



Roberto Clemente Charter School

Board of Trustees

October 19, 2021

7:00PM

Agenda

1. Review of Agenda
2. Review of Minutes
 - 9/21/21 Minutes (motion)
3. Public Input
4. CEO Office
 - COVID-19 Update
 - On-site COVID-19 testing (motion)
 - RCCS Steering Committee
5. Principals' Offices
 - Secondary School Report
 - Elementary School Report
6. Human Resources
 - HR Report
 - Hires/Appointments (motion)
7. Business Office
 - October Business Report
 - September Financial Report
 - September Payment List (motion)
 - Fixed Assets & School Property Policy (1st Reading)
 - Elementary School Principal's Account (motion)
 - Secondary School Senior Account (motion)
 - Building Committee
8. New Business
 - New board members
9. Adjourn (motion)

**Roberto Clemente Charter School
Board of Trustees Meeting Minutes
September 21, 2021**

Attendees: John Bassler, Dr. Lynn Columba, Dr. Kathleen Dolgos, Agustín García, Rev. Nelson Quiñones, Alex Rolón, Dr. Jill Sperandio

RCCS Staff: Brighid Abbott, Charles Boger, Arkadiusz Kadzielawski, Alyssa Mace, Krista Maugle, Mitza Morales, Michael Rodríguez, Cory Snyder

EXECUTIVE SESSION:

The Board entered executive session at 6:31 p.m. to discuss personnel and legal issues. The Board left executive session at 6:57 p.m.

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

MINUTES:

The minutes of the August 2021 meeting were reviewed. A motion was made to approve the August minutes by Mr. García and seconded by Dr. Sperandio. The motion carried unanimously.

PUBLIC COMMENT:

No public input.

CEO's REPORT:

Mrs. Mace presented the CEO's Report.

A motion to approve the Emergency Instructional Time Template for the 2021-2022 School Year was made by Dr. Sperandio and seconded by Dr. Dolgos. The motion carried unanimously.

Mrs. Mace introduced Mr. Cory Snyder as the Principal of the Elementary School.

PRINCIPALS' REPORTS:

Mrs. Mace and Ms. Morales presented their respective reports for the elementary and secondary schools.

HUMAN RESOURCES REPORT:

Mr. Rodríguez presented the Human Resources Report.

A motion to affirm the new hires as presented in the HR Report was made by Mr. García and seconded by Mr. Bassler. The motion carried unanimously.

A motion to approve the two change-of-status as presented in the HR Report was made by Mr. García and seconded by Dr. Dolgos. The motion carried unanimously.

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

BUSINESS & FINANCIAL REPORTS:

The Business Report for the month of September was presented by Mr. Boger. July and August 2021 Financial Reports and August 2021 payment list were presented by Mr. Boger for discussion. A motion to approve the August 2021 payment list was made by Mr. García and seconded by Rev. Quiñones. The motion carried unanimously.

A motion to approve the submission of the 2021/2022 Ready to Learn Grant was made by Mr. García and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve the Elevator Maintenance Contract was made by Mr. Bassler and seconded by Rev. Quiñones. The motion carried unanimously.

A motion to approve the School Psychologist Agreement was made by Mr. Bassler and seconded by Rev. Quiñones. The motion carried unanimously.

A motion to approve the Electrical Contract was made by Mr. Bassler and seconded by Rev. Quiñones. The motion carried unanimously.

A motion to approve the Fencing Contract was made by Mr. Bassler and seconded by Rev. Quiñones. The motion carried unanimously.

NEW BUSINESS:

The Board is still looking for new Board members, especially a parent of a student enrolled at RCCS.

A new Building Committee is being formed to discuss the proposed construction changes to the administration building. Anyone interested, please email Mr. Boger.

There being no further business, Dr. Sperandio moved to adjourn the meeting, seconded by Mr. Bassler. The motion carried unanimously.

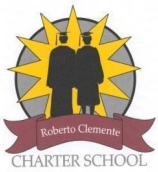
The RCCS Board meeting was adjourned at 7:47 p.m. **The next regular Board meeting will be October 19, 2021, at 7:00 p.m.**

Dr. Lynn Columba, President

Date

Mr. Alexander Rolón, Secretary

Date



Roberto Clemente Charter School

College: It's what we do!

Middle / High School

**M&H Principal's Report
Ms. Mitza Morales / Mrs. Lara Ashworth
Board of Trustees Meeting
October 19, 2021**

ENROLLMENT 2021-22

	Girls	Boys	Total
MS	79	71	150
HS	78	98	176
Total	157	169	326

PIMS & PDE REPORTING

- PIMS reports that have been submitted successfully to date:
 - Grad Cohort 2020-21
 - Spec Ed ACT 16 2020-21
 - Oct Student 2021-22
 - Staff Oct 2021-22

HEALTH ROOM UPDATES

- The health room is continuing to monitor COVID symptoms in school and monitor student quarantines in collaboration with attendance.
- We are looking into getting COVID tests in the school ideally within the next month.
- We are starting to look at immunization compliance and will soon be enforcing compliance for state reporting.

COUNSELORS' UPDATES

HS

- Have had several college visits for interested seniors, including NCC, Harrisburg University of Science and Technology, Automotive Training Center, DeSales University and Kutztown University. Other colleges have signed up to present to our seniors in the near future.
- Attended follow up truancy hearings for students from last year.
- Senior meetings to discuss credits, transcripts, college plans, etc.

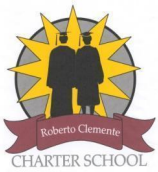
MS

- 7th, 8th, and 9th grade started Life Smart Programming which provides educational services for relationship education using the REAL Essentials curriculum. Students seem engaged during these presentations.
- I presented a bullying prevention lesson to 6th and 8th-grade students to educate students on how to spot bullying and to work on building up student morale. We are looking to roll out more bullying prevention strategies through our Global Awareness committee as well.

TEAM SHOWCASE

- 6th Grade Team: Mr. Burak (ELA), Mrs. Vargas (Math), Mr. Boyko (Social Studies), Mr. Valentine (Science), Ms. Hart (SEL), Mr. Ambler (Phys Ed), Mrs. Perlaza (Spanish) Ms. Mulcahy (ESL), Ms. Charon (TA)
- In-class behavior has improved since the beginning of the year.

136 South 4th Street, Allentown PA 18102
610-439-5181 – Fax: 610-435-4731



Roberto Clemente Charter School

College: It's what we do!

Middle / High School

- 6th grade students are beginning to adjust to Middle School life.
- Their focus on classwork is steadily improving.

