primarily serve to augment teaching and learning experiences, foster creativity, and support academic achievement. Educators are encouraged to integrate generative AI tools into the curriculum in a manner that enhances instructional delivery, accommodates diverse learners, and promotes student engagement and critical thinking skills.

In safeguarding student privacy and data protection, all data collected or generated by generative AI systems must adhere to relevant privacy laws, regulations, and Charter School policies. Personally identifiable information ("PII") of students or staff should be handled with utmost care and used only for legitimate educational purposes with explicit consent. Use of AI may not implicate or compromise student records and/or information protected by any laws or regulations, including the rights to privacy ensured by the United States and Pennsylvania constitutions, the Family Educational Rights and Privacy Act ("FERPA"), Children's Internet Protection Act ("CIPA"), Children's Online Privacy Protection Act ("COPPA"), Americans with Disabilities Act ("ADA"), The Individuals with Disabilities in Education Act ("IDEA"), the Right-to-Know Law ("RTKL"), the Pennsylvania Personnel Files Act, and the Pennsylvania Breach of Personal Notification Data Act.

Ethical considerations are paramount in the use of generative AI. Content generated by these systems should not propagate hate speech, bullying, violence, discrimination, invasions of privacy, plagiarism, cheating, or any other unethical behavior. Educators must be vigilant in identifying and mitigating potential biases inherent in AI algorithms to ensure fair and equitable outcomes for all students.

Respect for intellectual property rights is essential. Users of generative AI should adhere to copyright laws and intellectual property regulations when creating or modifying content. Students should be educated about the importance of respecting the

rights of original creators and properly attributing sources when using generative AI tools for creative projects.

It is essential to stress the limitations on students' use of generative AI unless expressly authorized by their teacher. Unauthorized use may lead to unintended consequences, including ethical breaches, academic dishonesty, or legal implications. Students are expected to seek guidance and approval from their teachers before utilizing generative AI tools for educational purposes.

Board Policy

Educational and Operational Purpose. Generative AI may be used only for lawful and appropriate educational or operational purposes consistent with the Charter School's mission, curriculum, policies, and the user's assigned responsibilities.

Human Responsibility and Review. Generative AI is a support tool and not a substitute for professional judgment, independent analysis, or personal responsibility. Users remain responsible for reviewing and verifying AI generated content for accuracy, relevance, bias, appropriateness, and compliance before it is used or distributed. Final decisions concerning students, employees, or Charter School operations shall be made by authorized personnel and shall not be based solely on generative AI output.

Privacy, Confidentiality, and Security. Users shall protect student, employee, and Charter School information in accordance with applicable law and Charter School policy. Personally identifiable, confidential, privileged, proprietary, or otherwise protected information shall not be entered into a generative AI system unless the system and the proposed use have been approved by the Charter School.

Student Use and Academic Integrity. Students may use generative AI only as authorized by the Charter School or the responsible teacher. Teachers may establish assignment specific requirements concerning permitted use, verification, attribution, and disclosure. Generative AI shall not be used to evade learning objectives, misrepresent authorship, engage in academic dishonesty, or violate the Student Code of Conduct.

Equity, Nondiscrimination, and Accessibility. Generative AI shall be used in a manner consistent with the Charter School's nondiscrimination and accessibility obligations. Users shall consider the potential for inaccurate, biased, discriminatory, or inaccessible output and shall take reasonable steps to prevent such output from affecting educational or employment decisions.

Intellectual Property and Transparency. Users shall respect copyright, licensing, attribution, and other intellectual property requirements. AI generated or AI assisted

work shall be identified or attributed when required by the Charter School, an instructor, applicable law, or the terms governing the tool.

Prohibited Uses. Generative AI shall not be used to engage in unlawful conduct; harass, threaten, discriminate against, exploit, or impersonate another person; create materially deceptive content; circumvent security or access controls; disclose protected information; or otherwise violate Charter School policy.

Approved Tools and Vendors. The Charter School may limit use to approved tools, accounts, and services. Generative AI products that will access protected information, integrate with Charter School systems, or be used institutionally shall be subject to appropriate administrative, privacy, security, contractual, and educational review.

Delegation of Responsibility

The CEO or designee is authorized to develop, maintain, and enforce administrative procedures necessary to implement this Policy. Those procedures may address approved tools and accounts, age and access requirements, staff and student guidance, training, assignment level expectations, disclosure and attribution, data handling, vendor review, record retention, incident reporting, prohibitions on plagiarism, academic dishonesty, and other operational matters.

The CEO or designee may suspend or restrict the use of a generative AI tool or practice when necessary to protect safety, privacy, security, academic integrity, legal compliance, or the educational interests of the Charter School.

Implementation and Oversight

To facilitate effective implementation, the Charter School will provide comprehensive training and professional development opportunities for staff on the ethical use of generative AI and relevant Charter School policies. Educators will receive guidance on integrating generative AI tools into instructional practices in alignment with educational objectives and standards.

Students will receive age-appropriate instruction on AI literacy, including fundamental principles such as the necessity of proper human supervision, critical thinking, and skepticism regarding accuracy. Such instruction should aim to empower students with the knowledge and skills needed to navigate the increasingly prevalent presence of AI tools or resources in their academic and personal lives.

Mechanisms for monitoring and evaluating the use of generative AI will be established to ensure compliance with this policy. Regular reviews and assessments will be conducted to identify any ethical or privacy concerns associated with its use and

address them promptly. Additionally, feedback mechanisms will be established to solicit input from stakeholders and continuously improve the implementation of generative AI technologies.

The policy will be subject to periodic review to ensure its continued relevance and alignment with evolving technological advancements, educational practices, and regulatory requirements. Amendments may be proposed based on feedback from stakeholders, emerging issues related to generative AI, or changes in legal or policy frameworks.

Compliance and Enforcement

All stakeholders are expected to adhere to this policy and related procedures governing the use of generative AI within the Charter School. Failure to comply may result in disciplinary action, up to and including termination of employment or student expulsion, in accordance with Charter School policies and applicable laws.

Any concerns or incidents related to the use of generative AI should be promptly reported to appropriate Charter School officials for investigation and resolution. Confidentiality will be maintained throughout the investigative process to protect the interests of all parties involved, while ensuring transparency and accountability in addressing issues related to generative AI use.

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

ADOPTED this day _____ of _____, 2026

_____
President

_____
Secretary

Board of Trustees Policy

ADMISSION OF STUDENTS THROUGH THE LOTTERY PROCESS POLICY

The Board of Trustees ("Board") of the Roberto Clemente Charter School ("Charter School") adheres to Pennsylvania Charter School Law at 24 PS §17-1723, that requires with regard to Admission of students to charter schools:

(a) "All resident children in this Commonwealth qualify for admission to a charter school within the provisions of subsection (b). If more students apply to the charter school than the number of attendance slots available in the school, then students must be selected on a random basis from a pool of qualified applicants meeting the established eligibility criteria and submitting an application by the deadline established by the charter school, except that the charter school may give preference in enrollment to a child of a parent who has actively participated in the development of the charter school and to siblings of students presently enrolled in the charter school. First preference shall be given to students who reside in the district or districts.

(b) (1) A charter school shall not discriminate in its admission policies or practices on the basis of intellectual ability, except as provided in paragraph (2), or athletic ability, measures of achievement or aptitude, status as a person with a disability, proficiency in the English language or any other basis that would be illegal if used by a school district.

(2) A charter school may limit admission to a particular grade level, a targeted population group composed of at-risk students, or areas of concentration of the school such as mathematics, science or the arts. A charter school may establish reasonable criteria to evaluate prospective students which shall be outlined in the school's charter.

(c) If available classroom space permits, a charter school may enroll nonresident students on a space-available basis, and the student's district of residence shall permit the student to attend the charter school.

Delegation of Responsibility:

The Chief Executive Officer ("CEO") or his/her designee shall conduct the application process and the lottery with the oversight of the Board of Trustees.

Lottery:

The lottery will be conducted in public by Charter School employees and Board Members who have no personal interest in its outcome.

To be eligible for kindergarten enrollment, a child must be 5 years old on or before December 31, unless their school district of residence enforces an earlier age cutoff, in which case the child must meet that district's required age.

A completed Charter School application, which is timely submitted to the Charter School, is required for participation in the lottery.

The selection process is as follows, and will be determined by subtracting from the total number of spaces available the total number of spaces already taken by each category set forth below in order, beginning with kindergarten and proceeding through the grades in order:

1) All students currently enrolled and attending the Charter School are exempted from the lottery process.

2) Students who reside in the Allentown School District (the "District") and who have at least one sibling selected for enrollment in the lottery or currently enrolled in the Charter School ("District Sibling Preference").

   In the event that a seat is not available for admission to the grade applied for and there is no space in the grade they should attend, said student will be placed on the Wait List in the next numerical position available. The Wait List does not assure admission.

3) Students who do not reside in the District and who have at least one sibling selected for enrollment in the lottery or currently enrolled in the Charter School ("Non-District Sibling Preference").

   In the event that a seat is not available for admission to the grade applied for and there is no space in the grade they should attend, said student will be

placed on the Wait List in the next numerical position available. The Wait List does not assure admission.

4) Students residing within the District that do not meet any of the criteria set forth in (1) or (2) above.

   In the event that a seat is not available for admission to the grade applied for and there is no space in the grade they should attend, said student will be placed on the Wait List in the next numerical position available. The Wait List does not assure admission.

5) Lastly, students residing outside of the District that do not meet the criteria set forth in sections (1) or (3) above.

   If the total number of enrollments for said students in any given grade exceeds the spaces available after all other students eligible under (1) – (4) above have been given a space, a lottery will be held to determine who will be given a space in the grade.

   In the event that a seat is not available for admission to the grade applied for and there is no space in the grade they should attend, said student will be placed on the Wait List in the next numerical position available. The Wait List does not assure admission.

District Sibling Preference and Non-District Sibling Preference (together referred to as "Sibling Preference") may also apply during the lottery. When the name of a student with a sibling is assigned a space in a grade, then the sibling will automatically receive a space in the grade in which they are seeking to enroll if a space is available. Sibling Preference in the lottery will not apply to students being placed on the Wait List. Students will be placed on the Wait List in the order in which their names have been drawn.

If the enrollment process produces a greater number of students than spaces available in any given grade, applications received after the cut-off date will not be included in the lottery. After the Wait List has been established, these applications will be placed on the Wait List in the order they were received.

If the initial enrollment process does not produce an adequate number of enrolled students, enrollment will continue beyond the cut-off date and a lottery process will not be held for that school year. Applicants will receive spaces on a first come first serve basis using the student preference criteria outlined in this policy.

Waiting List:

Applicants on the Wait List will be notified in sequential order through the Charter School's enrollment system and also via phone if space becomes available. The Wait List will terminate at the end of the next school year.

Lottery Process:

The lottery is conducted annually on the first Thursday of April unless otherwise designated by the Board of Trustees and will include all applications received from the start of the open enrollment period through the 1st of March that year.

The lottery will assign students to spaces for a grade as follows:

- The names of the students in the grade with complete submitted enrollment applications will be placed in the Charter School's enrollment lottery.
- The lottery will be run with the use of the Charter School's electronic enrollment software or some alternative randomized process. The names of students in the grade will be drawn from the lottery. Students will be assigned to spaces in the order their names are drawn.
- When the name of a student with a sibling is assigned a space in a grade, then the sibling will automatically receive a space in the grade in which they are seeking to enroll if a space is available.
- Sibling preference in the lottery will not apply to students being placed on the Wait List. Students will be placed on the Wait List in the order in which their names have been drawn.

The results of the lottery will be tabulated as follows:

- The names of students (or some alternative designation thereof) who have re-enrolled or have sibling preference due to an already re-enrolled student will be displayed to document the number of spaces already taken before students are assigned by the lottery.
- The names of students (or some alternative designation thereof) who are assigned spaces in a grade by the lottery will be posted.

- The names of students (or some alternative designation thereof) who are assigned to the Wait List in a grade will be recorded and posted.

Within one week after the lottery has been held, the Charter School will send a notification to all applicants. This notification will indicate either that the student has been offered a space or a place on the Wait List. If a space becomes available in a grade, the next applicant on the Wait List will be contacted and offered admission in "number" order for the grade.

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

ADOPTED this _____day of ___ _____, 202.

_____
President

_____
Secretary

RCCS
Roberto Clemente
CHARTER SCHOOL
"BILINGUALISM, BILITERACY, AND BEYOND"

Elementary Principal's Report
Tuesday, November 17, 2026
Mr. Cory Snyder and Mrs. Brittani Ricketts

Attendance (October)

Grade	Attendance
Kindergarten	95.46%
Grade 1	93.05%
Grade 2	93.05%
Grade 3	94.44%
Grade 4	95.94%
Grade 5	97.05%
Total	94.84%

Academic Achievement

- Marking Period 1 Benchmark Testing

October 2026 (Reading) [Marking Period 1]		October 2026 (Math) [Marking Period 1]	
Grade	At/Above Benchmark	Grade	At/Above Benchmark
1st	24.0%	1st	40.0%
2nd	28.0%	2nd	28.0%
3rd	40.0%	3rd	30.0%
4th	30.0%	4th	26.0%
5th	34.0%	5th	24.0%

Discipline (October)

Infractions by Level	Total
Level II	1
Level III	7
Level IV	0

- Positive Office Referrals (October)
  - Three hundred fifteen (315)
- PBIS Newsletter
  - Monthly newsletter from the Dean of Students is included at the end of this report.

College & Career Activities/Events/Information

- Safer Smarter Lessons
  - Finishing in grade 4
- College and Career Lessons
  - October 13, 2026
    - UGI presentation for students in grade 4 about electrical safety and natural gas safety

Bilingual Activities/Events/Information

- Fiesta Latina 2026
  - RCCS welcomed four hundred forty-seven (447) attendees.
  - Students shared their learning and culture through dances, songs, and more.
  - School Community Volunteers and Support
    - Three (3) parent volunteers
    - More than eighty (80) contributions of food, plates, forks, etc.
    - Twenty-four (24) elementary staff members stayed to help/support.



Professional Development/Learning Activities/Teacher & Staff Collaboration Activities

- October 12, 2026 – Staff Development
  - Cooperative Learning Levels of Use
    - Think Pair Share & Random Reporter
    - Release of Responsibility
    - Team Cooperation Goals
    - Celebration
- October 21, 2026 – Early Dismissal/Staff Development
  - Report Card Training (New Staff)
  - Environmental Print and Classroom Resources
- Common Planning Meetings
  - Classroom data collection
  - Implementation fidelity
  - End of marking period supports.
  - Parent Teacher Conference preparation

Other Information/Activities/Events/Updates

- Fall Festival – October 30, 2026
  - Eight (8) family volunteers for Trunk or Treat
- Parent Teacher Conferences – November 24, 2026
  - In person and virtual offerings

Celebrations

- Ms. Tulier, Ms. Davila, supporting departments, staff volunteers, and school families for their collaborative support for Fiesta Latina.
- Thank you to the Fall Festival Committee for your planning, participating, and preparation to make this a memorable day for our school community.
- Instructional Assistants (IAs) for their flexibility, support, and willingness to always help keep our building running smoothly.
- Mrs. Pena (Instructional Coach) for her initiatives, assistance, and organization in supporting the instructional side of the elementary school.

