



Board of Trustees

October 18, 2022

7:00PM

Agenda

1. Review of Agenda
2. Review of Minutes
 - 9/20/22 Minutes (motion)
3. Public Input
4. CEO Office
 - Parent and Family Members Engagement Policy for Title I Requirements (1st Reading)
 - Dual Enrollment Agreements with Institutions of Higher Education Policy (motion)
 - Enrollment Policy (motion)
 - Consequences for Students Convicted or Adjudicated Delinquent of Sexual Assault Policy (motion)
 - Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences Policy (motion)
 - Acting Services Recommendations (motion)
5. Principals' Offices
 - Secondary School Report
 - Elementary School Report
6. Human Resources
 - HR Report
 - Hires/Appointments (motion)
 - Timekeeping Policy (1st reading)
7. Business Office
 - October Business Report
 - September Financial Report
 - September Payment List (motion)
 - 2022-2023 Ready To Learn Grant (motion)
 - Contracts & Agreements
 - Colonial Intermediate Unit #20 (motion)
 - Port53 Technologies Inc. (motion)



- Bank Account Authorizer
 - Senior & 8th Grade Accounts- Taren Kobyra (motion)
- 8. New Business
- 9. Adjourn (motion)

**Roberto Clemente Charter School
Board of Trustees Meeting Minutes
September 20, 2022**

Attendees: Dr. Lynn Columba, John Bassler, Dr. Kathy Dolgos, Agustín García, Raymond Lahoud, Esq., Alex Rolón, Dr. Jill Sperandio

RCCS Staff: Charles Boger, Alyssa Mace, Michael Rodríguez, Cory Snyder, Taren Kobyra

EXECUTIVE SESSIONS:

The Board entered executive session at 9:01 a.m. on 8/25/2022 to discuss personnel and legal issues. The Board left executive session at 9:58 a.m.

The Board entered executive session at 6:07 p.m. on 9/20/2022 to discuss personnel and legal issues. The Board left executive session at 6:47 p.m.

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

MINUTES:

The minutes of the August 2022 BoT meeting were reviewed. A motion was made to approve the August minutes by Mr. García and seconded by Mr. Lahoud. The motion carried unanimously.

PUBLIC COMMENT:

No public input.

CEO's REPORT:

Mrs. Mace presented the CEO's Report.

A motion to approve the Anti-Bullying and Anti-Hazing Policy was made by Mr. Bassler and seconded by Mr. Lahoud. The motion carried unanimously.

A motion to approve the Health and Safety Plan Update was made by Mr. Bassler and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve acting pay for Mr. Boger was made by Mr. García and seconded by Dr. Dolgos. The motion carried unanimously.

The following policies were submitted for review. Further action will be taken at the October BoT meeting.

- Dual Enrollment Agreements with Institutions of Higher Education Policy
- Enrollment Policy
- Consequences for Students Convicted or Adjudicated Delinquent of Sexual Assault Policy
- Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences Policy

The RCCS Board, CEO, faculty, and staff would like to recognize, honor, and mourn the loss of Ms. Alejandra Gomez (8th grade) who passed away in July. We join Alejandra's family in celebrating her life. May Alejandra rest in peace.

PRINCIPALS' REPORTS:

Mr. Snyder and Ms. Kobyra presented their respective elementary and secondary schools.

HUMAN RESOURCES REPORT:

Mr. Rodríguez submitted the Human Resources Report.

A motion to approve the new hires as submitted in the HR Report was made by Mr. García and seconded by Mr. Lahoud. The motion carried unanimously.

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

A motion to approve rehiring Monica Sellitti, English Teacher M/HS was made by Mr. García and seconded by Mr. Bassler. Board members voting affirmative: Dr. Lynn Columba, John Bassler, Dr. Kathy Dolgos, Agustín García, Raymond Lahoud, Esq., Dr. Jill Sperandio. Board member dissenting: Alex Rolón.

A motion to approve rehiring Michael Boyko, Social Studies Teacher M/HS, was made by Mr. García and seconded by Dr. Sperandio. The motion carries unanimously.

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

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

A motion to approve the Employee Agreement Addendums as presented in the HR Report was made by Mr. García and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve the Employee Agreement Adjustment 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 Probationary Period Policy was made by Mr. García and seconded by Mr. Lahoud. The motion carried unanimously.

BUSINESS & FINANCIAL REPORTS:

The Business Report for the month of September was presented by Mr. Boger. The July and August 2022 Financial Reports and the August 2022 payment list were presented by Mr. Boger for discussion.

A motion to approve the August 2022 payment list was made by Mr. García and seconded by Mr. Lahoud. The motion carried unanimously.

A motion to approve the expenditure of a reach-in freezer was made by Mr. García and seconded by Mr. Lahoud. The motion carried unanimously.

A motion to approve authorizing adding Taren Kobyra to the Principal's Account was made by Mr. Lahoud and seconded by Dr. Sperandio. The motion passed unanimously.

NEW BUSINESS:

Mrs. Mace is asking anyone interested in joining the Education Committee to email her directly for more information.

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

The RCCS Board meeting was adjourned at 8:16 p.m. **The next regular Board meeting will be at the RCCS Administration Building on October 18, 2022, at 7:00 p.m.**

Dr. Lynn Columba, President

Date

Mr. Alexander Rolón, Secretary

Date



CEO Report

Tuesday, October 18, 2022

Mrs. Alyssa Mace

1. Parent and Family Members Engagement Policy for Title I Requirements (1st Reading)
 - In order to receive Title I funds, LEAs must conduct outreach to parents and family members and must implement programs, activities and procedures for the involvement of parents and families in Title I-funded activities. Each LEA must jointly develop with and distribute to families, in a language they can understand, a written Parent and Family Engagement Policy. This policy must be periodically updated to reflect the needs of families and be incorporated into the LEA's school improvement plan.
2. Dual Enrollment Agreements with Institutions of Higher Education Policy (motion)
3. Enrollment Policy (motion)
4. Consequences for Students Convicted or Adjudicated Delinquent of Sexual Assault Policy (motion)
5. Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences Policy (motion)
6. Acting Services Recommendations (motion)
 - Rebecca Torres-9th Grade Science
 - Cassandra Wiersch- 7th Grade Math



PARENT AND FAMILY MEMBERS ENGAGEMENT POLICY FOR TITLE I REQUIREMENTS

PURPOSE:

The Roberto Clemente Charter School (“Charter School”) will develop, jointly with teachers, principals, program administrators, and parents and family members of participating children, a Title I Parent and Family Members Engagement Policy. This policy shall be incorporated into any Charter School consolidated application for selected programs funded under Every Student Succeeds Act (ESSA).

The ESSA serves as the latest reauthorization of the Elementary and Secondary Education Act of 1965 (ESEA) which was last reauthorized in 2002 as the No Child Left Behind Act (NCLB). Since its inception, the intent of the law has been to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps. Parent and family engagement and consultation have always been a key piece of the law, focused on the low-income parents of “Title I-participating” children.

Title I is a 100% federally funded supplemental education program that provides financial assistance to local educational agencies (“LEAs”) to improve educational opportunities for educationally deprived children. Title I programs are designed to help children meet the state content and performance standards in reading, language arts, and mathematics. For LEAs with 40% or more of their students designated as coming from poverty, the Title I funds may be used to upgrade the entire curriculum of the Charter School as Schoolwide Programs. For LEAs with less than 40% poverty rates, programs are designed to help specific children and are targeted assisted programs. LEAs and district schools are subject to consequences of school choice and supplemental education services if they do not meet adequate yearly progress as determined by the State Educational Agency.

In order to receive Title I funds, LEAs must conduct outreach to parents and family members and must implement programs, activities and procedures for the involvement of parents and families in Title I-funded activities. Each LEA must jointly develop with and distribute to families, in a language they can understand, a written Parent and Family Engagement Policy. This policy must be periodically updated to reflect the needs of families and be incorporated into the LEA’s school improvement plan.

The Charter School, as an LEA, welcomes the participation of parents and family members in support of student learning and recognizes that parental and familial engagement increases the opportunities for student success. It is the policy of the Charter School to foster and maintain ongoing communications with parents and family members concerning their opportunities for involvement, their child's eligibility for special programs, their child's educational progress, the professional qualifications of their child's teachers, and the status of their child's school. The Charter School strives to provide such information in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language that parents can understand. To the extent practicable, the Charter School shall also provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and Charter School reports required under Section 1116 in a format and, to the extent practicable, in a language such parents understand. Communications with parents shall, at all times, respect the privacy of students and their families.

RATIONALE UNDERLYING PLAN AND SPECIFIED PLAN PROVISIONS (20 U.S.C. §6312(b)(1-13))

To ensure that all children receive a high-quality education, and to close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards, each LEA, such as Charter School, shall develop a plan to describe:

- (1)** how the Charter School will monitor students' progress in meeting the challenging State academic standards by –
 - (A)** developing and implementing a well-rounded program of instruction to meet the academic needs of all students;
 - (B)** identifying students who may be at risk for academic failure;
 - (C)** providing additional educational assistance to individual students the Charter School determines need help in meeting the challenging State academic standards; and
 - (D)** identifying and implementing instructional and other strategies intended to strengthen academic programs and improve Charter School conditions for student learning;

- (2)** how the Charter School will identify and address any disparities that result in low-income students and minority students who may be taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers;

(3) how the Charter School will carry out its responsibilities if identified by the State for comprehensive support and improvement by meeting in partnership with stakeholders (including principals and other Charter School leaders, teachers, and parents), to locally develop and implement a comprehensive support and improvement plan for the Charter School to improve student outcomes.

(4) the services the local educational agency will provide homeless children and youths, including services to support the enrollment, attendance, and success of homeless children and youths, in coordination with the services the local educational agency is providing under the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11301 et seq.);

(5) the strategy the local educational agency will use to implement effective parent and family engagement as set forth in this Policy pursuant to 20 U.S.C. §6318;

(6) how teachers and Charter School leaders, in consultation with parents, administrators, paraprofessionals, and specialized instructional support personnel, in schools operating a targeted assistance school program will identify the eligible children most in need of services under this part;

(7) how the Charter School will implement strategies to facilitate effective transitions for students from middle grades to high school and from high school to postsecondary education including, if applicable –

(A) through coordination with institutions of higher education, employers, and other local partners; and

(B) through increased student access to early college or career counseling to identify student interests and skills;

(8) how the Charter School will support efforts to reduce the overuse of discipline practices that remove students from the classroom;

(9) any other information on how the Charter School proposes to use funds to meet the purposes of this part, and which may include how to develop effective Charter School library programs to provide students an opportunity to develop digital literacy skills and improve academic achievement.

WRITTEN POLICY:

A. Each LEA that receives funds under this part shall develop jointly with, agree on with, and distribute to, parents and family members of participating children, a written

parent and family engagement policy. The policy shall be incorporated into the local educational agency's plan developed under 20 U.S.C. § 6312, establish the agency's expectations and objectives for meaningful parent and family involvement, and describe how the Charter School will:

- 1) Involve parents and family members in the joint development of the Title I Plan (20 U.S.C. §6318(a)(2)(A)).
- 2) Involve parents and family members in the process of Charter School review and improvement (20 U.S.C. §6318(a)(2)(A)).
- 3) Provide technical assistance and support in planning and implementing effective parent and family engagement activities to improve student academic achievement and Charter School performance (20 U.S.C. §6318(a)(2)(B)).
- 4) Coordinate and integrate parent and family engagement strategies with other Federal, State, and local laws and programs (20 U.S.C. §6318(a)(2)(C)).
- 5) Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and the effectiveness of the parent and family engagement policy in improving the academic quality of the Charter School, including identifying:
 - barriers to greater participation by parents and family members, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
 - the needs of parents and family members to assist with the learning of their children, including engaging with Charter School personnel and teachers; and
 - strategies to support successful Charter School and family interactions (20 U.S.C. §6318(a)(2)(D)).
- 6) Use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family involvement, and revise, if necessary, the Parent and Family Engagement Policy (20 U.S.C. §6318(a)(2)(E)).
- 7) Involve parents and family members in the activities of the Charter School, which may include establishing a parent advisory board comprised of a

sufficient number and representative group of parents or family members to adequately represent the needs to the population; revising; and reviewing the Parent and Family Engagement Policy (20 U.S.C. §6318(a)(2)(F)).

The Charter School will be governed by the following statutory definition of parental involvement/engagement, and will carry out programs, activities and procedures in accordance with this definition found under 20 USCS § 7801(32):

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other Charter School activities, including ensuring –

- (A) that parents play an integral role in assisting their child’s learning;
- (B) that parents are encouraged to be actively involved in their child’s education at the Charter School;
- (C) that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) the carrying out of other activities, such as those described in 20 U.S.C. §6318.

B. Reservation of Funding

In general

The Charter School shall reserve at least one (1) percent of its allocation to carry out the activities described in this section, except that this subparagraph shall not apply if one (1) percent of such agency's allocation for the fiscal year for which the determination is made is \$5,000 or less. This shall not be construed to limit the LEA from reserving more than 1 percent of its allocation to carry out activities described in this section. (20 U.S.C. §6318(a)(3)(A)).

Parent and family member input

Parents and family members of children receiving services under this part shall be involved in the decisions regarding how funds reserved are allotted for parental involvement activities. (20 U.S.C. §6318(a)(3)(B)).

Use of funds

Funds reserved shall be used to carry out activities and strategies consistent with the Charter School's parent and family engagement policy, including not less than one (1) of the following:

- Providing professional development for LEA personnel regarding parent and family engagement strategies, which may be provided jointly to

teachers, principals, other Charter School leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.

- Supporting programs that reach parents and family members at home, in the community, and at the Charter School.
- Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
- Collaborating with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.
- Engaging in any other activities and strategies that the Charter School determines are appropriate and consistent with the Charter School's parent and family engagement policy. (20 U.S.C. §6318(a)(3)(D))

Parental comments

- If the Plan is not satisfactory to the parents of participating children, the Charter School shall submit any parent comments with such plan when the Plan is submitted to the State.

C. Policy involvement

The Charter School shall:

(1) convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of the LEA's participation under this part and to explain the requirements of this part, and the right of the parents to be involved (20 U.S.C. §6318(c)(1);

(2) offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement (20 U.S.C. §6318(c)(2);

(3) involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the LEA parent and family engagement policy (20 U.S.C. §6318(c)(3);

(4) provide parents of participating children--

(A) timely information about programs under this part;

(B) a description and explanation of the curriculum in use at the Charter School, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and

(C) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible (20 U.S.C. §6318(c)(4)); and

(5) if the Plan is not satisfactory to the parents of participating children, submit any parent comments on the Plan when the Charter School makes the Plan available (20 U.S.C. §6318(c)(5)).

D. Shared responsibilities for high student academic achievement

As a component of the parent and family engagement policy, a Charter School-parent compact shall be jointly developed that outlines how parents, the entire Charter School staff, and students will share the responsibility for improved student academic achievement and the means by which the Charter School and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall--

(1) describe the Charter School's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time (20 U.S.C. §6318(d)(1)); and

(2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum--

(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;

(B) frequent reports to parents on their children's progress;

(C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and

(D) ensuring regular two-way, meaningful communication between family members and Charter School staff, and, to the extent practicable, in a language that family members can understand (20 U.S.C. §6318(d)(2)).

