



Board of Trustees
October 17, 2023
7:00PM

Agenda

1. Review of Agenda
2. Review of Minutes
 - 9/19/23 Minutes (motion)
3. Public Input
4. CEO Office
 - CEO Report
 - Transition from Preschool Early Intervention Programs to Charter School Kindergarten or First Grade Programs Policy (motion)
 - Safe2Say Program Policy (motion)
 - Health Room Standing Orders & Guidelines (motion)
5. Principals' Offices
 - Elementary School Report
 - Secondary School Report
6. Human Resources
 - HR Report
 - Hires/Appointments (motion)
 - Resignations/Terminations (motion)
7. Business Office
 - October Business Report
 - August Financial Reports
 - September Payment List (motion)
 - 2023/24 Ready To Learn Grant (motion)
 - Contracts & Agreements
 - Special Education Staffing Agency (motion)
8. New Business
9. Adjourn (motion)

**Roberto Clemente Charter School
Board of Trustees Meeting Minutes
September 19, 2023**

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

RCCS Staff: Charles Boger, Taren Kobyra, Alyssa Mace, Krista Mauge, Arkadiusz Kadzielawski, Michael Rodríguez, Cory Snyder, Brendon Zapata

EXECUTIVE SESSIONS:

The Board entered executive session at 6:32 PM to discuss personnel and legal issues. The Board left the executive session at 6:59 PM.

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

MINUTES:

The minutes of the August 2023 Board of Trustees (BoT) meeting were reviewed. A motion to approve the July minutes was made by Mr. García and seconded by Rev. Quiñones. The motion carried unanimously.

PUBLIC COMMENT:

No public input.

CEO's REPORT:

Mrs. Mace presented the CEO's Report.

A motion to approve the Civil Rights Complaint Procedure for School Nutrition Programs was made by Mr. Lahoud and seconded by Mr. Bassler. The motion carried unanimously.

A motion to approve the Health and Safety Plan was made by Mr. Lahoud and seconded by Dr. Dolgos. The motion carried unanimously.

The Transition from Preschool Early Intervention Programs to Charter School Kindergarten or First Grade Programs Policy was presented to the Board for its first reading. Further action will be taken at the October BoT meeting.

The Safe2Say Program Policy was presented to the Board for its first reading. Further action will be taken at the October BoT meeting.

PRINCIPALS' REPORTS:

Ms. Kobyra and Mr. Snyder presented their respective secondary and elementary school reports.

HUMAN RESOURCES REPORT:

Mr. Rodríguez submitted the Human Resources Report.

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

A motion to approve the additional contract for current employees taking on extra responsibilities with after school programs 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 appointment of Emily Mulcahy as Curriculum Developer was made by Mr. Lahoud and seconded by Mr. Bassler. The motion carried unanimously.

A motion to approve employee agreement addendum for Kelse Caraballo for personal care duty responsibilities was made by Mr. García and seconded by Mr. Lahoud. The motion carried unanimously.

A motion to approve employee agreement addendums for Kelse Caraballo, Mary Beth Charon, Jacqueline Corton, Daisy Herrera-Govea, Yolande Thomas-Reid, and Luis Vargas, compensating an additional \$50 per day for full-day substitute teaching services performed for three (3) or more days, consecutive or non-consecutive, within a given pay period was made by Mr. García and seconded by Rev. Quiñones. This substitute stipend takes effect retroactively to the first day of classes. The motion carried unanimously.

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

BUSINESS & FINANCIAL REPORTS:

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

A motion to approve the August 2023 payment list was made by Mr. García and seconded by Rev. Quiñones. The motion carried unanimously.

A motion to approve the contract with Cyntox for medical waste removal was made by Mr. Lahoud and seconded by Mr. Bassler. The motion carried unanimously.

A motion to approve the contract with DMC Snow for winter weather maintenance was made by Mr. Lahoud and seconded by Mr. Bassler. The motion carried unanimously.

A motion to approve renewing the contract with Viper Pest Services was made by Mr. Lahoud and seconded by Rev. Quiñones. The motion carried unanimously.

NEW BUSINESS:

No new business.

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

The RCCS Board meeting was adjourned at 8:03 PM.

The next regular BoT meeting will be at the RCCS Administration Building on October 17, 2023, at 7:00 PM.

Dr. Lynn Columba, President

Date

Mr. Alexander Rolón, Secretary

Date



CEO Report
Tuesday, October 17, 2023
Mrs. Alyssa Mace

1. Enrollment

Grade	# of Students
K	50
1	50
2	50
3	50
4	50
5	50
6	50
7	50
8	50
9	45
10	50
11	41
12	43
Total	629

2. Education Committee

- Tuesday, October 10, 2023
 - Started Student/Parent Handbook alignment project.

3. Policies/Procedures

- Transition from Preschool Early Intervention Programs to Charter School Kindergarten or First Grade Programs Policy (motion)
 - The provided policy removes language related to the age of beginners.
- Safe2Say Program Policy (motion)
 - This policy formalizes the existence of the Safe2Say Program within RCCS as required by Act 44 and outlines its intended purpose to protect the safety of the entire school community.



4. Health Services Department
 - Standing Orders and Guidelines (motion)
 - Created in consultation with the school's physician, Dr. Otero, this document details the standard procedures for health room staff to follow when providing medical care to RCCS students.
 - Providing professional development for school staff regarding chronic conditions within the student population such as asthma and allergies

5. Special Education
 - Pennsylvania Post-School Outcome Survey (Cohort 4)
 - Required every 5 years by the Bureau of Special Education
 - Collects data through exit and post-school surveys for students who have graduated, aged out or dropped out and were receiving special education services

6. Letter of Agreement
 - Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program

7. Professional Development
 - Pennsylvania Coalition of Public Charter Schools Conferences
 - October 3-5, 2023 in Lancaster, PA



Board of Trustees Policy

TRANSITION FROM PRESCHOOL EARLY INTERVENTION PROGRAMS TO CHARTER SCHOOL KINDERGARTEN OR FIRST GRADE PROGRAMS POLICY

The Board of Trustees of the Charter School (“Charter School”) recognizes that Act 212 of 1990, the Early Intervention Systems Act, established Early Intervention services in Pennsylvania for eligible children. A transition, without interruption in program, and with appropriate procedural protections, is required under 20 U.S.C. §1419 (IDEA).

To assist in this transition process, the Pennsylvania Department of Education (“PDE”) Bureau of Special Education (“BSE”) and the Bureau of Early Intervention Services (“BEIS”) have developed standardized procedures and forms to be utilized by the Preschool Early Intervention programs, school districts and charter schools throughout the process. If Parents choose to enroll their child in the Charter School or complete the Intent to Register and select the Charter School, then the Charter School must fulfill the following responsibilities for a successful transition for the new school year.

By February 1st of each year, preschool Early Intervention programs must identify the children in their programs who are approaching the age for kindergarten or first grade. During the transition meetings in February, if parents intend to register their child with the Charter School, the following options should be considered by parents and the Charter School team:

(1) Parents and the Charter School can agree to adopt and implement the child's preschool Early Intervention Individualized Education Program for the new school year and, if so, the Charter School would then issue the Notice of Recommended Educational Placement/Prior Written Notice (“NOREP/PWN”), indicating this recommendation. However, the NOREP/PWN should indicate that the Individualized Family Service Plan (“IFSP”), as adopted, will serve as interim supports for the student, for a period of time of a maximum of sixty (60) days, while the Charter School, as the new Local Educational Agency decides on whether to accept, in part or whole, the entire recommended special education program in the IFSP. The Charter School will then determine, through a review of Early Intervention records, if school-age instruments were used to develop the IFSP and if not, then issue a Permission to Re-Evaluate (“PTRE”) to conduct an evaluation using necessary school-age instruments.

(2) Parents and the Charter School can decide to adopt the preschool Early Intervention Individualized Education Program with revisions. The Charter School and parents would discuss the proposed revisions. The Charter School



would then issue the revised Individualized Education Program (“IEP”) and NOREP/PWN indicating this recommendation.

(3) Parents and the Charter School will decide if a reevaluation is necessary. The Charter School may conduct a reevaluation consisting of a review of existing data and information prior to the development of an IEP. The Charter School is not required to issue the PWN and the PTRE form to obtain parental consent prior to a reevaluation limited to a review of existing data. The Charter School will notify the parents in writing within a reasonable amount of time after receipt of the Intent to Register form. Charter schools may conduct a reevaluation and develop an IEP in accordance with the timelines mandated in 22 Pa. Code Chapter 711. The Charter School and the parents may agree to waive a required reevaluation that is allowed under 34 CFR §300.303(b)(2) or may agree to implement the existing evaluation or IEP.

(4) The Charter School may notify parents using a letter/notice developed by the Charter School. If the team is meeting to review existing evaluation data, the Invitation to Participate in the Individualized Education Program Team Meeting or Other Meeting notice can be used, noting that the meeting is to review data as part of a reevaluation. This review of existing data should commence within a reasonable amount of time after receipt of the Intent to Register.

The Reevaluation Report will summarize the data reviewed during reevaluation, the decision about whether additional evaluation data are needed, and a determination about the child's continued eligibility for special education services. If, through the review of existing evaluation data the Individualized Education Program team as described above determines that additional data are needed, the Charter School will issue the PTW and PTRE to obtain parental consent to collect the additional data. Within 60 days of the date the Charter School receives parental consent (not including summer days) to collect additional data, the parents will receive a copy of the Reevaluation Report.

(5) Waiving the reevaluation is not part of the reevaluation process. Waiving the reevaluation is recommended by the Charter School, not the IEP team. The parents must be in agreement with the determination to waive the reevaluation. Parent signature is required on the Agreement to Waive Reevaluation form.

Within a reasonable period of time from the receipt of the signed Intent to Register form but no later than April 15th, the Charter School will notify parents in writing and initiate one of the options as noted above. Regardless which option is chosen, an Individualized Education Program will be implemented no



later than 10 school days after its completion, in order to ensure that the special education programs of young children with disabilities are not interrupted when they transition from preschool Early Intervention programs to school-age programs.

All children currently eligible for special education in preschool Early Intervention and registered with the Charter School will remain eligible for special education in the Charter School unless the Charter School or preschool Early Intervention program completes a reevaluation that determines the child is no longer eligible for special education. If no longer eligible for special education services, the Charter School or preschool Early Intervention program must issue a NOREP/PWN. If parents disagree with the IEP offered by the Charter School and initiate a due process hearing or both parties agree to mediation, children who will transition into kindergarten or school age programs must continue to receive the services described in their preschool IEP (ensuring "status quo") pending completion of dispute resolution options of mediations or due process hearings.