Upcoming calendar of events

- 11/18/2026—1:00 Dismissal Day
- 11/24/2026—School Closed: Parent Teacher Conferences
- 11/25/2026—School Closed: Professional Development
- 11/26/2026 – 11/30/2026—School Closed: Thanksgiving Holiday


PBIS
October
FROM: MRS. RICKETTS
POSITIVE OFFICE REFERRALS
KINDERGARTEN
15
FIRST GRADE
28
SECOND GRADE
95
315
THIRD GRADE
53
FOURTH GRADE
66
FIFTH GRADE
58
WHAT'S HAPPENING
LEVEL 1- 45
LEVEL 2- 1
LEVEL 3- 7
LEVEL 4- 0
SHOUT OUT
SHOUT OUT TO
MS. DANLEY
FOR UTLIZING FESTIVE
CLASSROOM
RECONGNITIONS
SPOOK-TACULAR BEHAVIOUR
I AM VERY PROUD, AND YOU SHOULD BE TOO!
GOURD-JOB
I AM VERY PROUD, AND YOU SHOULD BE TOO!
SHOUT OUT TO
MS. MAKOUL
FOR BUILDING STUDENT
ACCOUNTABLITIY.
Fix it ticket
STOP AND THINK
STOP and THINK
PBIS Reminders for Teachers
Pause ♥ Support ♥ Make a Positive Impact
1. Notice & Acknowledge
2. Teach & Model
3. Provide Pre-Corrections
4. Use PBIS Strategies
5. Revisit & Reflect
Small choices make a BIG impact!
RCCS PBIS...
Respectful ♥ Contributor
Collaborative ♥ Scholarly

Board of Trustees Principal Reports

November 17, 2026

- October Attendance

6th	94%	9th	94%
7th	95%	10th	94%
8th	94%	11th	96%
		12th	94%

- Academic Achievement
  - MS Students completed their second round of STAR Testing. Results helped determine students' placements in their LAB period. 6th grade students will focus on remediation in ELA and 7th/8th grade students will focus on Math remediation for this marking period.
  - HS students completed their second round of STAR testing on 11/10 & 11/11.
  - Students were recognized for their academic achievement in the 1st Quarter by receiving High Honor Roll and Honor Roll. 22 Honor Roll and 64 High Honor Roll.
- Discipline for month of September
  - MS
    - Level II (39), Level III (11), Level IV (9)
  - HS
    - Level II (30), Level III (6), Level IV (0)
  - Consequences
    - Students received: restorative conversations, lunch detentions, after-school detentions, In-school suspensions and Out-of-school suspensions
  - Positive Office Referrals
    - Positive Office Referrals - MS - 59 , HS - 86
- College & Career Activities/Events/Information
  - 1. College Field Trips: Kutztown University (10/13), DeSales University (10/30), Northampton Community College (11/2), Manor College (11/16)
  - 2. STEM Career Exploration Day at DaVinci Science Center on 11/11/26. Took 9 MS Students and 9 HS Students
  - 3. HS Career Fair was held on 10/23
  - 4. FAFSA night was held on 11/2

- 5. So far, 6 seniors have received acceptance letters to colleges. All others are in the process of completing applications.

- Bilingual Activities/Events/Information
  - 10/21 - RCCS Day of Service
    - Students collaborated and participated in our day of service at the following locations:
      - Allentown Art Museum, RCECS, Lehigh Valley Conference of Churches, Allentown Rescue Mission, Heartland Hospice, Camelot for Children, The Neighborhood Center, the HAO, and community clean up.
  - 11/ 13 - Senior Class Bake Sale to raise money for the class fund to offset the cost of future events such as Prom.
- Professional development/learning activities/Teacher & staff collaboration activities
  - 10/21 - Staff met with common planning teams to review data and instructional practices. PBIS teams met to plan for quarterly celebrations and data review.
  - 11/03 - Staff participated in professional development pertaining to the topics of "Addressing Student Misbehavior" and "Feedbacks, Labels, & Impressions." Our MS ELA team received a full-day training with our Success For All facilitator with a focus on "Using Classroom Data from Reading Edge to Drive Instruction."
  - 11/18 - PLC will feature a Freckle training on Enhancing Instruction with Freckle and time for staff to prepare for Parent-Teacher Conferences.
  - 11/25 - Staff will participate in a Freckle training on "Interpreting Student Data in Freckle"
- Any other important information/updates/events/activities, especially related to schoolwide expectations and initiatives
  - Student Council will host a Homecoming Dance on November 21st in the MHS Gym.
- Celebrations
  - MS PBIS Fall Movie Reward - Students who did not receive a referral in October watched a movie with popcorn in the cafeteria on Oct 30th. Participants were entered into a raffle to win Pesos, Dress Down Passes, and a Fall Treat Basket.
  - HS PBIS Volleyball - HS students who purchased a raffle ticket with Pirate Pesos could participate in the volleyball tournament. Students who did not receive discipline referrals in Quarter 1 were invited to spectate the games.
  - Honor Roll Breakfast - MHS Students who earned High Honor Roll and Honor Roll were treated to a breakfast on 11/09 and 11/10. Guardians were also invited to join the event.
- Upcoming calendar of events
  - 11/18 - Early Dismissal for PLC
  - 11/23 & 11/24 - Parent Teacher Conferences

- 11/25 - Professional Development Day
- 12/04 - SFA Leadership Day
- 12/07 - Progress Reports Sent Home
- 12/07 - STEAM + Games night 5:00PM -7:00 PM
- 12/09 - HS Trip to Automotive Training Center



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

Human Resources Report

November 17, 2026

I. Personnel Updates for board approval, including addenda:

a. New Hires (motion)

Date	Name	Location	Job Title	Status
11/10/2026	Davel Lloyd	Facilities	Custodian, 2nd Custodian	Full-time
1/4/2027	Keila Rodriguez	ADM	Registered Nurse	Full-time

b. Personnel Appointments to Existing Vacancies for Current Employees (motion)

Date	Name	Location	Job Title	Status
9/15/2026	John Grady*	MHS	After School Teacher	Temp. PT

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

c. Personnel Resignations and Dismissals (motion)

Name	Location	Job Title	Date	Status
Mohamed Moawad	MS	Long-term Substitute Teacher	11/13/2026 (change to)	Resignation

II. Current and Future Job Postings:

Title	Location	Status
Instructional Assistant/Substitute	HS	Full-time; recruiting
Maintenance Worker	Facilities	Part-time, flexible schedule; recruiting
Athletic Coordinator	HS	Part-time; recruiting
Girls Volleyball Asst. Coach	HS	Seasonal part-time; recruiting
Boys Basketball Head Coach	HS	Offer accepted, pending documentation
Boys Basketball Asst. Coach	HS	Seasonal part-time; recruiting

III. HR Committee

- Acceptable Use and Internet Safety Policy – Revision (1st reading)
  - Technology Resources – Acceptable Use (current policy)

IV. Upcoming

- 11/17/2026 – Lehigh Valley Campus-to-Career Fair- ArtsQuest, Bethlehem, PA
- 12/10/2026 – HR Committee Meeting
- 12/21/26 – 1/1/2027 – Winter Break

Board of Trustees Policy

ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Board of Trustees of Roberto Clemente Charter School ("Charter School") provides computer network and Technology Resources to enhance educational opportunities for Charter School students, employees, and the Charter School community. This policy details acceptable use of Technology Resources provided by the Charter School. These services and equipment are provided by the Charter School as a privilege to the User (as defined below) and appropriate and ethical use of any Charter School Technology Resources, tools and equipment is required.

It is every Technology Resource User's duty to use Technology Resources responsibly, professionally, ethically and lawfully. Access to these resources may be designated a privilege, not a right. This policy applies to aspects of both adult and minor acceptable use of Technology Resources.

This policy is intended to fulfill requirements of state and federal laws to the extent applicable, including the Federal Children's Internet Protection Act (CIPA), 47 U.S.C. §§ 254(h) and (l) and the Neighborhood Children's Internet Protection Act (NCIPA), the 2008 Broadband Improvement Act, P.L. 110-385 and any applicable implementing regulations. As such, this policy addresses the following:

(A) Access by minors to inappropriate matter on the Internet and World Wide Web;
(B) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
(C) Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
(D) Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
(E) Measures designed to restrict minors' access to materials harmful to minors.

In using or accessing the Charter School's Technology Resources, Users must comply with the following provisions:

DRAFT

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined as follows:

Child Pornography. Under federal law, any visual depiction, including any photograph, film, video, picture, or computer image or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

18 U.S.C.A. §2256(8)

Under Pennsylvania law, any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

18 PA CSA §6312(d)

Minor. For purposes of compliance with CIPA, an individual who has not yet attained the age of seventeen. For other purposes, minor shall mean any person under the age of eighteen (18).

Obscene. Under federal and Pennsylvania law, any material if:

1. the average person, applying contemporary adult community standards, would find that the material, taken as a whole, appeals to the prurient interest;
2. the subject matter depicts or describes sexual conduct in a patently offensive way; and
3. the subject matter, taken as a whole, lacks serious literary, artistic, political or scientific value.

Miller v. California, 413 U.S. 15 (1973)

DRAFT

Password. A unique word, phrase or combination of alphanumeric and non-alphanumeric characters used to authenticate a User ID as belonging to a specific User.

Sexual Act and Sexual Contact. Has the meanings given such terms under 18 U.S.C. § 2246(2), 18 U.S.C. § 2246(3), and 18 Pa.C.S.A. § 5903.

Technology Protection Measure. A specific technology that blocks or filters Internet access to content that is Obscene, Child Pornography or harmful to Minors and the material is covered by a certification regarding CIPA.

Technology Resources. Technologies, devices and resources used to access, store or communicate information. This definition includes, but is not limited to, computers, Chromebooks, information systems, networks, laptops, iPads, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, digital cameras, wireless reading devices, i.e. Kindles, Internet, electronic mail, electronic communications, devices and services, multi-media resources, hardware and software, including learning platforms, badges and QR codes.

User. Any person who has signed this policy and is permitted by the Charter School to utilize any portion of the Charter School's Technology Resources including, but not limited to, students, parents, employees, Board of Trustee members, contractors, consultants, vendors and agents of the Charter School.

User Identification (ID). Any identifier that would allow a User access to Charter School's Technology Resources or to any program including, but not limited to, e-mail and Internet access.

Vandalism. Any malicious attempt to harm or destroy Technology Resources, data of another user, Internet or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.

Authorized Users

Charter School's Technology Resources may be used by any authorized User. Use of Charter School's Technology Resources is a privilege, not a right. If a potential User has a history of discipline problems involving Technology Resources, the CEO or the designee may make the decision not to give the potential user access to certain Charter School Technology Resources.

User Privacy

Computer accounts and Technology Resources are given to Users to assist them in the performance of Charter School related functions. A User does not have a legal

expectation of privacy in the User's electronic communications or other activities involving Charter School's Technology Resources, including e-mail, in anything they create, store, send, share, access, view or receive on or through the Internet.

By using Charter School's network and Technology Resources, all Users are expressly waiving any right to privacy and consent to having their electronic communications and all other use accessed, reviewed and monitored by the Charter School. A User ID with e-mail access will only be provided to authorized Users on condition that the User consents to interception of or access to all communications accessed, sent, received or stored using Charter School technology and signs this policy.

Electronic communications, downloaded material and all data stored on the Charter School's Technology Resources, including files deleted from a User's account, may be intercepted, accessed or searched by the Charter School administrators or designees at any time in the regular course of business to protect Users and the Charter School's equipment. Any such search, access or interception will be reasonable in inception and scope and shall comply with all applicable laws.

Technology Administration
The Board of Trustees directs the CEO or the designee to assign trained personnel to maintain the Charter School's technology in a manner that will protect the Charter School from liability and will protect confidential student and employee information retained on or accessible through the Charter School's Technology Resources.

Administrators may suspend access to and/or availability of the Charter School's Technology Resources to diagnose and investigate network problems or potential violations of the law or the Charter School policies and procedures. All Charter School Technology Resources are considered Charter School property.

The Charter School may maintain or improve Technology Resources at any time. The Charter School or authorized Charter School agents may remove, change or exchange hardware, equipment or other technology between buildings, classrooms or Users at any time without prior notice.

Content Filtering and Monitoring
The Charter School employs technology protection measures and will monitor the online activities of Minors on the Charter School network and/or all Technology Resources and equipment with Internet access, as required by law. At a minimum, they are meant to block visual depictions that are obscene, illegal, pornographic, Child Pornographic and/or harmful to Minors as well as Internet/World Wide Web/computer resource access to such material. If Users find a website deemed

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inappropriate, such website must be reported to CEO or the designee. After reviewing the site, appropriate steps will be taken to block inappropriate site from Users.

For purposes of bona fide research or other lawful purposes, certain blocked sites may be made available for those purposes only after approval of the request by the CEO or the designee.

In making decisions to disable the Charter School's Technology Protection Measure device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the Charter School. A student or parent/guardian claiming they have been denied access to Internet material that is not within the purview of this policy shall be afforded expedited review and resolution of the claim.

The Technology Protection Measures will be used to protect against access to visual depictions that are Obscene, harmful to Minors, illegal, pornographic, and Child Pornographic, as required by law.

Technology Protection Measures are not foolproof, and the Charter School does not warrant the effectiveness of Internet filtering except to the extent expressly required by federal and state laws. Evasion or disabling, or attempting to evade or disable, a Technology Protection Measure device installed by the Charter School is prohibited.

The Charter School shall not be held responsible when a student or other User knowingly or willingly accesses inappropriate material or communicates or shares such materials with others.

Viruses

Viruses can cause substantial damage to Technology Resources. Users are responsible for taking reasonable precautions to ensure they do not introduce viruses to the Charter School's Technology Resources.

Any User receiving an e-mail from a questionable source must contact the CEO or the designee before opening the e-mail or any attachment included in the e-mail.
To ensure security and avoid the spread of viruses, Users accessing the Internet through a Technology Resources attached to the Charter School's network must do so through an approved Internet firewall or Technology Protection Measure.

Encryption Software

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Users shall not install or use encryption software on any Charter School Technology Resource without first obtaining written permission from the CEO or the designee. Users shall not use encryption keys that are unknown to the CEO or the designee.

The federal government has imposed restrictions on export of programs or files containing encryption technology. Software containing encryption technology shall not be placed on the Internet or transmitted in any way outside the United States.

Web Content Developed By Students
As part of class/course assignments, students may be developing and/or publishing content to the Internet via web pages, electronic and digital images, blogs, wikis, podcasts, vodcasts, and webcasts, or may be participating in videoconferences.

The following guidelines must be adhered to when students develop and publish information to the Internet:

1. Personal information such as phone numbers, addresses, e-mail addresses or other specific personal information shall not be published or shared on a public page or video conference.
2. All web content must comply with this policy.
3. All web content and videoconferencing must be under the direction and supervision of the teacher/administrator and is to be used for educational purposes only.
4. All web content is subject to copyright law and fair use guidelines.
5. All web content shall only be posted to Charter School approved web pages, blogs, wikis, podcasts, webcasts, vodcasts and videoconferences.

Prohibitions
Students, staff and all Users are expected to act in a responsible, ethical and legal manner in accordance with Charter School policies and federal and state laws. Specifically, the following uses of the Charter School's Technology Resources are prohibited:

1. To facilitate illegal activity, including unauthorized access and hacking;
2. To engage in commercial, for-profit, or any business purposes, except where such activities are otherwise permitted or otherwise authorized;
3. Non-work or non-school related work;
4. Product advertisement or political lobbying;

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5. Production or distribution of hate mail, unlawfully discriminatory remarks, and offensive or inflammatory communication;

6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials;

7. Sending, receiving, viewing, or downloading visual depictions of obscenity, child sexual abuse material, or material that is harmful to minors. To enforce this policy, the Board may elect to use (1) software programs designed to block access to visual depictions of obscenity, child sexual abuse materials, and other materials that are harmful to minors., and/or (2) select online servers that block access to such content.