PARENT & FAMILY ENGAGEMENT/NEWS

- Teachers sending Class Dojo invitations to parents to improve communication with families
- Virtual back to school night being shared on Monday 10/18/21

STUDENTS' NEWS

- Students of the Month for September – 6th grade – Charlie Soto, 7th grade – Renee Martinez, 8th grade – Jorge Verdejo, 9th grade – Eddyson Ortega Salcedo, 10th grade – Sandy Garcia Perez, 11th grade – Raquel Martinez, 12th grade – Jerusalem Peralta

COMMUNITY PARTNERS' NEWS

- Internships
- Scholarships
- Etc

ASSISTANT PRINCIPAL'S CORNER

- Committees formed to help provide extra activities, support, and build school culture for our students.
- Extracurricular activities starting week of October 18.
- Middle school LAB periods are utilizing benchmark data to provide additional support or enrichment to students based on their needs.

PRINCIPAL'S CORNER

- Welcome the Pre-student teachers from Lehigh University
- Met with the senior class representatives to address their concerns (i.e. prom, among others)
- I was asked to join the Board of the Lehigh Valley Heritage Museum.

UPCOMING EVENTS / MEETINGS

- October 11 – School Closed for Professional Development Day
- October 13 – Noon Dismissal for Students / Staff PLC in the afternoon
- November 2 – School Closed for Professional Development Day
- November 3 – Noon Dismissal for Students / Staff PLC in the afternoon



Roberto Clemente Elementary Charter School

Dual Language Program - College: It's What We Do!!



Elementary Principal's Report Tuesday, October 19, 2021 Mr. Cory Snyder

Enrollment (as of 10.12.21)

Kindergarten	50
Grade 1	50
Grade 2	51
Grade 3	49
Grade 4	50
Grade 5	50
Total	300

Student Attendance (9.7.21 to 9.30.21)

Kindergarten	90.63%
Grade 1	88.98%
Grade 2	83.18%
Grade 3	90.96%
Grade 4	92.66%
Grade 5	90.13%
Total	89.42%

2021-2022

Student Discipline (9.7.21 to 9.30.21)

- Twenty-four discipline reports were submitted.
 - Bus Misconduct - 6
 - Inappropriate Behavior - 10
 - Physical Confrontation - 3
 - Inappropriate Language - 2
 - Irresponsible Behavior - 1
 - Insubordination/Defiance - 1
 - Unsafe Behavior - 1

After School Program

- Began on Monday, October 4, 2021.
 - Monday and Tuesday (K,1,2)
 - Wednesday and Thursday (3,4,5)
 - Ten students per grade
 - 45 minutes of academic instruction
 - 30 minutes of enrichment.
 - Enrichment: Lehigh Gap Nature Center, Art with Suzy K, and Music with Ms. Schneider
 - STEM Tuesday (K,1,2) and Thursday (3,4,5)
 - KKIDS (only for grades 3,4,5) had their first meeting Wednesday, October 6, 2021.
 - KKIDS will meet one time per month.

Professional Development 10.11.21

- ACT 13 of 2020
 - Revises the ACT 82 Educator Effectiveness (EE) process used to evaluate professional employees in PreK-12.
 - Staff training was provided via self-paced PDE SAS course.



Roberto Clemente Elementary Charter School

Dual Language Program - College: It's What We Do!!



Solutions Committees

- School Wide Solutions Committees rolled out for the school year to support our school community on 10.11.21.
 - Super Student:
 - The goal is to encourage all students to strive to be academically focused as responsible, respectful, and active learners.
 - September Super Student Breakfast 10.7.21
 - Green Tickets:
 - The goal is a Tier 1 School-Wide Positive Behavior Support.
 - There is a collective reward for all students in homerooms when they reach their green ticket goal.
 - Coqui Closet:
 - The goal of the “School Store” reward for students when they display school appropriate behaviors of being responsible, respectful, and active listeners they will redeem their Coqui Coins.
 - Golden Prize:
 - The goal is a Tier 1 School-Wide Positive Behavior Support in the cafeteria. Collective awards for homerooms.
 - The Golden Prize of Month is earned by having the most green cups in the cafeteria.
 - Coqui Celebration Awards:
 - The goal is to celebrate students quarterly to encourage all students to strive to be academically focused responsible, respectful, and active learners.
 - Elementary Student Assistant Program (ESAP):
 - The goal is a systematic team process used to mobilize school resources to remove barriers to learning so students may achieve, advance, and remain in school.
 - Team members are required to be certified.

School Counselor

- Currently ten students in individual counseling sessions.
- Classroom lessons for all grades about what a school counselor does, specific topics such as rumors, gossip, and personal space.
- Group counseling: five social skills groups servicing 35 students that meet one time per week for a six-week period.
- Parent group: partnership with the Center for Humanistic Change. Currently ten parents are registered.
- Early College Model: Moravian Month for College Spotlight

Hispanic Heritage Month

- Virtual field trips to Spanish-speaking countries
- Learned about traditional clothing in Spanish-speaking countries
- Grades 4 and 5 researched Hispanic leaders, tasted traditional drinks from (Dominican Republic, Puerto Rico, Peru, Colombia, and Central America), created a Latin Restaurant and food menu after learning about different cultures and foods.

Calendar

10.25.21—Red Ribbon Week
11.2.21—Staff Development Day
11.10.21—End of 1st Marking Period

11.23.21—Parent Teacher Conferences
11.24.21—Staff Development Day



Roberto Clemente Charter School

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Human Resources Report

October 19, 2021

I. Personnel Updates for board approval, including addenda:

a. Personnel Appointments and New Hires

Name	Job Title	Date	Status
Limaris Ordinola	Administrative Assistant – Secondary School	10/13/2021	New Hire – Full-time
Maryanjeliza Fontanez	Cafeteria Aide	10/18/2021	New Hire – Part-time

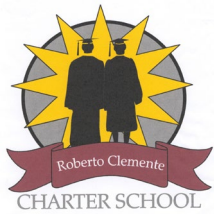
b. Personnel Resignations and Dismissals

Name	Job Title	Date	Status
Britney Honeywell	Teacher Aide – Elementary School	10/05/2021	Resignation
Samantha Zullo	Sp. Ed. Teacher – Secondary School	10/08/2021	Resignation
Susan Graziano	Sp. Ed. Teacher – Secondary School	11/12/2021	Resignation

II. Current and Future Job Postings:

Title	Department
English Teacher (1)	Middle/High School
ESL Teacher (1)	Middle/High School
Special Education Teacher (2)	Middle/High School
Teacher Aide - Part-time (1)	Middle/High School
Registered Nurse/Substitute - Part-time (1)	Health Services
Custodian - 2 nd Shift - Part-time (1)	Facilities
Cafeteria Aide - Part-time (1)	Food Service
Instructional Coach	Elementary School