E. Building capacity for involvement

To ensure effective involvement of parents and to support a partnership among the Charter School, parents, and the community to improve student academic achievement, the Charter School:

(1) shall provide assistance to parents of children served by the Charter School, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children (20 U.S.C. §6318(e)(1));

(2) shall provide materials and training to help parents to work with their children to improve their children's achievement, such as: literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement (20 U.S.C. §6318(e)(2));

(3) shall educate teachers, specialized instructional support personnel, principals, and other Charter School leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the Charter School (20 U.S.C. §6318(e)(3));

(4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children (20 U.S.C. §6318(e)(4));

(5) shall ensure that information related to Charter School parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand (20 U.S.C. §6318(e)(5));

(6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training (20 U.S.C. §6318(e)(6));

(7) may provide necessary literacy training from funds received under this part if the Charter School has exhausted all other reasonably available sources of funding for such training (20 U.S.C. §6318(e)(7));

(8) may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and childcare costs, to enable parents to participate in Charter School-related meetings and training sessions (20 U.S.C. §6318(e)(8));

(9) may train parents to enhance the involvement of other parents (20 U.S.C. §6318(e)(9));

(10) may arrange Charter School meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at the Charter School, in order to maximize parental involvement and participation (20 U.S.C. §6318(e)(10));

(11) may adopt and implement model approaches to improving parental involvement (20 U.S.C. §6318(e)(11));

(12) may establish a parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section (20 U.S.C. §6318(e)(12));

(13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities (20 U.S.C. §6318(e)(13)); and

(14) shall provide such other reasonable support for parental involvement activities under this section as parents may request (20 U.S.C. §6318(e)(14)).

F. Accessibility

In carrying out the parent and family engagement requirements of this part, the Charter School, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing student information in a format and, to the extent practicable, in a language such parents understand (20 U.S.C. §6318(f)).

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 _____, 2022

President

Secretary



DUAL ENROLLMENT AGREEMENTS WITH INSTITUTIONS OF HIGHER EDUCATION POLICY

The Board of Trustees (“Board”) recognizes the importance of providing students with the opportunity to succeed in both secondary and post-secondary educational pursuits. Accordingly, it shall be the Policy of Roberto Clemente Charter School (the “Charter School”) pursuant to 24 P.S. §15-1525, that the Charter School enter into a Dual Enrollment Agreement (“Agreement”) with an Institution of Higher Education approved to operate in the Commonwealth of Pennsylvania in order to allow students to attend the Institution of Higher Education while the students are enrolled in the Charter School.

Coverage:

This Policy shall cover any Agreement between the Charter School and an Institution of Higher Education approved to operate in the Commonwealth of Pennsylvania (“Commonwealth”) which satisfies the requirements of 24 P.A. §15-1525 and which allows for dual enrollment of secondary school students enrolled in the Charter School in an Institution of Higher Education for the purpose of receiving credit(s).

Agreements:

The Charter School Administration is tasked with seeking out and obtaining proposals for Agreements for presentation and approval by the Board.

Any Agreement covered by this Policy shall be between the Charter School and an Institution of Higher Education approved to operate in the Commonwealth.

Any Agreement covered by this Policy shall be structured so that secondary school students receive credit at or through an Institution of Higher Education approved to operate in the Commonwealth.

The Charter School shall enter into and/or renew at least one (1) such Agreement on or before July 31, 2023, and each school year thereafter.

The Charter School, upon Board approval may enter into additional Agreements with additional Institutions of Higher Education approved to operate in the Commonwealth.

An Agreement covered by this Policy shall outline, with specificity, ALL requirements for a secondary school student seeking enrollment and/or admission to the Institution of Higher Education including, but not limited to, the deadlines for application, any and all required documentation to accompany an application, and/or any applicable GPA and/or grade-level requirements for admission.

An Agreement covered by this Policy shall outline, with specificity, ALL costs and fees for a secondary school student attending an Institution of Higher Education, including, but not limited to: application costs, tuition, fees, transportation costs, cost of supplies and/or related materials. The Agreement shall provide which portion of the outlined costs will be covered by the Institution of Higher Education, the Charter School and/or the secondary school student.

An Agreement covered by this Policy shall outline, with specificity, any and all steps to be taken by the Institution of Higher Education, the Charter School and/or the secondary school student to ensure the safety of the secondary school student while attending the Institution of Higher Education including, but not limited to, the means of transportation to and from the Institution of Higher Education, the facilities which the secondary student may be permitted to access, and/or the supports, and/or services available to the secondary school student.

Courses and Credits:

The Credits earned under an Agreement covered by this Policy shall be the same credits offered to postsecondary school students enrolled at the Institution of Higher Education.

Under an Agreement covered by this Policy, secondary school students may also receive credits toward the completion of courses required by the Charter School for graduation.

An Agreement covered by this Policy shall allow secondary school students to attend courses at an Institution of Higher Education in-person, online, or a combination of in-person and online.

When possible, the courses for which a secondary school student receives credit under an Agreement covered by this Policy shall be aligned to the graduation requirements of the Charter School.

Credits received by a secondary school student attending an Institution of Higher Education under an Agreement covered by this Policy shall be weighed in a manner similar to Advanced Placement Program credits, International Baccalaureate Diploma Program credits, or Cambridge advanced course credits in the Charter School's grading system for both academic and technical courses.

When possible, the courses offered by an Institution of Higher Education through an Agreement covered by this Policy shall supplement and not supplant courses offered by the Charter School to secondary school students.

The secondary school student shall be responsible for complying with the requirements of the Institution of Higher Education for transfer of credits to the Charter School upon successful course completion.

Admissions and Enrollment:

A secondary school student seeking to enroll in a course at an Institution of Higher Education under an Agreement covered by this Policy must obtain prior approval from the Charter School before beginning the application and/or enrollment process.

A secondary school student seeking to enroll in a course at an Institution of Higher Education under an Agreement covered by this Policy must meet the specific requirements of the Institution of Higher Education as set forth in the Agreement, including, but not limited to timeliness requirements for submission of applications, enrollment forms, letters of recommendation and/or transcripts, GPA requirements and/or grade-level requirements.

The Charter School reserves the right to prohibit a secondary school student from enrolling in a course at an Institution of Higher Education under an Agreement covered by this Policy for any reason, including, but not limited to, failure to meet the specific requirements of the Institution of Higher Education, previous failure of the course, failure to obtain prior approval from the Charter School for enrollment, and/or previous failure to complete required coursework.

Reporting:

No later than July 31, 2023, and every schoolyear thereafter, the Charter School shall provide to the Pennsylvania Department of Education the number and form of Agreements entered into under this Policy, the number of secondary school students participating in Agreements covered by this Policy, and the total number of credits earned.

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 _____, 2022

Chairperson

Secretary



ENROLLMENT POLICY

The Board of Trustees of Roberto Clemente Charter School (“Charter School”) recognizes that its enrollment policy must reflect current requirements of the Pennsylvania Public School Code and 22 Pa. Code, Chapter 11, the Pennsylvania Charter School Law at 24 P.S. §17-1723-A, Pennsylvania Public School Code, and Pennsylvania Department of Education’s (“PDE”) Basic Education Circulars on Enrollment of Students and Charter School Law. Therefore, the Charter School, as a public charter school, complies with these enrollment procedures to ensure that both resident and eligible non-residents are promptly enrolled through the policy provisions set forth below.

Every child of school age who is a resident of a Pennsylvania school district is entitled to a public school education. Resident students include those residing with their parent(s) and eligible non-resident students include those living with a Pennsylvania school district resident who is supporting the child gratis and nonresident children living in facilities or institutions and seeking enrollment. Once the required enrollment documentation described below is provided, the Charter School must enroll children and permit them to attend school. A child should be permitted to attend school on the next school day after the day on which the child is presented for enrollment, and in all cases within five (5) business days of the Charter School’s receipt of the required documents, if a space exists pursuant to the school’s Admission/Lottery Policy.

Except when a child is homeless, whenever a child of school age is presented for enrollment by a parent(s), a Pennsylvania school district resident, or any other person having charge or care of the child, the Charter School shall require that the following information be documented before enrolling the child and allowing the child to attend school:

1. Proof of the child's age

Any one of the following constitutes acceptable documentation: birth certificate; notarized copy of birth certificate; baptismal certificate; copy of the record of baptism – notarized or duly certified and showing the date of birth; notarized statement from the parents or another relative indicating the date of birth; a valid passport; a prior school record indicating the date of birth.

2. Immunizations required by law

Acceptable documentation includes: either the child's immunization record, a written statement from the former school district or from a medical office that the required immunizations have been administered, or that a required series is in progress, or verbal assurances from the former school district or a medical office that the required immunizations have been completed, with records to follow.

3. Proof of residency

Acceptable documentation includes: a deed, a lease, current utility bill, current credit card bill, property tax bill, vehicle registration, driver's license, or Department of Transportation identification card. While more than one form of residency confirmation may be required, the Charter School should be flexible in verifying residency, and should consider what information is reasonable in light of the family's situation. See the paragraph on Homeless Students for guidance in that situation. (Also see attached Residency Affidavit.) Parents/Guardians must continue to provide the Charter School with residency information after enrollment when residency changes or may be questioned to ensure that Parents/Guardians comply with applicable residency requirements as Pennsylvania residents and/or if Student becomes a resident of a school district other than the one when originally enrolled.

4. Parent Registration Statement

A sworn statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs, alcohol, weapons, infliction of injury or violence on school property must be provided for a student to be admitted to any school entity. The Charter School may not deny or delay a child's school enrollment based on the information contained in a disciplinary record or sworn statement. (See Charter School Enrollment Forms on School website for Parent Registration Statement).

During the enrollment process and prior to admission to a charter school, the parent, guardian, or person having control of a student shall provide a sworn statement stating whether the student was previously or is presently suspended or expelled from any public or private school for any offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. The school from which the student was suspended or expelled and the dates of suspension or expulsion must be provided. Any willful false statement shall be a misdemeanor of the third degree.

5. Home Language Survey

All students seeking first time enrollment in a school shall be given a home language survey in according with requirements of the U.S. Department of Education's Office for Civil Rights. Enrollment of the student may not be delayed in order to administer the Home Language Survey.

Act 110 Requirement

In Pennsylvania, K-12 public schools are required to remove, transfer or reassign students who are adjudicated delinquent or convicted of sexual assault when the offending student and the victim are enrolled in the same school. With regard to enrollment of students, this amended section of the Public School Code requires:

(g) Prior to admission to a public school entity, the parent, guardian or other person having control or charge of a student **shall**, upon registration, provide a sworn statement or affirmation stating whether the student was previously or is presently expelled under the provisions of this section. The registration shall include the name of the school from which the student was expelled with the dates of expulsion and shall be maintained as part of the student's disciplinary record. Any willful false statement made under this subsection shall be subject to 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities). See Act 110 Statement below.

Sexual assault includes any of the offenses specified under the following provisions of 18 Pa.C.S. (relating to crimes and offenses) relating to rape, statutory sexual assault, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault, and indecent assault.

Documents Which May Be Requested but Not As a Condition of Enrollment - Items Which May Be Requested

Although the Charter School may ask for any of the information below, the Charter School may not require it as a condition of enrolling or admitting a child and a child's enrollment or attendance may not be delayed until these documents are provided. Among the documents that the Charter School may request are: picture identification, health or physical examination records, academic records, attendance records, Individualized Education Program, and other special education records. In addition, a school district may not require that a physical examination be conducted as a condition of enrollment.

Registration Form

A registration form, filled out by families for student enrollment, may include the following: name, address, telephone number, name of parent(s) or guardian(s) or resident adult(s) with whom the student is living, emergency contact information, former school information, and other locally required information. Failure to complete this form will not be made a condition of the student's enrollment.

Documentation Required from Other Sources

The Charter School is also entitled by law to receive information on an enrolling student from the previous school, public, charter, nonpublic or private, which the student attended. However, the provision of this information rests with the educational entity and not the family, and so, the Charter School, as the receiving local educational agency, will not require this information as a precondition to enrollment and will not delay a student's admission for lack of this information.

Student Education Records

Upon enrollment, the Charter School contacts the student's former school for a copy of the student's education records. The former school district or charter school, if within this Commonwealth, is required to respond by forwarding the records within 10 business days of the date upon which a student's records are requested by the Charter School. School districts shall enroll students within 5 business days regardless of receipt of records from the previous districts.

Disciplinary Records

Whenever a pupil transfers to another Pennsylvania school entity or nonpublic school, a certified copy of the student's disciplinary record shall be transmitted to the school entity or nonpublic school to which the pupil has transferred. The school entity or nonpublic school to which the student has transferred should request the record. The sending school entity or nonpublic school shall have 10 days from receipt of the request to supply a certified copy of the student's disciplinary record. Failure to receive the student's discipline record cannot be used to deny or delay the student's enrollment or school attendance.

Prohibited Requests - Items Which May Not Be Requested

For both enrollment and also for residency determinations, the Charter School will not request or require any of the following: a social security number; the reason for a child's placement if not living with natural parents; a child's or parent's visa; agency records; or, except in the limited circumstances described in the next section, a court order or records relating to a dependency proceeding. A child's right to be admitted to school may not be conditioned on the child's immigration status. The Charter School will not inquire as to the immigration status of a student as part of the admissions or residency process.

Student Classifications for Education Entitlement

- **Resident Students and Court Orders or Custody Agreements**

The Charter School may require a parent/guardian to provide a custody or dependency order when the child is being enrolled at the Charter School pursuant to parent relying on court order or custody agreement as the basis for enrollment. The Charter School will not require a custody order or agreement as a condition of enrollment in any circumstances other than the circumstance specified above. (See attached Affidavit of Custody).

- **Students Living With a Resident Adult other than a Parent**

When a child is living with an adult other than a parent, who is supporting the child without personal compensation, (gratis) the child may attend the public schools of that adult's school district, provided that resident makes application and supplies the required enrollment information noted in the section entitled Required Enrollment Documentation. In addition, before accepting the child as a student, the Charter School shall require the resident to file **only one** of the following:

1. **A sworn and notarized statement** from the resident of the school district indicating that the signer is a resident of the school district, is supporting the child without receiving personal compensation, that the child is living with the resident continuously and not just for the school year, and that the resident will accept all responsibilities relating to the child's schooling (See Charter School Enrollment Forms on School website for section 1302 Statement., **or**

2. **Appropriate legal documentation to show dependency or guardianship**, which may include a custody order. The Charter School may require other information to be submitted by the resident to substantiate the sworn statement. The natural parent(s) or former guardian(s) of the student may not be required to provide information. Once the requested information is provided, the Charter School will enroll the child and permit him or her to begin to attend school without delay, but in no case more than 5 days. (See attached Affidavit of Support), if a space exists pursuant to the school's Admission/Lottery Policy.

A resident's receipt of payments, such as Supplemental Security Income (SSI), Transitional Assistance for Needy Families (TANF), pre-adoptive or adoptive support, maintenance on public or private health insurance, support from the military or military personnel or other payments for or on account of the child such as child support, shall not be deemed to be personal compensation or gain.

- **Foster Children**

Students who are “awaiting foster care placement” are no longer considered homeless for purposes of the McKinney-Vento Education for Homeless Children and Youth (“EHCY”) program. The deletion of “awaiting foster care placement” went into effect on December 10, 2016. (Section 725(2)(B)(i)).

- **Nonresident Children Living in Facilities or Institutions**

A child living in a district in which there is located a licensed shelter, group home, maternity home, residence, facility, orphanage or other institution for the care or training of children or adolescents, shall be admitted to that district’s schools if living at or assigned to the facility or institution. If the school district or residence of a child living at or assigned to a facility or institution cannot be determined, but the child is determined to be a resident of the Commonwealth, the child shall be permitted to attend the public schools of the district. This includes a child placed by the child’s resident parents or guardians at a facility or institution and subsequently abandoned or deserted.