8. Use of inappropriate language or profanity;

9. To transmit material likely to be offensive or objectionable to recipients;

10. To intentionally obtain or modify files, data and passwords belonging to other Users, or integral to system and network operations;

11. Impersonation of another User, anonymity and/or use of pseudonyms;

12. Loading or use of unauthorized games, programs, files, or other electronic media;

13. To disrupt the work of other Users;

14. Destruction, modification, or abuse of Technology Resources and peripheral hardware or software;

15. Relocation of Charter School hardware without prior administrative consent;

16. Quoting personal communications in a public forum without the original author's prior consent;

17. To access or use any form of electronic mail on Charter School Technology Resources unless authorized by the CEO or the designee;

18. Using the network to participate in online or real-time conversations unless authorized by the teacher/administrator for the purpose of communicating with other classes, students, teachers, experts or professionals for educational purposes;

19. Using a removable storage device, i.e. USB or external hard drive, brought into the Charter School from an outside source that has not been properly

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scanned for viruses or authorized for use by a teacher/administrator in accordance with Charter School established procedures;

20. To discriminate against, advocate violence against, harass, intimidate, bully or cyberbully others;
21. To send unsolicited ("spamming") or forwarded e-mails and chain letters to persons;
22. Using "spoofing" or other means to disguise User identities in sending e-mail or other electronic communication via bulletin boards, newsgroups, social networking sites, instant messages, e-mail systems, chat groups, chat rooms, or through other Technology Resources;
23. To send, transmit or otherwise disseminate proprietary data, trade secrets, or other confidential information of the Charter School;
24. Posting or allowing the posting of personal information about themselves or other people on the Technology Resources unless authorized by the CEO. Personal information includes address, telephone number (including home, work and cell phone numbers), school address, work address, pictures or video bites, clips, etc.;
25. To access or transmit gambling, pools for money, or any other betting or games of chance;
26. To solicit information with the intent of using such information to cause personal harm or bodily injury to another or others;
27. Posting, sharing or attempting to post information that could endanger an individual, cause personal damage or a danger of service disruption; and
28. Indirectly or directly making connections that create "backdoors" to the Charter School, other organizations, community groups, etc. that allow unauthorized access to the Technology Resources or the Charter School.

Security

The Charter School intends to strictly protect its Technology Resources against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these assets and in lessening the risks that can harm Technology Resources. Therefore, Users are required to comply fully with this Policy and to immediately report any violations or suspicious activities to the CEO or the designee.

System security is protected in part by the use of passwords. All passwords must comply with Charter School-established security protocols, which may be updated periodically.

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Failure to adequately protect or update passwords could result in unauthorized access to personal or Charter School files. Users shall be responsible for safeguarding their passwords for access to the Charter School's Technology Resources and for all transactions made using their passwords. To protect the integrity of the Charter School's Technology Resources and systems, the following guidelines shall be enforced:

1. Students and other Users shall not reveal their passwords to another unauthorized individual.
2. Passwords shall not be printed or stored online.
3. Students and other Users are required to log off from the network when they complete working at a particular station.
4. Users are not to use a computer that has been logged in under another student's, teacher's or User's name.
5. Any User identified by the CEO or the designee as having a history of discipline problems involving Technology Resources may be denied access to any or all of the Charter School's Technology Resources.
6. Students and other Users shall not alter a communication originally received from another person or computer with the intent to deceive.
7. Users shall not misrepresent the identity of a sender or source of communication.
8. Users shall not disable or circumvent any Charter School security; software or hardware.
9. Users shall not interfere with or disrupt the Charter School's systems, network accounts, services or equipment.
10. Files, system security software/hardware or any Charter School system shall not be altered or attempt to be altered without the written authorization of the CEO or the designee.
11. Unauthorized hardware and electronic devices shall not be connected to the Charter School system.
12. Users shall comply with requests from the CEO or the designee to discontinue activities that threaten the operation or integrity of the Charter School system.

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Use of passwords to gain access to Technology Resources or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on Technology Resources. The Charter School retains access to all material stored on the Technology Resources regardless of whether that material has been encoded with a particular User's password, as well as applicable law.

Users shall not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users shall not use the Technology Resources to "snoop" or pry into the affairs of other Users by unnecessarily reviewing the files and e-mails of another.

A User's ability to connect to another computer's system through the network or by any other electronic means shall not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the administrators of those systems and the CEO or the designee.

Phishing

"Phishing" is defined as the fraudulent practice of sending emails or other messages purporting to be from reputable companies in order to induce individuals to reveal personal information, such as passwords and credit card numbers.

To the best of its ability, the Charter School will protect the School, School employees, and students from phishing attacks. To avoid the harmful and sometimes catastrophic effects of phishing, all Charter School personnel and students ("system users") must be knowledgeable of what phishing is and what to do in the event that they receive a phishing attempt.

The Charter School shall educate system users about phishing and other potential risks posed by outside actors attempting to access the Charter School's systems and/or data. In brief, all system users should avoid clicking on links from unfamiliar email addresses or websites, providing personal/financial information to anyone via email or text message, and providing School email addresses/phone numbers to third-party sites or services that have not been explicitly sanctioned or sponsored by the School.

If a system user exposes the Charter School to a security breach through failure to respond appropriately to phishing, that system user will have to undergo additional phishing training and may face disciplinary action, including termination, on a case-by-case basis.

Safety
To the greatest extent possible, Users of the network will be protected from harassment or unwanted or unsolicited communication. Any network User who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher, staff member or an administrator.

Communications through Charter School Technology Resources are limited to only that which serves a demonstrable educational purpose. For safety reasons, Charter School Users shall not reveal personal addresses or telephone numbers to other Users on Charter School networks or on the Internet other than in the normal course of business for the School.

The CEO or the designee shall be responsible for implementing protection measures to determine whether Charter School's computers, laptops, iPads, Kindles and other Technology Resources and technology related devices such as USB drives, digital cameras and video cameras, PDAs, MP3 players, printers, etc. are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing technology protection measures that block or filter Internet access for minors and adults to certain visual depictions that are Obscene, Child Pornography, harmful to minors with respect to use by Minors, or determined inappropriate for use by Minors by the Board of Trustees.
2. Maintaining a listing of all employees and Users with access to the room that contains Charter School's server.
3. Generate and maintain monitoring reports (including firewall logs) of User activity and remote access on Charter School's system by all Users, including but not limited to students, employees, contractors, consultants, and/or vendors.
4. The report should include the date, time and reason for access, whether it was remote access, changes made and who made the changes.
5. Maintaining documentation that students no longer enrolled at Charter School, terminated employees, and contractors/vendors with expired contracts or who are terminated are properly removed from Charter School's system in a timely manner.
6. Analyzing the impact of proposed program changes in relation to other critical business functions before adopting the proposed program changes.

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7. Developing compensating controls to mitigate information technology (IT) weakness and alert Charter School to unauthorized changes to student data, i.e. reconciliations to manual records, analysis of student trends, data entry procedures and review, etc.

Cyber-Security Breach Response
Upon the discovery of any suspected cyber security incident, the Charter School shall make the appropriate notification(s) to its insurance carrier(s) as required by any applicable insurance policy.

In the event of any disclosure of Personally Identifiable Information, the Charter School shall comply with all applicable local, state and federal law and/or regulations in response to the disclosure.

Vendors
If the Charter School shares internally sensitive or legally/contractually restricted Charter School data with parties outside the Charter School community, the Charter School shall first enter into a Non-Disclosure Agreement with the party. The Non-Disclosure Agreement is needed to protect the Charter School's proprietary or otherwise sensitive information. Non-Disclosure Agreements are typically needed when entering into a business relationship with vendors, consultants and contractors. All Non-Disclosure Agreements must be reviewed by the Charter School's legal counsel before signing.

All vendors, consultants and/or contractors shall only be granted access to the Charter School's Technology Resources to make changes or updates with prior written authorization from the CEO or the designee. Once the vendor, consultant and/or contractor, completes its work, access to the Charter School's Technology Resources will be removed.

The Charter School may assign unique user IDs and passwords to vendors, consultants and contractors, and each of their employees authorized to access the Charter School's system. Vendors, consultants and/or contractors may be terminated for violating this Policy and/or violating any state or federal laws.

All vendors, consultants and/or contractors and their employees who have direct contact with students must comply with the mandatory background check requirements for federal and state criminal history and child abuse. An official child abuse clearance statement for each of the vendors', consultants' and/or contractors' employees shall be submitted to the Charter School prior to beginning employment

with the Charter School. Failure to comply with the background check requirements shall lead to immediate termination.

Closed Forum
The Charter School's Technology Resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

All expressive activities involving Charter School Technology Resources that students, parents/guardians and members of the public might reasonably perceive to bear the approval of the Charter School and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the Charter School for legitimate educational reasons. All other expressive activities involving the Charter School's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board of Trustees policies.

Records Retention
Charter School personnel shall establish a retention schedule for the regular archiving or deletion of data stored on Charter School Technology Resources that complies with the Charter School's Record Retention and Destruction Policy as well as all federal and state laws and regulations. It is the User's responsibility to know which records are subject to these conditions and to comply with these laws and regulations or to contact the CEO or designee for clarification.

In the case of pending or threatened litigation, the Charter School's attorney will issue a litigation hold directive to the CEO or the designee. A hold directive will direct all Charter School administration and staff not to delete or destroy any electronic mail or other documentation on a computer as related to a specific student, employee, issue and/or for a specific time period. Failure to follow such a directive could result in negative legal consequences for the User and/or within the actual or threatened litigation. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the Charter School's attorney.
E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the Charter School until the hold is released. No employee, who has been so notified of a litigation hold, may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

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Drafting E-mails
Like any other document, an e-mail message and other computer information is discoverable during litigation. An e-mail may be used in litigation to indicate what a User knew or felt. It is important to keep this in mind when creating e-mails and other documents. Even after a deleted e-mail message or a computer session is closed, it may still be recoverable and may remain on the system. Since e-mail communications are discoverable during litigation, they will have to be turned over to the opposing party unless determined to be privileged by the Charter School's legal counsel.

Privileged Attorney-Client Communications
Confidential e-mail sent to or retained from counsel or an attorney representing the Charter School shall include this warning header on each page: "ATTORNEY CLIENT PRIVILEGED: DO NOT FORWARD WITHOUT PERMISSION."

Damages
All damages incurred by the Charter School due to a User's intentional or negligent misuse of Charter School's Technology Resources, including loss of property and staff time, may be charged to the User. Charter School administrators have the authority to sign any criminal complaint regarding damage to Charter School technology.

No Warranty/No Endorsement
The Charter School makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides.

The electronic information available to students and staff on the Internet or through web-based services does not imply endorsement of the content by the Charter School, with the exception of resources approved and adopted by the Board of Trustees. Nor does the Charter School guarantee the accuracy of information received using the Charter School's Technology Resources.

The Charter School is not and shall not be responsible for the loss of data, delays, nondeliveries, misdeliveries or service interruptions. The Charter School is not and shall not be responsible for any information that may be damaged or unavailable when using Charter School Technology Resources or for any information that is retrieved via the Internet. The Charter School is not and shall not be responsible for any damages incurred as the result of using the Charter School's Technology Resources, including but not limited to, the loss of personal property used to access Technology Resources. Further, the Charter School is not and shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other commercial online services.

Unauthorized Disclosure of Information of Minors
It is a violation of state laws, including, but not limited to Chapter 12 of Title 22 of the Pennsylvania Code, the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g) and all other federal laws and regulations, to access data of a student the User does not have a legitimate educational interest in or to disclosure information about a student without parental permission or absent an exception to the disclosure requirements. Access and distribution of student data is recorded.

Questions regarding the disclosure of student information must be directed to the CEO or the designee prior to disclosure and must conform to the Charter School's student records and confidentiality policies. Unauthorized disclosure, use and dissemination of personal information regarding Minors is prohibited.

Compliance with Applicable Laws and Licenses
In their use of Technology Resources, Users must comply with all software licenses/copyrights and all other state, federal, and international laws governing intellectual property and online activities. Users shall not copy and distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the e-mail system or by any other means unless it is confirmed in advance from appropriate sources that the Charter School has the right to copy or distribute the material. Failure to observe a copyright warning may result in disciplinary action by the Charter School, as well as legal action by the copyright owner. Any questions concerning these rights should be directed to the CEO or the designee.

Violations of Acceptable Technology Usage Policies and Procedures
Use of Technology Resources and equipment in a disruptive, manifestly inappropriate or illegal manner impairs the Charter School's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all Users granted access to the Charter School's Technology Resources. Any violation of Charter School policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of User privileges. User privileges may be suspended pending investigation into the use of the Charter School's Technology Resources and equipment.

Employees may be disciplined or terminated, and students suspended or expelled, for violating this Policy. Any attempted violation of the Charter School's policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Consequences for Inappropriate Use

Charter School Users shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of Charter School Technology Resources includes, but is not limited to: intentional copying, deletion or damage to files or data belonging to others, copyright violations, or theft of services. Any illegal usage of Charter School Technology Resources will be immediately reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet or any Charter School Technology Resource. Suspension of access, loss of access and other disciplinary actions may be consequences for inappropriate use. Vandalism may result in cancellation of access privileges, discipline and possible criminal action.

Cessation of Access
Upon termination or ending of enrollment, employment or the termination of any contract with or from the Charter School, no further access to or use of Technology Resources is permitted without express authorization from the CEO or the designee.

Education of Technology Resource Users
The Charter School shall implement a program that educates students and staff about acceptable use and internet safety associated with the Charter School's Technology Resources. All students must complete a designated Technology Resources and Internet training prior to unsupervised use of the Charter School's Technology Resources as required by the 2008 Broadband Data Improvement Act. This training includes, but is not limited to: appropriate online behavior, including interacting on social networking websites and in chat rooms; cyberbullying awareness and response; proper use of Technology Resources; restricted activities with Technology Resources; and access and monitoring of school-issued Technology Resources to students.

No Additional Rights
This Policy is not intended for and does not grant Users any contractual rights.
Users of the Charter School's Technology Resources must review this policy closely and sign and return to Charter School a form acknowledging receipt and acceptance of the terms in this policy, which is attached hereto. Venue for any legal action arising out of an alleged and/or actual violation of the attached Agreement(s) shall be in Lehigh County, Pennsylvania.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE

AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

ADOPTED this _____ day of _____, 2026

_____
President

_____
Secretary

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Acknowledgement of the Acceptable Use and Internet Safety Policy
(Student User Agreement)

Dear Parent/Guardian:

Please review the following Student User Agreement with your child. Then please return both the signed Student User Agreement and the signed Parent User Agreement, which acknowledges receipt of **Roberto Clemente Charter School's** ("Charter School") Acceptable Use and Internet Safety Policy ("Policy"), to your child's principal by **{ DATE }**. This form is valid for the duration of your child's enrollment in Charter School until replaced by another form or revoked in writing by a parent or guardian.

I, _____, a student of Charter School, have read the entire Acceptable Use Policy, understand it and agree to comply with the Policy. In addition to complying with all terms of the Policy, when using any Charter School Technology Resources, as defined above, I accept the following basic rules:

I shall treat all Technology Resources with care and will leave them in good working condition when I am finished. I will not damage, deface, destroy or render inaccessible Technology Resources.

I shall use appropriate language on all Technology Resources. If the language is obscene, vulgar, defamatory, harassing, degrading, sexually explicit, threatening, violent, insulting, demeaning, harmful to minors, child pornographic, pornographic, advocating illegal acts, or otherwise inappropriate as deemed by the CEO or the designee, I will not access it, use it, send it, share it, create it or attempt to access, use, create, share or send it.