III. Employment Agreements (for approval vote)



Roberto Clemente Charter School

Business Report: October 19, 2021

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Financial Activity (9/1-9/30/21)

- Finance Committee meeting held on Oct-15.
- 634 Students: Non-Special Ed (579), Special Ed (55)
Allentown SD (605), Bethlehem Area SD (12), Catasauqua Area SD (5), East Penn SD (2),
Parkland SD (1), Salisbury Township SD (4), Whitehall/Coplay SD (5)
- \$19,901 Chromebooks order. (*Elementary School*)
- 19/20 Depreciation/GASB 68 & 75 entries not posted.
- Released \$467 in Assigned Funds from Capital Expenses & Projects:
 - Elementary School classroom shelves-\$467
- Un-Assigned General Fund balance \$1,607,530 / 16.1% of the operating budget.
- \$594,047 Total disbursements in September.
- 3-Year classroom subscription paid. (*IXL Learning*)
- Paid annual 403b plan fee. (*Global Retirement Partners LLC*)

Grants, Donations, & Reports

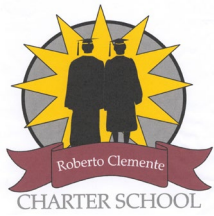
- Submitted/Approved (Sep-23) 21/22 Ready To Learn grant application. (*Schoolwide*)
- Submitted (Sep-27) 20/21 SHARRS report. (*Schoolwide*)
- Renewed (Sep-28) 21/22 federal SAM registration. (*Schoolwide*)
- Completed (Oct-8) 20/21 Title IV Cash Reconciliation Report. (*Schoolwide*)
- Completed (Oct-8) 20/21 ESSER II Cash Reconciliation Report. (*Schoolwide*)

Contracts & Agreements

- COVID-19 testing services contract (3 Years; No service fees; Non-Use fee \$35/kit). -Access Dx

Technology Update

- 191 Service tickets received between 9/10-10/10.
- IT Dept meeting (9/27).
- Chromebook order has arrived. Currently processing devices to be rolled out to the elementary school to achieve 1:1 ratio.
- Reorganizing (centralizing) information services and assets due to electrical infrastructure issues external to the secondary school building.



Roberto Clemente Charter School

Business Report: October 19, 2021

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Technology Update (cont.)

- Successfully supported benchmark and WIDA testing.
- Student information system (Sapphire) implemented and 85% deployed. Integrating classroom subscriptions and department systems are ongoing.
- Caller attendant system refresh underway.
- PA/intercom system and phone menu reconfigurations ongoing.

General Updates

- Facilities Dept meeting (9/16).
- Currently acquiring city permits for electrical and fence installation (Administration parking lot).
- Building committee established. Set to review plans for Administration Building renovations.
- Food Service Dept meeting (9/20).
- EBT Summer Report submitted (9/14).
- CEP Report completed (9/28).
- 9/28 RTK Request satisfied (9/29).
- 20/21 Workers' compensation audit (10/7).

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

September 30, 2021

	Current Month	2021-2022 Y-T-D	Budget Y-T-D	Variance	2021-2022 Budget
Revenue-General Fund					
6000/9000 Local Sources & Other Sources					
6500 Interest	\$ 151.56	\$ 285.47	\$ 0.00	285.47	\$ 0.00
6700 Student Activities	0.00	0.00	1,010.00	(1,010.00)	10,100.00
6832 PassThru Federal Funds (IU)	5,310.73	5,310.73	6,216.40	(905.67)	62,164.00
6920 Other Local Grants & Contributions	0.00	0.00	0.00	0.00	0.00
6944 Regular Education Subsidies	535,189.81	1,620,950.40	1,465,200.00	155,750.40	5,860,800.00
6944 Special Education Subsidies	109,967.98	394,306.02	395,250.00	(943.98)	1,581,000.00
6990 Miscellaneous	158.16	1,239.90	424.95	814.95	1,700.00
<i>Total Local Sources</i>	<i>650,778.24</i>	<i>2,022,092.52</i>	<i>1,868,101.35</i>	<i>153,991.17</i>	<i>7,515,764.00</i>
7000 State Sources					
7320 Lease Reimbursement	0.00	0.00	0.00	0.00	98,500.00
7330 Health Services Reimbursement	0.00	0.00	0.00	0.00	11,000.00
7505 Ready To Learn Grant	1,765.38	7,396.88	2,854.60	4,542.28	28,546.00
<i>Total State Sources</i>	<i>1,765.38</i>	<i>7,396.88</i>	<i>2,854.60</i>	<i>4,542.28</i>	<i>138,046.00</i>
8000 Federal Sources					
8514 Title I	37,363.48	54,307.34	44,300.00	10,007.34	443,000.00
8515 Title II	2,300.00	16,131.46	4,990.00	11,141.46	49,900.00
8516 Title III	2,936.02	4,936.02	2,550.00	2,386.02	25,500.00
8517 Title IV	2,564.00	6,455.75	3,930.00	2,525.75	39,300.00
8740 ESSER	52,457.06	258,447.49	369,368.53	(110,921.04)	1,250,304.00
<i>Total Federal Sources</i>	<i>97,620.56</i>	<i>340,278.06</i>	<i>425,138.53</i>	<i>(84,860.47)</i>	<i>1,808,004.00</i>
Revenue-Enterprise Fund					
Food Service					
6620 Sales	0.00	0.00	80.00	(80.00)	800.00
6920 Local Grants & Contributions	0.00	0.00	0.00	0.00	0.00
6990 Miscellaneous	0.00	0.00	0.00	0.00	0.00
7600 State Sources	2,400.00	2,541.24	3,000.00	(458.76)	21,000.00
8531 Federal Sources	45,000.00	48,672.24	52,672.50	(4,000.26)	490,725.00
<i>Total Food Service</i>	<i>47,400.00</i>	<i>51,213.48</i>	<i>55,752.50</i>	<i>(4,539.02)</i>	<i>512,525.00</i>
Total Revenue	797,564.18	2,420,980.94	2,351,846.98	69,133.96	9,974,339.00