It is recommended that the records of children who will be transitioning to the Charter School be requested by the Charter School for transfer from the preschool Early Intervention program in time for the transition meeting. If a transition meeting is not held, the records will be transferred upon the child being registered with the Charter School or when the child is no longer receiving preschool Early Intervention services.

The CEO shall ensure that this transition process is carried out through the Director of Student Services/Special Education Coordinator and any questions should be directed to this latter person.

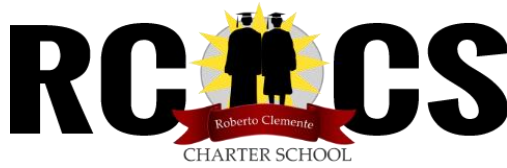


TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

ADOPTED this _____ day of _____, 2023.

President

Secretary



SAFE2SAY PROGRAM POLICY

The Board of Trustees (“Board”) of the Roberto Clemente Charter School (“Charter School”) recognizes its responsibility to safeguard the health and welfare of Charter School students and employees. The Sandy Hook Promise (“the Promise”) is a national non-profit organization founded and led by surviving family members of the Sandy Hook Elementary School Shooting on December 14, 2012. This Promise is designed to provide additional support for school staff, students, and the community in instances of their well-being. The Promise teaches students and staff to look for and report possibly warning signs, signals, and threats. This policy is not intended to replace the Charter School’s procedures as outlined in other safety and security policies.

The Promise finds that each year in schools and communities across the United States, there are millions of youth who hurt themselves or others through verbal, physical and digital means. In a majority of these acts, youth and adults are witness to threats, warning signs or signals, especially on social media, but do nothing to intervene to help the at-risk youth. Additionally, there are many reasons why youth and adults do not *Say Something* when they see a warning sign or signal. They do not:

- Understand or know how to recognize warning signs and signals of at-risk behavior.
- Believe a threat to be true because “they would never say it publicly if they meant it”.
- Want to be labeled, stigmatized and/or possibly physically threatened as a “snitch”.
- Know who to tell or “believe that nothing will be done to help anyhow”.
- Think they need to because someone else will say something.

Act 44 of 2018 (“Act 44”) instituted a statewide anonymous reporting system where school staff have responsibilities regarding the safety of the school, its staff, students, and community. The anonymous tip program within Act 44 is known as the “Safe2Say Program” (“the Program”) and requires designated school staff to monitor and react to tips within the Program 24-hours-per-day, every day of the calendar year.

The Pennsylvania Office of Attorney General is responsible for the following:

- (1) To ensure anonymous reporting concerning unsafe, potentially harmful, dangerous, violent or criminal activities in a school entity or the threat of the activities in a school entity.
- (2) To establish protocols and procedures to promptly notify the appropriate law enforcement agency via 911 centers and the Pennsylvania State Police when the program receives an anonymous report of violent or criminal activities in a school entity that poses an immediate threat of violence or criminal activity.



- (3) To ensure that the identity of the individual making a report remains unknown to any person, including law enforcement officers and employees of the office.
- (4) To ensure that information obtained from an individual making a report who voluntarily discloses his or her identity and verifies that he or she is willing to be identified may be shared with law enforcement officers, employees of the office and school officials.
- (5) To ensure that if the identity of an individual making a report becomes known through a means other than voluntary disclosure, the identity is not further disclosed.
- (6) To establish procedures to promptly forward information received by the program to the appropriate law enforcement agency, school official or organization, as determined by the office. The office may not be held liable for investigation of a report made to the program following confirmation of receipt of the report by the appropriate law enforcement agency, school official or organization.
- (7) To train or provide instruction to individuals, including, but not limited to, emergency dispatch centers and school entities, on appropriate awareness and response to the program.
- (8) To provide program awareness and education materials to school entities.
- (9) To, in consultation with the Department of Education, establish guidelines school entities may utilize to respond to a report received from the program.
- (10) To work with school entities, local law enforcement agencies and organizations to identify each person to whom a report from the program will be sent.

24 P.S. § 13-1303-D

The Office of Attorney General will communicate with the Charter School to train Charter School staff regarding the Program and their designated responsibilities relating to its implementation and ongoing reporting. Please contact info@safe2saypa.org if with questions regarding the Program or if it is unclear who the designated Charter School Program lead is. Please also visit the School Resources webpage for training materials:

<https://s2ss.knack.com/s2ss#schools/>

Any student, staff or community member of the Charter School are directed to submit an anonymous tip about individuals who may be a threat to themselves or to others by either:

1. Call the hotline at 1-844-SAF2SAY (1-844-723-2729)
2. Submit a tip online through the Program's web portal here:
<https://www.safe2saypa.org/tip/>



3. Submit a tip on your phone through the downloadable Safe2Say Mobile App for Android or iOS, available here: <https://www.safe2saypa.org/download/>

Confidentiality

A record created or obtained through the implementation or operation of the program shall be confidential. A person may not disclose a record of the program except:

- (1) To provide notice to the appropriate law enforcement agency, school entity and organization in accordance with the procedures established under section 1303-D.
- (2) Upon order of the court as provided in section 1306-D.

Any record of the program:

- (1) shall not be subject to the act of February 14, 2008 (P.L. 6, No. 3),³ known as the Right-to-Know Law; and
- (2) does not create a record under 18 Pa.C.S. Ch. 91 (relating to criminal history record information).

An individual who discloses a record in violation of this section commits a misdemeanor of the third degree.

24 P.S. § 13-1304-D

False Reports

A person commits a misdemeanor of the third degree if the person knowingly or intentionally makes a false report to the program. If a report filed with the program is determined to be a false report, information about the subject of the false report shall not be made part of the subject student's record.

Training

The Charter School will train students, staff and parents utilizing materials by the Program. Training students is a critical component of this program and it is recommended. Only students in grade five through 12 and the adults around them will be trained in the Program.

As designated by the Charter School Program lead, one team of Charter School staff members will receive and act against a tip (the "Team"). The Team will be trained on how to receive and review tips by the Program's administrators. All team members should have 24/7 access to the Charter School's Student Directory to be able to provide a student address to police (as needed) for life safety issues. The Charter School Program Lead will be the administrator for the Team and will be able to make additions/deletions/changes to any Team member by communicating this change to the CEO.



The Charter School CEO or their designee will annually evaluate the effectiveness of the Program at the Charter School and work with staff to improve its use at the Charter School when necessary. The CEO or their designee will report to the Board if they determine that the Program is too resource intensive or requires extensive modification. Finally, the CEO or their designee will work with Charter School staff to develop effective protocols for responding to anonymous tips generated through the Program. The Program's available resources support these logistical challenges and describe detailed best practices for the Charter School to emulate.

ADOPTED this _____ day of _____, 2023

President

Secretary

**Roberto Clemente
Charter School
2023-2024
Health Room
Standing Orders and
Guidelines**

Reviewed and Approved for the 2023-2024 School Year By:

Signature of School Physician

Date

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Roberto Clemente Charter School Standing Orders

(Revised August 2023)

SERIOUS/POTENTIALLY LIFE-THREATENING EMERGENCIES

Serious or potentially life-threatening emergencies are those situations which require immediate intervention, medical care and usually transportation to the hospital. The following procedures should be followed:

IF THE VICTIM IS A STUDENT:

1. Health personnel should assess the situation, determine the extent of the emergency, stay with the injured and administer first aid, if necessary.
2. Health personnel should organize the delivery of the following tasks:
 - Call 911
 - Call administrator
 - Call parent and/or private physician
 - Give EMS a copy of emergency information, and give details of illness/injury
 - Write accident report for incident

IF THE VICTIM IS AN EMPLOYEE:

1. If conscious, discuss their wishes
2. Follow First Aid procedures and Standing Orders
3. If unconscious call 911
4. Follow guidelines for student

Roberto Clemente Charter School

Standing Orders

UNIVERSAL PRECAUTIONS MUST BE FOLLOWED WHEN ADMINISTERING ANY FIRST AID

No medications will be given unless ordered by a physician or parental consent for standing orders.

Abdominal Pain (Sudden and Severe)

Check with student re: bowel and eating habits

- Monitor temperature
- Note location and severity
- Rest
- NPO
- Call parent and send home prn

Abrasions/Lacerations/Puncture Wounds

Minor Lacerations and Abrasions:

- Clean areas with soap and water, Normal Saline Wound Wash, or antiseptic solution
- Apply clean dressings

Severe Abrasions/Lacerations/Puncture Wounds

- Clean areas with soap and water/ Normal Saline/Wound Wash
- Check for antibiotic allergy, if none apply antibiotic ointment prn
- For severe bleeding, apply a pressure dressing prn

Serious Lacerations requiring suturing and puncture wounds

- contact parents for further medical attention
- Check tetanus

- Check circulation after dressing is applied

Accident Reports

These reports are completed at the nurse's discretion depending on if a serious incident or injury occurred at school during school hours.

Automated External Defibrillator (AED)

Purpose

The Automated External Defibrillator will enable trained responders in the school setting to deliver early defibrillation to the victims in the first critical moments after a sudden cardiac arrest. Responders' use of the AED should not replace the care provided by emergency medical service (EMS) providers, but it is meant to provide a lifesaving bridge during the first few critical minutes it takes for the EMS to arrive. Upon arrival of the EMS, patient care will be transferred.

Location

The AED equipment will be located in secure and easily accessible locations.