- **Emancipated Minors**

An emancipated minor is a student under the age of 21 who has established a domicile apart from the continued control and support of parents or guardians or who is living with a spouse. The school district in which this student is living is his or her resident school district and the student may enroll at Charter School without any additional assistance from an adult.

- **Homeless Students**

The Charter School will ensure that each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth. Homeless students may reside in shelters, hotels, motels, cars, tents or be temporarily doubled-up with a resident family because of lack of housing. In the case of homeless students, traditional concepts of "residence" and "domicile" do not apply. Homeless children and youth lack a fixed, regular, and adequate nighttime residence. Included within the definition of homeless children and youth are those who meet the definition of “unaccompanied homeless youth” pursuant to the Mc-Kinney-Vento Homeless Assistance Act (42 U.S.C. § 11431 *et seq.*).

Unaccompanied homeless youth may enroll without documents and without the help of an adult. Unaccompanied homeless youth includes any child who is “not in the physical custody of a parent or guardian.” Falling within this definition are students who have run away from home, been thrown out of their home, or been abandoned or separated from their parents or guardians.

Youth awaiting foster care placement include those who are placed in emergency, interim or respite foster care; kinship care; evaluation or diagnostic centers or placements for the sole purpose of evaluation. When necessary, Charter School administration will consult with the respective county children and youth agencies to determine if a child meets the definition of “awaiting foster care placement”, including, on a case-by-case basis, whether a child who does not clearly fall into one of these categories is nevertheless a child "awaiting foster care placement."

Homeless youth are entitled to immediate enrollments, if a space exists pursuant to the Admissions/Lottery Policy and their families are not required to prove residency regarding school enrollment. These students are considered residents of the district where they are presently residing, or continue their education in the district of prior attendance.

- **Pre-Adoptive and Adoptive Students**

The Federal Adoption Assistance Program, among other things, provides for adoption assistance payments to encourage the placement of certain hard-to-place children with adoptive parents. Pennsylvania has adopted companion legislation, known as the Adoption Opportunities Act. Children living with pre-adoptive parents who are receiving adoption assistance subsidies, pre-adoptive foster payments, or other payments such as Supplemental Security Income (SSI) or Transitional Assistance for Needy Families (TANF), are entitled to attend school in the school district in which the pre-adoptive parents reside. Notwithstanding receipt of any of the above payments, children living in pre-adoptive situations are considered residents of the school district in which their pre-adoptive parents reside. Children living with adoptive parents are entitled to all free school privileges accorded to resident school children of the respective school district.

- **School-Age Children of Military Personnel**

When Pennsylvania residents who are military personnel are deployed and their school age children are living with relatives or family friends in a school district for that period of time, the students are entitled to attend school in the school district in which they are residing.

Other Issues Related to Enrollment

- **Address Confidentiality Program (ACP)**

Some families may enroll a student using an ACP card, which lists a post office box as their address. This is their legal address and the Charter School will not require additional information about their residence. School records from the student’s former school will be forwarded through the ACP.

- **Age**

Children are considered school age from the time they are admitted to the public school educational program until graduation from high school or the age of 21 if identified pursuant to the Individuals with Disabilities Education Act of 2004. The Charter School will not refuse admission to a child who meets the age requirement. Students who turn 21 during the school term are entitled to finish that school term. If a student is under age 21 and has a Graduation Equivalency Diploma (“GED”), the student can enroll in school and work towards a diploma. For subsidy purposes, students who reach age 21 after the school term begins are eligible to be counted for the entire school term. The Department of Education will accept requests to allow students to be counted in membership for subsidy purposes for an extended school program beyond age 21 if the request includes a hearing officer decision or court order.

- **Children and Families with Limited English Proficiency**

Children and families with limited English proficiency will be provided translation and interpretation services to the extent needed to help the family understand the enrollment process and enroll the student in school promptly per applicable federal law.

- **Twins and Multiple Siblings**

While the Public School Code provision governing twins and multiple siblings is not applicable to charter schools pursuant to the Pennsylvania Charter School Law, the Charter School will use the Public School Code provision for guidance in such situations in conjunction with consultation with the Charter School’s legal counsel.

Submitting Enrollment Complaints to the Department Of Education

When a dispute arises regarding enrollment of a student, the person attempting to enroll the child or the Charter School may bring the dispute to the attention of the Department’s School Services Unit. A complaint may be filed by mail, email or by phone with written follow up. After receipt of a complaint, a Department representative will contact the Charter School, family or other involved parties to determine the facts, whether the child is entitled to enrollment at the Charter School and to try to resolve the problem. These contacts, whenever possible, will occur within five (5) days of receipt of the complaint. If the complaint is not amicably resolved, a written determination will be made and sent to the Charter School and the individual who filed the complaint.

If the Charter School does not enroll the student within five (5) school days after receiving the written determination and space exists pursuant to the school’s Admissions/Lottery Policy, the Department will issue a letter to the Charter School requesting its position on the situation. The Charter School will have five (5) school days to respond to the request. If the Charter School refuses to enroll the student or

does not respond, the matter will be forwarded to the Department's Office of Chief Counsel (OCC). The OCC and the Deputy Secretary for Elementary/Secondary Education will determine if the Charter School's response is valid to deny enrollment. If not, the Deputy Secretary will determine what additional measures may be necessary to assure enrollment.

Written Policies

The Charter School's written policy on student admission is a public record and will be posted to the school's website.

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 __18th__ day of __October__, 2022

President

Secretary



CONSEQUENCES FOR STUDENTS CONVICTED OR ADJUDICATED DELINQUENT OF SEXUAL ASSAULT POLICY

The Pennsylvania Legislature enacted Act 110 in an effort to protect student sexual assault victims. Roberto Clemente Charter School (the “Charter School”) has complied with the requirements of Act 110 since its passage. In a manner consistent with state law, this Consequences for Students Convicted or Adjudicated Delinquent of Sexual Assault Policy requires the imposition of disciplinary consequences for a student convicted or adjudicated delinquent of sexual assault upon another student enrolled in the Charter School. To the extent that anything in this Policy could be construed to conflict with the Charter School’s charter or applicable State and/or Federal laws, the applicable State and/or Federal laws and/or Charter control.

Requirements

If a student enrolled in the Charter School is convicted or adjudicated delinquent of committing a sexual assault upon another student enrolled in the Charter School, the Charter School shall, pursuant to applicable laws and regulations, take one of the following actions:

- (i) Expel the convicted or adjudicated student.
- (ii) Transfer the convicted or adjudicated student to an alternative education program.
- (iii) Reassign the convicted or adjudicated student to another educational program within the Charter School.

The CEO or designee shall ensure that the convicted or adjudicated student is not educated in the same virtual classroom (or have access to the same virtual space), transported on the same vehicle or allowed to participate in the same school-sponsored activities at the same time as the victim.

The Charter School may not expel, transfer or reassign the convicted or adjudicated delinquent student if:

(i) The Charter School has already expelled, transferred or reassigned the convicted or adjudicated delinquent student for the same sexual assault.

(ii) The convicted or adjudicated student does not attend the same school as the victim.

The Charter School is not prohibited from taking action under this policy for convictions or adjudications for sexual assaults that occur outside a school setting if the assault:

(1) was against another student enrolled in the Charter School; and

(2) has the effect of:

(i) substantially interfering with the victim's education;

(ii) creating a threatening or hostile educational environment; or

(iii) substantially disrupting the orderly operation of the school.

A student expelled, transferred or reassigned pursuant to this policy may return to the student's originally assigned educational placement within the Charter School only if:

(1) the victim ceases to be enrolled in the Charter School; or

(2) the conviction or delinquency adjudication on which the expulsion, transfer or reassignment was based is reversed and no appeal is pending.

Nothing in this policy shall be construed as limiting the authority or duty of the Charter School to make an alternative assignment or provide alternative educational services during or after the period of expulsion.

A student convicted of sexual assault upon another student enrolled in the Charter School shall notify the Charter School of the conviction no later than 72 hours after the conviction.

Upon receipt of a student who transfers from a public or nonpublic school during or after the period of expulsion for an act or offense involving a sexual assault conviction or adjudication of delinquency, the Charter School may assign that student to an alternative assignment or provide alternative education services.

Prior to admission to the Charter School, the parent, guardian or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the student was previously or is presently expelled under the provisions of this policy. The registration shall include the name of the school from which the student was expelled with the dates of expulsion and shall be maintained as part of the student's disciplinary record. Any willful false statement made pursuant to this requirement shall be subject to 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

The Charter School shall, in the case of students with disabilities, take all steps necessary to comply with the Individuals with Disabilities Education Act.

Definitions

"Adjudicated delinquent" means a youth who has been found guilty by a judge of committing a delinquent act.

"Alternative education program" means any program approved by the Pennsylvania Department of Education and implemented by a school district, an area career and technical school, a charter school, cyber charter school, a group of school districts or an intermediate unit, which removes disruptive students from regular school programs in order to provide those students with a sound educational course of study and counseling designed to modify disruptive behavior and return the students to a regular school curriculum.

"Convicted" means a finding of guilty by a judge or a jury or the entry of a plea of guilty or nolo contendere for sexual assault whether or not judgment of sentence has been imposed.

"Delinquent act" means any action taken by a juvenile under the age of eighteen years, who has not been previously transferred to adult criminal court and sentenced as an adult for a felony that would be a violation of law or ordinance if committed by an adult.

"Public school entity" means a school district, independent school, area career and technical school, intermediate unit, charter school, regional charter school or cyber charter school.

"School setting" means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

“School-sponsored activities” means any assemblies, field trips, class trips, graduation ceremonies, athletics, extracurricular activities, clubs, groups, teams or any activities sponsored, held or approved by the public school entity.

“Sexual assault” shall include any of the offenses specified under the following provisions of 18 Pa.C.S. (relating to crimes and offenses):

Section 3121 (relating to rape).

Section 3122.1 (relating to statutory sexual assault).

Section 3123 (relating to involuntary deviate sexual intercourse).

Section 3124.1 (relating to sexual assault).

Section 3125 (relating to aggravated indecent assault).

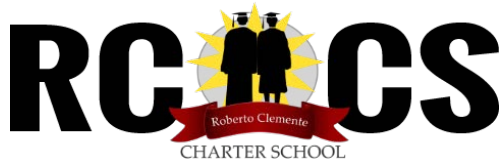
Section 3126 (relating to indecent assault).

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 _____, 2022

President

Secretary



COMPULSORY SCHOOL ATTENDANCE, UNLAWFUL ABSENCES, AND SCHOOL ATTENDANCE IMPROVEMENT CONFERENCES POLICY

The Roberto Clemente Charter School (the “Charter School”) believes that good attendance is essential if students are to achieve and reach their potential. Each day is important for learning. Parents are required to ensure their son/daughter maintains good attendance.

The Charter School administration is tasked with creating attendance and enrollment procedures consistent with this policy and must allow the school to determine when a student who is enrolled has an unexcused absence. Procedures must also be implemented to determine whether there is a possibility that a child is truant or chronically absent due to a disability or a medical condition. Copies of this policy and those procedures must be provided to parents at the beginning of each year and to all new enrollees upon enrollment in the Charter School. It must also be posted on the Charter School’s website.

Compulsory Attendance Requirements

In Pennsylvania, compulsory school age is defined as the period of a child’s life from the time the child enters school, which may be no later than six (6) years of age, until the age of eighteen (18) or graduation from a high school, whichever occurs first.

The term “compulsory attendance” refers to the mandate that all children of compulsory school age having a legal residence in Pennsylvania must attend a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language, except in the following situations found in sections 1327, 1327.1, and 1330 of Pennsylvania’s Public School Code (School Code):

1. Attendance at a private trade school or private business school continuously through the entire term congruent with the school term of the resident school district and that meets the requirements set forth by the State Board of Education or the State Board of Vocational Education when:
 - a. The child is 15 and has approval from the district superintendent and the Secretary of Education, or
 - b. The child is 16 and has approval from the district superintendent.

2. Attendance at a school operated by a bona fide church or other religious body which provides a minimum of 180 days of instruction or 900 hours of instruction per year at the elementary level or 990 hours per year of instruction at the secondary level.
3. Privately tutored or home-schooled students provided a minimum of 180 days of instruction or 900 hours of instruction per year at the elementary level or 990 hours per year of instruction at the secondary level.
4. Enrollment in a day or boarding school which is accredited by an accrediting association approved by the State Board of Education.
5. Children who are 16 and regularly engaged in useful and lawful employment during the school session with a valid employment certificate. Regularly engaged means 35 or more hours per week of employment.
6. Children who have been examined by an approved psychological professional and identified to be unable to profit from further public school attendance and excused by the school board.
7. Children who are 15 who hold a permit approved by the school district to engage in farm work or domestic service in a private home.
8. Children who are 14 and satisfactorily completed the equivalent of the highest grade of elementary school in their district who hold a permit recommended by the district and approved by the Secretary of Education to engage in farm work or domestic service in a private home.

Truancy - Overview

A child is “truant” if they have three (3) or more school days of unexcused absence during the current school year. An unexcused absence is any absence from school without an acceptable excuse (as articulated in the Charter School’s Student/Parent Handbook), or without any reason at all. This also includes any student who leaves class without the permission of the teacher. An out of school suspension shall be considered an excused absence.

A child is “habitually truant” if they have six (6) or more school days of unexcused absences during the current school year.

A child is not considered truant if they are absent from school due to not meeting the immunization, exemption or provisional admission requirements of the Department of Health, at 28 Pa. Code Chapter 23, Subchapter C (relating to immunization), or the student has not received from the CEO or his/her designee a medical or religious exemption from immunization under 28 Pa. Code § 23.84 (relating to exemption from immunization). 22 Pa. Code. Chapter 11.20.

When a child demonstrates truant behavior, the Charter School will schedule a school/family conference to discuss the cause of the child’s truancy and develop a mutually agreed upon Student Attendance Improvement Plan (“SAIP”) to resolve truant behavior. The plan can include a myriad of options that are mutually agreed upon by the participants.

For the first and second unexcused absences, the Charter School will send the

parent/guardian a notice of the unexcused absence as well as attach a copy of the legal penalties for violation of compulsory attendance requirements. In addition to stating the legal consequences, the name and telephone number of a school contact person will be included.

For the third unexcused absence, the Charter School will send the parent/guardian notice within 10 school days of the child's third unexcused absence that the child has been truant. This notice may be sent via certified mail for tracking purposes. This notice shall 1) include a description of the consequences that will follow if the child becomes habitually truant in the future; 2) will be in the mode and language of communication preferred by the person in parental relation; and 3) include the offer of an Attendance Improvement Conference.

Procedure when child is habitually truant:

- Habitually truant children under fifteen (15) years of age:

The Charter School will refer the child to either: 1) a school-based or community-based attendance improvement program; or 2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. A school-based or community-based attendance program is a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. It may include an educational assignment in an alternative education program but may not include an assignment in an Alternative Education for Disruptive Youth Program.

Additionally, the Charter School may file a citation against the parent/guardian of a habitually truant child under fifteen (15) years of age in a magisterial district court. The venue of the filing shall be based on the location of the school in which the child is enrolled or shall be enrolled.

- Habitually truant children fifteen (15) years of age and older:

The Charter School will either: 1) refer the child to a school-based or community-based attendance improvement program; or 2) file a citation against the student or parent/guardian in the appropriate magisterial district court. The venue of the filing shall be based on the location of the school in which the child is enrolled or shall be enrolled. If a habitually truant child aged fifteen (15) or older incurs additional absences after a school refers that child to an attendance improvement program or the child refuses to participate in an attendance improvement program, the Charter School may refer the child to the local CYS agency for possible disposition as a dependent child.