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

September 30, 2021

	Current Month	2021-2022 Y-T-D	Budget Y-T-D	Variance	2021-2022 Budget
Expenses-General Fund					
Instructional Services					
1100-Regular Programs					
100 Salaries/Wages	\$ 224,832.25	\$ 324,782.25	\$ 374,165.83	(49,383.58)	\$ 2,580,454.00
200 Benefits	87,341.37	119,777.51	177,957.38	(58,179.87)	1,227,287.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
400 Property Services-Maintenance/Repairs/Rentals	1,944.46	5,692.64	6,331.12	(638.48)	25,324.00
500 Other Services	0.00	0.00	600.00	(600.00)	6,000.00
600 Supplies/Books/Subscriptions	8,228.62	61,349.10	43,081.85	18,267.25	130,784.00
800 Miscellaneous	0.00	0.00	300.00	(300.00)	3,000.00
<i>Total Regular Programs</i>	<i>322,346.70</i>	<i>511,601.50</i>	<i>602,436.18</i>	<i>(90,834.68)</i>	<i>3,972,849.00</i>
1200-Special Programs					
100 Salaries/Wages	31,479.52	44,421.12	55,475.50	(11,054.38)	365,323.00
200 Benefits	12,041.39	16,974.20	26,395.17	(9,420.97)	170,394.00
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	0.00	0.00	0.00
600 Supplies/Books/Subscriptions	610.28	2,816.74	2,607.47	209.27	10,430.00
<i>Total Special Programs</i>	<i>44,131.19</i>	<i>64,212.06</i>	<i>84,478.14</i>	<i>(20,266.08)</i>	<i>546,147.00</i>
1400/1691/1700-Other Programs & Adult Education					
100 Salaries/Wages	0.00	86,966.99	95,798.00	(8,831.01)	237,980.00
200 Benefits	0.00	23,030.38	29,438.50	(6,408.12)	68,035.00
300 Contracted Professional & Technical Services	0.00	9,412.50	12,000.00	(2,587.50)	30,000.00
500 Other Services	0.00	0.00	0.00	0.00	0.00
566 Tuition/Higher Education	0.00	0.00	500.00	(500.00)	5,000.00
600 Supplies/Books/Subscriptions	90.06	385.74	5,000.00	(4,614.26)	14,000.00
<i>Total Other Programs & Adult Education</i>	<i>90.06</i>	<i>119,795.61</i>	<i>142,736.50</i>	<i>(22,940.89)</i>	<i>355,015.00</i>
Support Services					
2100-Student Support (Guidance/Psychological/Social)					
100 Salaries/Wages	16,159.97	38,609.41	38,803.22	(193.81)	155,213.00
200 Benefits	6,071.50	13,503.43	11,480.81	2,022.62	45,923.00
300 Contracted Professional & Technical Services	0.00	0.00	1,000.00	(1,000.00)	10,000.00
336 Contracted Evaluations & Special Ed Services	0.00	0.00	10,000.00	(10,000.00)	100,000.00
500 Other Services	0.00	0.00	575.00	(575.00)	4,400.00
600 Supplies & Subscriptions	416.18	1,969.29	6,565.14	(4,595.85)	15,300.00
<i>Total Student Support</i>	<i>22,647.65</i>	<i>54,082.13</i>	<i>68,424.17</i>	<i>(14,342.04)</i>	<i>330,836.00</i>

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

September 30, 2021

	Current Month	2021-2022 Y-T-D	Budget Y-T-D	Variance	2021-2022 Budget
2200-Instructional Support (Technology/Library/Curriculum/Staff Development)					
100 Salaries/Wages	\$ 25,624.19	\$ 56,362.51	\$ 61,979.68	(5,617.17)	\$ 266,072.00
200 Benefits	12,517.21	31,392.83	34,633.52	(3,240.69)	144,808.00
240 Tuition Reimbursement	0.00	1,800.00	6,000.00	(4,200.00)	24,000.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
320 Contracted Staff Development Services	2,300.00	4,700.00	5,616.82	(916.82)	41,167.00
400 IT Equipment-Maintenance/Repairs/Rentals	0.00	0.00	2,000.00	(2,000.00)	2,000.00
400 Library Equipment-Maintenance/Repairs/Rentals	7.25	116.25	289.97	(173.72)	1,160.00
500 Other Services	0.00	0.00	783.03	(783.03)	6,330.00
600 IT Supplies & Subscriptions	347.78	4,777.17	4,749.94	27.23	19,000.00
600 Library Supplies & Subscriptions	1,912.48	6,513.94	3,842.41	2,671.53	16,150.00
600 Curriculum Supplies & Subscriptions	0.00	13,632.48	2,950.03	10,682.45	11,800.00
600 Staff Development Supplies & Subscriptions	0.00	84.66	2,475.50	(2,390.84)	11,102.00
800 Miscellaneous	0.00	0.00	0.00	0.00	0.00
<i>Total Instructional Support</i>	<i>42,708.91</i>	<i>119,379.84</i>	<i>125,320.90</i>	<i>(5,941.06)</i>	<i>543,589.00</i>
2310/2360-Administration (Board/CEO's Office/Legal & Accounting)					
100 Salaries/Wages	11,896.55	29,080.46	28,750.03	330.43	115,000.00
200 Benefits	6,682.70	17,573.62	17,977.03	(403.41)	71,908.00
300 School Board Professional Development Services	0.00	0.00	499.97	(499.97)	2,000.00
330 Legal & Accounting Services	8,000.00	10,218.40	15,250.03	(5,031.63)	43,000.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	0.00	0.00	0.00	0.00
500 Other Services	0.00	0.00	449.91	(449.91)	1,800.00
600 Supplies & Subscriptions	11.99	1,083.85	374.91	708.94	1,500.00
800 Dues/Miscellaneous	0.00	3,170.00	3,624.97	(454.97)	4,500.00
<i>Total Board/CEO's Office/Legal & Accounting</i>	<i>26,591.24</i>	<i>61,126.33</i>	<i>66,926.85</i>	<i>(5,800.52)</i>	<i>239,708.00</i>
2380-Administration (Principal's Office)					
100 Salaries/Wages	38,499.36	97,133.71	128,900.72	(31,767.01)	515,603.00
200 Benefits	15,242.52	45,637.70	74,521.22	(28,883.52)	298,085.00
400 Property Services-Maintenance/Repairs/Rentals	1,322.36	3,266.06	3,393.94	(127.88)	13,576.00
500 Other Services	387.85	390.50	1,125.00	(734.50)	4,500.00
600 Supplies & Subscriptions	664.34	4,515.89	3,112.50	1,403.39	12,450.00
800 Miscellaneous	0.00	0.00	750.00	(750.00)	3,000.00
<i>Total Principal's Office</i>	<i>56,116.43</i>	<i>150,943.86</i>	<i>211,803.38</i>	<i>(60,859.52)</i>	<i>847,214.00</i>