I shall always treat people online with respect. I shall not use any Charter School Technology Resources to insult, harass, threaten, bully or cyberbully other Users, as defined above. I assume responsibility for the content of messages I send to others or that are sent to others via my account.

I shall respect the privacy of other Users and will not make any attempts to gain access into the private

mailboxes or accounts of those Users. I shall not allow other Users access to my mailbox and will keep my password private.

I understand that Technology Resources are to be used for educational/professional/contractual use.

I understand that all Technology Resources belong to Charter School and I shall treat them with respect.

I will not install or download any applications (games), programs or materials from the Internet or from any Technology Resources unless the CEO or the designee gives me prior permission in writing.

I shall not add any software to Charter School's Technology Resources unless the CEO or the designee gives me prior permission in writing.

I understand that the Technology Resources provided to me for use may be protected under copyright law. I agree not to copy resources unlawfully and/or distribute any materials provided for my use without express prior permission by the CEO or designee.

I shall comply with all applicable state and federal laws and regulations regarding the use of Technology Resources, including but not limited to laws regarding child welfare and the Internet protection of minors, such as CIPA and N-CIPA.

By signing below, I agree to abide by the Acceptable Use Policy and understand that failure to follow all rules as explained in this document may result in the loss of my privileges to Technology Resources; disciplinary action, including student disciplinary action up to and including expulsion from Charter School in accordance with the Code of Conduct; charges for damages; and civil or criminal penalties.

X _____

(User Signature) **(Date)**

(MAINTAIN ONE COPY AND RETURN ONE COPY TO CHARTER SCHOOL)

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Acknowledgement of the Acceptable Use and Internet Safety Policy
(Parent/Guardian User Agreement)

I, _____, a parent/guardian of _____, a student of **Roberto Clemente Charter School** ("Charter School"), have read the entire Acceptable Use and Internet Safety Policy ("Policy"), understand it and agree to comply with the Policy. In addition to complying with all terms of the Policy, when using any Charter School Technology Resources, as defined above, I acknowledge the following:

My child and I shall treat all Technology Resources with care and will leave them in good working condition when he/she is finished. My child and I will not damage, deface, destroy or render inaccessible Technology Resources.

My child and I shall use appropriate language on all Technology Resources. If the language is obscene, vulgar, defamatory, harassing, degrading, sexually explicit, threatening, violent, insulting, demeaning, harmful to minors, child pornographic, pornographic, advocating illegal acts, or otherwise inappropriate as deemed by the CEO or the designee, my child and I will not access it, use it, send it, share it, create it or attempt to access, use, create, share or send it.

My child and I shall always treat people online with respect. My child and I shall not use any Charter School Technology Resources to insult, harass, threaten, bully or cyberbully other Users. My child and I assume responsibility for the content of messages we send to others or that are sent to others via his/her account.

My child and I shall respect the privacy of other Users and will not make any attempts to gain access into the private mailboxes or accounts of those Users. My child and I shall not allow other Users access to my child's mailbox and we will keep his/her password private.

My child and I understand that Technology Resources are to be used for educational/professional/contractual use.

My child and I understand that all Technology Resources belong to Charter School and we shall treat them with respect.

My child and I will not install or download any applications (games), programs or materials from the Internet or from any Technology Resources unless the CEO or the designee gives prior permission in writing.

My child and I shall not add any software to Charter School's Technology Resources unless the CEO or the designee gives prior permission in writing.

My child and I understand that the Technology Resources provided may be protected under copyright law. My child and I agree not to copy resources unlawfully and/or distribute any materials provided for our use without express prior permission by the CEO or the designee.

My child and I shall comply with all applicable state and federal laws and regulations regarding the use of Technology Resources, including but not limited to laws regarding child welfare and the Internet protection of minors, such as CIPA and N-CIPA.

By signing below, I agree to abide by the Acceptable Use Policy and understand that failure to follow all rules as explained in this document may result in the loss of my and my child's privileges to Technology Resources; disciplinary action, including student disciplinary action up to and including expulsion from Charter School in accordance with the Code of Conduct; charges for damages; and civil or criminal penalties.

X _____

(User Signature) **(Date)**

(MAINTAIN ONE COPY AND RETURN ONE COPY TO CHARTER SCHOOL)

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Acknowledgement of the Acceptable Use and Internet Safety Policy
(Administrator and Staff User Agreement)

I, _____, a User of **Roberto Clemente Charter School's** ("Charter School") Technology Resources, have read the entire Acceptable Use and Internet Safety Policy ("Policy"), understand it and agree to comply with the Policy. In addition to complying with all terms of the Policy, when using any Charter School Technology Resources, as defined above, I accept the following basic rules:

I shall treat all Technology Resources with care and will leave them in good working condition when I am finished. I will not damage, deface, destroy or render inaccessible Technology Resources.

I shall use appropriate language on all Technology Resources. If the language is obscene, vulgar, defamatory, harassing, degrading, sexually explicit, threatening, violent, insulting, demeaning, harmful to minors, child pornographic, pornographic, advocating illegal acts, or otherwise inappropriate as deemed by the CEO or the designee, I will not access it, use it, send it, share it, create it or attempt to access, use, create, share or send it.

I shall always treat people online with respect. I shall not use any Charter School Technology Resources to insult, harass, threaten, bully or cyberbully other Users. I assume responsibility for the content of messages I send to others or that are sent to others via my account.

I shall respect the privacy of other Users and will not make any attempts to gain access into the private mailboxes or accounts of those Users. I shall not allow other Users access to my mailbox and will keep my password private.

I understand that Technology Resources are to be used for educational/professional/contractual use.

I understand that all Technology Resources belong to Charter School and I shall treat them with respect.

I will not install or download any applications (games), programs or materials from the Internet or from any Technology Resources unless the CEO or the designee gives me prior permission in writing.

I shall not add any software to Charter School's Technology Resources unless the CEO or the designee gives me prior permission in writing.

I understand that the Technology Resources provided to me for use may be protected under copyright law. I agree not to copy resources unlawfully and/or distribute any materials provided for my use without express prior permission by the CEO or the designee.

I shall comply with all applicable state and federal laws and regulations regarding the use of Technology Resources, including but not limited to laws regarding child welfare and the Internet protection of minors, such as CIPA and N-CIPA.

By signing below, I agree to abide by the Acceptable Use Policy and understand that failure to follow all rules as explained in this document may result in the loss of my privileges to Technology Resources; disciplinary action, including termination of employment; charges for damages; and civil or criminal penalties.

X _____

(User Signature) **(Date)**

(MAINTAIN ONE COPY AND RETURN ONE COPY TO CHARTER SCHOOL)

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Acknowledgement of the Acceptable Use and Internet Safety Policy
(Vendor, Contractor and/or Consultant Agreement)

I, _____, a User of **Roberto Clemente Charter School's** ("Charter School") Technology Resources, have read the entire Acceptable Use and Internet Safety Policy ("Policy"), understand it and agree to comply with the Policy. In addition to complying with all terms of the Policy, when using any Charter School Technology Resources, as defined above, I accept the following basic rules:

I shall treat all Technology Resources with care and will leave them in good working condition when I am finished. I will not damage, deface, destroy or render inaccessible Technology Resources.

I shall use appropriate language on all Technology Resources. If the language is obscene, vulgar, defamatory, harassing, degrading, sexually explicit, threatening, violent, insulting, demeaning, harmful to minors, child pornographic, pornographic, advocating illegal acts, or otherwise inappropriate as deemed by the CEO or the designee, I will not access it, use it, send it, share it, create it or attempt to access, use, create, share or send it.

I shall always treat people online with respect. I shall not use any Charter School Technology Resources to insult, harass, threaten, bully or cyberbully other Users. I assume responsibility for the content of messages I send to others or that are sent to others via my account.

I shall respect the privacy of other Users and will not make any attempts to gain access into the private mailboxes or accounts of those Users. I shall not allow other Users access to my mailbox and will keep my password private.

I understand that Technology Resources are to be used for educational/professional/contractual use.

I understand that all Technology Resources belong to Charter School and I shall treat them with respect.

I will not install or download any applications (games), programs or materials from the Internet or from any Technology Resources unless the CEO or the designee gives me prior permission in writing.

I shall not add any software to Charter School Technology Resources unless the CEO or the designee gives me prior permission in writing.

I understand that the Technology Resources provided to me for use may be protected under copyright law. I agree not to copy resources unlawfully and/or distribute any materials provided for my use without express prior permission by the CEO or the designee.

I shall comply with all applicable state and federal laws and regulations regarding the use of Technology Resources, including but not limited to laws regarding child welfare and the Internet protection of minors, such as CIPA and N-CIPA.

By signing below, I agree to abide by the Acceptable Use Policy and understand that failure to follow all rules as explained in this document may result in the loss of my privileges to Technology Resources; disciplinary action, including termination of employment; charges for damages; and civil or criminal penalties.

X _____

(User Signature) **(Date)**

(MAINTAIN ONE COPY AND RETURN ONE COPY TO CHARTER SCHOOL)

DRAFT

CURRENT POLICY IN EFFECT

Technology Resources – Acceptable Use

1.1 The Board of Trustees ("Board") provides employees, students, and Guests ("users") with hardware, software, and access to the Roberto Clemente Charter School's ("RCCS") electronic communication system and network, which includes internet access, whether wired, wireless, virtual, cloud, or by any other means. Guests include, but are not limited to, visitors, workshop attendees, volunteers, adult education staff, students, School Board members, independent contractors, vendors, and consultants. Computers, network, Internet, electronic communications, information systems, databases, files, software, and media, collectively called Communications and Information Systems ("CIS"), provide vast, diverse and unique resources.

1.2 Access to the RCCS' CIS systems through school resources is a privilege, not a right. These, as well as the user accounts and information, are the property of the school. The Board reserves the right to deny access to prevent unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action.

2.1 The Chief Executive Officer ("CEO") and designee will be responsible to build and maintain a school technology infrastructure that is advanced, efficient and resourceful for the RCCS community. The school reserves the right to deny access to prevent unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action.

RCCS will cooperate to the extent legally required with ISP, local, state and federal officials in any investigation concerning or related to the misuse of the CIS systems. 47 U.S.C. § 254(1); 24 P.S. § 510; 24 P.S. § 4604. It is often necessary to access users' accounts in order to perform routine maintenance and security tasks. System administrators have the right to access by interception and access the stored communication of user accounts for any reason in order to uphold this policy, accompanying administrative regulation, the law, and to maintain the system. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, RECEIVE, OR DISPLAY ON OR OVER THE SCHOOL'S CIS SYSTEMS, INCLUDING THEIR PERSONAL FILES OR ANY OF THEIR USE OF THE SCHOOL'S CIS SYSTEMS.

2.2 The CEO is granted the authority to create an administrative regulation to accompany this policy. The administrative regulation must include, among other sections: Prohibitions, Content Guidelines, Due Process, Search and Seizure, and Selection of Material. The CEO is also granted the authority to create an administrative regulation that specifically addresses teacher-student communication when social networking tools are used. Due to the nature of the internet as a global network connecting thousands of computers around the world, inappropriate matter can be accessed through the network and electronic communications systems. Because of the nature of the technology that allows the internet to operate, the school cannot completely block or filter access to these resources.

3.1 RCCS staff members access to extensive computing resources, including access to the Internet, electronic mail services, and the school's computer network. Along with access to computers and people all over the world, comes the availability of materials that may not be considered appropriate in the workplace. For Users, the RCCS CJS systems must be used for educational purposes and performance of school job duties in compliance with this policy and accompanying Administrative Regulation For employees, *Incidental personal use* (as defined in this policy) of school computers is permitted. However, they should have no expectation of privacy in anything they create, store, send, receive, or display on or over the RCCS's CIS systems, including their personal files, or any of their use. However, on a global network it is impossible to control all materials. Ultimately, the staff is responsible for setting and conveying the standards that should be followed when using media and information sources.

3.2 If users bring personal computers or personal technology devices onto the school property, to school events, or connect them to the school's network and systems, and if the school reasonably believes the personal computers and personal electronic devices contain school information or contain information that violates a school policy or administrative regulation, the legal rights of the school or another person, or involves significant harm to the school or another person, or involves a criminal activity, the personal computers or personal electronic devices may be legally accessed to insure compliance with this policy and accompanying administrative regulation, other School policies, regulations, rules, procedures, ISP terms, and local, state and federal laws. Users may not use their personal computers and personal technology devices to access the School's intranet, internet or any other CIS system unless approved by the CEO, and/or designee. The school intends to strictly protect its CIS systems against outside and internal risks and vulnerabilities.

3.3 RCCS Limitation of Liability

RCCS makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the school's CIS systems will be error-free or without defect. RCCS does not warrant the effectiveness of internet filtering. The electronic information available to users does not imply endorsement of the content by RCCS, nor is the school responsible for the accuracy or quality of the information obtained through or stored on the CIS systems. RCCS will not be responsible for any damage users may suffer, including but not limited to, information that may be lost, damaged, delayed, misdelivered, or unavailable when using the CIS systems. RCCS will not be responsible for material that is retrieved through the internet, or the consequences that may result from them. RCCS will not be responsible for any unauthorized financial obligations, charges or fees resulting from access to the school's CIS.

Roberto Clemente Charter School

Business Report: November 17, 2026

Financial Activity (10/1-10/31/26)

- Finance Committee meeting (Nov-13).
- 621 Students: Non-Special Ed (551), Special Ed (70)
  Allentown SD (601), Bethlehem Area SD (8), Catasauqua Area SD (4), East Penn SD (3), Northampton Area SD (1), Salisbury Township SD (2), Whitehall/Coplay SD (2)
- 2026/27 PDE 363 Forms received/posted:
  - Allentown SD- Non Special Ed ($14,514) Special Ed ($37,426)
  - Bethlehem Area SD- Non Special Ed ($16,861) Special Ed ($42,727)
  - Catasauqua Area SD- Non Special Ed ($14,602) Special Ed ($41,029)
  - Salisbury Township SD- Non Special Ed ($18,106) Special Ed ($60,868)
  - Whitehall Coplay SD- Non Special Ed ($15,478) Special Ed ($34,794)
- 2025/26 Title I funds fully expended ($454,881).
- 2025/26 Title II funds fully expended ($36,971).
- $8,250 Auditor progress billing.
- $6,300 Electrical upgrades. *(Secondary School)*
- $1,925 Fence. *(Administration Building)*
- $4,480,747 Building purchase and closing costs. *(New School)*
- $52,537 Architect fees. *(New School)*
- $15,000 Construction Manager fees. *(New School)*
- $1,349 Civil engineer fees. *(New School)*
- $3,499 Environmental study. *(New School)*
- 25/26 Depreciation, amortization, GASB 68/75/87/96/101 entries have been posted.
- Escrowed deposit ($25,000) released during the building purchase closing.
- Received ($72,167) accrued federal grant funds.
- Prepaid insurance ($23,433) and property taxes ($22,583) on the new building.
- Allentown SD deferred revenue ($725,421).
- Fidelity Bank bridge loan ($4,400,000).
- Assigned Funds released- $72,384
  - Capital Expenses & Projects Fund
    - New school project- architect, engineering, CM, environmental study costs.
- Un-Assigned General Fund balance $1,092,400 / 8.8% of the operating budget.