In all cases, regardless of age, where the Charter School refers a habitually truant child to a magisterial district court or CYS, the Charter School will provide verification that it convened and held an Attendance Improvement Conference.

Students will not receive exclusionary consequences for truant behavior.

Students that are absent from school for ten (10) or more consecutive days without appropriate documentation will be removed from the Charter School's rolls unless one of the following:

- 1) The Charter School has been provided with evidence that absence may be legally excused;
- 2) Compulsory attendance prosecution has been or is being pursued;

The Charter School will report unexcused absences directly to PDE through the Pennsylvania Information Management System (PIMS).

Children who are habitually truant from school while subject to compulsory school attendance are subject to an assessment to determine if there is a need for general protective services. Children will not be referred to the county children and youth agency for assessment as possibly needing services until after the Charter School has made a formal effort to involve the family and child in resolving the cause of the truant behavior.

Students with Disabilities

A student who is truant or chronically absent for health-related reasons may be eligible for protections under IDEA or Section 504. If a student with a disability is truant or chronically absent, the school should convene the student's IEP team to determine whether revisions to the student's IEP are necessary or appropriate. In those instances, the administrator responsible for handling truancy-related matters should be a participating member of the IEP team process. A student with a disability who is truant or chronically absent for health-related reasons must still produce a valid excuse for any absence, which may include a written excuse from a physician.

However, schools must recognize that students' disabilities may present unique circumstances that might require consideration of other statutory or regulatory provisions or attendance policies. That is, students' federal and state law rights, such as those provided under IDEA, Section 504, or the ADA, may require the school to otherwise diverge from its general attendance policy in order to ensure that all students with a disability are provided a free and appropriate public education (FAPE).

School Attendance Improvement Conference and the Attendance Improvement Plan

A SAIC is a conference where the child's absences and reasons for the absences are examined in order to improve attendance, with or without additional services. All of the following individuals must be invited to the conference:

- 1) The child
- 2) The child's person in parental relation
- 3) Other individuals identified by the person in parental relation who may be a resource
- 4) Appropriate school personnel

5) Recommended service providers

There is no legal requirement for either the child or person in parental relation to attend a SAIC. However, schools and nonpublic schools should make every attempt to conduct the SAIC with the person in parental relationship present.

The school or nonpublic school must hold the SAIC conference even if the person in parental relation declines to participate or fails to attend after the school or nonpublic school provides advance written notice and makes attempts to communicate with the individual via telephone. Additionally, the school or nonpublic school must invite recommend service providers to the SAIC. However, the SAIC shall not be delayed pending a response from the service provider(s).

The school or nonpublic school must document the outcome of any SAIC in a written school attendance improvement plan (SAIP). The SAIP should include accessing academic and social/health supports from the school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that include rewards and consequences. School and nonpublic schools must use the School Attendance Improvement Plan Form created by PDE or a similar form to document the SAIP (Please visit:

<https://www.education.pa.gov/Schools/safeschools/resources/Pages/Pennsylvania-School-Attendance-Improvement-and-Truancy-Reduction-Toolkit.aspx>).

Schools may not expel or suspend (out-of-school) a student, or reassign or transfer a student to an alternative education for disruptive youth (AEDY) program, for truant behavior and these actions may not be included in a SAIP. An in-school suspension is not considered a disciplinary reassignment. Additionally, schools may not initiate truancy proceedings (e.g., the filing of a truancy citation) until after a SAIC is held. Nonpublic schools may expel a student for truant or habitually truant behavior if expulsion is included in the nonpublic school's attendance policy as a potential consequence in response to a determination that the student is truant or habitually truant.

Homeless Students

The McKinney-Vento Homeless Assistance Act requires states and schools to work to remove barriers to the education of homeless children and youth, including barriers to enrollment and retention due to absences. Compulsory attendance laws can be such barriers, particularly when they result in court involvement. Frequently, students in homeless situations will miss school due to their living situations. However, absences caused by homelessness must not be counted as unexcused absences, as this would create a barrier to enrollment and retention in school.

As part of a SAIC, schools and nonpublic schools should work to identify the root cause of students' absenteeism and the SAIP should address those issues, which may include homelessness and lack of transportation to and from school.

If a student is a homeless student, the school should clarify which entity (school of origin, school of residence, etc.) is responsible for complying with the compulsory attendance laws.

In addition, schools should consider whether it is appropriate to file citations against a person that may merely be “acting as a parent” or hosting an unaccompanied youth. These individuals often agree to provide a temporary place for a youth to sleep and may not have control over whether the child is attending school. Instead, the school could contact the county children and youth agency and attempt to eliminate barriers to attendance through that route.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE CHARTER 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 _____, 2022

President

Secretary

Sample Letters to Parent of Absent/Truant Student (all letters should be on Charter School letterhead, and dated):

First Unexcused Absence

Parent/Guardian Name
Address
City, PA Zip Code

Dear <PARENT'S (OR GUARDIAN'S) NAME>,

<STUDENT NAME> was absent without an approved excuse on <DATE>. This letter is sent to make you aware of this absence. Regular attendance at school is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students who are frequently absent from school miss direct instruction and regular contact with their teachers. Pennsylvania law and school policy require regular attendance. When absences accumulate, it may ultimately result in academic difficulty for <STUDENT NAME>.

We share a common goal to ensure that your child reaches their full potential. All absences are counted as unexcused until the Charter School receives a written excuse explaining the reason for the absence. If a written excuse is not received within three days, the absence will permanently be added to the student's file as unexcused. This letter serves as our first communication regarding <STUDENT NAME>'s unexcused absences. All unexcused absences need to be reported to the Pennsylvania Department of Education directly. If <STUDENT NAME> has six (6) unexcused absences, the Charter School can take legal action, including but not limited to, filing a citation in the local magisterial district court.

In addition, any absences of ten cumulative days will require a written excuse that indicates <STUDENT NAME> was seen by a doctor or medical practitioner. Enclosed are the penalties for violation of compulsory attendance requirements.

If you have any questions, please call my office at <PHONE> or the guidance office at <PHONE> so that we may work together to ensure <STUDENT NAME>'s educational success.

Sincerely,

<CEO or Attendance Officer>

cc: Attendance Officer
Guidance Counselor
Student File

(Enclosures: 24 P.S. 13-1327)

Second Unexcused Absence

Parent/Guardian Name
Address
City, PA Zip Code

Dear <PARENT'S (OR GUARDIAN'S) NAME>,

This letter is to inform you that <STUDENT NAME> was absent without an approved excuse from school on <DATE>. This is the second unexcused absence recorded this year. Attendance requirements are meant to benefit your child's educational experience. I appreciate your cooperation in trying to improve your child's school attendance and in helping <STUDENT NAME> complete missed assignments on those occasions when <STUDENT NAME> must be absent.

If <STUDENT NAME> accumulates one additional unexcused absence or the equivalent, the Charter School will request that <STUDENT NAME> and parent participate in a student attendance improvement conference. The laws in the Commonwealth of Pennsylvania and Charter School's truancy policy require that every child of compulsory school age attend school daily. A child must present a written excuse from the parent/guardian or medical practitioner within three days of an absence or the absence will be counted as unexcused. Mental, physical or other urgent reasons can be considered excuses for absences. Enclosed are penalties for violation of compulsory attendance requirements.

I strongly encourage you to contact us to discuss ways to ensure your child's school attendance. Continued unexcused absences could lead to notification of truancy by the Charter School to the magisterial district judge, as well as a referral to the local children and youth agency. You may request a school-family conference at this time to explore possible solutions to your child's unexcused absences. If you have any questions, please call my office at <PHONE>.

Sincerely,

<CEO or Attendance Officer>

(Enclosures: 24 P.S. 13-1327)

cc: Attendance Officer
Guidance Counselor
Student File

Third Unexcused Absence (may be sent via certified mail and return receipt requested)

Parent/Guardian Name
Address
City, PA Zip Code

OFFICIAL NOTICE OF CHILD'S TRUANCY

Dear <PARENT'S (OR GUARDIAN'S) NAME>:

This letter is to officially notify you that <STUDENT NAME> has been absent from Charter School without an excuse on the following dates: <DATE 1, DATE2, and DATE 3 (add subsequent dates as appropriate)>. These absences are unexcused and, therefore, constitute a violation of the compulsory attendance provision of the Public School Code (24 P.S. 13-1327).

You are therefore notified of your child's repeated unexcused absences and strongly encouraged to ensure that your child receives no subsequent unexcused absences. The series of unexcused absences constitute a summary offense under the Public School Code for which penalties may be imposed against you as parent or guardian. Act 138 of 2016 provides for up to a \$750 fine and allows the court to impose parent education classes with your daughter or son and community service sentences for parents of a truant child who do not show that they took reasonable steps to ensure the child's school attendance. Act 138 also provides that truant students lose their driver's license for ninety (90) days for the first offense, and six (6) months for the second offense.

Be advised that the process for development of an Attendance Improvement Plan for your child has now begun, which requires your participation in an attendance improvement conference. If your child receives six (6) unexcused absences, Charter School may initiate a proceeding against you before a magisterial district judge, and a referral for general protective services made to the local children and youth agency. Please refer to the enclosed sections in the Public School Code for specific penalties for violation of compulsory attendance requirements for both you and your child.

Sincerely,

<CEO >

(Enclosures: 24 P.S. 13-1327)

cc: Attendance Officer
Guidance Counselor



**Middle High School Principal's Report
Tuesday, October 18, 2022
Mrs. Taren Kobyra**

September 2022 Attendance

6 th	94 %
7 th	94%
8 th	93%
9 th	92%
10 th	88%
11 th	93%
12 th	92%
AVG	92%

Student Discipline

Detentions	QUICK Room	<i>9/15 – 10/15</i>	<i>Total</i>	OSS
0	Code A	0	0	2
	Code O	0	0	
	Code B	5	15	
	Code M	0	0	

QUICK Codes

Code A	Continuous Aggression and/or Self-Injury and/or High Intensity Property Destruction
Code O	Out of Assigned Area
Code B	Continuous High Magnitude Disruption and/or Low Intensity Property Destruction
Code M	Medical

2022 Keystone and PSSA Results

- Refer to charts on pages 3-7

National Junior Honor Society

- Application approved



School Counselor

- 14 students have been accepted to college
- Upcoming Trips to PSU Lehigh Valley and Kutztown University

Day of Service

- Honor the legacy of Roberto Clemente upon the 50th anniversary of his passing
- 6 simultaneous service projects
- Student-driven, cooperative, community-based
- Wednesday, November 16 from 8 am - 12 pm

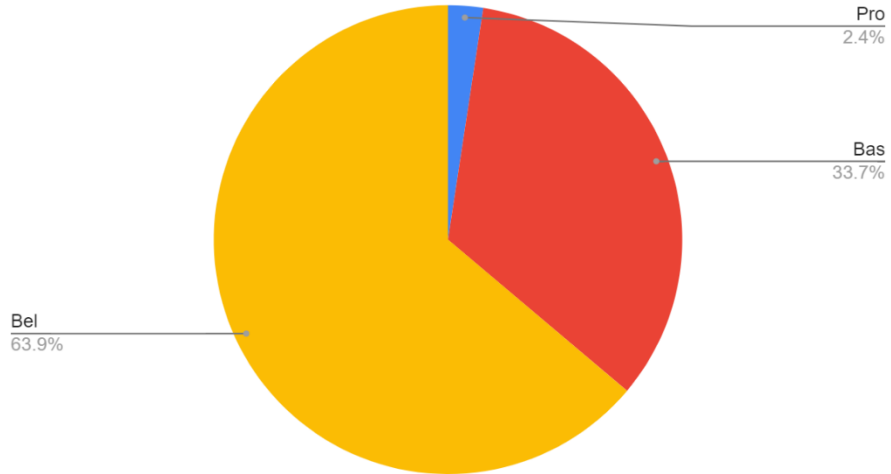
Upcoming Events

- October 19 – FAFSA Night
- October 21 – 6th Grade Field Trip to Crystal Cave
- November 1 – Family Technology workshop with Crime Victims Council of the Lehigh Valley
- November 11 – Middle School Dance
- November 16 – Day of Service
- November 18 – High School Dance
- November 22 – Family Conferences