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

September 30, 2021

	Current Month	2021-2022 Y-T-D	Budget Y-T-D	Variance	2021-2022 Budget
2400-Pupil Health					
100 Salaries/Wages	\$ 10,995.00	\$ 23,655.00	\$ 34,626.38	(10,971.38)	\$ 167,945.00
200 Benefits	6,691.32	13,458.16	17,156.57	(3,698.41)	80,861.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	3,000.00
500 Other Services	0.00	0.00	49.97	(49.97)	200.00
600 Supplies & Subscriptions	146.98	219.70	1,750.03	(1,530.33)	7,000.00
<i>Total Pupil Health</i>	<i>17,833.30</i>	<i>37,332.86</i>	<i>53,582.95</i>	<i>(16,250.09)</i>	<i>259,006.00</i>
2500-Business					
100 Salaries/Wages	22,056.30	53,911.34	52,788.47	1,122.87	211,154.00
200 Benefits	19,132.96	35,901.64	27,703.22	8,198.42	110,813.00
300 Contracted Professional & Technical Services	6,730.65	10,341.85	10,374.97	(33.12)	26,500.00
400 Property Services-Maintenance/Repairs/Rentals	441.21	1,339.56	1,719.94	(380.38)	6,880.00
500 Other Services	125.00	296.11	424.97	(128.86)	1,700.00
600 Supplies & Subscriptions	270.93	961.33	1,549.97	(588.64)	6,200.00
800 Taxes/Fees/Miscellaneous	50.00	660.07	550.03	110.04	2,200.00
<i>Total Business</i>	<i>48,807.05</i>	<i>103,411.90</i>	<i>95,111.57</i>	<i>8,300.33</i>	<i>365,447.00</i>
2600/2900-Plant Operations & Maintenance					
100 Salaries/Wages	27,011.72	64,665.55	73,486.78	(8,821.23)	293,947.00
200 Benefits	9,323.21	25,497.31	30,386.53	(4,889.22)	121,546.00
300 Contracted Professional & Technical Services	3,397.43	9,049.57	13,610.50	(4,560.93)	94,210.00
400 Property Services-Maintenance/Repairs/Rentals	8,554.98	13,987.37	22,608.78	(8,621.41)	110,635.00
441 Building Leases	57,133.52	171,400.56	171,400.78	(0.22)	685,603.00
500 Other Services	80.03	230.02	124.97	105.05	500.00
520 Property Insurance	3,379.90	10,139.97	10,287.00	(147.03)	41,148.00
538 Telecommunications	1,269.37	3,820.35	4,209.94	(389.59)	16,840.00
600 Supplies & Subscriptions	2,352.32	26,437.87	22,625.01	3,812.86	90,500.00
620 Utilities & Fuel	5,330.17	13,332.59	14,405.12	(1,072.53)	75,100.00
800 Miscellaneous	0.00	0.00	250.03	(250.03)	1,000.00
810 Property Taxes	436.99	1,310.97	1,311.00	(0.03)	2,622.00
<i>Total Plant Operations & Maintenance</i>	<i>118,269.64</i>	<i>339,872.13</i>	<i>364,706.44</i>	<i>(24,834.31)</i>	<i>1,533,651.00</i>

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

September 30, 2021

	Current Month	2021-2022 Y-T-D	Budget Y-T-D	Variance	2021-2022 Budget
2800-Central (Human Resources/Information & Data/Grant Administration)					
100 Salaries/Wages	\$ 7,060.34	\$ 17,258.61	\$ 17,062.50	196.11	\$ 68,250.00
200 Benefits	1,519.43	4,156.34	5,293.97	(1,137.63)	21,176.00
300 Contracted Professional & Technical Services	0.00	9,900.00	9,900.00	0.00	9,900.00
324 Contracted Staff Development Services	1,787.00	35,885.00	38,519.39	(2,634.39)	53,336.00
500 Other Services	0.00	0.00	3,783.17	(3,783.17)	18,407.00
600 Supplies & Subscriptions	3,464.51	10,488.25	10,069.58	418.67	48,060.00
800 Miscellaneous	200.00	312.00	175.03	136.97	700.00
<i>Total Central (HR/Information & Data/Grants)</i>	<i>14,031.28</i>	<i>78,000.20</i>	<i>84,803.64</i>	<i>(6,803.44)</i>	<i>219,829.00</i>
Non-Instructional Services					
3200/3400-Student Activities & Community Services					
100 Salaries/Wages	1,130.38	3,763.15	7,151.78	(3,388.63)	38,127.00
200 Benefits	487.16	1,493.48	1,593.01	(99.53)	12,895.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
500 Other Services	0.00	0.00	3,040.20	(3,040.20)	16,002.00
600 Supplies/Books/Subscriptions	0.00	0.00	2,018.73	(2,018.73)	14,187.00
800 Fundraisers/Miscellaneous	699.00	699.00	2,255.00	(1,556.00)	11,255.00
<i>Total Student Activities & Community Services</i>	<i>2,316.54</i>	<i>5,955.63</i>	<i>16,058.72</i>	<i>(10,103.09)</i>	<i>92,466.00</i>
Expenses-Enterprise Fund					
Non-Instructional Services					
3100-Food Services					
100 Salaries/Wages	12,862.40	22,484.81	26,133.20	(3,648.39)	171,332.00
200 Benefits	3,812.07	7,560.22	7,983.70	(423.48)	52,837.00
300 Contracted Professional & Technical Services	560.00	560.00	2,749.97	(2,189.97)	11,000.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	0.00	1,249.97	(1,249.97)	5,000.00
500 Other Services	0.00	0.00	250.03	(250.03)	1,000.00
600 Supplies & Subscriptions	4,460.38	8,242.65	7,910.00	332.65	39,500.00
630 Food & Dairy	21,341.68	27,059.15	43,802.50	(16,743.35)	339,025.00
800 Miscellaneous	0.00	0.00	43.78	(43.78)	175.00
<i>Total Food Services</i>	<i>43,036.53</i>	<i>65,906.83</i>	<i>90,123.15</i>	<i>(24,216.32)</i>	<i>619,869.00</i>
Total Expenses	758,926.52	1,711,620.88	2,006,512.59	(294,891.71)	9,925,626.00
Net Operating Income (Loss)	\$ 38,637.66	\$ 709,360.06	\$ 345,334.39	\$ 364,025.67	\$ 48,713.00