Protocol for the Use of the AED

1. Determine unresponsiveness of victim
 - If no response, call or have someone else call 911
 - Assess victim for airway, breathing, circulation
 - Initiate CPR if required
2. Prepare to use AED
 - Turn power on
 - Bare and prepare chest for pads
 - Place electrode pads in the designated locations
 - Attach electrode pads to AED
 - Stop CPR while device analyzes heart rhythm
 - If a shock is indicated, be sure all rescuers are clear before shock is delivered
3. Upon arrival, EMS will take charge of victim

- Provide any and all victim information, if known
- Provide information as to current condition and number of shocks administered

Post-use Procedure

1. Staff members who administer AED will do the following:
 - Contact Administration if not already done
 - Document incident and complete incident report
 - Clean AED, if needed
2. The school nurse will:
 - Restock any used electrode pads, batteries, or gloves
 - Inspect unused supplies for damage and expiration dates
 - Remove and replace battery in the AED and do Battery Insertion Test
 - Return AED to primary housing area
 - Order battery and/or pads as they expire (per annual budget)

Maintenance

- The unit should be checked and condition documented by Facilities on a monthly basis
- If the battery is beeping, the battery needs to be replaced
- Nurse will order battery and/or pads as they expire (per annual budget)

Allergic Reaction (Wheals or welts, white slightly raised areas surrounded by redness, may come and go, and may itch)

- Check student's health record for history of all reactions and parental objections to treatment/medications

Mild Reaction (Hives /Rash)

- Cool compress/ice bag
- Caladryl/Callergy/benadryl lotion prn
- Watch for breathing difficulties
- If too uncomfortable, send home
- Advise medical care if hives persist

Moderate Reaction (Uncontrollable itching and increase spreading of rash or tightness of throat)

- Do not give Benadryl if antihistamines are contraindicated for student
Caution - student should not operate machinery post medication, HS students must not drive themselves
- Monitor for increase in reaction
- Benadryl 12.5mg/ 5ml give 1 tsp (12.5 mg) Q4-6 hrs prn if <65 lbs or 7yrs of age
- Benadryl 12.5mg/5ml give 2 tsps (25 mg) Q4-6 hrs prn if <200 lbs
- Benadryl 12.5mg /5ml give 4 tsps (50mg) Q4-6 hrs prn if \geq 200 lbs
- Call parent and send home
- Observe closely until parent arrives
- Advise to seek medical care if hives/symptoms persist

ANAPHYLAXIS (Severe Reaction-rare, extremely serious form of allergy with a rapid onset requiring immediate action to prevent a fatality)

- May be caused by insect sting (bee, wasp, other insects) latex, or food

Symptoms may include:

Skin	Generalized, severe itching, edema, hives or other rashes
Eyes	Severe itching, watering and tearing
Nose	Itching, congestion, sneezing, runny nose
Mouth	Metallic taste, difficulty swallowing
Upper Airway	Sensation of narrowing airway, hoarseness, stridor
Lower Airway	Dyspnea, wheeze, use of accessory muscles, cyanosis,
Cardiovascular	Tachycardia, hypotension, dysrhythmia, cardiac arrest
GI	Nausea, vomiting, cramping, abd pain, diarrhea, diarrhea
Neurological	Fear of impending death, weakness, syncope, seizures

Treatment

- Give Epi-Pen in appropriate dosage if two or more body symptoms appear

- Call 911
- Contact parent to inform
- See Epi-Pen Orders

Amputation

- Apply pressure dressing to site and reinforce prn
- Call 911
- Call parent
- Place amputated portion in plastic bag
- Tie bag
- Place bag in a container of ice water
 - DO NOT PUT AMPUTATED PART DIRECTLY ON ICE
 - Send to hospital with victim

Asthma Attack

- Can be life threatening
- Assess lung sounds
- Note respiratory rate, skin color, and nail beds
- Monitor and record vital signs
- Inhaler as per private physician's order
 - Observe post inhaler treatment
 - Listen to lung sounds
- Encourage sips of tap water
- Call 911 prn
- Call parent to pick up if no improvement and encourage to follow up with medical care
- Elementary notify parent with the time of the inhaler administration

Severe Asthma Attack

Symptoms include:

- Extreme, difficult, shallow respirations
- Intercostal, supersternal, substernal retractions

- Unable to speak more than a few words without taking a breath
- Rapid pulse rate
- Profuse sweating
- Confusion
- Cyanotic lips
- Fatigue

Treatment

- Nebulizer treatment IF order available from private physician and machine supplied from home
- Epinephrine (epi-pen) prn
- Call 911 and parent
- Continue to monitor and record vital signs until EMS arrives

Bed Bugs

- Treat bites
- Call parent prn

Bee Stings

- Check respiratory rate prn
- Check swelling
- If stinger remains, remove with card and scrape-do not squeeze
- Cleanse area (soap and water, Normal Saline Wound Wash, or Antiseptic Wound Wash)
- Apply Sting Kill
- Ice
- Observe for 15 minutes
- Call 911 for breathing difficulty
- For allergies see Allergic Reaction

****May have reaction up to 2 hours after sting****

Bites-Animal/Human

- Cleanse area with soap and water, Normal Saline, or Antiseptic Wash
- cover with clean dressing
- Notify parent
- Advise medical follow up

Bites-Insect

- Cleanse area
- Caladryl/benadryl lotion
- ice prn
- cover with clean dressing prn

Bites-Ticks (See Tick)

Bleeding

Uncontrolled Bleeding

- Direct pressure with clean dressing and reinforce
- Gently elevate bleeding area (support fracture and elevate gently) if possible
- Have them lie down
- Elevate feet 8-10 inches unless this causes pain/discomfort or neck/back injury is suspected
- Keep victim warm but not hot
- If wound requires sutures, call parent to transport for medical care

Blisters (Friction)

- Cleanse area with soap and water, Normal Saline Wound Wash, or Antiseptic Wash
- Do not break blister
- Apply clean dry dressing

- If blister appears infected, call parent

Bruises

- If not swelling rapidly or there is not great pain-apply cold compresses prn
- If rapid swelling and great pain-call parent
- If open-treat as cut, scrape, or scratch

Burns/Chemical

- Burn of face or eye, large or deep layers, difficulty breathing, person unconscious, or other injuries - call 911
- Remove clothing or jewelry if exposed to chemical
- Rinse immediately with large amounts of running water
- Call Poison Control while flushing **1-800-222-1222**
- Call parent

Burns/Electrical

- Minor burn (1st degree) flush with cool water
 - Apply burn spray/gel prn
- Call 911 for 2nd degree burn or greater or more than 3 inches in diameter
- Call parent

Burns/Heat

Sunburn/1st degree

- Flush with cool running water
- Burn spray/gel

2nd and 3rd degree

- Burn of face or eye, large or deep layers, difficulty breathing, person unconscious, or other injuries - Call 911
- Cover with clean dressing
- Do not pull clothing out of burn

- Do not break blisters
- Call parent

Cardiac Arrest

Complaints of:

- ★ Pain behind breastbone (dull, penetrating pressure, squeezing, sometimes radiates down left or both arms, in jaw or neck)
- ★ A feeling of choking
- ★ Apprehension
- ★ Diaphoresis (large amount of perspiration)

Interventions:

- Call 911 and have AED present
- ASA 325 mg 2 tabs (over age 14)
- If a person has prescribed medication with them for cardiac condition, assist with administration
- Place in comfortable position
- DO NOT attempt to transport person yourself

Cardiac Arrest (continued) person down, not observed

- Check scene
- Check adult or child victim (Check for breathing and severe bleeding)
- CPR when indicated
- Send someone for the AED
- Call 911
- Use AED as soon as it arrives
- Notification of security for ambulance assistance

Child Abuse and Neglect (Suspected)

- Provide first aid
- Notify Principal and Guidance
- Call 911 for injuries requiring immediate attention (medical referral prn)

- Child line 1-800-932-0313 or may file report online

Choking (Conscious)

- Coughing-stay by and monitor
- Heimlich Maneuver
- Advise follow up with MD

Choking (Unconscious)

- Identify and if possible remove or relieve choking hazard, suffocation source, ligature, chest pressure, toxic fumes, etc
- Rapid assessment of breathing and pulse with initiation of abdominal thrusts or CPR as indicated
- Simultaneously delegate 911 call
 - call 911 if alone
- Apply Pulse Oximeter
- Monitor blood pressure, pulse, and respirations
- Notification of security for ambulance assistance
- Notify parent/guardian

Cold Sore

- Warm salt water rinse for mouth
- If cold sore(s) oozing or crusting, call parent to seek medical attention and send home prn

Convulsions (See Seizures)

Cough

- Encourage increased fluid intake
- Cough drop prn
- Assess lung sounds prn

- Depending on cough characteristic call parent prn

Cramps (Dysmenorrhea)

- Heating pad
- Rest 15-20 minutes
- Notify parent prn
- Medication as per private physician order

Cuts, Scrapes, Scratches

- Wash with soap and water, Normal Saline Wound Wash, or Antiseptic Wash
- Assess depth
- Apply dressing
- Instruct to keep clean and to observe for inflammation
- Seek medical attention for signs of infection
- Deep Cuts - Call parent and check status of tetanus

Dental Problems (See Teeth)

Diabetes

Hyperglycemia

- Signs and Symptoms
 - Very Thirsty
 - Need to urinate often
 - Sleepy
 - Blurry Vision
 - Dry itchy skin
- Follow instructions from family physician for care
- Notify parent prn

Hypoglycemia

- Signs and Symptoms
 - Shaky
 - Sweaty
 - Headache
 - Weak or Tired
 - Anxious or Upset
 - Blurry Vision
- Follow instructions from family physician for care
- Observe for 15-20 minutes and recheck sugar
- Note improvement-give additional snack if no improvement
- Recheck sugar in 15-20 min
- Contact parent prn
- Based on order from private physician and conversation with parent call 911

Diabetic (Other Illness)

- Follow instructions from family physician for care
- Monitor sugar (with their own monitor)
- Check temp prn
- Check ketones prn
- Call parent prn

Diabetic Pump

- Follow instructions from family physician for care
- Check to make sure pump tubing is not kinked
- Check to see Insulin is not empty
- Check to see if pump is functioning properly
- Check to see if site is intact
- Check ketones based on physician orders

Diarrhea

- Check temperature prn

- Two or more loose stools/day call parent
- Send home prn

Dislocation - Displacement of bone ends that form the joint

- Do not reduce
- Apply ice
- If hip or lower extremity call 911
- Call 911 prn per severity of injury
- Call parent

Drug Overdose and Poisoning

- Determine product, time ingested, and amount of product
- Pull chart for weight, height, and age
- Call poison control **1-800-222-1222**
- Monitor vital signs
- Consult MSDS sheets if available
- **Do not induce vomiting unless instructed to do so**
- Administer CPR prn
- Administer Naloxone (Narcan) if suspected opioid overdose
- Call parent and 911
- Send vomited material or ingested material (with container) to hospital with student for analysis

Ear

Ear Drainage

- Check temperature
- Contact parent and advise medical care
- Send home

Earache

- Check temperature

- For increase in pain or temp elevation-call parent

Ear Canal (Foreign body)

- Do not remove
- Call parent
- Seek medical care

Electrical Shock

- Establish scene safety
- Establish consciousness, responsiveness

Electrical Shock (Unresponsive)

- Call 911 and parent
- Maintain patent airway
- Monitor pulse/if no pulse initiate CPR

Electrical Shock (Responsive)

- Treat burns
- Monitor vitals/heart rate
- Observe student
- Call parent
- Advise medical care
- Call 911 prn

Epi-Pen

- Administer Epinephrine using Epi Pen in upper outer thigh (IM)
- Inject as directed prn
- Epi-Pen Jr (0.3ml epinephrine 1:2000 = 0.15mg) <65 lbs
- Epi-Pen Sr (0.3ml epinephrine 1:1000 = 0.3mgm) >65 lbs
- Call 911, call the parent/guardian
- Monitor vital signs
- Recline and elevate legs to prevent shock