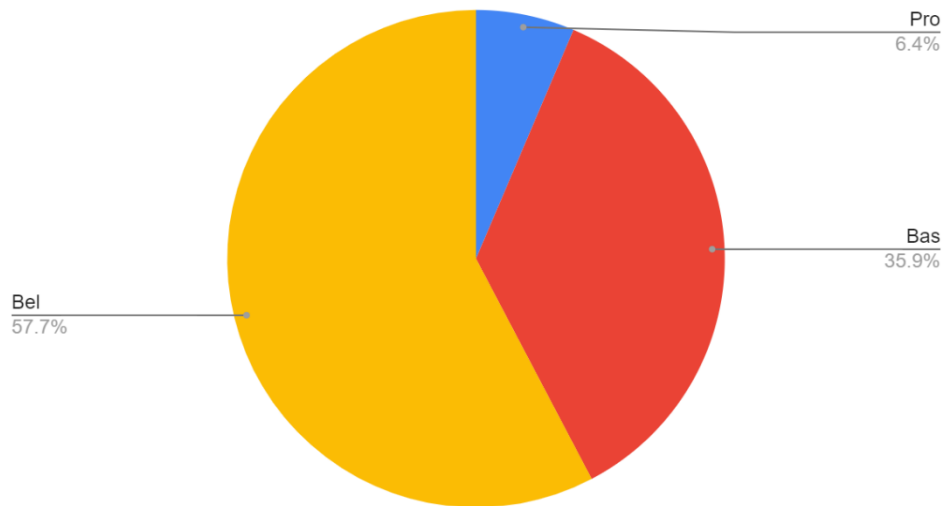
2022 Keystone Performance

Algebra



2% of students at or above Proficient

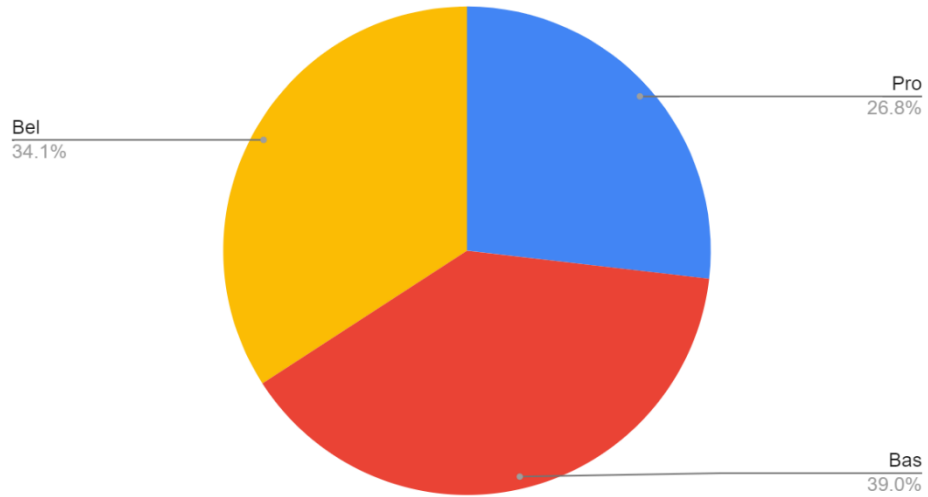
Biology



6% of students at or above Proficient



Literature



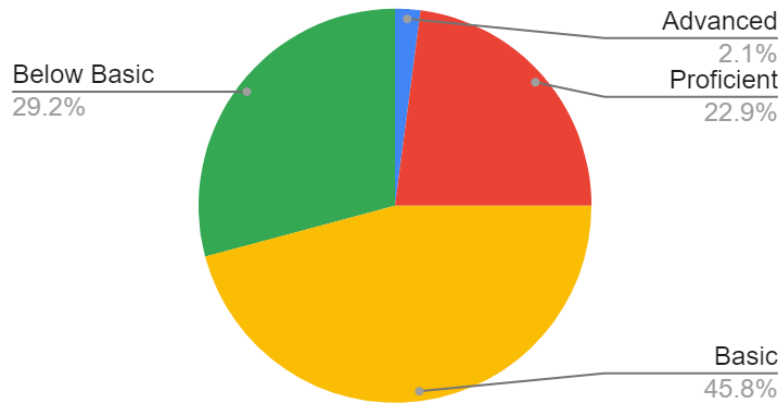
27% of students at or above Proficient



2022 PSSA Performance

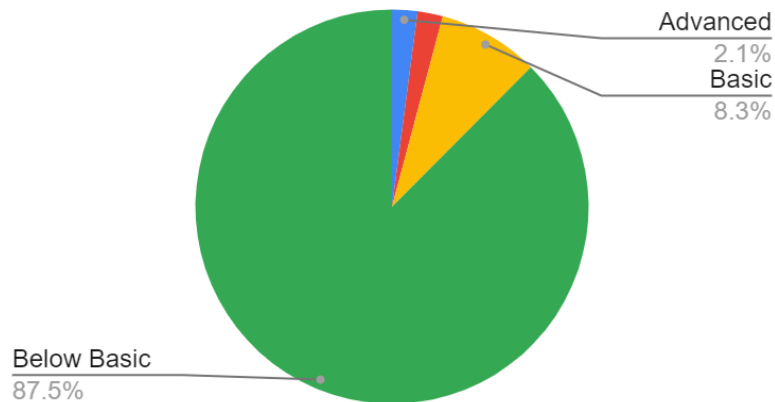
6th Grade

6th Grade ELA PSSA - 2022



25% of students at or above Proficient

6th Grade Math PSSA - 2022



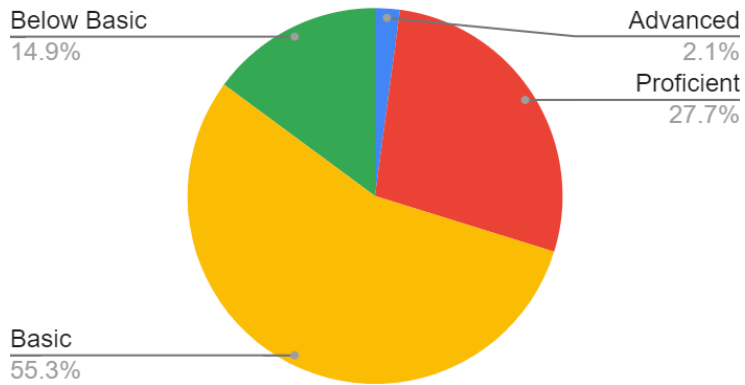
4% of students at or above Proficient



2022 PSSA Performance

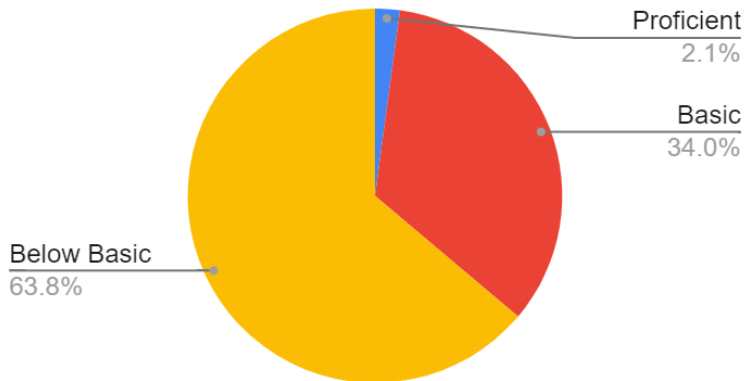
7th Grade

7th Grade ELA PSSA - 2022



30% of students at or above Proficient

7th Grade Math PSSA - 2022



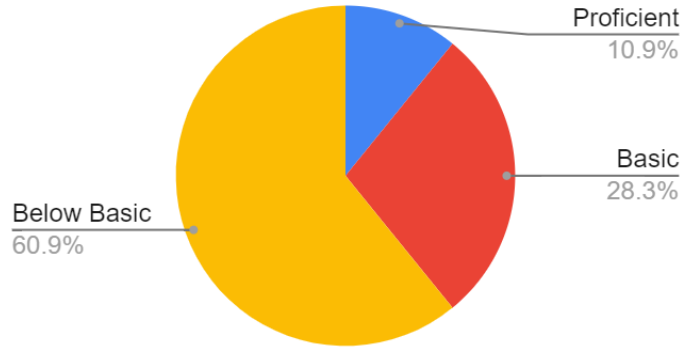
2% of students at or above Proficient



2022 PSSA Performance

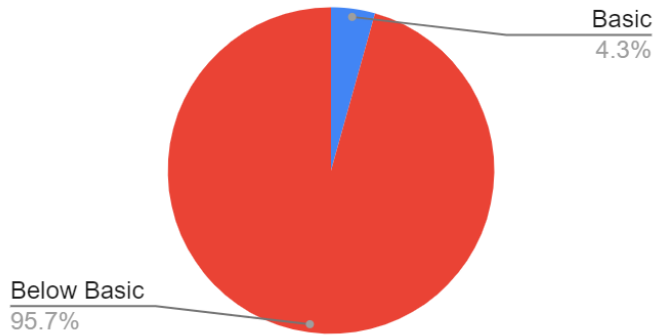
8th Grade

8th Grade ELA PSSA - 2022



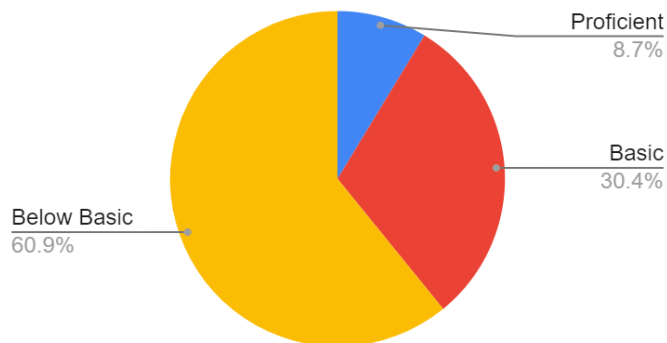
11% of students at or above Proficient

8th Grade Math PSSA - 2022



0% of students at or above Proficient

8th Grade Science PSSA - 2022



9% of students at or above Proficient



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

Elementary Principal's Report
Tuesday, October 18, 2022
Mr. Cory Snyder and Mr. Brendon Zapata

Enrollment (As of 10.12.22)

Kindergarten	50
Grade 1	49
Grade 2	50
Grade 3	50
Grade 4	50
Grade 5	50
Total	299

Attendance September (9.1.22 to 9.30.22)

Grade	Attendance
Kindergarten	92.89%
Grade 1	95.73%
Grade 2	93.31%
Grade 3	95.69%
Grade 4	93.91%
Grade 5	94.40%
Total	94.32%

2022-2023 School Year

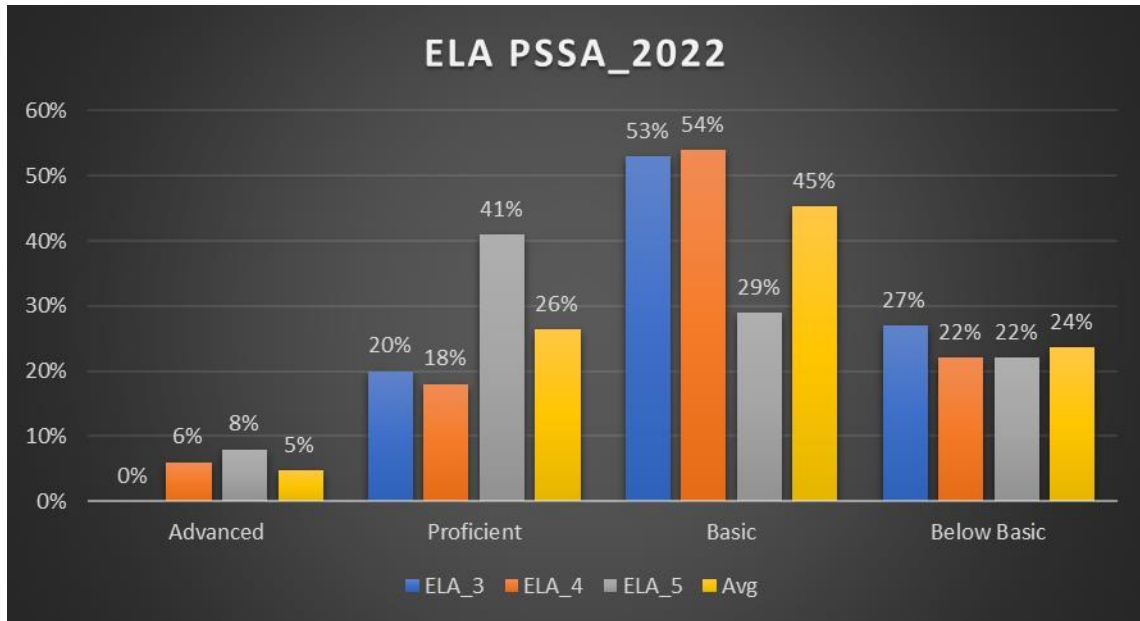
- **Discipline Referrals (9.1.22 to 9.30.22)**
 - Thirty-four referrals for student behavior were submitted.
 - Inappropriate Behavior (10)
 - Unsafe Behavior (8)
 - Irresponsible Behavior (1)
 - Inappropriate Touching (4)
 - False Accusation/Lying (1)
 - Insubordination/Defiance (1)
 - Obscenity/Profanity Offensive Language (1)
 - Physical Confrontation (1)
 - Non-Incidents (7)
- **Valley Youth House**
 - As of the week ending 10.7.22
 - Twenty students are receiving individual or group counseling services
 - Kindergarten: 6 students
 - Grade 1: 1 student
 - Grade 2: 1 student
 - Grade 3: 4 students
 - Grade 4: 4 students
 - Grade 5: Not currently seeing students. Waiting for permission forms to be returned.
 - Kindergarten Social Skills Group: 4 students
- **Parenting Workshop**
 - RCECS did not meet the minimum number of participants to hold the parenting workshop. The parent workshop had to be cancelled.
 - Future options will be explored throughout the year with the Center for Humanistic Change to run the parenting workshop.



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

- **After School Program**
 - Student Enrollment as of 10.7.22
 - Kindergarten: 7 students
 - Grade 1: 11 students
 - Grade 2: 8 students
 - Grade 3: 10 students
 - Grade 4: 10 students
 - Grade 5: 6 students
 - STEM (K-5): 16 students
 - Fitness Club: 15 students
 - Dance Club: 14 students
 - Music Club: 8 students

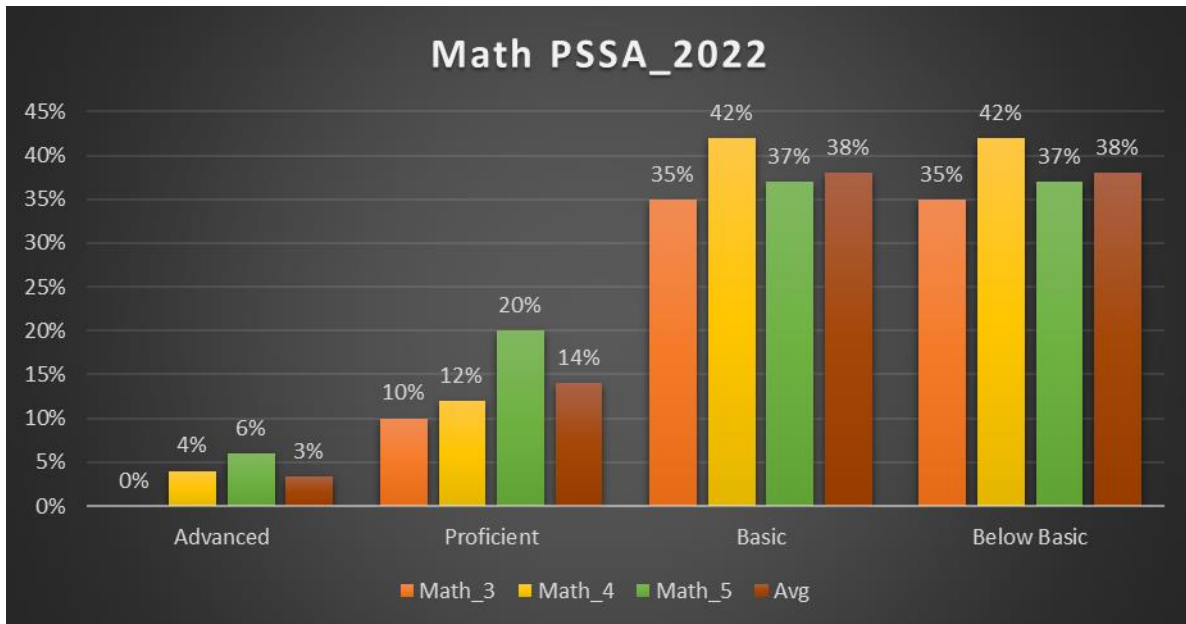
- **PSSA Data 2021-2022 School Year**





CHARTER SCHOOL

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



Upcoming Calendar

- 11.8.22—Professional Development Day
- 11.22.22—Parent Teacher Conferences
- 11.23.22—Professional Development Day
- 11.24.22 to 11.28.22—School Closed Thanksgiving Holiday



Roberto Clemente Charter School

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

Human Resources Report

October 18, 2022

I. Personnel Updates for board approval, including addenda:

a. Personnel Appointments and New Hires

Name	Job Title	Date	Status
Lara Ashworth	Homeless Liaison	7/1/2022	Current Employee – additional agreement
Atkins, Patricia	Teacher Aide – Elementary School	9/26/2022	New Hire – Full-time
Joshua Alexander	Sp. Ed. Teacher – Middle/High School	9/21/2022	New Hire – Full-time
Joshua Kintner	Science Teacher – Middle/High School	10/10/2022	New Hire – Full-time
Ann MacGillivray	Building Substitute Teacher – Middle/High School	10/19/2022	New Hire – Full-time
Sergio Aviles	Custodian	10/18/2022	New Hire – Full-time

b. Rehires

Name	Job Title	Date	Status
Brendon Zapata	Assistant Principal – Elementary School	10/6/2022	Rehire – Full-time

c. Personnel Resignations and Dismissals

Name	Job Title	Date	Status
Joshua Alexander	Special Education – Middle/High School	10/14/2022	Resignation

II. Current and Future Job Postings:

Title	Department
School Counselor	Elementary School
Teacher Aide - Part-time	Elementary School
Custodian 2nd Shift – Part-time	Facilities
Special Education Teacher (3)	Middle/High School
Building Substitute – Full-time (1)	Middle/High School
Long Term Substitute – Computer, Full-time	Middle/High school

III. Policies

a. Timekeeping Policy – 1st Reading



Roberto Clemente Charter School

Timekeeping Policy

Policy Number	
Procedure Effective Date	
Purpose: To establish a policy regarding employee timekeeping and to ensure that employees are compensated for all time worked.	
Applicable to	ALL Employees
Policy	
1. General Rules for Nonexempt “Hourly” Employees:	
<ul style="list-style-type: none"> a) Each employee is responsible for the following and each supervisor is responsible for ensuring that their employees properly: <ul style="list-style-type: none"> (1) start work at the beginning of the appropriate work schedule (2) comply with established break and meal periods (3) properly record their time worked (4) do not leave work before the end of the shift (5) Nonexempt employees are prohibited from arriving at work more than ten (10) minutes prior to the start of their shift and leaving work more than ten (10) minutes after the end of their shift. If an employee violates this provision, they will be subject to discipline. Repeated violations may lead to termination of employment. b) All unscheduled hours, including overtime worked must be pre-approved by the appropriate supervisor. c) Employees are paid every other Friday for services covering the fourteen (14) day period ending at the preceding Saturday at 11:59 pm. This may vary for paydays that fall on Holidays. Employees must make arrangements with payroll in these cases by contacting Finance. 	
2. Employees with Timesheets	
<ul style="list-style-type: none"> a) The following chart of time worked should be used in preparing timesheets and must be posted by every timeclock: 	
Minutes	Timesheet Entry
8-23	.25
24-38	.50
39-53	.75
54-67	1.0



Roberto Clemente Charter School

- b) Timesheets are to be submitted to finance by 9:00 a.m. the Monday following the week worked. Employees are responsible for submitting their timesheet on a timely basis by the end of their shift on their last day of work for the week and may be disciplined for failing to do so.
- c) Although finance and the employee's supervisor will review all timesheets for errors and resolve any discrepancies, the employee is ultimately responsible for proper and accurate preparation of their timesheet.
- d) In some departments, employees are required to prepare timesheets for each week commencing Monday through Saturday. Timesheets are to be signed as prepared only by the employee, with the supervisor's signature of approval. When an employee is absent from work, the timesheet will be prepared by the employee's supervisor, processed with supervisory approvals, and the employee will sign the timesheet upon return. Supervisors are accountable for ensuring that timesheets of absent employees are completed and submitted to finance on a timely basis.