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

September 30, 2021

	Current Month	2021-2022 Y-T-D	Budget Y-T-D	Variance	2021-2022 Budget
Capital Outlay (450/700)					
1000 Instructional-Equipment & Furniture	\$ 19,901.70	\$ 42,840.63	\$ 20,487.00	22,353.63	\$ 20,487.00
2100 Student Support-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2200 Instructional Staff Support-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2300 Administrative-Equipment & Furniture	0.00	569.00	0.00	569.00	0.00
2400 Health-Equipment & Furniture	0.00	1,414.00	0.00	1,414.00	0.00
2500 Business-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2600 Plant Operations-Equipment & Furniture	0.00	4,173.72	20,400.00	(16,226.28)	20,400.00
2800 Central Services-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
3100 Food Service	0.00	0.00	0.00	0.00	0.00
4000 Facilities Acquisition/Construction/Improvements	0.00	0.00	0.00	0.00	0.00
<i>Total Capital Outlay</i>	<i>19,901.70</i>	<i>48,997.35</i>	<i>40,887.00</i>	<i>8,110.35</i>	<i>40,887.00</i>
Total Income (Loss)	\$ 18,735.96	\$ 660,362.71	\$ 304,447.39	\$ 355,915.32	\$ 7,826.00

ROBERTO CLEMENTE CHARTER SCHOOL**Financial Report for the Month Ending****September 30, 2021****ASSETS****Current Assets***Cash*

Main Operating Account	\$	1,236,238.38
Auxiliary Account		3,412.44
Payroll Account		434,469.74
Executive Account		466.78
Principals' Accounts		1,600.02
Money Market Accounts		615,656.81
Petty Cash		900.00

Total Cash 2,292,744.17

Accounts Receivable

School Districts	1,333,186.06
State Government	141.24
Federal Government	3,672.24
Other	0.00
Food Service	0.00

Total Accounts Receivable 1,336,999.54

Other Current Assets

Deposits	0.00
Accrued Revenue	265,784.60
PrePaid Expenses	91,249.21
Food Service PrePaid Expenses & Accrued Revenue	0.00
Agency Fund-Cash Accounts (Students)	4,495.22

Total Other Current Assets 361,529.03

Fixed Assets*Buildings & Equipment*

131 Hamilton Street Building (Administration)	664,339.81
850 N 5th Street Building (Elementary School)	554,318.61
136 S 4th Street Building (Secondary School)	853,109.78
Computer Equipment	1,009,173.81
Furniture & Equipment	839,587.63
Accumulated Depreciation	(2,002,747.55)
Food Service Equipment & Furniture	49,329.59
Food Service Accumulated Depreciation	(33,107.41)

Total Buildings & Equipment 1,934,004.27

Total Assets \$ 5,925,277.01

ROBERTO CLEMENTE CHARTER SCHOOL**Financial Report for the Month Ending****September 30, 2021****LIABILITIES AND CAPITAL****Liabilities****Current Liabilities***Short-Term Payables*

Accounts Payable	\$	61,242.71
PSERS-Employer Contributions		208,004.19
403 B-Employer Contributions		0.00
Payroll Taxes & Deductions		(43.62)
Retirement-Employee Contributions		12,444.88
Food Service Payables		0.00

Total Short-Term Payables 281,648.16

Accrued Expenses & Other Current Liabilities

Accrued Salaries & Benefits	125,727.27
Other Accrued Expenses	2,500.00
Interfund Payable	0.00
UnEarned Revenue	66,995.64
Scholarship Funds	4,020.00
Food Service Accrued Expenses	0.00

Total Accrued Expenses & Other Current Liabilities 199,242.91

Total Liabilities 480,891.07

Capital**Assigned Funds**

Assigned Funds-Operating (Budget Impasse)	1,440,000.00
Assigned Funds-Capital Expenses & Projects	45,023.69
Assigned Funds-Technology Replacement	40,000.00
Assigned Funds-Budget Shortfall	222,000.00
Assigned Funds-Board Designated Emergency	50,000.00

Total Assigned Funds 1,797,023.69

Other Fund Balances & Net Position

Non-Spendable	91,249.21
Net Investment In Capital Assets	1,917,782.09
Food Service Fund	26,304.91
Agency Funds (Students)	4,495.22
UnAssigned Funds	947,168.11
Net Income (Loss)	660,362.71

Total Other Fund Balances & Net Position 3,647,362.25

Total Capital 5,444,385.94

Total Liabilities & Capital **\$ 5,925,277.01**

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

September 30, 2021

PA PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM:

DEFERRED OUTFLOW OF RESOURCES

Deferred Outflow of Resources-PSERS	\$	3,579,860.15
Deferred Outflow of Resources-OPEB		<u>183,144.00</u>
Total Deferred Outflow of Resources	\$	<u><u>3,763,004.15</u></u>

DEFERRED INFLOW OF RESOURCES/LIABILITIES & NET POSITION

Deferred Inflow of Resources-PSERS	2,114,998.00
Deferred Inflow of Resources-OPEB	129,867.00
Long-Term Pension Liability	8,795,000.00
Long-Term OPEB Liability	<u>400,000.00</u>
Total Deferred Inflow of Resources/Liabilities	11,439,865.00
Pension Fund Net Position	(7,330,137.85)
OPEB Fund Net Position	<u>(346,723.00)</u>
Total Deferred Inflow of Resources/Liabilities & Net Position	\$ <u><u>3,763,004.15</u></u>

Roberto Clemente Charter School
Payment List
For the Period 9/1/21 through 9/30/21