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

Business Report: November 17, 2026

Financial Activity (10/1-10/31/26) (continued)

- $1,463,310 Total monthly disbursements.
  - 3 Pay periods; YOS awards (10/2)
  - Text books and classroom supplies order. *-Discovery Education*
  - Instructional materials order. *-Success For All Foundation Inc.*
  - Workers' compensation insurance installment. *-Amtrust North America*
  - Professional development and licensing fees. *-Success For All Foundation Inc.*
  - Construction management services. *-CHA Consulting Inc.*
  - Liability insurance installment. *-Philadelphia Insurance Co.*
  - Building purchase settlement. *-Fitzpatrick, Lentz, & Bubba PC*
  - Legal fees. *-McKenna Snyder LLC.*
  - Legal fees. *-Kleinbard LLC.*
  - Auditor fees. *-Barbacane Thornton & Co.*

Grants, Donations, & Reports

- Submitted (Oct-19) 2026/27 Consolidated Application performance goals.
- Received (Oct-19) satisfactory 2026 IDEA Annual Determination Letter.
- Received (Oct-20) CNB Bank donation.
  - 2026/27 School year; $1,000
  - Schoolwide STEM program.
- Submitted (Oct-21) 2026/27 SSMH grant Cumulative Program & Fiscal Reports for the period ending 9/30/26.
- Submitted (Oct-28) 2025/26 Title IV Final Expenditure Report.
- Received (Oct-29) 2026/27 FHP grant funds.
  - 7/1/26-6/30/27; $1,129.
  - Promotes overall health and well-being.
- Received (Nov-1) automatic 30-day extension to file 2025/26 PDE 2057 Annual Financial Report.
- Completed (Nov-10) 2026/27 Charter School Enrollment Verification Form.

Contracts & Agreements

- Student uniforms. *-Flynn O'Hara Uniforms*
  - 1/1/27-12/31/28
  - 10% Rebate; Gift cards in lieu of check.
  - Exclusive; 12 Month termination notice.

Business Report: November 17, 2026

Contracts & Agreements (continued)

- Prom venue lease agreement. *-Masonic Temple Association*
  - $1,000 Rental fee; $300 refundable security deposit.
  - Other services are the school's responsibility.
  - Cancellation must be in writing.
    - Advances forfeited; if room is re-booked then $100 fee only
- HVAC preventative maintenance. *-MBI HVAC Inc.*
  - Exercising 5th year option of current contract (1/1/23-12/31/27).
  - 1/1-12/31/27; $16,525

Technology Update

- October department manager's meeting cancelled.
- 180 Service tickets received between 10/10-11/10.
- Conducted a comprehensive hardware, OS, and security audit of UniFi Network.
- Completed student and staff ID card production following picture day.
- Provided support for the Fiesta Latina (10/23) at the Elementary School.
- Upgraded Debian/Sangoma system packages and FreePBX 17 modules in VoIP system.
- Star and Roots testing support completed.
- DRC INSIGHT/COS technology updates under review.
- Provided support for FAFSA Night (11/2) at the Secondary School.
- Evaluating new line of air quality sensors that integrate directly with the school's UniFi network management platform.

Facilities Update

- Department manager's meeting (10/20).
- 82 Service tickets received between 10/10-11/10.
- Provided support to the Elementary School for Fiesta Latina (10/23).
- Provided support to the High School for Career Fair (10/23).
- Installing filtration kits on bottle-fill stations schoolwide.
- Provided support to the Elementary School for the Fall Festival (10/30).
- Chain link fence installed at the Administration Building.

Business Report: November 17, 2026

Food Service Update

- Department manager's meeting (10/22).
- SNA membership renewed (10/9).
- Catered breakfasts to both schools for professional development days (10/12)(11/3).
- Food Facility Inspection conducted at the Elementary School (10/15).
- Provided support to Secondary School for Community Service Day (10/21) and Career Fair (10/23).
- Provided support to the Elementary School for Fiesta Latina (10/23).
- US Food conference (10/27).
- Catered Super Student Breakfast (10/28) at the Elementary School.
- Catered (10/30) Fall Festival for the Elementary School and Movie Day for the Middle School.
- Submitted (11/3) 2026/27 Verification Report.
- Catered Honors' Breakfasts for the Middle School (11/9) and High School (11/10).

General Updates

- 2025/26 LEA annual audit ongoing.
- 2026 BCO Annual Report filed (10/27).

Business Office
131 W Hamilton Street, Allentown PA 18101
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Roberto Clemente Charter School

Financial Report for the Month Ending October 31, 2026

	Current Month	2026-2027 Y-T-D	Budget Y-T-D	Variance	2026-2027 Budget
Revenue-General Fund					
6000 Local Sources					
6500 Interest	$ 6,806.13	$ 25,964.82	$ 10,000.00	$ 15,964.82	$ 30,000.00
6700 School Activities	151.90	360.30	1,060.00	(699.70)	5,300.00
6830 PassThru Federal Funds (IU)	6,300.23	6,300.23	13,800.00	(7,499.77)	69,000.00
6920 Grants & Contributions-Private Sources	100.00	100.00	0.00	100.00	500.00
6944 Regular Education Funding	762,722.32	2,640,865.51	2,626,750.00	14,115.51	7,880,250.00
6944 Special Education Funding	242,639.06	902,473.59	919,200.00	(16,726.41)	2,757,600.00
6990 Refunds & Miscellaneous	65.48	509.11	416.64	92.47	1,500.00
Total Local Sources	*1,018,785.12*	*3,576,573.56*	*3,571,226.64*	*5,346.92*	*10,744,150.00*
7000 State Sources					
7200 Specific Educational Programs	0.00	0.00	40.00	(40.00)	40.00
7320 Lease Reimbursement	0.00	0.32	0.00	0.32	89,000.00
7330 Health Services	0.00	0.00	0.00	0.00	11,000.00
7360 Safe Schools	6,291.80	15,761.06	6,000.00	9,761.06	71,090.00
7530 Ready To Learn Grant	3,307.41	11,559.65	5,709.20	5,850.45	28,546.00
Total State Sources	*9,599.21*	*27,321.03*	*11,749.20*	*15,571.83*	*199,676.00*
8000 Federal Sources					
8514 Title I	61,202.61	137,544.68	142,668.91	(5,124.23)	504,009.00
8515 Title II	7,654.99	22,247.10	10,500.00	11,747.10	35,000.00
8516 Title III	6,167.36	10,618.02	15,820.00	(5,201.98)	38,000.00
8517 Title IV	3,981.38	13,079.39	7,000.00	6,079.39	35,000.00
Total Federal Sources	*79,006.34*	*183,489.19*	*175,988.91*	*7,500.28*	*612,009.00*
Revenue-Other Funds					
Athletic Program					
6710 Admission	0.00	0.00	0.00	0.00	0.00
6740 Sales & Fees	0.00	0.00	0.00	0.00	0.00
6750 Fundraising	0.00	0.00	400.00	(400.00)	2,000.00
Total Athletic Program	*0.00*	*0.00*	*400.00*	*(400.00)*	*2,000.00*

Roberto Clemente Charter School
Financial Report for the Month Ending
October 31, 2026

		Current Month	2026-2027 Y-T-D	Budget Y-T-D	Variance	2026-2027 Budget
Food Service						
6620	Sales (Non-Reimbursable Programs)	$ 1,199.90	$ 1,915.60	$ 1,650.00	$ 265.60	$ 8,000.00
6920	Grants & Contributions-Private Sources	0.00	0.00	0.00	0.00	0.00
6990	Refunds & Miscellaneous	0.00	0.00	0.00	0.00	0.00
7600	State Sources	2,122.44	4,649.40	4,150.00	499.40	17,500.00
8530	Federal Sources	77,953.94	172,164.62	147,260.00	24,904.62	623,800.00
	Total Food Service	*81,276.28*	*178,729.62*	*153,060.00*	*25,669.62*	*649,300.00*
	Total Revenue	**1,188,666.95**	**3,966,113.40**	**3,912,424.75**	**53,688.65**	**12,207,135.00**

Roberto Clemente Charter School
Financial Report for the Month Ending
October 31, 2026

	Current Month	2026-2027 Y-T-D	Budget Y-T-D	Variance	2026-2027 Budget
Expenses-General Fund					
Instructional Services					
1100-Regular Programs					
100 Salaries	$ 299,178.75	$ 706,406.83	$ 734,662.25	($ 28,255.42)	$ 2,938,649.00
200 Benefits	195,297.61	361,841.69	365,232.06	(3,390.37)	1,460,928.00
300 Contracted Professional & Technical Services	4,546.80	13,279.50	0.00	13,279.50	0.00
400 Property Services-Maintenance/Repairs/Rentals	1,716.80	1,716.80	2,500.00	(783.20)	7,500.00
500 Other Services	0.00	0.00	13,695.00	(13,695.00)	24,495.00
600 Supplies	33,593.60	135,966.22	146,745.90	(10,779.68)	242,920.00
730 Capitalized Right To Use	1,690.29	6,761.16	6,800.08	(38.92)	20,400.00
800 Fees/Miscellaneous	0.00	5,470.00	6,680.00	(1,210.00)	13,300.00
Total Regular Programs	*536,023.85*	*1,231,442.20*	*1,276,315.29*	*(44,873.09)*	*4,708,192.00*
1200-Special Programs					
100 Salaries	31,607.74	77,862.12	92,801.00	(14,938.88)	338,804.00
200 Benefits	10,445.35	19,328.04	38,877.48	(19,549.44)	147,386.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
336 Contracted Support Services	620.16	1,239.40	0.00	1,239.40	318,000.00
500 Other Services	0.00	0.00	0.00	0.00	0.00
600 Supplies	271.44	3,177.10	5,400.08	(2,222.98)	11,475.00
Total Special Programs	*42,944.69*	*101,606.66*	*137,078.56*	*(35,471.90)*	*815,665.00*
1400/1691/1700-Other Programs & Adult Education					
100 Salaries	3,414.75	54,567.25	70,876.00	(16,308.75)	82,300.00
200 Benefits	504.03	12,397.58	17,605.60	(5,208.02)	20,472.00
300 Contracted Professional & Technical Services	0.00	0.00	780.00	(780.00)	3,900.00
500 Other Services	0.00	0.00	0.00	0.00	0.00
566 Tuition/Higher Education	0.00	0.00	10,200.00	(10,200.00)	17,000.00
600 Supplies	271.44	271.44	1,400.00	(1,128.56)	2,270.00
Total Other Programs & Adult Education	*4,190.22*	*67,236.27*	*100,861.60*	*(33,625.33)*	*125,942.00*

Roberto Clemente Charter School
Financial Report for the Month Ending
October 31, 2026

	Current Month	2026-2027 Y-T-D	Budget Y-T-D	Variance	2026-2027 Budget
Support Services					
2100-Student Support (Guidance/Therapy/Counseling/Social Service/Child Accounting)					
100 Salaries	$ 27,203.48	$ 82,373.63	$ 84,643.78	($ 2,270.15)	$ 285,922.00
200 Benefits	18,151.16	37,751.32	36,589.80	1,161.52	120,490.00
300 Contracted Professional & Technical Services	940.44	940.44	2,000.00	(1,059.56)	10,000.00
500 Other Services	0.00	0.00	331.64	(331.64)	1,200.00
600 Supplies	211.92	7,634.09	7,896.02	(261.93)	22,500.00
Total Student Support	*46,507.00*	*128,699.48*	*131,461.24*	*(2,761.76)*	*440,112.00*
2200-Instructional Staff Support (Technology)					
100 Salaries	26,612.75	91,519.17	92,160.74	(641.57)	287,782.00
200 Benefits	11,774.05	43,104.40	59,859.39	(16,754.99)	184,083.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	0.00	1,000.00	(1,000.00)	2,000.00
500 Other Services	0.00	0.00	166.64	(166.64)	500.00
600 Supplies	634.38	3,137.79	5,200.08	(2,062.29)	15,600.00
730 Capitalized Right To Use	0.00	0.00	0.00	0.00	0.00
800 Fees/Miscellaneous	0.00	0.00	166.72	(166.72)	500.00
Total Staff Support (Technology)	*39,021.18*	*137,761.36*	*158,553.57*	*(20,792.21)*	*490,465.00*
2200-Instructional Staff Support (Library/Curriculum & Staff Development)					
100 Salaries	12,505.00	34,570.00	33,817.50	752.50	134,630.00
200 Benefits	4,584.69	9,435.52	17,217.19	(7,781.67)	67,100.00
240 Tuition Reimbursement	0.00	900.00	12,000.00	(11,100.00)	36,000.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
360 Contracted Staff Development	10,795.00	19,995.00	23,845.98	(3,850.98)	72,765.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	0.00	0.00	0.00	0.00
500 Other Services	251.04	272.24	900.00	(627.76)	2,700.00
600 Library Supplies & Subscriptions	0.00	0.00	666.80	(666.80)	3,500.00
600 Curriculum Development Supplies & Subscriptions	0.00	0.00	900.00	(900.00)	2,000.00
600 Staff Development Supplies & Subscriptions	789.57	10,843.41	13,091.72	(2,248.31)	17,550.00
800 Fees/Miscellaneous	0.00	0.00	0.00	0.00	0.00
Total Staff Support (Library/Curriculum & Staff Dvlp)	*28,925.30*	*76,016.17*	*102,439.19*	*(26,423.02)*	*336,245.00*

Roberto Clemente Charter School
Financial Report for the Month Ending
October 31, 2026

	Current Month	2026-2027 Y-T-D	Budget Y-T-D	Variance	2026-2027 Budget
2310/2360-Administration (Board/CEO's Office/Legal & Accounting)					
100 Salaries	$ 13,864.18	$ 48,801.90	$ 48,247.36	$ 554.54	$ 144,742.00
200 Benefits	9,550.75	28,392.45	32,951.72	(4,559.27)	98,855.00
300 School Board Professional Development Services	0.00	0.00	2,000.00	(2,000.00)	2,000.00
330 Legal & Accounting Services	51,589.06	75,221.58	33,583.36	41,638.22	72,000.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	0.00	0.00	0.00	0.00
500 Other Services	0.00	0.00	1,133.36	(1,133.36)	1,800.00
600 Supplies	128.59	684.19	1,726.88	(1,042.69)	5,180.00
800 Fees/Miscellaneous	0.00	494.27	433.36	60.91	1,300.00
Total Board/CEO's Office/Legal & Accounting	*75,132.58*	*153,594.39*	*120,076.04*	*33,518.35*	*325,877.00*
2380-Administration (Principal's Office)					
100 Salaries	51,029.08	171,208.00	168,660.36	2,547.64	526,586.00
200 Benefits	19,839.86	70,349.60	107,012.68	(36,663.08)	321,291.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	1,369.77	2,306.00	(936.23)	5,812.00
500 Other Services	125.00	906.00	1,500.24	(594.24)	4,500.00
600 Supplies	444.43	3,933.77	4,100.00	(166.23)	12,300.00
730 Capitalized Right To Use	1,737.71	6,950.84	6,956.08	(5.24)	20,868.00
800 Fees/Miscellaneous	0.00	312.75	1,066.64	(753.89)	4,000.00
Total Principal's Office	*73,176.08*	*255,030.73*	*291,602.00*	*(36,571.27)*	*895,357.00*
2400-Pupil Health					
100 Salaries	14,160.00	38,330.00	51,853.75	(13,523.75)	196,015.00
200 Benefits	7,014.27	17,777.29	36,328.46	(18,551.17)	140,496.00
300 Contracted Professional & Technical Services	0.00	0.00	2,250.00	(2,250.00)	12,500.00
500 Other Services	0.00	0.00	150.00	(150.00)	500.00
600 Supplies	348.77	1,025.65	2,333.36	(1,307.71)	7,000.00
Total Pupil Health	*21,523.04*	*57,132.94*	*92,915.57*	*(35,782.63)*	*356,511.00*