3. Nonexempt "Hourly" Employees with Time Clocks

- a) Nonexempt employees are required to punch in at the start of their shift and punch out at the end of their shift to record hours worked.
- b) Employees are prohibited from clocking in more than five (5) minutes prior to their scheduled start time and clocking out more than five (5) minutes after their scheduled shift end time unless the employee is performing work pre-approved by the appropriate supervisor.
- c) Employees are prohibited from picking up radios, and work-related supplies until they have clocked in. Employees must return such items prior to clocking out should they need to return them.
- d) Review of Time Record
 - (1) Human Resources Department: After the close of each pay period, the human resources department will generate a Timecard Report for each employee who worked during the pay period by department. The Timecard Report will show the date, the employee's actual time clock punch times and the amount of compensable time for each date and the pay period.
 - (2) Supervisors: On Monday following the end of the pay period, the supervisor will be required to review the Timecard Report for each employee under their supervision and certify that they have reviewed the time entries and are not aware of off-the-clock work performed by the employee. Failing to report off-the-clock work or encouraging an employee to work off-the-clock will lead to discipline, up to and including, termination of employment. Supervisors are



Roberto Clemente Charter School

accountable for ensuring that timecards of absent employees are completed and submitted to finance on a timely basis.

(3) Employees: On the week that the pay period ends and by the end of their shift on their last day of work, each employee is responsible to review their Timecard Report and certify that the time entries are accurate, that they took all holidays, vacation, sick leave, paid time off, etc., as indicated on the Timecard Report, took their breaks and daily meal period if applicable, and did not perform and was not instructed to perform work off the clock during the pay period.

4. Time Adjustments: All Timecard Adjustment Requests must be completed by the employee by email, sent to their supervisor and cc'ing finance by the employee's next scheduled shift following the shift requiring a time adjustment.

(1) Missed Punches: Each day, the employee is responsible for reviewing the Timecard Report to identify any missed time punches. If a missed punch exists, the employee notifies supervisor by completing a Timecard Adjustment Request to ensure that their proper hours are recorded.

(2) Work Performed During Meal Period: Because the payroll system is designed to compensate employees during their scheduled work period, employees are required to fill out a Timecard Adjustment Request if they perform any pre-approved work during the meal period, if applicable.

(3) If an employee arrives prior to the ten (10) minute period before their scheduled shift, or leaves more than ten (10) minutes after their scheduled shift ends, the supervisor and human resources administrator will impose appropriate discipline in accordance with RCCS policy if:

- a. an employee is arriving at work more than ten (10) minutes prior to their shift or leaving work more than ten (10) minutes after their shift but is not performing any work; or
- b. an employee is arriving at work more than ten (10) minutes prior to their shift or leaving work more than ten (10) minutes after their shift and is performing work that is not pre-approved by their supervisor.
- c. employees will not be disciplined for completing a Timecard Adjustment Request, however, employees may be disciplined, up to and including termination, for working unauthorized overtime or for failing to report unauthorized overtime to their supervisor.

(4) Exempt Employees:

- a. All exempt employees are required to submit a Request for Time Off before as reasonably possible on a week when they do not work for



Roberto Clemente Charter School

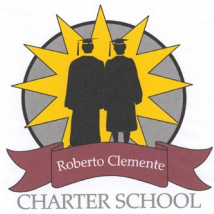
reasons such as sick leave, FMLA, bereavement, or personal time off, civic duty, military leave, etc. Request for Time Off do not need to be completed for holiday hours. Employees are responsible for submitting their Request for Time Off on a timely basis with much time in advance as possible or by the end of the day on their last day of work for the week and may be disciplined for failing to do so.

- b. The employee completes the request in the charter school's Human Resources Information System to request approval for time off.
- c. The supervisor reviews the request and makes a determination based on department operations that would cause the least disruption to the department and by following other policies and procedures accordingly.

Board Approval Date	
Approval Signatures	

TO THE EXTENT THAT ANYTHING IN THIS PROCEDURE 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.

DRAFT



Roberto Clemente Charter School

Business Report: October 18, 2022

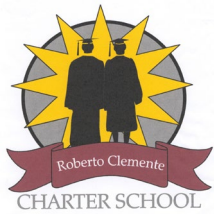
Page 1 of 2

Financial Activity (9/1-9/30/22)

- Finance Committee meeting (Oct-14).
- 628 Students: Non-Special Ed (576), Special Ed (52)
Allentown SD (603), Bethlehem Area SD (4), Catasauqua Area SD (3), East Penn SD (5), Parkland SD (1), Salisbury Township SD (3), Saucon Valley SD (2), Whitehall/Coplay SD (7)
- 2022/23 PDE 363 Forms (annual student subsidy rates)
 - Saucon Valley SD
 - Regular Ed- \$16,709 (+\$1,167/student)
 - Special Ed- \$37,852 (+\$3,520/student)
- Total grant funds spent: ESSER II (\$632,611 of \$1,557,241); ESSER III (\$941,552 of \$3,403,099).
- 21-22 Depreciation/GASB 68 & 75 activity have not been posted.
- American Rescue Plan & Years-of-Service incentives awarded (\$181,450).
- \$11,040 Multi-purpose tables. (*Both Schools*)
- \$3,179 Bathroom upgrades. (*Elementary School*)
- \$5,425 Refrigerator. (*Food Service Dept/Elementary School*)
- \$37,476 General contractor retainage. (*Administration Building*)
- Received \$91,075 in accrued 21/22 lease reimbursement funds.
- Released \$37,476 in Assigned Funds
 - Capital Expenses & Projects Fund- Administration Building renovations.
- Administration Building Renovations Project YTD: \$698,792 (Actual); \$703,500 (Approved Budget)
- Un-Assigned General Fund balance \$1,298,727 / 11.7% of the operating budget.
- \$1,013,003 Total disbursements
- Annual ARP & YOS awards compensated. (*9/9 Payroll*)
- Progress bill/retainage released. (*Bracy Construction*)
- Payment on interactive boards order. (*CDW Government Inc.*)
- Payment on Chromebook order. (*CDW Government Inc.*)

Grants, Donations, & Reports

- Filed (Sep-29) 21/22 School Health Annual Reimbursement Request.
- Completed (Sep-29) USG System for Awards Management recertification.
- Submitted (Oct-10) 21/22 ARP HCY Quarterly Cash Reconciliation Report.
- Submitted (Oct-10) 20/21 ESSER II Quarterly Cash Reconciliation Report.
- Submitted (Oct-10) 20/21 ARP ESSER Quarterly Cash Reconciliation Report.
- Submitted (Oct-10) 20/21 ARP ESSER Set-Aside Quarterly Cash Reconciliation Report.



Roberto Clemente Charter School

Business Report: October 18, 2022

Page 2 of 2

Grants, Donations, & Reports (continued)

- 2022/23 Ready To Learn Grant application (\$28,546)
 - \$17,608- Classroom supplies (Math/Spanish/Reading/Progress Monitoring)
 - \$4,200- Library supplies
 - \$5,500- Career Awareness
 - \$1,238- Professional Development
- 2021/22 PDE Annual Financial Report due (Oct-31)

Contracts & Agreements

- Mobile vision service. -*Vision To Learn*
 - California-based nonprofit agency.
 - Screenings/examinations/related services.
 - Free to RCCS and its students.
 - Effective 10/1/22; automatic renewal; 180 Days termination notice.
- CPE tracker hosting services. -*Colonial Intermediate Unit #20*
 - \$1,782.20
 - 10/1/22-6/30/23
- Web filter hosting services. -*Port53 Technologies Inc.*
 - \$9,900
 - 12/1/22-11/30/25

Technology Update

- 219 Service tickets received between 9/10-10/10.
- Reviewing WPA Enterprise Systems upgrade.
- Upgrades related to the administration building renovations complete.
- Food Services Dept POS system development ongoing.
- Secondary School attendance kiosk deployment complete.
- Schoolwide PA auto-alerting system currently under deployment.
- Upgrading Blue Iris servers at the Secondary School.

General Updates

- EBT Report submitted (Sep-16) to the Dept of Human Services.
- Workers' Compensation audit files submitted (Sep-19).
- Food Service Dept nutrition training verification completed (Sep-30).

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

September 30, 2022

	Current Month	2022-2023 Y-T-D	Budget Y-T-D	Variance	2022-2023 Budget
Revenue-General Fund					
6000/9000 Local Sources & Other Sources					
6500 Interest	\$ 904.81	\$ 2,681.91	\$ 0.00	\$ 2,681.91	\$ 0.00
6700 Student Activities	0.00	623.65	1,010.00	(386.35)	10,100.00
6832 PassThru Federal Funds (IU)	7,609.35	7,609.35	7,925.60	(316.25)	79,256.00
6920 Other Local Grants & Contributions	0.00	250.00	0.00	250.00	0.00
6944 Regular Education Subsidies	516,082.15	1,564,419.26	1,597,680.00	(33,260.74)	6,390,720.00
6944 Special Education Subsidies	128,248.60	357,470.26	404,056.98	(46,586.72)	1,616,228.00
6990 Miscellaneous	21.31	254.43	424.95	(170.52)	1,700.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total Local Sources</i>	<i>652,866.22</i>	<i>1,933,308.86</i>	<i>2,011,097.53</i>	<i>(77,788.67)</i>	<i>8,098,004.00</i>
7000 State Sources					
7200 Specific Educational Programs	0.00	0.00	0.00	0.00	0.00
7320 Lease Reimbursement	0.00	0.00	0.00	0.00	104,556.00
7330 Health Services Reimbursement	0.00	0.00	0.00	0.00	11,000.00
7505 Ready To Learn Grant	4,810.68	4,810.68	2,854.60	1,956.08	28,546.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total State Sources</i>	<i>4,810.68</i>	<i>4,810.68</i>	<i>2,854.60</i>	<i>1,956.08</i>	<i>144,102.00</i>
8000 Federal Sources					
8514 Title I	36,184.09	55,133.89	53,281.10	1,852.79	459,961.00
8515 Title II	500.00	10,689.05	8,619.20	2,069.85	50,024.00
8516 Title III	0.00	224.00	2,252.00	(2,028.00)	22,520.00
8517 Title IV	732.00	7,073.20	5,592.20	1,481.00	39,782.00
8700 ESSER	221,103.25	462,572.43	435,477.49	27,094.94	1,776,854.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total Federal Sources</i>	<i>258,519.34</i>	<i>535,692.57</i>	<i>505,221.99</i>	<i>30,470.58</i>	<i>2,349,141.00</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	2,584.42	2,734.42	3,000.00	(265.58)	21,000.00
8531 Federal Sources	76,443.23	80,043.23	54,972.50	25,070.73	513,725.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total Food Service</i>	<i>79,027.65</i>	<i>82,777.65</i>	<i>58,052.50</i>	<i>24,725.15</i>	<i>535,525.00</i>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenue	995,223.89	2,556,589.76	2,577,226.62	(20,636.86)	11,126,772.00

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

September 30, 2022

	Current		2022-2023		Budget		2022-2023
	Month		Y-T-D		Y-T-D	Variance	Budget
Expenses-General Fund							
Instructional Services							
1100-Regular Programs							
100 Salaries/Wages	\$ 242,109.45	\$	\$ 359,195.45	\$	\$ 420,518.10	(61,322.65)	\$ 2,803,454.00
200 Benefits	90,848.94		124,993.50		172,542.05	(47,548.55)	1,315,252.00
300 Contracted Professional & Technical Services	0.00		0.00		0.00	0.00	0.00
400 Property Services-Maintenance/Repairs/Rentals	1,904.90		9,075.82		6,610.12	2,465.70	26,440.00
500 Other Services	0.00		0.00		600.00	(600.00)	6,000.00
600 Supplies/Books/Subscriptions	22,776.64		93,431.83		73,524.84	19,906.99	175,987.00
800 Miscellaneous	1,145.00		1,145.00		300.00	845.00	3,000.00
<i>Total Regular Programs</i>	<i>358,784.93</i>		<i>587,841.60</i>		<i>674,095.11</i>	<i>(86,253.51)</i>	<i>4,330,133.00</i>
1200-Special Programs							
100 Salaries/Wages	24,865.39		46,103.99		71,904.15	(25,800.16)	429,026.00
200 Benefits	20,125.48		26,888.59		32,135.31	(5,246.72)	206,429.00
300 Contracted Professional & Technical Services	6,300.00		13,509.00		6,700.00	6,809.00	22,000.00
500 Other Services	0.00		0.00		125.06	(125.06)	500.00
600 Supplies/Books/Subscriptions	391.55		2,763.13		3,020.21	(257.08)	14,480.00
<i>Total Special Programs</i>	<i>51,682.42</i>		<i>89,264.71</i>		<i>113,884.73</i>	<i>(24,620.02)</i>	<i>672,435.00</i>
1400/1691/1700-Other Programs & Adult Education							
100 Salaries/Wages	0.00		69,576.25		74,048.00	(4,471.75)	200,480.00
200 Benefits	0.00		18,621.46		20,363.20	(1,741.74)	54,745.00
300 Contracted Professional & Technical Services	2,600.00		20,950.00		22,650.00	(1,700.00)	33,000.00
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	693.43		2,356.53		5,600.00	(3,243.47)	20,000.00
<i>Total Other Programs & Adult Education</i>	<i>3,293.43</i>		<i>111,504.24</i>		<i>123,161.20</i>	<i>(11,656.96)</i>	<i>313,225.00</i>
Support Services							
2100-Student Support (Guidance/Child Accounting/Special Ed)							
100 Salaries/Wages	13,636.30		38,449.67		47,835.84	(9,386.17)	192,343.00
200 Benefits	5,069.93		14,323.34		21,179.87	(6,856.53)	84,716.00
300 Contracted Professional & Technical Services	6,941.64		11,329.14		20,000.12	(8,670.98)	86,000.00
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	755.99		3,690.36		8,800.18	(5,109.82)	15,100.00
<i>Total Student Support</i>	<i>26,403.86</i>		<i>67,792.51</i>		<i>108,391.01</i>	<i>(40,598.50)</i>	<i>482,559.00</i>