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
001199	9/1/21	HISPANIC AMERICAN ORG	136 S 4th Street lease	\$ 35,394.00	9/1/21	X
001200	9/1/21	HISPANIC AMERICAN ORG	850 N 5th Street lease	\$ 21,739.52	9/1/21	X
001201	9/8/21	Roba Bozakis	Nutritionist	\$ 560.00	9/10/21	X
001202	9/8/21	Allegheny Intermediate Unit		\$ 800.00	9/10/21	X
001203	9/8/21	ALL-AMERICAN GRAPHICS LLC	Student face coverings	\$ 1,907.50	9/10/21	X
001204	9/8/21	BLICK ART MATERIALS		\$ 917.47	9/10/21	X
001205	9/8/21	CDW GOVERNMENT, INC	Telephone licenses	\$ 2,468.00	9/10/21	X
001206	9/8/21	Derstine's	Dairy/food	\$ 1,235.90	9/10/21	X
001207	9/8/21	PNC Bank		\$ 236.25	9/10/21	X
001208	9/8/21	IXL Learning	Classroom subscription	\$ 12,994.00	9/10/21	X
001209	9/8/21	KISTLER O'BRIEN		\$ 685.38	9/10/21	X
001210	9/8/21	Language Babel, INC		\$ 252.00	9/10/21	X
001211	9/8/21	LEHIGH VALLEY JANITORIAL SUPPLY		\$ 309.30	9/10/21	X
001212	9/8/21	MBI Heating & Air Conditioning	HVAC preventative maintenance	\$ 4,012.50	9/10/21	X
001213	9/8/21	McKenna Snyder LLC	Legal fees	\$ 1,564.50	9/10/21	X
001214	9/8/21	MobyMax, LLC	Classroom subscription	\$ 3,495.00	9/10/21	X
001215	9/8/21	Michelle Penoyer	HRA payout	\$ 2,000.00	9/10/21	
001216	9/8/21	PETTY CASH		\$ 159.19	9/10/21	X
001217	9/8/21	RCN		\$ 420.89	9/10/21	X
001218	9/8/21	SCHOOL NURSE SUPPLY INC		\$ 72.72	9/10/21	X
001219	9/8/21	SHIFFLER EQUIPMENT SALES, INC	Student sneeze guards	\$ 1,819.24	9/10/21	X
001220	9/8/21	Success For All Foundation, Inc	Instructional supplies	\$ 3,094.30	9/10/21	X
001221	9/8/21	T-Mobile		\$ 714.00	9/10/21	X
001222	9/8/21	Teacher Synergy, LLC		\$ 82.98	9/10/21	X
001223	9/8/21	United Electric Supply		\$ 219.84	9/10/21	X
001224	9/22/21	Anchor Fence Co.		\$ 94.00	9/24/21	X
001225	9/22/21	ATLAS BUILDING MAINTENANCE, INC.	Janitorial supplies	\$ 1,123.24	9/24/21	
001226	9/22/21	Bimbo Bakeries USA		\$ 398.46	9/24/21	
001227	9/22/21	BLICK ART MATERIALS		\$ 22.44	9/24/21	
001228	9/22/21	William Breiner	Travel reimbursement	\$ 32.86	9/24/21	
001229	9/22/21	Derstine's	Dairy/food	\$ 1,983.51	9/24/21	X
001230	9/22/21	EAST SIDE YOUTH CENTER		\$ 699.00	9/24/21	
001231	9/22/21	EDMENTUM	Library subscription	\$ 1,600.00	9/24/21	
001232	9/22/21	Global Retirement partners, LLC	403b Plan annual fee	\$ 5,000.00	9/24/21	
001233	9/22/21	JP Mascaro & Sons	Refuse/recycling	\$ 1,501.65	9/24/21	X
001234	9/22/21	Flinn Scientific Inc	Instructional supplies	\$ 2,536.95	9/24/21	X
001235	9/22/21	Kegel's Produce		\$ 243.20	9/24/21	X
001236	9/22/21	MBI Heating & Air Conditioning		\$ 222.00	9/24/21	X
001237	9/22/21	McMaster-Carr		\$ 26.95	9/24/21	X
001238	9/22/21	MetLife-Group Benefits	Dental insurance	\$ 2,321.76	9/24/21	
001239	9/22/21	MONK'S SECURITY SYSTEMS		\$ 155.00	9/24/21	X

Roberto Clemente Charter School
Payment List
For the Period 9/1/21 through 9/30/21

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
001240	9/22/21	Penn Jersey		\$ 906.37	9/24/21	X
001241	9/22/21	Rittenhouse & Sons, Inc		\$ 415.00	9/24/21	
001242	9/22/21	Michael Rodriguez	<i>Supplies reimbursement</i>	\$ 109.90	9/24/21	X
001243	9/22/21	Michael Rodriguez	<i>Professional development registration</i>	\$ 1,550.00	9/24/21	X
001244	9/22/21	Ryan Stine	<i>HRA payout</i>	\$ 5,000.00	9/24/21	
001245	9/22/21	Success For All Foundation, Inc	<i>Staff training</i>	\$ 2,300.00	9/24/21	X
001246	9/22/21	VERIZON CONNECT NWF, INC		\$ 38.00	9/24/21	X
001247	9/22/21	Corin Watt	<i>HRA payout</i>	\$ 2,659.14	9/24/21	X
001248	9/22/21	Cassandra Wiersch	<i>Supplies reimbursement</i>	\$ 298.32	9/24/21	X
EFT						
9b47bf35f46d	9/1/21	AMTRUST NORTH AMERICA	<i>Workers' compensation insurance</i>	\$ 6,159.00	9/1/21	X
01H06206	9/10/21	ReadyRefresh by Nestle		\$ 53.43	9/10/21	X
9413318	9/10/21	TOSHIBA FINANCIAL SERVICES	<i>Copier leases</i>	\$ 1,176.41	9/10/21	X
810256981	9/10/21	T-Mobile		\$ 433.88	9/10/21	X
620534417330C	9/10/21	HOME DEPOT CREDIT SERVICES		\$ 427.61	9/10/21	X
UP50YQ5Z5HN	9/10/21	ASCD		\$ 237.00	9/10/21	X
150759400	9/10/21	STAPLES ADVANTAGE	<i>Classroom furniture/office supplies</i>	\$ 4,683.33	9/10/21	X
150765508	9/10/21	UNIVERSAL PREMIUM FLEETCARD		\$ 96.27	9/10/21	X
21091061	9/10/21	PPL ELECTRIC UTILITIES	<i>Electric</i>	\$ 1,027.31	9/10/21	X
21091096	9/10/21	PPL ELECTRIC UTILITIES		\$ 549.30	9/10/21	X
478426105	9/10/21	AMAZON CREDIT PLAN	<i>Instructional, office, IT supplies</i>	\$ 2,975.33	9/10/21	X
2730176	9/10/21	US FOODS	<i>Food</i>	\$ 2,877.26	9/10/21	X
42766155	9/10/21	PURCHASE POWER		\$ 377.25	9/10/21	X
42766175	9/10/21	PITNEY BOWES GLOBAL FINANCIAL SERVICES		\$ 113.22	9/10/21	X
3120749040	9/10/21	TFS Leasing A Program of De Lage		\$ 319.47	9/10/21	X
0915055077	9/15/21	ReadyRefresh by Nestle		\$ 221.80	9/15/21	X
199379	9/16/21	Action Rental		\$ 393.15	9/16/21	X
43001008	9/22/21	PITNEY BOWES GLOBAL FINANCIAL SERVICES		\$ 99.00	9/22/21	X
43001020	9/22/21	PURCHASE POWER		\$ 125.00	9/22/21	X
21092250	9/22/21	PPL ELECTRIC UTILITIES	<i>Electric</i>	\$ 2,838.26	9/22/21	X
3120944029	9/22/21	TFS Leasing A Program of De Lage		\$ 579.70	9/22/21	X
596123967	9/22/21	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 73.83	9/22/21	X
596124493	9/22/21	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 108.30	9/22/21	X
596127633	9/22/21	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 104.40	9/22/21	X
30060437	9/22/21	Highmark Blue Shield		\$ 452.55	9/22/21	X
76658c4c88c4	9/22/21	AMTRUST NORTH AMERICA	<i>Workers' compensation insurance</i>	\$ 5,617.00	9/22/21	X
3112237455	9/22/21	CAPITAL BLUE CROSS	<i>Health insurance</i>	\$ 47,081.13	9/22/21	X
902710922	9/22/21	ReadyRefresh by Nestle		\$ 97.92	9/22/21	X
9481178	9/22/21	TOSHIBA FINANCIAL SERVICES	<i>Copier leases</i>	\$ 1,298.49	9/22/21	X
6206092321	9/23/21	ReadyRefresh by Nestle		\$ 3.98	9/23/21	X
0019232021	9/23/21	Unum Life Insurance Company of America	<i>STD/LTD/LI insurance</i>	\$ 1,981.97	9/23/21	X