- Cover to keep warm
- Send Epi Pen to hospital with student

Eye (Trauma)

- Cold compress
- Severe injury - Advise parent to check with eye doctor to see if follow up is required
- Minor injury - Advise student to return for recheck in one hour

Eye (Chemical Splash)

- Rinse eye with large amounts of water 15-20 minutes
- Affected eye should be at the bottom so chemicals do not run into other eye
- Consult MSDS sheet if available
- Call Poison Control **1-800-222-1222**
- Call parent
- Encourage medical attention to have eye checked for injury per Poison Control

Eye (Impaled Foreign Body)

- Cover eye with paper cup and do not apply pressure
- Do not remove object
- Do not allow them to lift anything or bend over until checked
- Call 911 prn
- Notify parent

Eye Infection (Pink Eye/Conjunctivitis)

- Remove contact if in place
- Call parent and send home with a medical referral to be seen by a doctor and treated before returning to school

- Must be on antibiotic eye gtts for 24 hours with improvement before returning

Eye Infection (Styes infection of the Eyelid)

- Warm compresses
- Do not rub
- Advise parent/guardian to check with MD about follow up

Eye (Particle in Eye)

- Do not rub eye
- Flush eye with water or use eye cup and buffered eye wash solution
- If particle does not come out call parent to seek medical attention

Fainting (Syncope)

- Assess consciousness
- Assess respiratory status, maintain patent airway
- Monitor pulse and blood pressure prn
- Try to determine cause
- Supine position and elevate feet
- Loosen clothing at neck and waist
- Keep warm, not hot
- NPO
- If unresponsive for more than 1 minute call 911
- Control bleeding prn
- Call parent and urge medical attention
- If no danger of neck or head injury move to private, quiet area

Fever (Temp over 100.4 F)

- Call parent for pick up, send home

- Student may return to school after 24 hours free of fever without medication

Fractures and Dislocations

- Immobilize area prn if you must move person
- Do not attempt to realign injury
- Apply ice and elevate area
- Check pulse in injured area (below fracture site)
- Call parent
- Based on injury call 911 prn
- Apply loose dressing to broken skin
- NPO
- Observe for shock

Headache

- Check temperature
- Rest
- Encourage fluids
- Ice PRN
- Medication as per student's individual order only

Head Injury (Minor)

- Complete a focused neurological assessment (pupils, gait, balance, hand grasps-strength, finger-to-nose test, and mental status)
- Apply ice
- Notify parent via head injury note and/or phone call, encourage parent to seek addition medical attention if symptoms persist, worsen

Head Injury (Severe)

- Assess and Monitor BP, pulse, pupils, gait, balance, hand grasps (strength), foot pushes, finger-to-nose test, mental status

- Check for bleeding or drainage
- If any abnormal signs and symptoms, call 911 - do not move student
- Rest, lying flat, keep warm
- Move only if scene is dangerous
- Watch closely and do not leave alone
- NPO
- Call parent

Heat Exhaustion

Signs and Symptoms: fatigue

- Rest in quiet area, cool environment
- Monitor temperature
- Loosen clothing
- Cold packs to neck and axillary areas
- Liquids

Heat Stroke

- Check level of consciousness
- Administer CPR if not breathing
- Move to cooler place
- If red, hot skin, vomiting, confusion - cool by wetting clothing with room temp water
 - Do not use ice water
 - Call 911
- If fully alert and awake (no vomiting, not confused, or skin is not red and hot) - give clear liquids (water, Gatorade, or 7 UP) frequently and in small amounts
- Call parent

Hives (See Allergic Reaction) Wheals or welts, white slightly raised areas surrounded by redness, that may come and go, and may itch

Hyperventilation - Rapid shallow breathing with person being highly excited

- Rest
- Reassure
- Encourage to breathe slowly 10 min in paper bag (not plastic), in through mouth and out through nose
- Call parent and urge medical care if condition continues

Hypothermia

- Transport to a warm place
- Remove cold or wet clothing and wrap in a warm dry blanket
- If alert and awake - offer warm not hot fluids, no food
- If unconscious; breathing slowly; confused; has slurred speech; pale, ashen or cyanotic skin - call parent and 911
- Monitor respirations

Impaled Objects

- Do not remove object
- Immobilize and call 911
- Call parent

Impetigo (Staphylococcal, streptococcal or combined infection of the skin, frequently on the face and spreading locally)

Highly contagious. Begins with redness progresses to itching blister-like sores, drainage is contagious

- Exclude from school
- Send home with medical referral to see a doctor for treatment and/or clearance to return to school

- May return to school after 24 hours of antibiotic therapy with area covered or if judged non-infectious by physician

Lice (Pediculosis)

- Check head for live lice and nits
- Notify parent and advise treatment
- Siblings of student(s) within the school should be examined
- School nurse will perform continued head checks at their own discretion
- Nurse supply parents with education materials as needed

Lips/Skin (Chapped)

- Vaseline prn

Medications

- All medications given must be in the original bottle containing the student's name and the correct dosage, date and year (Parent can obtain new bottle from the pharmacy)
- A physician's order providing permission for the school nurse to administer the medication must be submitted with the medication. The physician's order must include the name of the medication, reason for administration, time and frequency for administration

Mouth and Jaw Injury

- Monitor airway
- Do not try to move jaw
- Call parents and 911 prn
- Urge medical and/or dental care prn

Mouth/Teeth Injury

- Assess teeth
 - discomfort, gum line bleeding or loose teeth - Call parent and advise medical attention
- Monitor airway
- Salt water rinse
- Ice to swelling
- Tongue, lip or cheek bleeding - apply direct pressure with a clean dressing

Mouth Ulcer

- Warm salt water rinses
- Analgesic as per private physician's order

MRSA (Methicillin Resistant Staphylococcus Aureus)

- Suspected cases must be covered until checked by physician
- Keep covered until healed
- Good hand washing and universal precautions

Muscle Strain/Stiff Neck/Sore Neck

- Ice for recent athletic injury (less than 24 hours) prn
- Heating pad to sore muscles prn

Narcan (Naloxone)

- Naloxone will be clearly marked and stored in the health room cabinet and/or a locked box in another location
- Naloxone will be stored in accordance with manufacturer's instructions to avoid extreme cold, heat, and direct sunlight
- Inspection of the naloxone shall be conducted regularly
- Check the expiration date found on either box or vial

- Check condition of mucosal atomization devices (considered sterile for approximately 4-5 years)
- In case of a suspected opioid overdose, the school nurse shall follow the protocols outlined in the naloxone training and the instructions in the naloxone kit:
 - Call 911
 - Administer rescue breathing
 - Prepare and administer naloxone
 - Alert the school crisis response team or administration
 - Continue rescue breathing
 - Give another dose of naloxone in 2-3 minutes if no response or minimal breathing or responsiveness
 - Move into recovery position (laying on side)
- Naloxone wears off in 30-90 minutes, which necessitates definitive medical care
- Comfort them; withdrawal can be unpleasant
- Encourage survivors to seek treatment
- After administration of naloxone, the nurse will follow the Health Services Department reporting protocols
- The school nurse will:
 - Ensure that the overdose victim was transported to the emergency department
 - Notify appropriate student services
 - Provide substance abuse prevention resources to the overdose victim and family, as appropriate

Nausea

- Check temperature
- If no fever or vomiting, offer crackers
- Rest prn
- Tums - two (2) Tablets
 - Secondary students or Faculty ONLY
- Call parent prn

Neck and Back Pain (Injury)

Pain from Fall >10 ft or head first, thrown from a moving object, sports, violence, struck by car or fast moving object

- Assess - did they walk in or are they lying down face forward (don't move head or neck)
- Found lying down - do not move unless immediate danger, support head and neck without bending the spine forward
 - Do not drag sideways
 - Keep warm and quiet
 - Hold head still by gently placing one hand on each side of the head (do not move head)
 - Call parent and 911

Nose (Bleed)

- Sitting up straight
- Pinch nose at bridge between eyes or apply pressure directly to the bleeding nostril
- Change drip tissues prn (discard in red trash can) without relieving pressure when changing tissues
- Periodically release pressure to bridge and dab nose to check for bleeding
- Any bleeding apply pressure and start timing again
- For bleeding that is difficult to stop, apply ice above the bridge of the nose or to the back of the neck
- If unable to stop bleeding call parent and advise medical attention
 - may pack nostril with cotton ball to control bleeding prn

Nose (Broken)

- Call parent to transport for medical attention

Nose (Foreign Body)

- Large, deeply embedded or puncturing objects
 - Do not attempt to remove
 - Call parent and urge medical care
- If not large, embedded, or puncturing
 - Have person hold clear nostril closed and gently blow nose
 - If object comes out, notify parent and student may return to class
 - If object cannot be removed easily, DON'T ATTEMPT TO REMOVE!
 - Call parent, encourage medical care

Old Injury (wound that occurred at home)

- Render only urgent first aid care
- Reinforce, but do not change bandage
- Contact parent prn
- Encourage student or family to seek medical attention if they have a question about the injury

Pencil Wounds

- Wash area with soap and water, or antiseptic solution
- Remove only superficial splinters with tweezers (cleaned with alcohol immediately before use) unless causes pain
- Wash area again
- Band-aid prn
- Triple antibiotic prn
- Encourage medical care if deeply embedded

Poison Ivy/Oak/Sumac

- Antipruritic - Caladryl/Callergy/Benadryl lotion or spray if no oozing
- Wash and cover oozing area
- If widespread, extensive, or around eyes - Advise parent/guardian to seek medical attention

Pregnancy

Severe stomach pain

- Call 911 and parent

Seizures

- Call 911 and parent

Vaginal Bleeding

- Call parent and urge immediate medical attention

Amniotic fluid leakage

- Call parent

Morning Sickness

- Rest
- Crackers

Puncture Wounds-See Abrasions/Lacerations

Rashes

- Wash with soap and water
- Caladryl and/or ice prn
- Call parent and advise medical care if fever, headache, diarrhea, sore throat, vomiting, rash is bright red or sore to touch, all over body, uncomfortable
- Call 911 and parent if loss of consciousness, difficulty breathing or swallowing, purple spots

Ringworm (Fungus Infection)

- Cover until healed
- Advise parent to seek medical care
- Must be under treatment
- If located in area that cannot be covered, call parent to send home

Scabies (Mite that burrows into outer layers of skin-female lays eggs)