Roberto Clemente Charter School
Financial Report for the Month Ending
October 31, 2026

	Current Month	2026-2027 Y-T-D	Budget Y-T-D	Variance	2026-2027 Budget
2500-Business					
100 Salaries	$ 24,389.57	$ 85,853.01	$ 85,539.64	$ 313.37	$ 256,619.00
200 Benefits	15,259.83	44,917.63	57,932.72	(13,015.09)	173,798.00
300 Contracted Professional & Technical Services	2,202.69	6,310.64	12,000.00	(5,689.36)	26,000.00
400 Property Services-Maintenance/Repairs/Rentals	751.25	3,478.49	3,693.44	(214.95)	11,080.00
500 Other Services	0.00	0.00	666.72	(666.72)	2,000.00
600 Supplies	318.58	1,414.98	2,666.72	(1,251.74)	8,000.00
730 Capitalized Right To Use	387.18	1,548.72	1,552.00	(3.28)	4,656.00
800 Fees/Miscellaneous	382.50	1,063.27	726.64	336.63	1,700.00
830 Short Term Debt-Interest	0.00	0.00	0.00	0.00	0.00
Total Business	*43,691.60*	*144,586.74*	*164,777.88*	*(20,191.14)*	*483,853.00*
2600/2900-Plant Operations & Maintenance					
100 Salaries	30,501.12	117,946.41	136,109.00	(18,162.59)	408,327.00
200 Benefits	16,069.20	25,120.48	59,571.92	(34,451.44)	178,716.00
300 Contracted Professional & Technical Services	25,371.68	53,681.81	50,937.36	2,744.45	203,220.00
400 Property Services-Maintenance/Repairs/Rentals	4,308.00	49,490.39	55,873.44	(6,383.05)	220,770.00
500 Other Services	7,187.72	22,868.95	21,906.72	962.23	65,720.00
600 Supplies	4,986.49	13,696.11	25,103.28	(11,407.17)	75,310.00
620 Utilities & Fuel	7,435.59	29,384.71	26,866.64	2,518.07	97,500.00
730 Capitalized Right To Use	63,080.03	252,320.12	252,320.64	(0.52)	756,962.00
800 Fees/Miscellaneous	0.00	0.00	166.72	(166.72)	500.00
810 Property Taxes	3,227.74	3,227.74	0.00	3,227.74	0.00
Total Plant Operations & Maintenance	*162,167.57*	*567,736.72*	*628,855.72*	*(61,119.00)*	*2,007,025.00*
2800-Central (Planning/Staff Services/Information & Data)					
100 Salaries	192,779.70	212,636.54	222,421.36	(9,784.82)	277,264.00
200 Benefits	33,304.73	56,241.04	38,810.64	17,430.40	70,996.00
300 Staff Development & Other Services	3,795.00	13,295.00	11,208.52	2,086.48	18,600.00
500 Other Services	3,022.20	9,205.97	10,983.60	(1,777.63)	33,950.00
600 Supplies	1,050.81	7,765.19	11,033.36	(3,268.17)	38,000.00
730 Capitalized Right To Use Payments	2,121.83	8,487.36	8,487.36	0.00	25,462.00
800 Fees/Miscellaneous	100.00	1,670.65	1,693.28	(22.63)	3,200.00
Total Central	*236,174.27*	*309,301.75*	*304,638.12*	*4,663.63*	*467,472.00*

Roberto Clemente Charter School
Financial Report for the Month Ending
October 31, 2026

	Current Month	2026-2027 Y-T-D	Budget Y-T-D	Variance	2026-2027 Budget
Non-Instructional Services					
3200/3300/3400-Student Activities & Community Services					
100 Salaries	$ 3,045.00	$ 3,045.00	$ 4,984.00	($ 1,939.00)	$ 27,420.00
200 Benefits	712.44	712.44	1,250.40	(537.96)	6,879.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
500 Other Services	393.41	1,573.72	2,480.00	(906.28)	8,100.00
600 Supplies	1,435.86	3,945.31	5,656.72	(1,711.41)	18,900.00
800 Fees/Miscellaneous	0.00	0.00	750.00	(750.00)	4,750.00
Total Student Activities & Community Services	*5,586.71*	*9,276.47*	*15,121.12*	*(5,844.65)*	*66,049.00*
Expenses-Other Funds					
Non-Instructional Services					
3250 Athletic Program					
100 Salaries/Wages	0.00	0.00	1,250.00	(1,250.00)	14,000.00
200 Benefits	0.00	0.00	0.00	0.00	2,544.00
300 Contracted Professinal/Technical Ser	0.00	0.00	0.00	0.00	2,000.00
500 Other Services	0.00	0.00	500.00	(500.00)	4,000.00
600 Supplies/Books/Subscriptions	0.00	0.00	600.00	(600.00)	3,000.00
800 Fees/Miscellaneous	0.00	0.00	600.00	(600.00)	1,500.00
Total Athletic Program	*0.00*	*0.00*	*2,950.00*	*(2,950.00)*	*27,044.00*
3100-Food Services					
100 Salaries	21,405.15	54,393.34	64,144.84	(9,751.50)	214,521.00
200 Benefits	3,872.24	9,792.34	13,185.32	(3,392.98)	42,781.00
300 Contracted Professional & Technical Services	700.00	2,520.00	5,250.00	(2,730.00)	10,500.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	1,807.20	1,666.64	140.56	5,000.00
500 Other Services	94.21	271.59	1,500.00	(1,228.41)	1,500.00
600 Supplies	1,844.66	15,177.20	13,033.20	2,144.00	39,100.00
630 Food & Dairy	33,448.18	85,970.43	95,813.92	(9,843.49)	341,600.00
800 Fees/Miscellaneous	64.00	64.00	100.00	(36.00)	100.00
Total Food Services	*61,428.44*	*169,996.10*	*194,693.92*	*(24,697.82)*	*655,102.00*

Roberto Clemente Charter School
Financial Report for the Month Ending
October 31, 2026

	Current Month	2026-2027 Y-T-D	Budget Y-T-D	Variance	2026-2027 Budget
Other Expenditures & Financing Uses					
5110/5140-Debt Service & Other RTU Arrangements					
770 Amortization	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
800 Fees & Interest	0.00	0.00	0.00	0.00	0.00
900 RTU Arrangements	0.00	0.00	0.00	0.00	0.00
910 Principal	0.00	0.00	0.00	0.00	0.00
Total Other Expenditures & Financing Uses	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*
Total Expenses Less Capital Outlay	**1,376,492.53**	**3,409,417.98**	**3,722,339.82**	**(312,921.84)**	**12,200,911.00**
Net Operating Income (Loss) Less Capital Outlay	**($ 187,825.58)**	**$ 556,695.42**	**$ 190,084.93**	**$ 366,610.49**	**$ 6,224.00**
Capital Outlay (450/700) & Financing Proceeds (9000)					
1000 Instructional-Equipment & Furniture	0.00	14,305.00	38,000.00	(23,695.00)	58,000.00
2100 Student Support-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2200 Instructional Staff Support-Equipment & Furniture	0.00	5,493.99	0.00	5,493.99	0.00
2300 Administrative-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2400 Health-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2500 Business-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2600 Plant Operations-Equipment & Furniture	0.00	7,479.34	65,000.00	(57,520.66)	65,000.00
2800 Central Services-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
3100 Food Service- Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
3200 NonInstructional Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
4000 Facilities Acquisition/Construction/Improvements	4,561,357.31	4,630,429.39	0.00	4,630,429.39	0.00
Total Capital Outlay	*4,561,357.31*	*4,657,707.72*	*103,000.00*	*4,554,707.72*	*123,000.00*
9290 Proceeds-Term Loans	(4,400,000.00)	(4,400,000.00)	0.00	(4,400,000.00)	0.00
Total Capital Outlay Net of Proceeds	*161,357.31*	*257,707.72*	*103,000.00*	*154,707.72*	*123,000.00*
Total Expenses	**1,537,849.84**	**3,667,125.70**	**3,825,339.82**	**(158,214.12)**	**12,323,911.00**
Total Net Income (Loss)	**($ 349,182.89)**	**$ 298,987.70**	**$ 87,084.93**	**$ 211,902.77**	**($ 116,776.00)**

Roberto Clemente Charter School
Financial Report for the Month Ending
October 31, 2026

ASSETS

Current Assets		
Cash		
Main Operating Accounts	$ 1,835,541.33	
Payroll Account	390,905.81	
HIC Account	13,169.13	
Executive Account	698.90	
Principals' Accounts	922.85	
Money Market Account	4,039,237.94	
Petty Cash	1,200.00	
Total Cash		*6,281,675.96*
Accounts Receivable		
School Districts	986,091.61	
State Sources	2,122.44	
Federal Sources	74,636.72	
Other Sources	0.00	
Total Accounts Receivable		*1,062,850.77*
Other Current Assets		
Deposits	0.00	
Capital Contribution- Pareto	65,419.41	
Accrued Revenue	128,815.63	
PrePaid Expenses	121,469.35	
Total Other Current Assets		*315,704.39*
Fixed Assets		
Buildings & Equipment		
131 Hamilton Street Building (Administration)	1,150,700.87	
850 N 5th Street Building (Elementary School)	602,729.67	
2236 S 12th Street Building (Elementary)	4,480,747.52	
136 S 4th Street Building (Secondary School)	870,612.28	
Acquisition Costs & Construction In Progress	176,938.15	
Computer Equipment	1,136,439.48	
Furniture & Equipment	1,083,201.54	
Accumulated Depreciation	(3,250,036.50)	
Food Service Equipment & Furniture	66,237.53	
Food Service Accumulated Depreciation	(56,648.59)	
Building Leases	5,464,817.78	
Equipment Leases	277,461.38	
Other Right-To-Use Assets	206,343.36	
Accumulated Amortization	(3,324,252.18)	
Total Buildings & Equipment		*8,885,292.29*
Total Assets		**$ 16,545,523.41**

Roberto Clemente Charter School
Financial Report for the Month Ending
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LIABILITIES AND CAPITAL

Liabilities

Current Liabilities

Short-Term Payables

Accounts Payable	$ 257,651.59	
PSERS-Employer Contributions	234,624.38	
403 B-Employer Contributions	6,887.67	
Payroll Taxes & Deductions	0.00	
Retirement-Employee Contributions	27,336.31	
Total Short-Term Payables		*526,499.95*

Accrued Expenses & Other Current Liabilities

Accrued Salaries & Benefits	146,769.91	
Other Accrued Expenses & Payables	4,000.00	
UnEarned Revenue & Deposits	745,442.57	
Short Term Note- Fidelity Bank	4,400,000.00	
Total Accrued Expenses & Other Current Liabilities		*5,296,212.48*

NonCurrent Liabilities

Lease Obligations-Buildings	2,484,883.55	
Lease Obligations-Equipment & Other RTU	209,466.74	
Compensated Absences	201,409.00	
Total NonCurrent Liabilities		*2,895,759.29*
Total Liabilities		8,718,471.72

Capital

Assigned General Funds

Assigned Funds-Operating Reserves	2,140,000.00	
Assigned Funds-Capital Expenses & Projects	2,579,648.43	
Assigned Funds-Technology Replacement	50,000.00	
Assigned Funds-Scholarships & Awards	2,000.00	
Assigned Funds-Budget Shortfall	152,000.00	
Assigned Funds-Board Designated Emergency	100,000.00	
Total Assigned Funds		*5,023,648.43*

Other Fund Balances & Net Positions

Non-Spendable	121,469.35	
Net Investments & Other Net Positions	1,589,533.00	
UnAssigned General Funds	793,413.21	
Net Income (Loss)	298,987.70	
Total Other Fund Balances & Net Positions		*2,803,403.26*
Total Capital		7,827,051.69
Total Liabilities & Capital		**$ 16,545,523.41**

Roberto Clemente Charter School
Financial Report for the Month Ending
October 31, 2026

CUSTODIAL FUNDS

Student Activity Funds

Income & Expenses		
Dues & Other Fees Received	$ 0.00	
Fundraising	2,265.95	
Contracted Services	0.00	
Supplies	0.00	
Other Fees & Miscellaneous	0.00	
Net Income (Loss)		*2,265.95*
Fund Net Position		
Cash Accounts	7,444.50	
Accounts Receivable	0.00	
Total Assets		**$ 7,444.50**
Accounts Payable	0.00	
Fund Balance	5,178.55	
Net Income (Loss)	2,265.95	
Total Liabilities & Capital		**$ 7,444.50**

PA PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM:

DEFERRED OUTFLOW OF RESOURCES

Deferred Outflow of Resources-PSERS	735,492.15	
Deferred Outflow of Resources-OPEB	20,387.00	
Total Deferred Outflow of Resources		**$ 755,879.15**

DEFERRED INFLOW OF RESOURCES/LIABILITIES & NET POSITION

Deferred Inflow of Resources-PSERS	750,508.00	
Deferred Inflow of Resources-OPEB	101,322.00	
Long-Term Pension Liability	4,580,000.00	
Long-Term OPEB Liability	194,000.00	
Total Deferred Inflow of Resources/Liabilities		5,625,830.00
Pension Fund Net Position		(4,595,015.85)
OPEB Fund Net Position		(274,935.00)
Total Deferred Inflow of Resources/Liabilities & Net Position		**$ 755,879.15**

Roberto Clemente Charter School
Payment List
For the Period 10/1/26 through 10/31/26

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
Main Operating Accounts/Checks						
005294	10/1/26	HISPANIC AMERICAN ORG	*136 S 4th Street lease*	$ 39,077.84	10/1/26	X
005295	10/1/26	HISPANIC AMERICAN ORG	*850 N 5th Street lease*	$ 24,002.19	10/1/26	X
005296	10/13/26	Lancaster-Lebanon Intermediate Unit 13		$ 665.46	10/16/26	X
005297	10/13/26	MBI HEATING & AIR CONDITIONING	*Equipment maintenance*	$ 3,440.00	10/16/26	X
005298	10/13/26	PD Monster, LLC.		$ 95.00	10/16/26	X
005299	10/13/26	PETTY CASH		$ 263.04	10/16/26	X
005300	10/13/26	SSM GROUP, INC	*Hazardous material survey*	$ 3,498.88	10/16/26	X
005301	10/13/26	PHYSICAL GRAFFI-TEE'S		$ 300.00	10/16/26	
005302	10/27/26	Lara Ashworth	*Travel reimbursement*	$ 13.78	10/30/26	
005303	10/27/26	BUREAU OF EDUCATION & RESEARCH, INC		$ 295.00	10/30/26	
005304	10/27/26	Estefany Cabrera Eusebio de Queliz	*Travel reimbursement*	$ 21.20	10/30/26	
005305	10/27/26	Entertainment Resort Company		$ 728.16	10/30/26	
005306	10/27/26	PIONEER DRAMA SERVICE, INC.		$ 272.25	10/30/26	
005307	10/27/26	Marjorie Rivera	*Travel reimbursement*	$ 2.65	10/30/26	
005308	10/27/26	T&M Associates	*New building parking layout*	$ 1,349.25	10/30/26	
Main Operating Accounts/Electronic						
)2-125159-b6a0	10/2/26	AMAZON CREDIT PLAN	*Classroom/Maintenance/Office/Technology supplies*	$ 4,502.32	10/2/26	X
E_10836	10/2/26	Balford Farms	*Dairy products*	$ 2,066.28	10/2/26	X
E_2653034603	10/2/26	LEHIGH COUNTY AUTHORITY ALLENTOWN		$ 87.81	10/2/26	X
E_23142449	10/2/26	US FOODS	*Food products*	$ 10,405.12	10/2/26	X
aeqogvllx64n48	10/2/26	HIGHMARK BLUE SHIELD		$ 550.04	10/2/26	X
E_2653053201	10/2/26	LEHIGH COUNTY AUTHORITY ALLENTOWN		$ 242.27	10/2/26	X
E_2653054173	10/2/26	LEHIGH COUNTY AUTHORITY ALLENTOWN		$ 327.07	10/2/26	X
E_83089466	10/2/26	Pitney Bowes Global Financial Services		$ 269.19	10/2/26	X
E_26100287	10/2/26	PPL ELECTRIC UTILITIES		$ 777.73	10/2/26	X
E_26100207	10/2/26	PPL ELECTRIC UTILITIES		$ 35.73	10/2/26	X
900f-a17e-4306	10/2/26	Primo Brands		$ 54.90	10/2/26	X
E_695977409	10/2/26	T- MOBILE		$ 501.60	10/2/26	X
_100010380062	10/2/26	UGI UTILITIES, INC.		$ 130.15	10/2/26	X
_100010379797	10/2/26	UGI UTILITIES, INC.		$ 36.44	10/2/26	X
_100010380126	10/2/26	UGI UTILITIES, INC.		$ 979.37	10/2/26	X
E_10022026	10/2/26	TOSHIBA AMERICA BUSINESS SOLUTIONS		$ 300.30	10/2/26	X
E_ bqvxj75d	10/2/26	SupplyHouse.com		$ 34.65	10/2/26	X
E_10863	10/5/26	ExploreK12, Inc.		$ 374.00	10/5/26	X
E_10843	10/5/26	J.P. Mascaro & Sons	*Refuse/recycling*	$ 2,404.06	10/5/26	X
1000011675639	10/5/26	LINCOLN FINANCIAL SERVICE	*Dental/STD/LTD/LI Insurance premiums*	$ 6,108.77	10/5/26	X
E_801854103	10/5/26	The Pest Rangers		$ 200.00	10/5/26	X
E_10867	10/5/26	Success For All Foundation Inc.	*Professional development*	$ 5,500.00	10/5/26	X
E_10866	10/5/26	Standing Stone Consulting Inc.	*Security services*	$ 6,175.98	10/5/26	X
E_10841	10/5/26	GOLD STAR FOODS		$ 5.00	10/5/26	X