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

September 30, 2022

	Current	2022-2023	Budget		2022-2023
	Month	Y-T-D	Y-T-D	Variance	Budget
2200-Instructional Support (Technology/Library/Curriculum/Staff Development)					
100 Salaries/Wages	\$ 25,231.20	\$ 67,804.34	\$ 68,999.55	(\$ 1,195.21)	\$ 296,659.00
200 Benefits	13,162.77	34,028.47	40,466.60	(6,438.13)	169,798.00
240 Tuition Reimbursement	0.00	3,600.00	6,000.00	(2,400.00)	24,000.00
300 Contracted Professional & Technical Services	0.00	0.00	2,000.00	(2,000.00)	20,000.00
320 Contracted Staff Development Services	3,907.94	4,607.94	8,665.60	(4,057.66)	39,350.00
400 IT Equipment-Maintenance/Repairs/Rentals	0.00	0.00	2,000.00	(2,000.00)	2,000.00
400 Library Equipment-Maintenance/Repairs/Rentals	0.00	0.00	0.00	0.00	0.00
500 Other Services	0.00	0.00	8,600.03	(8,600.03)	14,000.00
600 IT Supplies & Subscriptions	438.53	5,813.49	8,000.03	(2,186.54)	20,000.00
600 Library Supplies & Subscriptions	1,609.18	5,883.98	3,179.92	2,704.06	20,623.00
600 Curriculum Supplies & Subscriptions	0.00	0.00	7,750.03	(7,750.03)	31,000.00
600 Staff Development Supplies & Subscriptions	250.00	6,474.54	825.09	5,649.45	5,600.00
800 Miscellaneous	0.00	0.00	0.00	0.00	0.00
	<hr/>				
<i>Total Instructional Support</i>	<i>44,599.62</i>	<i>128,212.76</i>	<i>156,486.85</i>	<i>(28,274.09)</i>	<i>643,030.00</i>
2310/2360-Administration (Board/CEO's Office/Legal & Accounting)					
100 Salaries/Wages	10,178.17	23,594.84	30,187.50	(6,592.66)	120,750.00
200 Benefits	6,552.51	14,882.44	20,144.81	(5,262.37)	80,579.00
300 School Board Professional Development Services	0.00	0.00	499.97	(499.97)	2,000.00
330 Legal & Accounting Services	10,500.50	13,143.62	16,250.03	(3,106.41)	45,000.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	0.00	0.00	0.00	0.00
500 Other Services	0.00	114.68	449.91	(335.23)	1,800.00
600 Supplies & Subscriptions	482.32	1,822.70	618.75	1,203.95	2,475.00
800 Dues/Miscellaneous	0.00	3,324.05	3,624.97	(300.92)	4,500.00
	<hr/>				
<i>Total Board/CEO's Office/Legal & Accounting</i>	<i>27,713.50</i>	<i>56,882.33</i>	<i>71,775.94</i>	<i>(14,893.61)</i>	<i>257,104.00</i>
2380-Administration (Principal's Office)					
100 Salaries/Wages	36,484.21	120,875.88	126,570.74	(5,694.86)	488,331.00
200 Benefits	12,949.35	39,654.15	74,445.49	(34,791.34)	295,331.00
400 Property Services-Maintenance/Repairs/Rentals	742.66	2,383.24	3,960.94	(1,577.70)	15,844.00
500 Other Services	144.48	369.48	1,250.06	(880.58)	5,000.00
600 Supplies & Subscriptions	532.43	6,550.01	3,075.18	3,474.83	12,300.00
800 Miscellaneous	134.99	134.99	750.00	(615.01)	3,000.00
	<hr/>				
<i>Total Principal's Office</i>	<i>50,988.12</i>	<i>169,967.75</i>	<i>210,052.41</i>	<i>(40,084.66)</i>	<i>819,806.00</i>

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

September 30, 2022

	Current	2022-2023	Budget	Variance	2022-2023
	Month	Y-T-D	Y-T-D		Budget
2400-Pupil Health					
100 Salaries/Wages	\$ 14,775.00	\$ 24,905.00	\$ 26,903.80	(1,998.80)	\$ 162,132.00
200 Benefits	8,109.60	11,661.09	17,420.10	(5,759.01)	108,569.00
300 Contracted Professional & Technical Services	6,106.00	14,111.25	300.00	13,811.25	3,000.00
500 Other Services	0.00	0.00	125.06	(125.06)	500.00
600 Supplies & Subscriptions	651.13	651.13	2,700.00	(2,048.87)	10,800.00
	<hr/>				
<i>Total Pupil Health</i>	<i>29,641.73</i>	<i>51,328.47</i>	<i>47,448.96</i>	<i>3,879.51</i>	<i>285,001.00</i>
2500-Business					
100 Salaries/Wages	18,747.45	56,249.33	55,534.31	715.02	222,137.00
200 Benefits	9,015.50	25,279.00	31,698.28	(6,419.28)	126,793.00
300 Contracted Professional & Technical Services	6,685.14	10,021.22	10,125.03	(103.81)	27,500.00
400 Property Services-Maintenance/Repairs/Rentals	1,009.47	3,977.82	1,719.94	2,257.88	6,880.00
500 Other Services	0.00	182.92	550.03	(367.11)	2,200.00
600 Supplies & Subscriptions	675.87	1,296.01	1,550.06	(254.05)	6,200.00
800 Taxes/Fees/Miscellaneous	0.00	437.86	725.03	(287.17)	1,700.00
	<hr/>				
<i>Total Business</i>	<i>36,133.43</i>	<i>97,444.16</i>	<i>101,902.68</i>	<i>(4,458.52)</i>	<i>393,410.00</i>
2600/2900-Plant Operations & Maintenance					
100 Salaries/Wages	22,389.14	66,298.70	82,351.78	(16,053.08)	329,407.00
200 Benefits	5,945.28	18,249.91	36,580.50	(18,330.59)	146,322.00
300 Contracted Professional & Technical Services	504.74	8,207.80	41,402.28	(33,194.48)	81,993.00
400 Property Services-Maintenance/Repairs/Rentals	14,289.30	33,764.05	29,425.90	4,338.15	141,700.00
441 Building Leases	58,276.19	174,828.57	174,829.12	(0.55)	699,316.00
500 Other Services	69.43	154.76	400.03	(245.27)	1,600.00
520 Property Insurance	3,590.31	10,771.08	10,850.06	(78.98)	43,400.00
538 Telecommunications	1,320.56	3,961.72	3,875.06	86.66	15,500.00
600 Supplies & Subscriptions	4,636.86	36,350.56	26,825.75	9,524.81	95,300.00
620 Utilities & Fuel	6,196.95	20,845.80	17,990.06	2,855.74	90,400.00
800 Miscellaneous	0.00	81.00	250.03	(169.03)	1,000.00
810 Property Taxes	0.00	0.00	0.00	0.00	0.00
	<hr/>				
<i>Total Plant Operations & Maintenance</i>	<i>117,218.76</i>	<i>373,513.95</i>	<i>424,780.57</i>	<i>(51,266.62)</i>	<i>1,645,938.00</i>

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

September 30, 2022

	Current Month	2022-2023 Y-T-D	Budget Y-T-D	Variance	2022-2023 Budget
2800-Central (Human Resources/Information & Data/Grant Administration)					
100 Salaries/Wages	\$ 187,490.56	\$ 200,571.66	\$ 207,615.81	(7,044.15)	\$ 267,363.00
200 Benefits	24,039.53	28,326.70	21,432.31	6,894.39	40,945.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
324 Contracted Staff Development Services	848.99	1,186.99	7,075.45	(5,888.46)	19,600.00
500 Other Services	473.35	473.35	9,462.63	(8,989.28)	24,837.00
600 Supplies & Subscriptions	3,178.21	10,143.10	9,008.25	1,134.85	54,500.00
800 Miscellaneous	800.00	800.00	250.03	549.97	1,000.00
<i>Total Central (HR/Information & Data/Grants)</i>	<i>216,830.64</i>	<i>241,501.80</i>	<i>254,844.48</i>	<i>(13,342.68)</i>	<i>408,245.00</i>
Non-Instructional Services					
3200/3300/3400-Student Activities & Community Services					
100 Salaries/Wages	948.62	2,845.85	5,383.53	(2,537.68)	38,454.00
200 Benefits	410.87	1,238.27	2,006.63	(768.36)	13,121.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
500 Other Services	0.00	0.00	6,377.50	(6,377.50)	29,600.00
600 Supplies/Books/Subscriptions	(10.23)	153.26	2,600.09	(2,446.83)	19,500.00
800 Fundraisers/Miscellaneous	795.00	795.00	1,100.00	(305.00)	11,000.00
<i>Total Student Activities & Community Services</i>	<i>2,144.26</i>	<i>5,032.38</i>	<i>17,467.75</i>	<i>(12,435.37)</i>	<i>111,675.00</i>
Expenses-Enterprise Fund					
Non-Instructional Services					
3100-Food Services					
100 Salaries/Wages	16,434.22	38,694.02	38,633.85	60.17	189,045.00
200 Benefits	14,991.29	22,613.03	11,100.62	11,512.41	49,519.00
300 Contracted Professional & Technical Services	560.00	1,050.00	1,772.76	(722.76)	7,500.00
400 Property Services-Maintenance/Repairs/Rentals	848.26	1,865.86	1,249.97	615.89	5,000.00
500 Other Services	0.00	0.00	250.03	(250.03)	1,000.00
600 Supplies & Subscriptions	2,846.95	10,273.00	13,789.97	(3,516.97)	53,000.00
630 Food & Dairy	26,567.55	38,125.28	50,962.50	(12,837.22)	347,625.00
800 Miscellaneous	0.00	0.00	175.00	(175.00)	175.00
<i>Total Food Services</i>	<i>62,248.27</i>	<i>112,621.19</i>	<i>117,934.70</i>	<i>(5,313.51)</i>	<i>652,864.00</i>
Total Expenses	1,027,682.97	2,092,907.85	2,422,226.39	(329,318.54)	11,015,425.00
Net Operating Income (Loss)	(\$ 32,459.08)	\$ 463,681.91	\$ 155,000.23	\$ 308,681.68	\$ 111,347.00

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

September 30, 2022

	Current Month	2022-2023 Y-T-D	Budget Y-T-D	Variance	2022-2023 Budget
Capital Outlay (450/700)					
1000 Instructional-Equipment & Furniture	\$ 0.00	\$ 11,275.30	\$ 76,000.00	(64,724.70)	\$ 76,000.00
2100 Student Support-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2200 Instructional Staff Support-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2300 Administrative-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2400 Health-Equipment & Furniture	0.00	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	14,218.61	24,651.60	35,400.00	(10,748.40)	43,400.00
2800 Central Services-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
3100 Food Service	5,425.00	10,467.12	8,000.00	2,467.12	8,000.00
3200 NonInstructional Equip & Furn	0.00	0.00	0.00	0.00	0.00
4000 Facilities Acquisition/Construction/Improvements	37,476.46	61,992.07	0.00	61,992.07	0.00
<i>Total Capital Outlay</i>	<i>57,120.07</i>	<i>108,386.09</i>	<i>119,400.00</i>	<i>(11,013.91)</i>	<i>127,400.00</i>
Total Income (Loss)	(\$ 89,579.15)	\$ 355,295.82	\$ 35,600.23	\$ 319,695.59	(\$ 16,053.00)

ROBERTO CLEMENTE CHARTER SCHOOL
Financial Report for the Month Ending
September 30, 2022

ASSETS

Current Assets

Cash

Main Operating Account	\$ 303,586.84
Auxiliary Account	8,304.17
Payroll Account	182,398.60
HIC Account	75,733.48
Executive Account	735.84
Principals' Accounts	1,062.82
Money Market Accounts	1,120,580.41
Petty Cash	<u>900.00</u>

Total Cash 1,693,302.16

Accounts Receivable

School Districts	2,412,358.48
State Government	2,584.42
Federal Government	79,415.23
Other	0.00
Food Service	<u>0.00</u>

Total Accounts Receivable 2,494,358.13

Other Current Assets

Deposits	0.00
Capital Contribution- Pareto	25,814.00
Accrued Revenue	374,216.31
PrePaid Expenses	60,870.62
Food Service PrePaid Expenses & Accrued Revenue	0.00
Agency Fund-Cash Accounts (Students)	<u>2,779.09</u>

Total Other Current Assets 463,680.02

Fixed Assets

Buildings & Equipment

131 Hamilton Street Building (Administration)	1,110,501.64
850 N 5th Street Building (Elementary School)	557,497.17
136 S 4th Street Building (Secondary School)	858,959.78
Construction In Progress	0.00
Building Leases	0.00
Computer Equipment	1,017,582.81
Furniture & Equipment	936,851.18
Equipment Leases	0.00
Accumulated Depreciation	(2,252,222.39)
Food Service Equipment & Furniture	59,796.71
Food Service Accumulated Depreciation	<u>(37,415.50)</u>

Total Buildings & Equipment 2,251,551.40

Total Assets \$ 6,902,891.71

ROBERTO CLEMENTE CHARTER SCHOOL
Financial Report for the Month Ending
September 30, 2022

LIABILITIES AND CAPITAL

Liabilities

Current Liabilities

Short-Term Payables

Accounts Payable	\$ 79,928.02	
PSERS-Employer Contributions	189,631.23	
403 B-Employer Contributions	0.00	
Payroll Taxes & Deductions	2,808.79	
Retirement-Employee Contributions	11,928.67	
<i>Total Short-Term Payables</i>		284,296.71

Accrued Expenses & Other Current Liabilities

Accrued Salaries & Benefits	200,399.81	
Other Accrued Expenses	0.00	
Interfund Payable	0.00	
UnEarned Revenue	50,573.87	
Scholarship Funds	4,020.00	
<i>Total Accrued Expenses & Other Current Liabilities</i>		254,993.68

NonCurrent Liabilities

Lease Obligations	0.00	
<i>Total NonCurrent Liabilities</i>		0.00

		539,290.39
Total Liabilities		

Capital

Assigned General Funds

Assigned Funds-Operating (Budget Impasse)	1,440,000.00	
Assigned Funds-Capital Expenses & Projects	1,004,707.68	
Assigned Funds-Technology Replacement	33,161.02	
Assigned Funds-Budget Shortfall	222,000.00	
Assigned Funds-Board Designated Emergency	50,000.00	
<i>Total Assigned Funds</i>		2,749,868.70

Other Fund Balances & Net Position

Non-Spendable	60,673.72	
Net Investment In Capital Assets	2,251,551.40	
Agency Funds (Students)	2,779.09	
UnAssigned General Funds	943,432.59	
Net Income (Loss)	355,295.82	
<i>Total Other Fund Balances & Net Position</i>		3,613,732.62

		6,363,601.32
Total Capital		

		\$ 6,902,891.71
Total Liabilities & Capital		

ROBERTO CLEMENTE CHARTER SCHOOL
Financial Report for the Month Ending
September 30, 2022

PA PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM:

DEFERRED OUTFLOW OF RESOURCES

Deferred Outflow of Resources-PSERS	\$	2,454,962.15
Deferred Outflow of Resources-OPEB		<u>144,934.00</u>
Total Deferred Outflow of Resources	\$	<u><u>2,599,896.15</u></u>