Roberto Clemente Charter School
Payment List
For the Period 9/1/21 through 9/30/21

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
276795240	9/23/21	US FOODS	<i>Food</i>	\$ 5,155.35	9/23/21	X
55077992321	9/23/21	ReadyRefresh by Nestle		\$ 213.83	9/23/21	X
100004012878	9/23/21	UGI UTILITIES, INC.		\$ 24.65	9/23/21	X
100004013074	9/23/21	UGI UTILITIES, INC.		\$ 91.09	9/23/21	X
100004013077	9/23/21	UGI UTILITIES, INC.		\$ 31.43	9/23/21	X
657580	9/24/21	PenTeleData		\$ 429.00	9/24/21	X
P-121224790	9/28/21	ZOOM		\$ 11.99	9/28/21	X
Payroll						
17403016 PPE	9/3/21	PENSERV PLAN SERVICES INC	<i>EE/ER 403b contributions</i>	\$ 8,589.09	9/3/21	X
AW 9/10/21	9/10/21	Payroll/Taxes	<i>ACH payroll & taxes</i>	\$ 161,844.43	9/10/21	X
AW 9/10/21 Jet	9/10/21	JetPay HR & Payroll Services		\$ 21.95	9/10/21	X
50462	9/10/21	NYS Child Support Processing Center		\$ 200.00	9/10/21	X
WO ID81380 P	9/13/21	VOYA Financial		\$ 267.04	9/13/21	X
258000922	9/15/21	P.S.E.R.S.EMPLOYEE # 9254	<i>EE PSERS contributions</i>	\$ 12,833.48	9/15/21	X
17422859 PPE	9/20/21	PENSERV PLAN SERVICES INC	<i>EE/ER 403b contributions</i>	\$ 9,257.62	9/20/21	X
AW 9/24/21	9/24/21	Payroll/Taxes	<i>ACH payroll & taxes</i>	\$ 170,730.13	9/24/21	X
AW 9/24/21 Jet	9/24/21	JetPay HR & Payroll Services	<i>Payroll processing</i>	\$ 1,708.70	9/24/21	X
50470	9/24/21	NYS Child Support Processing Center		\$ 200.00	9/24/21	X
WO82898 PPE	9/27/21	VOYA Financial		\$ 267.04	9/27/21	X
17433014 PPE	9/28/21	PENSERV PLAN SERVICES INC	<i>EE/ER 403b contributions</i>	\$ 10,996.39	9/28/21	X
CEO's Account (Central Administration)						
5984163657	9/29/21	Pennsylvania Department of Education	<i>2 Emergency teaching permits</i>	\$ 200.00	9/29/21	X
Principal's Account (Elementary School)						
<i>No Activity</i>						
Principal's Account (Secondary School)						
<i>No Activity</i>						
				\$ 594,047.99		

Policy 530.01 FIXED ASSETS & SCHOOL PROPERTY

- 1.1 It is the intention of the Board of Trustees (Board) of the Roberto Clemente Charter School (Charter School) to establish this policy as it pertains to all assets purchased or received by donation.
- 1.2 The purpose of this policy is to establish a system of accounting and inventory controls that maintains Charter School's real and personal property as defined by Charter School policy and/or federal and state law.
- 2.1 The Board shall approve the acquisition and disposition of all real property in accordance with applicable state and federal laws including applicable sections of the Public School Code of 1949 and any applicable sections of the PA Municipalities Planning Code.
- 2.2 The Board shall approve the acquisition and disposition of personal property that exceeds limits set by the Board.
- 2.3 Charter School property may only be designated as abandoned by Board approval by way of resolution declaring it to be the intention of the Charter School to vacate and abandon said property, whereupon all rights, title, and interest of the Charter School in such property shall be fully terminated.
- 2.4 The Board shall set an amount whereas an asset is capitalized and depreciated in accordance with Charter School policy and federal and state law.
- 2.5 The Chief Executive Officer (CEO), or designee, is responsible for developing and implementing procedures on accounting and inventory controls.
- 3.1 Property may be sold or exchanged if:
 - a. the property is no longer required for its originally intended purpose or
 - b. the property is considered out-of-date, obsolete, or in unusable condition or
 - c. the property is in quantities exceeding any possibility of effective use by the Charter School.

Policy 530.01 FIXED ASSETS & SCHOOL PROPERTY

- 3.2 Property being replaced may be traded-in on new property as part of the purchase procedure.
- 3.3 Property may be disposed of by way of
 - a. Public auction conducted by a licensed auctioneer,
 - b. Salvage scrap or otherwise recycled,
 - c. Negotiated sale,
 - d. Sealed bid,
 - e. Pre-priced sale or offered to the general public at a predetermined price,
 - f. Donated to a charitable organization
- 3.4 Property records and inventory shall be maintained on all Charter School property. Physical inventories must be conducted no less than once (1) per year.
- 3.5 Capitalized purchases, fixed assets, depreciation, gain or loss on the sale of Charter School property, and significant loss due to an accident, theft, mis-location, abuse, vandalism, or neglect shall be reported to the Board.
- 4.1 Charter School property is not to be utilized for personal or non-Charter School use unless authorized otherwise per Board policy.
- 4.2 Charter School trustees, officers, directors, and employees may not receive or accept disposed or abandoned Charter School property.
 - a. Trustees, officers, directors, and employees may submit sealed bids or purchase an item with a predetermined price as long as:
 - (1) the individual had no influence in the pricing or bid process and
 - (2) recused themselves from any decision making regarding the disposition of the item.
- 5.1 Real property shall consist of all land, structures, buildings improvements and integrated equipment acquired by the Charter School in the course of its operations.

Policy 530.01 FIXED ASSETS & SCHOOL PROPERTY

5.2 Personal property shall consist of a unit of equipment, furniture, furnishings, or any other item subject of ownership not identified as real property.

a. Equipment shall mean an instrument, machine, apparatus, or set of articles that retains its shape and appearance with use and does not lose its identity when incorporated into a more complex unit.

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

ADOPTED this _____ day of _____ 20 _____

Board President

Board Secretary