Roberto Clemente Charter School
Payment List
For the Period 10/1/26 through 10/31/26

Ref No.	Ref Date	Vendor	Description		Amount	Issue Date	Cleared
E_10844	10/5/26	Kopos Medx, Inc.	Contracted staffing agency	$	1,954.80	10/5/26	X
E_10840	10/5/26	Liminex, Inc	*Chromebook management license*	$	5,733.20	10/5/26	X
E_10838	10/5/26	Decker Equipment	*Classroom supplies*	$	1,435.93	10/5/26	X
E_10865	10/5/26	Staples Technology Solutions	*Classroom supplies*	$	5,493.99	10/5/26	X
E_10842	10/5/26	HEALTHNOW ADMINISTRATIVE SERVICES	*Health insurance*	$	33,603.15	10/5/26	X
E_10834	10/5/26	ALL CITY MANAGEMENT SERVICES,INC	*Contracted crossing guard*	$	1,911.06	10/5/26	X
E_10835	10/5/26	Apple Inc.		$	429.00	10/5/26	X
E_10837	10/5/26	Bimbo Bakeries USA		$	291.20	10/5/26	X
E_10839	10/5/26	Discovery Education	*Text books*	$	14,660.00	10/5/26	X
_100010393662	10/7/26	UGI UTILITIES, INC.		$	38.82	10/7/26	X
E_10905	10/8/26	Success For All Foundation Inc.	*Instructional materials*	$	24,095.70	10/8/26	X
E_100826	10/8/26	Eden Resort		$	136.53	10/8/26	X
2146537780157	10/16/26	HOME DEPOT CREDIT SERVICES		$	251.59	10/16/26	X
E_23536247	10/16/26	US FOODS	*Food products*	$	11,218.73	10/16/26	X
6-133153-971d	10/16/26	AMAZON CREDIT PLAN	*Classroom/Guidance/Food Service/Student activities supplies*	$	3,894.23	10/16/26	X
E_1946501192	10/16/26	STAPLES ADVANTAGE		$	276.69	10/16/26	X
E_26101619	10/16/26	PPL ELECTRIC UTILITIES	*Electric utilities*	$	2,033.47	10/16/26	X
3fe3-0c81-4bd0	10/16/26	AMTRUST NORTH AMERICA	*Workers' compensation insurance*	$	8,833.00	10/16/26	X
E_11032	10/16/26	ALL CITY MANAGEMENT SERVICES,INC	*Contracted crossing guard*	$	1,911.06	10/16/26	X
E_11033	10/16/26	Balford Farms	*Dairy products*	$	2,052.01	10/16/26	X
E_11036	10/16/26	The Ceramic Shop		$	471.50	10/16/26	X
E_11040	10/16/26	Kopos Medx, Inc.	*Contracted staffing agency*	$	3,606.90	10/16/26	X
E_11042	10/16/26	SAVVAS LEARNING COMPANY LLC		$	228.44	10/16/26	X
E_11045	10/16/26	Success For All Foundation Inc.	*Professional development/Classroom resources*	$	21,250.00	10/16/26	X
E_11034	10/16/26	Bimbo Bakeries USA		$	243.52	10/16/26	X
E_11031	10/16/26	ABE Laboratories, LLC		$	48.00	10/16/26	X
E_11044	10/16/26	Standing Stone Consulting Inc.	*Security services*	$	7,534.49	10/16/26	X
E_11038	10/16/26	Kegel's Produce		$	649.75	10/16/26	X
E_11041	10/16/26	Parallel Learning Behavioral Health PC	*Special education services*	$	1,560.60	10/16/26	X
E_11037	10/16/26	CHA Consulting, Inc	*Construction management services*	$	15,000.00	10/16/26	X
E_320336	10/16/26	PenTeleData		$	441.30	10/16/26	X
E_26101602	10/16/26	PPL ELECTRIC UTILITIES	*Electric utilities*	$	4,102.91	10/16/26	X
2430-5a54-4b04	10/16/26	Primo Brands		$	87.84	10/16/26	X
0b02f-a6c0-4ff3	10/16/26	Primo Brands		$	82.35	10/16/26	X
E_21365096	10/16/26	TOSHIBA FINANCIAL SERVICES	*Copier leases*	$	1,023.30	10/16/26	X
E_21365097	10/16/26	TOSHIBA FINANCIAL SERVICES	*Copier leases*	$	1,259.80	10/16/26	X
E_944138	10/16/26	PHILADELPHIA INSURANCES COMPANIES	*Liability insurance package*	$	13,615.58	10/16/26	X
E_07857557039	10/16/26	RCN		$	430.35	10/16/26	X
E_101626	10/16/26	VERIZON		$	37.90	10/16/26	X
5_16OCT26_12	10/16/26	TOSHIBA FINANCIAL SERVICES	*Copier leases*	$	1,202.53	10/16/26	X
55_16OCT26_1	10/16/26	TOSHIBA FINANCIAL SERVICES		$	329.55	10/16/26	X
E_101626-1	10/16/26	Hal Leonard, LLC.		$	729.00	10/16/26	X

Roberto Clemente Charter School
Payment List
For the Period 10/1/26 through 10/31/26

Ref No.	Ref Date	Vendor	Description		Amount	Issue Date	Cleared
E_83316988	10/16/26	PURCHASE POWER		$	125.00	10/16/26	X
E_11043	10/19/26	STAPLES ADVANTAGE		$	276.69	10/19/26	X
E_1515-0912	10/20/26	PENNSYLVANIA DEPARTMENT OF EDUCATION		$	375.00	10/20/26	X
h1kBB2gP94Dy	10/20/26	PENNSYLVANIA DEPARTMENT OF EDUCATION		$	375.00	10/20/26	X
E_IA-103643	10/20/26	The School Nutrition Association Of PA		$	64.00	10/20/26	X
E_101626	10/20/26	Ubiquiti		$	225.80	10/20/26	X
E_11071	10/21/26	Pearson Education	*Text books*	$	3,672.00	10/21/26	X
2282 BLD ADQ	10/23/26	FITZPATRICK, LENTZ & BUBBA PC	*New building acquisition*	$	78,643.58	10/23/26	X
P-442434415	10/28/26	ZOOM COMMUNICATIONS INC		$	13.59	10/28/26	X
E_11202	10/29/26	3P Learning	*Classroom subscription*	$	4,050.00	10/29/26	X
E_11203	10/29/26	ALL CITY MANAGEMENT SERVICES,INC	*Contracted crossing guards*	$	2,070.32	10/29/26	X
9-164642-119b	10/29/26	AMAZON CREDIT PLAN		$	922.35	10/29/26	X
E_11204	10/29/26	Balford Farms	*Dairy products*	$	1,661.19	10/29/26	X
r0z8r2zkdkfr0jn	10/29/26	HIGHMARK BLUE SHIELD		$	531.67	10/29/26	X
E_11207	10/29/26	J.P. Mascaro & Sons	*Refuse/recycling*	$	2,404.06	10/29/26	X
E_11208	10/29/26	Kegel's Produce	*Fresh produce*	$	1,092.25	10/29/26	X
E_11209	10/29/26	Kopos Medx, Inc.	*Contracted staffing agency*	$	2,385.00	10/29/26	X
E_2694387095	10/29/26	LEHIGH COUNTY AUTHORITY ALLENTOWN		$	428.26	10/29/26	X
E_2694383781	10/29/26	LEHIGH COUNTY AUTHORITY ALLENTOWN		$	98.65	10/29/26	X
E_2694387201	10/29/26	LEHIGH COUNTY AUTHORITY ALLENTOWN		$	572.89	10/29/26	X
E_1105141960	10/29/26	The Pest Rangers		$	200.00	10/29/26	X
E_26102982	10/29/26	PPL ELECTRIC UTILITIES		$	701.43	10/29/26	X
E_11210	10/29/26	Standing Stone Consulting Inc.	*Security services*	$	6,357.23	10/29/26	X
E_7018368706	10/29/26	T- MOBILE		$	501.60	10/29/26	X
_100010468405	10/29/26	UGI UTILITIES, INC.		$	140.59	10/29/26	X
_100010468269	10/29/26	UGI UTILITIES, INC.		$	51.53	10/29/26	X
_100010468336	10/29/26	UGI UTILITIES, INC.		$	97.73	10/29/26	X
_100010468408	10/29/26	UGI UTILITIES, INC.		$	64.17	10/29/26	X
E_11211	10/29/26	WB Mason	*Food service/Classroom supplies*	$	2,182.81	10/29/26	X
E_11206	10/29/26	GOLD STAR FOODS		$	31.20	10/29/26	X
E_11205	10/29/26	Bimbo Bakeries USA		$	615.08	10/29/26	X
E_R1413C	10/29/26	Entertainment Resort Company		$	182.04	10/29/26	X
E_R141F	10/29/26	Entertainment Resort Company		$	182.04	10/29/26	X
E_23895265	10/30/26	US FOODS	*Food products*	$	11,850.07	10/30/26	X
Payroll Account							
89 PPE 9/26/26	10/2/26	PA SCDU		$	323.08	10/2/26	X
_767103630505	10/2/26	ADP		$	719.25	10/2/26	X
E_51977423	10/2/26	Roba Bozakis		$	770.00	10/2/26	X
E_51977425	10/2/26	Barbacane Thornton and company	*Legal fees*	$	6,640.00	10/2/26	X
E_51977424	10/2/26	Mckenna Snyder LLC	*Legal fees*	$	10,043.02	10/2/26	X
W PPE 9/26/26	10/2/26	PAYROLL/TAXES	*ACH Payroll & taxes*	$	400,587.46	10/2/26	X
03 PPE 9/26/26	10/5/26	PENSERV PLAN SERVICES INC	*ER State pension contributions*	$	29,518.43	10/5/26	X

Roberto Clemente Charter School
Payment List
For the Period 10/1/26 through 10/31/26

Ref No.	Ref Date	Vendor	Description		Amount	Issue Date	Cleared
77 PPE 9/26/26	10/5/26	VOYA FINANCIAL		$	630.85	10/5/26	X
E_3155781806	10/5/26	P.S.E.R.S.EMPLOYEE # 9254	*EE State pension contributions*	$	10,969.12	10/5/26	X
E_732745372	10/8/26	ADP		$	675.35	10/8/26	X
9 PPE 10/10/26	10/16/26	PA SCDU		$	323.08	10/16/26	X
9 PPE 10/10/26	10/16/26	BERKHEIMER		$	90.75	10/16/26	X
5 PPE 10/10/26	10/16/26	BERKHEIMER		$	90.75	10/16/26	X
9 PPE 10/10/26	10/16/26	BERKHEIMER		$	90.75	10/16/26	X
91 PPE 10/10/2	10/16/26	VOYA FINANCIAL		$	740.38	10/16/26	X
E_051981155	10/16/26	Fitzpatrick Lentz & Bubba, P.C	*Legal fees*	$	1,061.50	10/16/26	X
V PPE 10/10/26	10/16/26	PAYROLL/TAXES	*ACH Payroll & taxes*	$	212,410.08	10/16/26	X
28 PPE10/10/26	10/19/26	PENSERV PLAN SERVICES INC	*EE/ER 403b contributions*	$	16,623.61	10/19/26	X
E_733693940	10/22/26	ADP		$	46.00	10/22/26	X
E_7333693525	10/22/26	ADP		$	788.29	10/22/26	X
E_0051985013	10/29/26	Mckenna Snyder LLC	*Legal fees*	$	25,062.36	10/29/26	X
9 PPE 10/24/26	10/30/26	PA SCDU		$	323.08	10/30/26	X
3 PPE 10/24/26	10/30/26	BERKHEIMER		$	65.75	10/30/26	X
3 PPE 10/24/27	10/30/26	BERKHEIMER		$	91.50	10/30/26	X
V PPE 10/24/26	10/30/26	PAYROLL/TAXES	*ACH Payroll & taxes*	$	220,659.44	10/30/26	X
E_0051985011	10/30/26	Roba Bozakis	*Contracted dietician*	$	700.00	10/30/26	X
E_0051985012	10/30/26	Kleinbard LLC	*Legal fees*	$	18,276.70	10/30/26	X
E_0051985014	10/30/26	Barbacane Thornton and company	*Auditor progress billing*	$	8,250.00	10/30/26	X
E_734329816	10/30/26	ADP		$	751.25	10/30/26	X
Health Insurance Claims (HIC) Account							
E_10878	10/7/26	HEALTH CLAIMS	*Health Claims: PE 9/22/26*	$	16,729.65	10/7/26	X
E_10879	10/7/26	HEALTH CLAIMS	*Health Claims: PE 9/29/26*	$	2,093.74	10/7/26	X
E_11015	10/16/26	HEALTH CLAIMS	*Health Claims: PE 10/6/26*	$	4,104.14	10/16/26	X
E_11072	10/21/26	HEALTH CLAIMS	*Health Claims: PE 10/13/26*	$	8,496.22	10/21/26	X
E_11153	10/28/26	HEALTH CLAIMS	*Health Claims: PE 10/20/26*	$	30,031.51	10/28/26	X
CEO's Account (Central Administration)							
ISI26-08376119	10/1/26	Indeed, Inc.	*Recruitment advertisement*	$	505.00	10/1/26	X
E_62920795921	10/22/26	Wegmans Food Markets	*Board meeting refreshments*	$	115.00	10/22/26	X
_792511846747	10/22/26	Pennsylvania Department of Education	*Emergency permit*	$	100.00	10/22/26	X
ISGJIF0o435i9c	10/22/26	PA COALITION OF PUBLIC CHARTER SCHOOLS	*Conference registration*	$	200.00	10/22/26	X
_73ed880fd167	10/29/26	Indeed, Inc.	*Recruitment advertisement*	$	185.00	10/29/26	X
Principal's Account (Elementary School)							
		No activity		$	-		
Principal's Account (Secondary School)							
		No activity		$	-		
				$	**1,463,310.16**		