Intense itching of skin especially at waist, wrists, between fingers and folds of skin, but may be other places. May have tracks, red dots, or line type rash

- Exclude all known and suspected cases from school until treated
- Advise medical attention

Seizures

- Ease to floor, remove glasses if worn
- Maintain patent airway
- Loosen clothing (neck and waist)
- Position on side
- Do not restrain or place anything in mouth
- Protect from injury
- Cushion head
- Note duration, type of seizure, body parts involved, consciousness
- Call 911
 - If seizure longer than 5 minutes
 - For consecutive seizures with short time intervals
 - For persons without a history of seizures
 - Pregnancy or other medical diagnosis
 - Signs of injury or illness are present
 - Breathing difficulty
- Confusion may last 15-60 minutes or more

- Allow to sleep and then may return to class after discussion with parent/guardian

Shock

- Signs and symptoms: skin cold and clammy, pale, bluish lips, glassy eyes
- Rest-flat
- Elevate feet 8-12 inches
- Keep warm
- Monitor airway
- Call 911 If person becomes unconscious, has drop in BP, or a drop in temperature. (Drop in BP is a late sign. Do not wait for low BP to get help)
- Shock can result in death

Sore Throat

- Check throat looking for white patches, enlarged tonsils, exudate or drainage
- Note air passage opening for enlarged tonsils or white spots
- Assess respirations
- Temperature >100.4 send home
- Call parent/guardian prn
- Advise medical follow up for fever, white spots, or enlarged tonsils
- Strep- exclude until on antibiotic therapy for 24 hr and afebrile for 24 hours
- Minor throat irritations use throat lozenge or salt water gargle prn

Splinters

- Wash area with soap and water, or antiseptic solution
- Remove only superficial splinters with tweezers (use alcohol to clean tweezers prior to use) unless causes pain
- Wash area again

- Encourage medical care if deeply embedded

Sprains

- Check for pain, limited motion, limping, or any angulation of bone
- Ice
- Call parent prn
- Advise follow up medical care if no improvement

Stabbing and Gun Shots

- Call 911
- Intervene only if scene is safe
- CPR as needed
- Have person lie down
- Elevate feet 8-10 inches
- Direct pressure to wound
- Elevate injured part gently if possible
- Cover with blanket or sheet
- Call parent
- Help will not enter the scene until building is secure

Stomachaches/Pain (Minor)

- Rest prn
- Saltines prn
- Secondary -Tums x 2 prn (secondary only)
- Assess cause, location, severity of pain
- Temperature prn

Suspected Substance Abuse/Impairment

- Notify Principal or their designee, if not already aware
- Complete Substance Abuse Assessment Form

- Referred back to administration to determine course of action

Teeth

Bleeding gums

- Warm salt water rinse
- Call parent/guardian urge dental care

Toothache or Gum Boil

- Call parent urge dental care
- Analgesic as per private physician's order

Tooth Displaced

- Do not move into correct position
- Ice to face
- Call parent/guardian to transport for emergency dental care

Tooth-Knocked Out or Broken Permanent

- Find tooth
- Do not handle root, do not scrub tooth (if dirty, rinse gently with water)
- If permanent tooth, steps are in order of preference (within 15-20 minutes)
 - Place in Save a Tooth Kit
 - Place in glass of skim or low fat milk
 - Place in normal saline
 - Have student spit in cup and place tooth in it
 - Place in glass of water TOOTH MUST NOT DRY OUT, LABEL CONTAINER WITH STUDENT'S NAME
- Cold compresses to face to reduce swelling
- Call parent/guardian to transport for emergency dental care

Ticks

- Remove with tweezers-get all body parts

- Wash tick area with soap and water or alcohol before attempting to remove Do not use Vaseline or chemicals to remove ticks
- Cleanse with soap and water after removal
- Apply band-aid prn
- Referral to family physician
- Notify parent of tick removal

Transportation-sick or injured person home

- Notify parents or alternate emergency contact if parent cannot be reached
- Parents or alternate contact must make arrangements for transportation home
- Students may not walk/drive home (unless approved by Parent and Principal - Secondary only)

Unconsciousness

- Assess scene safety
- Check level of consciousness
- If regains consciousness immediately see **Fainting**
- If due to injury, treat as possible neck injury
- If not due to injury
 - keep flat
 - elevate feet
 - loosen clothing at neck and waist
- Check respirations (Airway, Breathing, Circulation)
- Send for AED (you have 4 minutes to obtain and use if necessary)
- Call 911
- Monitor vital signs
- Call parent

Vomiting

- Rest

- Check temperature
- No food or medicine
- Rinse mouth out
- provide clean clothing
- Call parent prn to discuss going home

Standing Medication Orders 2023-2024

Over-the-counter and emergency medications available in the school health offices during the day:

Aspirin - 325 mg (tabs 2) prn chest pain (Individuals over the age of 14)

Band-aid Wash (Antiseptic wash) - prn to cleanse wounds

Benadryl

12.5mg/ 5ml give 1 tsp po (12.5 mg) Q4-6 hrs prn allergic reaction <65 lbs or 7 years

12.5mg/5ml give 2 tsps (25 mg) po Q4-6 hrs prn allergic reaction if <200 lbs

12.5mg/5ml give 4 tsps (50mg) po Q4-6 hrs prn allergic reaction hives if ≥ 200 lbs

Burn gel/spray - topically prn for burn

Caladryl, Benadryl or Calamine lotion - prn itch/rash apply topically

Cepacol lozenges or throat lozenges- 1 lozenge prn sore throat

Cough Drops 1-2 prn cough/sore throat

Epinephrine/Epi-Pen - 0.3mg IM in thigh only for severe allergic reaction or Asthma prn > 65 lbs

Epinephrine/Epi-Pen Jr - 0.15mg IM in thigh only for severe allergic reaction prn < 65 lbs

Eye Wash/Isotonic Buffered Solution - prn eye irritation (use eye cup or irrigate eye)

Narcan Nasal Spray (Naloxone) — 4 mg naloxone in 0.1 ml intranasal spray to person(s) suspected of opioid overdose. May repeat every 2-3 minutes, if available, until the person(s) responds or emergency medical help is received

Normal Saline Solution/Wound Wash - prn for rinsing contacts and PRN to cleanse wounds

Sting Kill - prn insect bites or stings. Apply to bite/sting topically.

Tums/Antacid tablets 1-2 chewable tablets prn for stomach upset, indigestion (SECONDARY ONLY: 6-12 GRADE)

Vaseline - prn chapped lips/skin topically

Elementary Principal's Report
Tuesday, October 17, 2023
Mr. Cory Snyder and Mr. Brendon Zapata

➤ **Attendance (9.1.23 to 9.30.23)**

Grade	Attendance
Kindergarten	94.32%
Grade 1	97.68%
Grade 2	97.26%
Grade 3	97.46%
Grade 4	96.21%
Grade 5	96.63%
Total	96.59%

➤ **Academic Achievement**

- Marking Period 1 Benchmark Testing
 - October 11th through October 20th

➤ **Discipline Data (9.1.23 to 9.30.23)**

Handbook Infraction Levels	Incident Total
Level 1	42
Level 2	8
Level 3	1
Level 4	0
Total Number of Incidents	51

Discipline Consequences	Total
Conference with Student	38
Revoking Privileges	2
Detention (Lunch)	3
In School Suspension (ISS)	0
Out of School Suspension (OSS)	3
Referral to Counselor	2

➤ **College & Career Activities/Events/Information**

- Allentown Fire Department (10.12.23)
- John Christopher, Captain of Public Affairs
 - Fire Presentation with grades 1 and 2



- Grade 5 College and Career Lessons
 - Initial lessons for 10.11.23 and 10.18.23

➤ **Dual Language Activities/Events/Information**

- Fiesta Latina (10.6.23)
 - 121 Families attended.
 - 146 Students attended.



➤ **Other Information/Updates/Events/Activities**

- Reading Buddies (4th and Kindergarten)



➤ **Upcoming Calendar of Events**

- 10.18.23—1:00 Dismissal Day
- 10.27.23—Fall Festival (1:00 pm – 3:00 pm @ the ES)
- 11.7.23—School Closed (PD)
- 11.15.23—1: 00 Dismissal Day
- 11.21.23—Parent/Teacher Conferences
- 11.22.23—School Closed (PD)
- 11.23.23 to 11.27.23—School Closed Thanksgiving Holiday



**Principal's Report
Middle High School
October 17, 2023**

Attendance – September 2023

Grade	Daily Attendance %
6	96
7	95
8	95
9	93
10	93
11	94
12	96
TOTAL	94

Academic Achievement

- Mid-Quarter Progress Reports were sent home on Tuesday, October 3, 2023
- Four 8th grade students were nominated for Baum School of Art scholarships
 - Will attend a 10-week Drawing & Painting course

Discipline - September 2023

Level	Number of Incidents	Number of Incidents September 2022
2	88	71
3	11	2
4	1	1

Consequences	Total
Detention	6
ISS	12
OSS	7
Student Conference	37
Parent Contact	52
Loss of Privilege	2

College & Career Update

- Three college visits scheduled this month:
 - Kutztown University
 - DeSales University
 - Automotive Training Center

- Middle school grades college visits are being planned for Spring 2024
- MS and HS Counselors are pushing into classrooms to conduct Xello (college and career) and SMARTS (executive functioning skills) lessons with each grade level.

Other Important Updates/Events/Activities

- Fifty families attended the Family Health and Wellness Night on Monday, October 2.
- Two families attended the October Coffee Chat, focusing on the signs of bullying and presented by the CVC.