DEFERRED INFLOW OF RESOURCES/LIABILITIES & NET POSITION

Deferred Inflow of Resources-PSERS		1,387,998.00
Deferred Inflow of Resources-OPEB		107,626.00
Long-Term Pension Liability		8,765,000.00
Long-Term OPEB Liability		<u>385,000.00</u>
Total Deferred Inflow of Resources/Liabilities		10,645,624.00
Pension Fund Net Position		(7,698,035.85)
OPEB Fund Net Position		<u>(347,692.00)</u>
Total Deferred Inflow of Resources/Liabilities & Net Position	\$	<u><u>2,599,896.15</u></u>

Roberto Clemente Charter School
Payment List
For the Period 9/1/22 through 9/30/22

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
001950	9/1/22	HISPANIC AMERICAN ORG	<i>850 N 5th Street lease</i>	\$ 22,174.31	9/1/22	X
001951	9/1/22	HISPANIC AMERICAN ORG	<i>136 S 4th Street lease</i>	\$ 36,101.88	9/1/22	X
001952	9/8/22	3P Learning	<i>Classroom subscription</i>	\$ 1,904.00	9/9/22	X
001953	9/8/22	Amber Beaver	<i>HRA payout</i>	\$ 1,209.10	9/9/22	X
001954	9/8/22	Bimbo Bakeries USA		\$ 571.92	9/9/22	X
001955	9/8/22	BLICK ART MATERIALS		\$ 378.94	9/9/22	X
001956	9/8/22	Bracy Construction	<i>General contractor-retainage</i>	\$ 37,476.46	9/9/22	X
001957	9/8/22	CARBON LEHIGH INTERMEDIATE UNIT #21	<i>Special ed support services</i>	\$ 7,655.00	9/9/22	X
001958	9/8/22	CDW GOVERNMENT, INC	<i>Interactive view boards</i>	\$ 11,275.30	9/9/22	X
001959	9/8/22	Derstine's	<i>Dairy</i>	\$ 2,608.57	9/9/22	X
001960	9/8/22	ESGI, LLC	<i>License</i>	\$ 1,344.00	9/9/22	X
001961	9/8/22	Hertz Furniture	<i>Classroom furniture</i>	\$ 3,542.13	9/9/22	X
001962	9/8/22	HOWARD REFRIGERATION & A/C CO.		\$ 295.00	9/9/22	X
001963	9/8/22	Kegel's Produce		\$ 199.00	9/9/22	X
001964	9/8/22	KISTLER O'BRIEN	<i>Fire panel repairs</i>	\$ 3,046.58	9/9/22	X
001965	9/8/22	Language Babel, INC		\$ 252.00	9/9/22	X
001966	9/8/22	Lauren's Kids, Inc	<i>Safer Smarter Kids curriculum</i>	\$ 2,053.12	9/9/22	X
001967	9/8/22	NASET Membership Department		\$ 700.00	9/9/22	X
001968	9/8/22	NoRedInk Corp.	<i>Classroom subscription</i>	\$ 5,040.00	9/9/22	X
001969	9/8/22	PEARSON EDUCATION INC	<i>Classroom materials</i>	\$ 8,336.64	9/9/22	X
001970	9/8/22	PLAZA HARDWARE		\$ 69.70	9/9/22	X
001971	9/8/22	ProShred Security		\$ 156.00	9/9/22	X
001972	9/8/22	Rittenhouse & Sons, Inc	<i>Plumbing services</i>	\$ 4,173.56	9/9/22	X
001973	9/8/22	School Specialty	<i>Classroom materials</i>	\$ 5,072.84	9/9/22	X
001974	9/8/22	Success For All Foundation, Inc	<i>Tech fee/classroom materials</i>	\$ 5,888.60	9/9/22	X
001975	9/8/22	T-Mobile		\$ 20.00	9/9/22	X
001976	9/8/22	Teacher Synergy, LLC		\$ 142.99	9/9/22	X
001977	9/8/22	United Electric Supply	<i>Maintenance supplies</i>	\$ 1,219.02	9/9/22	X
001978	9/8/22	Valley Youth House	<i>Counseling services</i>	\$ 4,387.50	9/9/22	X
001979	9/8/22	Venus Supplies and Services	<i>Cafeteria supplies</i>	\$ 1,919.88	9/9/22	X
001980	9/8/22	Audra Young	<i>Tuition reimbursement</i>	\$ 2,400.00	9/9/22	X
001981	9/20/22	AGParts worldwide		\$ 579.00	9/23/22	X
001982	9/20/22	Bimbo Bakeries USA		\$ 165.90	9/23/22	X
001983	9/20/22	BLICK ART MATERIALS		\$ 460.84	9/23/22	X
001984	9/20/22	William Breiner	<i>Travel reimbursement</i>	\$ 69.43	9/23/22	X
001985	9/20/22	CDW GOVERNMENT, INC	<i>Chromebooks</i>	\$ 12,290.00	9/23/22	X
001986	9/20/22	Derstine's	<i>Dairy/food</i>	\$ 4,105.16	9/23/22	X
001987	9/20/22	JP Mascaro & Sons	<i>Refuse/recycling</i>	\$ 1,778.71	9/23/22	X
001988	9/20/22	Kegel's Produce		\$ 244.85	9/23/22	X
001989	9/20/22	Kendall Hunt Publishing Co.	<i>Classroom subscription</i>	\$ 1,802.60	9/23/22	X
001990	9/20/22	MBI Heating & Air Conditioning	<i>HVAC preventative maintenance</i>	\$ 5,187.50	9/23/22	X

Roberto Clemente Charter School
Payment List
For the Period 9/1/22 through 9/30/22

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
001991	9/20/22	McMaster-Carr		\$ 56.85	9/23/22	X
001992	9/20/22	NJHS/NASSP*		\$ 385.00	9/23/22	X
001993	9/20/22	Northampton Area SD	<i>Student subsidy reimbursement</i>	\$ 1,122.73	9/23/22	X
001994	9/20/22	Precision Human Resource Solutions	<i>Staffing agency-janitorial</i>	\$ 4,600.00	9/23/22	X
001995	9/20/22	Procure Therapy	<i>Staffing agency-RN</i>	\$ 3,976.00	9/23/22	X
001996	9/20/22	RCN		\$ 421.94	9/23/22	
001997	9/20/22	SCHOLASTIC INC	<i>Classroom subscription</i>	\$ 1,963.50	9/23/22	X
001998	9/20/22	SCHOOL NURSE SUPPLY INC		\$ 414.15	9/23/22	X
001999	9/20/22	School Specialty		\$ 105.82	9/23/22	X
002000	9/20/22	Soliant Health, LLC	<i>Staffing agency-special ed</i>	\$ 4,200.00	9/23/22	X
002001	9/20/22	Success For All Foundation, Inc	<i>Professional development</i>	\$ 2,400.00	9/23/22	X
002002	9/20/22	Rebecca Torres	<i>Fee reimbursement</i>	\$ 45.00	9/23/22	X
002003	9/20/22	Valley Youth House	<i>Counseling services</i>	\$ 6,941.64	9/23/22	X
002004	9/20/22	Venus Supplies and Services		\$ 964.38	9/23/22	X
002005	9/20/22	VERIZON CONNECT NWF, INC		\$ 38.00	9/23/22	X
002006	9/20/22	UW- Madison/PLACE		\$ 500.00	9/23/22	
002007	9/20/22	Wildlands Conservancy	<i>After school program/field trips</i>	\$ 3,360.00	9/23/22	
002008	9/20/22	Audra Young	<i>Tuition reimbursement</i>	\$ 600.00	9/23/22	X
EFT						
195128880 082	9/1/22	AMTRUST NORTH AMERICA	<i>Workers' compensation insurance installment</i>	\$ 6,161.00	9/1/22	X
09072022	9/7/22	ReadyRefresh by Nestle		\$ 5.97	9/7/22	X
2188066358	9/9/22	AMAZON CREDIT PLAN	<i>Classroom/safety/food service supplies, pallet lift</i>	\$ 9,567.79	9/9/22	X
09092022	9/9/22	HealthNow Administrative Services	<i>Health insurance premiums</i>	\$ 32,108.07	9/9/22	X
22090932	9/9/22	PPL ELECTRIC UTILITIES	<i>Electric</i>	\$ 4,261.59	9/9/22	X
22090948	9/9/22	PPL ELECTRIC UTILITIES		\$ 30.73	9/9/22	X
22090952	9/9/22	PPL ELECTRIC UTILITIES	<i>Electric</i>	\$ 1,061.46	9/9/22	X
100005358678	9/9/22	UGI UTILITIES, INC.		\$ 25.99	9/9/22	X
577689030	9/9/22	US FOODS	<i>Food, kitchen supplies</i>	\$ 8,073.14	9/9/22	X
22090958	9/9/22	PPL ELECTRIC UTILITIES	<i>Electric</i>	\$ 1,820.94	9/9/22	X
3127128062	9/9/22	TFS Leasing A Program of De Lage		\$ 319.47	9/9/22	X
49359894	9/9/22	PITNEY BOWES GLOBAL FINANCIAL SERVICES		\$ 113.22	9/9/22	X
1740074958	9/9/22	T-Mobile		\$ 469.62	9/9/22	X
191076878	9/9/22	STAPLES ADVANTAGE	<i>Classroom supplies, file cabinet</i>	\$ 1,736.21	9/9/22	X
2198199743	9/21/22	AMAZON CREDIT PLAN	<i>Classroom/Health/IT/Library supplies</i>	\$ 3,346.47	9/21/22	X
100005402061	9/21/22	UGI UTILITIES, INC.		\$ 120.94	9/21/22	X
19512888 0920	9/21/22	AMTRUST NORTH AMERICA	<i>Workers' compensation insurance installment</i>	\$ 5,580.00	9/21/22	X
100005402127	9/21/22	UGI UTILITIES, INC.		\$ 25.99	9/21/22	X
11745882	9/21/22	TOSHIBA FINANCIAL SERVICES	<i>Copier leases</i>	\$ 1,176.41	9/21/22	X
11745883	9/21/22	TOSHIBA FINANCIAL SERVICES	<i>Copier leases</i>	\$ 1,258.93	9/21/22	X
49556342	9/21/22	PURCHASE POWER		\$ 144.48	9/21/22	X

Roberto Clemente Charter School
 Payment List
 For the Period 9/1/22 through 9/30/22

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
49556343	9/21/22	PITNEY BOWES GLOBAL FINANCIAL SERVICES		\$ 99.00	9/21/22	X
571176936	9/21/22	US FOODS	<i>Food</i>	\$ 3,231.81	9/21/22	X
100005402065	9/21/22	UGI UTILITIES, INC.		\$ 41.07	9/21/22	X
620860103073C	9/21/22	HOME DEPOT CREDIT SERVICES		\$ 677.06	9/21/22	X
768958937	9/21/22	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 124.60	9/21/22	X
768960049	9/21/22	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 133.30	9/21/22	X
768961907	9/21/22	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 92.19	9/21/22	X
x9p4po6ir7u8i0z	9/21/22	Highmark Blue Shield		\$ 505.70	9/21/22	X
721707	9/21/22	PenTeleData		\$ 429.00	9/21/22	X
09222022	9/22/22	ReadyRefresh by Nestle		\$ 59.37	9/22/22	X
092222	9/22/22	ReadyRefresh by Nestle		\$ 3.98	9/22/22	X
09282022	9/23/22	HealthNow Administrative Services	<i>Health insurance premiums</i>	\$ 34,395.57	9/23/22	X
168574981 9/22	9/29/22	ZOOM		\$ 11.99	9/29/22	X
Health Insurance Claims (HIC)						
091222-1	9/12/22	HealthNow	<i>Health Claims-PE 9/7/22</i>	\$ 12,372.28	9/12/22	X
091922-1	9/19/22	HealthNow	<i>Health Claims-PE 9/14/22</i>	\$ 19,460.44	9/19/22	X
092822-1	9/28/22	HealthNow	<i>Health Claims-PE 9/21/22</i>	\$ 18,898.76	9/28/22	X
Payroll						
202978661	9/1/22	ADP		\$ 496.44	9/1/22	X
17868213 PPE	9/1/22	PENSERV PLAN SERVICES INC	<i>EE/ER 403b contributions</i>	\$ 10,227.90	9/1/22	X
000282 PPE 9/3	9/9/22	PA SCDU		\$ 293.54	9/9/22	X
000220 PPE 9/3	9/9/22	NYS Child Support Processing Center		\$ 200.00	9/9/22	X
AW PPE 9/3/22	9/9/22	Payroll/Taxes	<i>ACH payroll & taxes</i>	\$ 366,504.98	9/9/22	X
WO118238 PPE	9/12/22	VOYA Financial		\$ 294.91	9/12/22	X
256000304 PPE	9/13/22	P.S.E.R.S.EMPLOYEE # 9254	<i>EE PSERS contributions</i>	\$ 11,246.64	9/13/22	X
17882372 PPE	9/14/22	PENSERV PLAN SERVICES INC	<i>EE/ER 403b contributions</i>	\$ 21,394.94	9/14/22	X
AW PPE 9/3/20	9/16/22	ADP		\$ 590.05	9/16/22	X
AW PPE 9/17/2	9/23/22	Payroll/Taxes	<i>ACH payroll & taxes</i>	\$ 177,698.74	9/23/22	X
000220 PPE 9/	9/23/22	NYS Child Support Processing Center		\$ 200.00	9/23/22	X
000282 PPE 9/	9/23/22	PA SCDU		\$ 293.54	9/23/22	X
000188 PPE 9/	9/23/22	Berkheimer		\$ 78.25	9/23/22	X
51393401	9/23/22	SD Associates PC	<i>Accounting services</i>	\$ 9,000.00	9/23/22	X
51393402	9/23/22	McKenna Snyder LLC	<i>Legal services</i>	\$ 1,995.00	9/23/22	X
WO119763 PPE	9/26/22	VOYA Financial		\$ 309.33	9/26/22	X
614963649	9/28/22	ADP		\$ 646.90	9/28/22	X
614963650	9/28/22	ADP		\$ 838.65	9/28/22	X
17900330 PPE	9/28/22	PENSERV PLAN SERVICES INC	<i>EE/ER 403b contributions</i>	\$ 11,556.06	9/28/22	X

Roberto Clemente Charter School
 Payment List
 For the Period 9/1/22 through 9/30/22

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
CEO's Account (Central Administration)						
384938417	9/1/22	Pennsylvania Department of education	<i>Emergency certificate</i>	\$ 100.00	9/1/22	X
5436942014	9/8/22	Pennsylvania Department of education	<i>Emergency certificate</i>	\$ 100.00	9/8/22	X
5455647107	9/8/22	Pennsylvania Department of education	<i>Emergency certificate</i>	\$ 100.00	9/8/22	X
3655183912	9/13/22	Pennsylvania Department of education	<i>Emergency certificate</i>	\$ 100.00	9/13/22	X
5425425926	9/15/22	Pennsylvania Department of education	<i>Emergency certificate</i>	\$ 100.00	9/15/22	X
5494840741	9/15/22	Pennsylvania Department of education	<i>Emergency certificate</i>	\$ 100.00	9/15/22	X
5227848958	9/22/22	Pennsylvania Department of education	<i>Emergency certificate</i>	\$ 100.00	9/22/22	X
5241277778	9/22/22	Pennsylvania Department of education	<i>Emergency certificate</i>	\$ 100.00	9/22/22	X
Principal's Account (Elementary School)						
<i>No Activity</i>						
Principal's Account (Secondary School)						
<i>No Activity</i>						
				\$ 1,013,003.45		