New Elementary School Project- S. 12th Street- 10/31/26

Acquisition	**$**	**4,480,747.52**
Building/Land	*$*	*4,400,000.00*
Closing Costs	*$*	*80,747.52*
Legal Costs	**$**	**29,236.50**
Services	*$*	*28,636.50*
Pass-Through Fees	*$*	*600.00*
Due Diligence Costs	**$**	**20,713.18**
Feasibility Study	*$*	*10,006.30*
Appraisals	*$*	*3,200.00*
Environmental Studies	*$*	*7,506.88*
Financing Costs	**$**	**312.50**
Raymond James	*$*	*-*
Bridge Loan Closing	*$*	*312.50*
Procurement	**$**	**-**
Concurrent Operating Costs	**$**	**5,180.56**
Loan Payments	*$*	*-*
Insurance	*$*	*1,952.82*
Utilities	*$*	*-*
Taxes	*$*	*3,227.74*

Construction Management	**$**	**20,000.00**
Design & Programming	**$**	**146,231.27**
Architect	*$*	*74,922.05*
Civil Engineer	*$*	*12,594.22*
MEP/FP Engineer	*$*	*44,880.00*
Structural Engineer	*$*	*13,835.00*
Construction	**$**	**-**
	$	*-*
	$	*-*
Furniture & Equipment	**$**	**-**
Classroom Furniture	*$*	*-*
Classroom Equipment	*$*	*-*
Security Cameras	*$*	*-*
Food Service Equipment	*$*	*-*

Project Total **$** **4,702,421.53**

UnAssigned Funds	*$*	*61,240.58*
Assigned Funds	*$*	*241,180.95*
Bridge Loan (Fidelity Bank)	*$*	*4,400,000.00*
Funding Source Total	**$**	**4,702,421.53**

Monday, October 19, 2026 9:26:34 AM

FlynnO'Hara UNIFORMS

2027 General Sales Specification Agreement

PA764

School: **ROBERTO CLEMENTE CHARTER SCHOOL**

Enrollment: **Girls: _____ Boys:_____**

Address: **131 W. Hamilton**
Allentown, PA 18101

Store(s) **Allentown**

Phone: **610-439-5181**

Contact	Phone	Email
Principal: **ALYSSA MACE, CEO**	**610-439-5181**	**anewman@myrccs.com**
President:		
Admin Assistant:		
Contact: **ALYSSA MACE**		**anewman@myrccs.com**
VP/Dean:		

Sales Rep: **Diane Henrick**

Phone: **(215)637-4600** ext: **8105** Email: **dianeh@flynnohara.com**

Financial Arrangement for 2027

Terms Code	Years	Exclusive:	Rebate %:	Discount%	FS Option
SPEC	2	Y	10	0	0

Financial Notes: send gift cards in place of rebate check

For and in consideration of the special styles, quantities, and customized items being provided, FlynnO'Hara requires an annual renewal of the terms listed above. In recognition of the significant inventory commitment being undertaken by FlynnO'Hara, you agree to provide us with at least twelve months notice should you decide to end this agreement.

If there is to be a major change in the uniform program during the term of this agreement, your school agrees to notify FlynnO'Hara Uniforms in writing by November 15th of the school year preceding the change.

If your uniform agreement includes a rebate, the calculation will be based on the sale of school contract items less returns. The rebate calculation will exclude shipping charges, customization costs and any discounted or bulk orders. A 15% discount is extended to all faculty and staff at the school.

Prices are updated annually on January 1st and subject to mid-year change if our product costs are significantly impacted by unforeseen market conditions.

Other Notes:

After review of the detail product pages that follow in this agreement, I confirm: *Please initial on the lines below*

_____ Product Customization is approved with no additional changes for the upcoming school year.

_____ Product Assortment is approved with no additional changes for the upcoming school year.

Signature _____ Date _____

Sales Rep: _____ Date _____

***Price subject to change according to customization.**

MASONIC TEMPLE ASSOCIATION
1524 W. Linden St., Allentown, PA 18102

610-432-9388

LEASE AGREEMENT

LESSOR: Masonic Temple Association, Allentown **Date:**_____

Lessee:

Contact Information

Name: Roberto Clemente Charter School

Address: 131 W Hamilton St Allentown Pa 18101

Phone: (267) 733-5760

Email: sreynolds@myrcc.com

TYPE OF EVENT: Prom

Approximate Number of Event Attendees: 50?

EVENT DATE: 05/22/2026

START TIME: 3:00 pm **END TIME:** 11:00 pm **TOTAL HOURS:** 8.00

Lessee agrees to lease from the Masonic Temple Association, 1524 W. Linden St., Allentown, the following facilities:

☐	Meeting Hall:	Rate $ $ 0.00
☐	Compass & Square Ballroom (East)	Rate $ $ 0.00
☑	Compass & Square Ballroom (West)	Rate $ $ 1,000.00
☑	Day before set-up: number of Hours 4hrs N/C	Rate $
☐	Parking Lot	Rate $
☐	Cleaning option Fee $150 East or West side $250 East and West side combined ?	Rate $ $ 0.00
☐	Other: _____	Rate

$ $ 300.00 Security Deposit Required for above noted Lease Space(s) 20 % of Total Rental Fee or $500.00 whatever is greater.

TOTAL RENTAL FEE for this Event: $ $ 1,000.00

~~*Cleaning service:~~

~~**Must be pre-arranged**~~

~~Cleaning option allows Lessee to leave without cleaning the banquet hall. Should cleaning take longer than 2 hours (East **or** West Hall), 3 hours (East **&** West Halls combined), the Lessee agrees to pay an additional **$50** per hour (East **or** West Hall), and **$75** per hour (East **&** West Halls combined), billed on the half hour. All linens will be placed in bags, all personal items will be placed in boxes (provided by the Lessee), all will be placed in a pre-designated area for picked up by the lessee. Lesse~~ No Longer Offered ~~as within 24 hours after the event has ended. Items not picked up wi~~ ~~he property of the Allentown Masonic Temple unless other arrangements are made with the building manager prior to the event. Payment for cleaning option must be paid in full prior to the event. If said arrangements are made, a storage fee of $25 per day "**may**" be charged to lessee. **(To be determined by the building manager based on the length of time items are to be stored)**~~

Lessee agrees to have a person or persons in charge and responsible for compliance with the regulations made a part of this agreement on attached pages:

Lessee agrees and understands that he/she is the responsible representative of the group leasing the Masonic Temple facilities and is accountable for the behavior of the group. This responsibility includes accountability for the behavior of guests, or any persons present at the event, noise levels, and compliance with the laws of the Commonwealth of Pennsylvania, the Ordinances of the City of Allentown, and the Rules and Regulations published by the Masonic Temple Association.

Lessee understands and agrees that his/her guests (group occupying and using the premises) will comply with the liquor laws of the Commonwealth of Pennsylvania and all rules' laws and regulations of the Pennsylvania Liquor Control Board These regulations, among other requirements, include not permitting any person under the age of 21 years to consume alcohol or include alcohol in the sale of tickets or similar concessions.

Lessee or his/her representative will be limited in their use as informed by the building staff. The small kitchen may be used for serving and cleaning. All arrangements for deliveries of food, beverages, etc. And the removal of such shall be arranged with the building staff prior to the event.

Leese shall supple all food, beverages, and personnel for serving, as well as all China, glassware, and flatware.

Lessee shall have parking privileges in the parking lot located on the west side of the Masonic Temple building.

Lessee shall indemnify and hold Lessor harmless from all liability and expenses, including legal expenses, by reason of any injury or damage to any person or property caused either by accident

or occurrence in the leased areas, or by any accident or occurrence elsewhere due to the acts of the Lessee, its officers, employees, agents or servants or caused by the use at any time, in any place of any vehicle, equipment or supplies used or provided by Lessee of its guests, unless such accident or occurrence was caused solely by the negligence of Lesso

1) VENUE RENTAL FEE(S):

(a) The Clients or Representative for the Client (s), agree to pay an initial nonrefundable deposit of 50% of the total of all fees. This payment serves to hold the venue for the specified date of event and is payable at the time of contract signature.
(b) The remaining agreed upon VENUE RENTAL FEES will be due 30 days prior to the date of the event or the agreed upon date of payment will be the following:
(c) Payments may be made via (cash delivery, personal check, or certified check.

DATE CHANGES:

In the event the Client (s) is forced to change the date of the event every effort will be made by The Masonic Temple Association to transfer reservations to support the new date. The Client(s) agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the Client(s). The Client(s) further understands that last minute changes can impact the quality of the event and that The Masonic Temple Association is not responsible for these compromises in quality.

1) CANCELLATIONS:

In the event of a cancellation of a special event, all payments made to date are non-refundable. We understand that sometimes it is necessary to change or cancel a reservation. All cancellations or reservation changes must be made in writing. The guest is responsible for verifying that The Masonic Temple Association has received their cancellation letter. We cannot refund any advance payment for a canceled reservation unless the Temple is re-rented for the entire period and prepayment has cleared. We will make every effort to re-book the facility; however, if it is not re-booked, you forfeit all monies paid. If a cancellation is successfully re-rented, all of the rent, taxes and damage/security deposit will be refunded, less a $ 100 cancellation fee.

2) ACCOMMODATIONS: Initial_____

The Client(s) agree that venue space or meeting rooms provided by The Masonic Temple Association for the event may require a separate contract.

3) RULES AND REGULATIONS:

The following is a list of rules and regulations to be upheld by Client(s), which includes all EVENTS PLANNERS, WEDDING COORDINATORS, and VENDORS who are involved in the planning and execution of the special event on the premises of The Masonic Temple Association.
(a) Parking: All vehicles associated in any way with the event or wedding must be parked within the parking area or on the street. No vehicles shall be parked on any other lawn or sidewalk surface unless granted permission by the owners.

Barbecues/Grills: Barbecues and grills are to be used outside only. No fires are to be started directly on the grounds of the venue.

(a) Candles: no open flame candles are permitted in the building apart from a recognized religious ceremony that requires it. In this case candles must be extinguished immediately at the conclusion of said ceremony
(b) Smoking is NOT permitted in the building at any time.
(c) ~~Decorations may be used in the Compass & Square Ballroom, however, the use of screws, nails, tacks, etc. are not permitted on any surface within the building. Removable tape may be used in the Compass and Square Ballroom is permitted on the doors/walls. It is the Client(s) responsibility that all materials are removed.~~ See paragraph 2

1) EVENT ENDING TIMES:

All outdoor events must end by 9 pm and comply with the City of Allentown noise ordinances and to allow for cleanup and closure of the site by the designated time.

2) DECORATIONS:

Decorations may not be hung with tape, wire, nails or screws in the Allentown Masonic Temple which will damage the venue. All decorations must be removed without leaving damages directly following the departure of the last guest, unless special arrangements have been made between the Client(s) and the venue. Any decorations done that are not attached to the through must be approved by the owners and must be removed the right of the event, by 12 midnight.

Note: The use of birdseed and blowing bubbles is permitted only outside for wedding and reception farewells. Rice, confetti, flower petals, balloons, glitter, pyrotechnics, and sparklers are not permitted inside or outside the facility.

Initial_____

3) INSURANCE:

Client(s), through Event Planner or Caterer shall maintain Commercial General Liability Insurance including Host Liquor liability, in an amount not less than $1,000,000 individual / $3,000,000 on the aggregate and $1,000,000 Single Limit for Bodily Injury and Property Damage. Such Insurance shall name The Allentown Masonic Temple as additional insured, and a certificate of insurance with an endorsement must be provided 30 days prior to the event.

4) LIQUOR/BEVERAGES/ILLEGAL SUBSTANCES:

All liquor must be served by an Insured Licensed Bartender. The Bar closes 1 hour before the music has ended, all alcoholic beverages will be removed and placed in a secure location for removal from the premise. THERE IS A "NO" SHOT POLICY! Alcohol may not be served to minors. Illegal substances are not allowed at any time on the premises. Drunken/Violent disturbances are prohibited and subject to immediate removal from the premise and possible termination of event without refund.

Initial_____

There will be no Alcohol served at this event _____

Signature required

SECURITY DEPOSIT:

The security deposit that is held on account as stated above will be returned within 30 days after the event, if there is no damage. Any damage that exceeds the amount of the security deposit shall be the responsibility of the person financially responsible for the event.

Initial _____

MUSIC: All outdoor music must end by 9 pm to comply with sound ordinances

SMOKING:

The Allentown Masonic Temple is a non-smoking venue. Smoking will be permitted in designated areas outside,

PHOTOGRAPHY: Does not apply

This venue uses live, video and still photography to assist with promotion of the venue. All photos taken at The Allentown Masonic Temple by your Photographer will also be the property of the Masonic Temple Association and will be used for promotional purposes. NO boudoir or nude photography is permitted anywhere at the Temple.

FAILURE TO COMPLY WITH VENUE POLICIES WILL FORFEIT SECURITY DEPOSIT.

SIGNATURES:

(Name of Event Planner, Wedding Coordinator, Florist, Photographer, Catering Company Here)

Company Name: _____ Type of business: _____

By:_____Date:_____ **Certificate of Insurance [ ]**

Print Name_____

Company Name: _____ Type of business: _____

By:_____Date:_____ **Certificate of Insurance [ ]**

Print Name_____

Company Name: _____ Type of business: _____

By:_____Date:_____ **Certificate of Insurance [ ]**

Print Name_____

Client(s) or agent of couple: Financially responsible for all the above.

X **Signature:** _____ **Date:**_____

Print: _____

The Masonic Temple Association:

X **Signature:** _____ **Date:** 10/22/2024

Robert B Kehm Jr

Masonic Temple Manager

Rental Fee: **$** $ 1,000.00

Cleaning fee **$** $ 0.00

Security Deposit $ 300.00

Event Total: $ $ 1,300.00

Date: _____ Amount Paid **$** _____ **Balance $**_____

Date: _____ Amount Paid **$** _____ **Balance $**_____

Date: _____ Amount Paid **$** _____ **Balance $**_____

Instructions & Comments:

Type and number of tables

Round:

Rectangular:

Number of chairs:

MASONIC TEMPLE
ALLENTOWN

1524 Linden St Allentown Pa 18102
Phone: 610-432-9388

Banquet Hall Check List

1. Day-before setup: If you paid for "day before set up," your setup window is 11:30 AM to 3:30 PM. All items and personnel must vacate the premises by 3:30 PM. **Initials:** _____ No charge RBL
2. Pyrotechnics prohibited: Use of fireworks, open flames, smoke machines, or any pyrotechnic devices is strictly prohibited. **Initials:** _____
3. Condition of premises: You must return the banquet hall to the condition it was provided (floors swept/mopped, tables wiped, chairs stacked as directed). **Initials:** _____
4. Waste disposal: All garbage must be placed in the designated dumpster(s) before departure. **Initials:** _____
5. Liability for guests: You are responsible for the conduct of your guests. You will be liable for any damage to the banquet hall or building caused by you or your guests. **Initials:** _____
6. Event time and security deposit: Contracted times include setup, the event, and cleanup. Failure to vacate the premises by the agreed time may result in forfeiture of your security deposit. **Initials:** _____