Upcoming Events

- Second Annual Day of Service: Wednesday, October 18, 8 am – 12 pm
- Early Dismissal Professional Learning: Wednesday, October 18, 1 pm – 3:15 pm
- Family STEAM and Games Night: Monday, November 6, 2023
- Professional Learning Day: Tuesday, November 7, 2023



Human Resources Report

October 17, 2023

1. Personnel Updates (motion)

a. Appointments and New Hires

Date	Location	Name	Job Title	Status
9/18/23	MHS	Jose Molina	After School Teacher	Temp. PT
10/9/23	ELEM	Zahra Sabounji	Instructional Assistant/Substitute	Part-time
10/16/23	MHS	Regina Chiocco	Building Substitute	Full-time

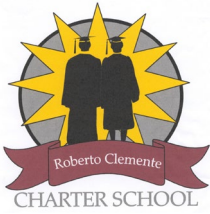
*Current employee *Temp. PT= Temporary Part-Time

b. Resignations (motion)

10/2/2023	RCCS	Marlon Goode	Custodian	Resignation
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2. Current & Future Job Postings

Location	Job Title	Status
ELEM	Instructional Assistant	Full-time
ELEM	Special Education Teacher	Full-time
ELEM	2 nd grade Long-Term Substitute Teacher	Full-time
MHS	Computer Teacher	Full-time
MHS	Special Education Teacher	Full-time
MHS	Building Substitute Teacher	Full-time
MHS	Instructional Assistant (2)	Part-time
ADMIN	Custodian (2 nd shift)	Full-time



Roberto Clemente Charter School

Business Report: October 17, 2023

Page 1 of 2

Financial Activity (9/1-9/30/23)

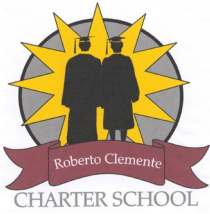
- Finance Committee meeting (Oct-13).
- \$1,118,839 Total monthly disbursements.
- Annual employee retention awards paid-out. (9/8/23)
- Security cameras order paid. (*B&H Photo*)
- Classroom view boards order paid. (*CDW Government Inc.*)
- Annual 403(b) plan fees paid. (*Global Retirement Partners LLC*)
- Projectors order paid. (*CDW Government Inc.*)
- 2023/2nd Quarter State pension ER contributions submitted. (*PSERS*)

Financial Activity (8/1-8/31/23)

- 621 Students: Non-Special Ed (566), Special Ed (55)
Allentown SD (586), Bethlehem Area SD (10), Catasauqua Area SD (4), East Penn SD (5), Panther Valley SD (1), Parkland SD (2), Southern Lehigh SD (3), Salisbury Township SD (3), Saucon Valley SD (2), Whitehall/Coplay SD (5)
- 23/24 Form 363 not received: Allentown SD, East Penn SD, Whitehall/Coplay SD
- \$500 Donation for medical books- Charlie Luong & Huoi Lam. (*Secondary School*)
- Total grant funds spent: Mental Health and Safety & Security grant/CARES (\$57,102 of \$140,000).
- Total grant funds spent: ESSER II (\$1,131,513 of \$1,557,241); ESSER III (\$1,519,393 of \$3,403,099).
- \$7,362 Classroom view boards. (*Elementary/Secondary Schools*)
- \$6,212 Security cameras. (*Elementary/Secondary Schools*)
- 2022/23 Depreciation, amortization, GASB 68/75/87/96 entries are not posted.
- \$39,605 Health insurance plan capital contribution.
- Remaining 2022/23 employee contract balances paid-out.
- \$7,362 Assigned Funds released: Technology Replacement Fund (classroom view boards).
- Un-Assigned General Fund balance \$1,548,121 / 13.2% of the operating budget.

Grants, Donations, & Reports

- Substantially approved (Sep-13) 23/24 Consolidated Application (\$565,562).
- Completed (Sep-18) 23/24 IDEA Sub-Recipient Risk Assessment Survey.
- Submitted (Sep-18) 22/23 School Health Annual Reimbursement Request System Report.
- Completed (Sep-28) 23/24 ESSER Monitoring Questionnaire.
- 2023/24 Ready To Learn Grant application- \$28,546 (*Elementary/Secondary Schools*)
 - \$21,364- Classroom materials (Math/Science/Spanish/Reading/Progress Monitoring)
 - \$1,282- Library materials
 - \$5,900- Career Awareness



Roberto Clemente Charter School

Business Report: October 17, 2023

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Contracts & Agreements

- Staffing agency for special education. -*ProCare Therapy dba New Direction Solutions LLC*
 - 10/18/23-6/10/24
 - \$75-\$85/hr; 40 hours (minimum)
 - Deposit: \$5,000/One-Month Billing (greater of the two)
 - 30 Day termination notice

Technology Update

- 265 Service tickets received between 9/10-10/10.
- Department meeting Sep-19.
- Provided tech support for the Fiesta Latina.
- Sapphire external technical difficulties resolved same day.

Facilities Update

- 58 Service tickets received between 9/10-10/10.
- Department meeting Sep-19.
- Elementary School boiler tested on Sep-12.
- Secondary School elevator repairs completed.
- Working with manufacturer to repair defects on three bottle-filling stations.
- Provided facilities support for the Fiesta Latina.

Food Service Update

- Department meeting Sep-19.
- Administrative Review (AR) testing scheduled for November 2023.
- AR documentation upload completed Sep-11.
- AR Professional Standards Review completed Oct-12.
- Introducing new items through Harvest of the Month.

General Updates

- 2022/23 LEA audit ongoing.
- PA Commission on Crime and Delinquency monitoring the period ending 3/31/23 of the 22/23 School Mental Health & Safety and Security grant.

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

August 31, 2023

	Current	2023-2024	Budget		2023-2024
	Month	Y-T-D	Y-T-D	Variance	Budget
Revenue-General Fund					
6000/9000 Local Sources & Other Sources					
6500 Interest	\$ 2,479.89	\$ 4,647.29	\$ 340.00	\$ 4,307.29	\$ 2,000.00
6700 Student Activities	0.00	0.00	0.00	0.00	10,100.00
6832 PassThru Federal Funds (IU)	0.00	0.00	0.00	0.00	60,749.00
6920 Other Local Grants & Contributions	500.00	500.00	0.00	500.00	1,505.00
6944 Regular Education Subsidies	514,924.22	1,038,141.15	1,109,966.00	(71,824.85)	6,659,796.00
6944 Special Education Subsidies	127,515.96	255,031.92	265,008.40	(9,976.48)	1,590,050.00
6990 Miscellaneous	390.26	543.81	83.32	460.49	1,700.00
	<hr/>				
<i>Total Local Sources</i>	<i>645,810.33</i>	<i>1,298,864.17</i>	<i>1,375,397.72</i>	<i>(76,533.55)</i>	<i>8,325,900.00</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	1,899.41	6,792.64	0.00	6,792.64	28,546.00
	<hr/>				
<i>Total State Sources</i>	<i>1,899.41</i>	<i>6,792.64</i>	<i>0.00</i>	<i>6,792.64</i>	<i>144,102.00</i>
8000 Federal Sources					
8514 Title I	11,848.55	14,267.28	2,000.00	12,267.28	548,818.00
8515 Title II	322.70	5,536.95	1,000.00	4,536.95	48,794.00
8516 Title III	0.00	0.00	0.00	0.00	27,900.00
8517 Title IV	3,000.00	3,000.00	540.00	2,460.00	35,700.00
8700 ESSER	42,271.59	131,494.23	190,890.67	(59,396.44)	1,948,056.00
	<hr/>				
<i>Total Federal Sources</i>	<i>57,442.84</i>	<i>154,298.46</i>	<i>194,430.67</i>	<i>(40,132.21)</i>	<i>2,609,268.00</i>
Food Service					
6620 Sales	0.00	0.00	0.00	0.00	0.00
6920 Local Grants & Contributions	0.00	0.00	0.00	0.00	0.00
6990 Miscellaneous	0.00	0.00	0.00	0.00	0.00
7600 State Sources	425.76	563.46	1,000.00	(436.54)	21,000.00
8531 Federal Sources	12,768.48	17,155.98	4,000.00	13,155.98	595,000.00
	<hr/>				
<i>Total Food Service</i>	<i>13,194.24</i>	<i>17,719.44</i>	<i>5,000.00</i>	<i>12,719.44</i>	<i>616,000.00</i>
	<hr/>				
Total Revenue	718,346.82	1,477,674.71	1,574,828.39	(97,153.68)	11,695,270.00

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

August 31, 2023

	Current		2023-2024		Budget		2023-2024
	Month		Y-T-D		Y-T-D	Variance	Budget
Expenses-General Fund							
Instructional Services							
1100-Regular Programs							
100 Salaries/Wages	\$ 112,267.16	\$	\$ 112,267.16	\$	145,074.40	(32,807.24)	\$ 2,901,488.00
200 Benefits	40,839.66		41,011.15		67,601.25	(26,590.10)	1,352,025.00
300 Contracted Professional & Technical Services	0.00		0.00		0.00	0.00	0.00
400 Property Services-Maintenance/Repairs/Rentals	1,869.46		3,738.92		5,093.40	(1,354.48)	30,560.00
500 Other Services	0.00		0.00		0.00	0.00	6,000.00
600 Supplies/Books/Subscriptions	20,002.71		40,932.68		14,100.10	26,832.58	171,109.00
800 Miscellaneous	0.00		0.00		0.00	0.00	5,000.00
	<hr/>		<hr/>		<hr/>		<hr/>
<i>Total Regular Programs</i>	<i>174,978.99</i>		<i>197,949.91</i>		<i>231,869.15</i>	<i>(33,919.24)</i>	<i>4,466,182.00</i>
1200-Special Programs							
100 Salaries/Wages	6,927.84		9,727.84		23,911.55	(14,183.71)	402,231.00
200 Benefits	2,507.43		3,808.24		11,031.95	(7,223.71)	188,225.00
300 Contracted Professional & Technical Services	5,220.00		7,569.00		16,000.00	(8,431.00)	26,000.00
500 Other Services	0.00		0.00		83.40	(83.40)	500.00
600 Supplies/Books/Subscriptions	1,894.81		2,696.03		1,975.30	720.73	13,850.00
	<hr/>		<hr/>		<hr/>		<hr/>
<i>Total Special Programs</i>	<i>16,550.08</i>		<i>23,801.11</i>		<i>53,002.20</i>	<i>(29,201.09)</i>	<i>630,806.00</i>
1400/1691/1700-Other Programs & Adult Education							
100 Salaries/Wages	0.00		43,460.25		70,000.00	(26,539.75)	273,780.00
200 Benefits	0.00		11,537.45		18,894.00	(7,356.55)	73,789.00
300 Contracted Professional & Technical Services	0.00		965.87		6,000.00	(5,034.13)	12,000.00
500 Other Services	0.00		0.00		0.00	0.00	0.00
566 Tuition/Higher Education	0.00		0.00		0.00	0.00	5,000.00
600 Supplies/Books/Subscriptions	0.00		0.00		4,000.00	(4,000.00)	14,000.00
	<hr/>		<hr/>		<hr/>		<hr/>
<i>Total Other Programs & Adult Education</i>	<i>0.00</i>		<i>55,963.57</i>		<i>98,894.00</i>	<i>(42,930.43)</i>	<i>378,569.00</i>
Support Services							
2100-Student Support (Guidance/Social Svc/Child Accounting/Special Ed)							
100 Salaries/Wages	13,473.46		20,476.24		22,936.10	(2,459.86)	246,766.00
200 Benefits	6,246.22		10,395.24		13,319.95	(2,924.71)	123,540.00
300 Contracted Professional & Technical Services	0.00		0.00		0.00	0.00	84,800.00
336 Contracted Evaluations & Special Ed Services	0.00		0.00		0.00	0.00	200,000.00
500 Other Services	0.00		0.00		233.40	(233.40)	4,900.00
600 Supplies & Subscriptions	383.57		383.57		3,692.30	(3,308.73)	22,150.00
	<hr/>		<hr/>		<hr/>		<hr/>
<i>Total Student Support</i>	<i>20,103.25</i>		<i>31,255.05</i>		<i>40,181.75</i>	<i>(8,926.70)</i>	<i>682,156.00</i>

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

August 31, 2023

	Current Month	2023-2024 Y-T-D	Budget Y-T-D	Variance	2023-2024 Budget
2200-Instructional Support (Technology/Library/Curriculum/Staff Development)					
100 Salaries/Wages	\$ 23,749.20	\$ 44,521.60	\$ 46,333.20	(1,811.60)	\$ 286,499.00
200 Benefits	15,812.04	26,987.98	25,264.90	1,723.08	154,083.00
240 Tuition Reimbursement	900.00	900.00	4,000.00	(3,100.00)	24,000.00
300 Contracted Professional & Technical Services	0.00	0.00	3,660.70	(3,660.70)	21,964.00
360 Contracted Staff Development Services	4,600.00	7,000.00	15,546.00	(8,546.00)	77,730.00
400 IT Equipment-Maintenance/Repairs/Rentals	0.00	0.00	2,000.00	(2,000.00)	2,000.00
400 Library Equipment-Maintenance/Repairs/Rentals	0.00	0.00	0.00	0.00	0.00
500 Other Services	0.00	0.00	996.30	(996.30)	5,148.00
600 IT Supplies & Subscriptions	4,027.43	4,776.90	6,466.90	(1,690.00)	18,800.00
600 Library Supplies & Subscriptions	0.00	0.00	491.90	(491.90)	15,788.00
600 Curriculum Supplies & Subscriptions	0.00	0.00	7,700.10	(7,700.10)	46,200.00
600 Staff Development Supplies & Subscriptions	3,419.05	3,419.05	3,684.80	(265.75)	14,108.00
800 Miscellaneous	0.00	0.00	83.40	(83.40)	500.00
<i>Total Instructional Support</i>	<i>52,507.72</i>	<i>87,605.53</i>	<i>116,228.20</i>	<i>(28,622.67)</i>	<i>666,820.00</i>
2310/2360-Administration (Board/CEO's Office/Legal & Accounting)					
100 Salaries/Wages	11,003.20	21,049.60	20,730.70	318.90	124,384.00
200 Benefits	6,997.31	12,527.07	13,274.20	(747.13)	79,645.00
300 School Board Professional Development Services	300.00	300.00	333.30	(33.30)	2,000.00
330 Legal & Accounting Services	3,594.50	3,594.50	21,666.70	(18,072.20)	65,000.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	0.00	0.00	0.00	0.00
500 Other Services	0.00	268.19	466.60	(198.41)	1,800.00
600 Supplies & Subscriptions	121.01	258.53	709.20	(450.67)	4,255.00
800 Dues/Miscellaneous	0.00	3,100.00	3,583.30	(483.30)	4,500.00
<i>Total Board/CEO's Office/Legal & Accounting</i>	<i>22,016.02</i>	<i>41,097.89</i>	<i>60,764.00</i>	<i>(19,666.11)</i>	<i>281,584.00</i>
2380-Administration (Principal's Office)					
100 Salaries/Wages	48,083.14	92,216.98	88,609.30	3,607.68	500,250.00
200 Benefits	16,002.86	29,450.51	28,038.40	1,412.11	163,940.00
400 Property Services-Maintenance/Repairs/Rentals	1,112.21	2,490.32	2,716.60	(226.28)	15,800.00
500 Other Services	0.00	269.48	533.50	(264.02)	3,200.00
600 Supplies & Subscriptions	4,540.74	5,295.04	4,362.70	932.34	16,175.00
800 Miscellaneous	0.00	0.00	500.00	(500.00)	3,000.00
<i>Total Principal's Office</i>	<i>69,738.95</i>	<i>129,722.33</i>	<i>124,760.50</i>	<i>4,961.83</i>	<i>702,365.00</i>

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

August 31, 2023

	Current		2023-2024		Budget		2023-2024
	Month		Y-T-D		Y-T-D	Variance	Budget
2400-Pupil Health							
100 Salaries/Wages	\$ 6,400.00	\$	\$ 10,595.00	\$	\$ 15,263.30	(\$ 4,668.30)	\$ 170,366.00
200 Benefits	6,610.04		7,913.41		7,010.20	903.21	96,447.00
300 Contracted Professional & Technical Services	0.00		0.00		0.00	0.00	3,000.00
500 Other Services	0.00		0.00		83.40	(\$ 83.40)	500.00
600 Supplies & Subscriptions	342.78		687.91		6,250.20	(\$ 5,562.29)	9,750.00
	<hr/>		<hr/>		<hr/>		<hr/>
<i>Total Pupil Health</i>	<i>13,352.82</i>		<i>19,196.32</i>		<i>28,607.10</i>	<i>(\$ 9,410.78)</i>	<i>280,063.00</i>
2500-Business							
100 Salaries/Wages	20,206.20		36,135.73		38,127.40	(\$ 1,991.67)	228,764.00
200 Benefits	9,050.20		16,964.50		19,323.40	(\$ 2,358.90)	115,940.00
300 Contracted Professional & Technical Services	1,686.52		2,868.36		8,083.40	(\$ 5,215.04)	23,500.00
400 Property Services-Maintenance/Repairs/Rentals	1,009.47		2,278.35		2,475.00	(\$ 196.65)	14,300.00
500 Other Services	4.77		4.77		366.70	(\$ 361.93)	2,200.00
600 Supplies & Subscriptions	323.43		1,835.27		1,366.70	468.57	8,200.00
800 Taxes/Fees/Miscellaneous	0.00		360.83		616.70	(\$ 255.87)	1,700.00
	<hr/>		<hr/>		<hr/>		<hr/>
<i>Total Business</i>	<i>32,280.59</i>		<i>60,447.81</i>		<i>70,359.30</i>	<i>(\$ 9,911.49)</i>	<i>394,604.00</i>
2600/2900-Plant Operations & Maintenance							
100 Salaries/Wages	29,066.38		53,412.56		57,449.30	(\$ 4,036.74)	344,695.00
200 Benefits	10,182.40		22,741.79		24,535.90	(\$ 1,794.11)	147,215.00
300 Contracted Professional & Technical Services	3,532.46		8,587.36		27,963.50	(\$ 19,376.14)	180,280.00
400 Property Services-Maintenance/Repairs/Rentals	9,961.17		13,883.04		11,959.00	1,924.04	166,550.00
441 Building Leases	59,441.72		118,883.44		118,883.70	(\$ 0.26)	713,302.00
500 Other Services	180.20		237.97		266.70	(\$ 28.73)	1,600.00
520 Property Insurance	3,924.15		7,848.57		7,616.70	231.87	45,700.00
538 Telecommunications	1,316.95		2,633.90		2,750.00	(\$ 116.10)	16,500.00
600 Supplies & Subscriptions	15,228.08		17,879.47		37,334.20	(\$ 19,454.73)	117,400.00
620 Utilities & Fuel	6,242.97		12,144.04		17,193.40	(\$ 5,049.36)	104,400.00
800 Miscellaneous	0.00		72.49		166.70	(\$ 94.21)	1,000.00
810 Property Taxes	0.00		0.00		0.00	0.00	0.00
	<hr/>		<hr/>		<hr/>		<hr/>
<i>Total Plant Operations & Maintenance</i>	<i>139,076.48</i>		<i>258,324.63</i>		<i>306,119.10</i>	<i>(\$ 47,794.47)</i>	<i>1,838,642.00</i>

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

August 31, 2023

	Current		2023-2024		Budget		2023-2024
	Month		Y-T-D		Y-T-D	Variance	Budget
2800-Central (Human Resources/Information & Data/Grant Administration)							
100 Salaries/Wages	\$ 6,529.70	\$	\$ 12,991.60	\$	12,302.40	689.20	\$ 383,314.00
200 Benefits	4,209.82		13,242.13		6,792.90	6,449.23	56,728.00
300 Contracted Professional & Technical Services	0.00		0.00		0.00	0.00	0.00
360 Contracted Staff Development Services	300.00		300.00		6,025.40	(5,725.40)	36,349.00
500 Other Services	0.00		318.93		4,300.40	(3,981.47)	26,398.00
600 Supplies & Subscriptions	3,818.95		6,861.72		14,092.00	(7,230.28)	63,600.00
800 Miscellaneous	0.00		0.00		166.70	(166.70)	1,000.00
	<hr/>		<hr/>		<hr/>	<hr/>	<hr/>
<i>Total Central (HR/Information & Data/Grants)</i>	<i>14,858.47</i>		<i>33,714.38</i>		<i>43,679.80</i>	<i>(9,965.42)</i>	<i>567,389.00</i>
Non-Instructional Services							
3200/3300/3400-Student Activities & Community Services							
100 Salaries/Wages	1,025.80		1,962.40		1,932.70	29.70	39,246.00
200 Benefits	434.87		834.48		824.40	10.08	13,003.00
300 Contracted Professional & Technical Services	0.00		0.00		0.00	0.00	0.00
500 Other Services	0.00		0.00		0.00	0.00	18,400.00
600 Supplies/Books/Subscriptions	0.00		676.09		3,400.10	(2,724.01)	28,000.00
800 Fundraisers/Fees/Miscellaneous	0.00		0.00		500.00	(500.00)	14,505.00
	<hr/>		<hr/>		<hr/>	<hr/>	<hr/>
<i>Total Student Activities & Community Services</i>	<i>1,460.67</i>		<i>3,472.97</i>		<i>6,657.20</i>	<i>(3,184.23)</i>	<i>113,154.00</i>
3100-Food Services							
100 Salaries/Wages	11,505.51		22,866.02		23,000.00	(133.98)	196,223.00
200 Benefits	5,763.23		10,809.46		8,150.50	2,658.96	58,576.00
300 Contracted Professional & Technical Services	700.00		700.00		1,136.40	(436.40)	7,500.00
400 Property Services-Maintenance/Repairs/Rentals	380.00		380.00		866.70	(486.70)	5,200.00
500 Other Services	0.00		0.00		166.70	(166.70)	1,000.00
600 Supplies & Subscriptions	2,582.79		3,359.41		10,566.70	(7,207.29)	54,900.00
630 Food & Dairy	12,266.47		15,376.47		19,500.00	(4,123.53)	350,900.00
800 Miscellaneous	0.00		50.39		83.40	(33.01)	500.00
	<hr/>		<hr/>		<hr/>	<hr/>	<hr/>
<i>Total Food Services</i>	<i>33,198.00</i>		<i>53,541.75</i>		<i>63,470.40</i>	<i>(9,928.65)</i>	<i>674,799.00</i>

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

August 31, 2023

	Current Month	2023-2024 Y-T-D	Budget Y-T-D	Variance	2023-2024 Budget
Other Expenditures & Financing Uses					
5110/5140/9200-Debt Service & Financing Uses					
770 Amortization	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
810 Fees	0.00	0.00	0.00	0.00	0.00
830 Interest	0.00	0.00	0.00	0.00	0.00
910 Principal	0.00	0.00	0.00	0.00	0.00
913 Lease Payments	0.00	0.00	0.00	0.00	0.00
000 Proceeds	0.00	0.00	0.00	0.00	0.00
<i>Total Debt Service & Financing Uses</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Expenses	590,122.04	996,093.25	1,244,592.70	(248,499.45)	11,677,133.00
Net Operating Income (Loss)	\$ 128,224.78	\$ 481,581.46	\$ 330,235.69	\$ 151,345.77	\$ 18,137.00
Capital Outlay (450/700)					
1000 Instructional-Equipment & Furniture	7,362.05	7,362.05	0.00	7,362.05	0.00
2100 Student Support-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2200 Instructional Staff Support-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2300 Administrative-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2400 Health-Equipment & Furniture	0.00	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	6,212.28	9,535.27	8,000.00	1,535.27	8,000.00
2800 Central Services-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
3100 Food Service- Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
3200 NonInstructional Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
4000 Facilities Acquisition/Construction/Improvements	0.00	0.00	0.00	0.00	0.00
<i>Total Capital Outlay</i>	<i>13,574.33</i>	<i>16,897.32</i>	<i>8,000.00</i>	<i>8,897.32</i>	<i>8,000.00</i>
Total Income (Loss)	\$ 114,650.45	\$ 464,684.14	\$ 322,235.69	\$ 142,448.45	\$ 10,137.00

ROBERTO CLEMENTE CHARTER SCHOOL
Financial Report for the Month Ending
August 31, 2023

ASSETS

Current Assets

Cash

Main Operating Account	\$ 434,484.45
Auxiliary Account	5,283.44
Payroll Account	275,828.08
HIC Account	58,378.08
Executive Account	464.14
Principals' Accounts	1,787.32
Money Market Accounts	1,637,940.19
Petty Cash	<u>900.00</u>

Total Cash 2,415,065.70

Accounts Receivable

School Districts	1,872,132.86
State Government	563.46
Federal Government	17,155.98
Other	1,600.00
Food Service	<u>0.00</u>

Total Accounts Receivable 1,891,452.30

Other Current Assets

Deposits	0.00
Capital Contribution- Pareto	65,419.41
Accrued Revenue	521,120.90
PrePaid Expenses	67,098.65
Food Service PrePaid Expenses & Accrued Revenue	0.00
Agency Fund-Cash Accounts (Students)	<u>1,173.72</u>

Total Other Current Assets 654,812.68

Fixed Assets

Buildings & Equipment

131 Hamilton Street Building (Administration)	1,112,680.87
850 N 5th Street Building (Elementary School)	566,149.67
136 S 4th Street Building (Secondary School)	864,312.28
Construction In Progress	0.00
Computer Equipment	1,045,281.76
Furniture & Equipment	1,025,968.68
Accumulated Depreciation	(2,447,926.50)
Food Service Equipment & Furniture	59,796.71
Food Service Accumulated Depreciation	(41,723.59)
Building Leases	4,923,720.78
Equipment Leases	98,372.53
Accumulated Amortization	<u>(637,501.72)</u>

Total Buildings & Equipment 6,569,131.47

Total Assets **\$ 11,530,462.15**

ROBERTO CLEMENTE CHARTER SCHOOL
Financial Report for the Month Ending
August 31, 2023

LIABILITIES AND CAPITAL

Liabilities

Current Liabilities

Short-Term Payables

Accounts Payable	\$ 77,143.83	
PSERS-Employer Contributions	309,776.60	
403 B-Employer Contributions	0.00	
Payroll Taxes & Deductions	(51.22)	
Retirement-Employee Contributions	11,367.04	
<i>Total Short-Term Payables</i>		398,236.25

Accrued Expenses & Other Current Liabilities

Accrued Salaries & Benefits	115,040.94	
Other Accrued Expenses	0.00	
Interfund Payable	0.00	
UnEarned Revenue	30,981.80	
Deposits	0.00	
Scholarship Funds	3,015.00	
<i>Total Accrued Expenses & Other Current Liabilities</i>		149,037.74

NonCurrent Liabilities

Lease Obligations-Buildings	4,449,994.61	
Lease Obligations-Equipment	75,991.27	
<i>Total NonCurrent Liabilities</i>		4,525,985.88

		5,073,259.87
Total Liabilities		

Capital

Assigned General Funds

Assigned Funds-Operating (Budget Impasse)	1,440,000.00	
Assigned Funds-Capital Expenses & Projects	1,052,274.38	
Assigned Funds-Technology Replacement	32,637.95	
Assigned Funds-Scholarships & Awards	750.00	
Assigned Funds-Budget Shortfall	222,000.00	
Assigned Funds-Board Designated Emergency	50,000.00	
<i>Total Assigned Funds</i>		2,797,662.33

Other Fund Balances & Net Positions

Non-Spendable	67,098.65	
Net Investment In Capital Assets	2,184,539.88	
Net Investment In Capital Leases	(141,394.29)	
Agency Funds (Students)	1,173.72	
UnAssigned General Funds	1,083,437.85	
Net Income (Loss)	464,684.14	
<i>Total Other Fund Balances & Net Position</i>		3,659,539.95

		6,457,202.28
Total Capital		

		\$ 11,530,462.15
Total Liabilities & Capital		

ROBERTO CLEMENTE CHARTER SCHOOL
Financial Report for the Month Ending
August 31, 2023

PA PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM:

DEFERRED OUTFLOW OF RESOURCES

Deferred Outflow of Resources-PSERS	\$	1,434,994.15
Deferred Outflow of Resources-OPEB		144,865.00
Total Deferred Outflow of Resources	\$	<u>1,579,859.15</u>

DEFERRED INFLOW OF RESOURCES/LIABILITIES & NET POSITION

Deferred Inflow of Resources-PSERS		1,978,729.00
Deferred Inflow of Resources-OPEB		106,400.00
Long-Term Pension Liability		6,733,000.00
Long-Term OPEB Liability		389,000.00
Total Deferred Inflow of Resources/Liabilities		9,207,129.00
Pension Fund Net Position		(7,276,734.85)
OPEB Fund Net Position		(350,535.00)
Total Deferred Inflow of Resources/Liabilities & Net Position	\$	<u>1,579,859.15</u>

Roberto Clemente Charter School
Payment List
For the Period 9/1/23 through 9/30/23

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
002604	9/1/23	HISPANIC AMERICAN ORG	850 N 5th Street lease	\$ 22,617.80	9/1/23	X
002605	9/1/23	HISPANIC AMERICAN ORG	136 S 4th Street lease	\$ 36,823.92	9/1/23	X
002606V	9/7/23	ATLAS BUILDING MAINTENANCE, INC.	Misprint	\$ (1,560.63)	9/7/23	*Void Date
002607V	9/7/23	B&H PHOTO	Misprint	\$ (6,212.28)	9/7/23	*Void Date
002608V	9/7/23	Charles Boger	Misprint	\$ (42.00)	9/7/23	*Void Date
002609V	9/7/23	William Breiner	Misprint	\$ (116.07)	9/7/23	*Void Date
002610V	9/7/23	Juliana Burke	Misprint	\$ (80.00)	9/7/23	*Void Date
002611V	9/7/23	CDW GOVERNMENT, INC	Misprint	\$ (7,362.05)	9/7/23	*Void Date
002612V	9/7/23	Cantave Charles	Misprint	\$ (60.00)	9/7/23	*Void Date
002613V	9/7/23	Cyntox, LLC	Misprint	\$ (84.00)	9/7/23	*Void Date
002614V	9/7/23	Derstine's	Misprint	\$ (2,380.84)	9/7/23	*Void Date
002615V	9/7/23	Flinn Scientific Inc	Misprint	\$ (17.15)	9/7/23	*Void Date
002616V	9/7/23	Gold Star Foods	Misprint	\$ (106.08)	9/7/23	*Void Date
002617V	9/7/23	Heather Harstine	Misprint	\$ (150.00)	9/7/23	*Void Date
002618V	9/7/23	Interstate Service Center	Misprint	\$ (1,222.99)	9/7/23	*Void Date
002619V	9/7/23	Judith Maginnis	Misprint	\$ (4,595.61)	9/7/23	*Void Date
002620V	9/7/23	Jennifer Michaylira	Misprint	\$ (100.00)	9/7/23	*Void Date
002621V	9/7/23	PEARSON EDUCATION INC	Misprint	\$ (713.39)	9/7/23	*Void Date
002622V	9/7/23	PLAZA HARDWARE	Misprint	\$ (439.46)	9/7/23	*Void Date
002623V	9/7/23	Rittenhouse & Sons, Inc	Misprint	\$ (905.00)	9/7/23	*Void Date
002624V	9/7/23	Michael Rodriguez	Misprint	\$ (30.00)	9/7/23	*Void Date
002625V	9/7/23	SCHOOL NURSE SUPPLY	Misprint	\$ (32.78)	9/7/23	*Void Date
002626V	9/7/23	Alena Shields	Misprint	\$ (30.00)	9/7/23	*Void Date
002627V	9/7/23	STANDING STONE CONSULTING INC	Misprint	\$ (742.90)	9/7/23	*Void Date
002628V	9/7/23	VIG SOLUTIONS	Misprint	\$ (1,577.00)	9/7/23	*Void Date
002629V	9/7/23	Wisconsin Center for Education	Misprint	\$ (218.00)	9/7/23	*Void Date
002630V	9/7/23	Audra Young	Misprint	\$ (110.00)	9/7/23	*Void Date
002631	9/7/23	ATLAS BUILDING MAINTENANCE, INC.	Kitchen/Janitorial supplies	\$ 1,560.63	9/8/23	X
002632	9/7/23	B&H PHOTO	Security cameras	\$ 6,212.28	9/8/23	X
002633	9/7/23	Charles Boger	HRA payout	\$ 42.00	9/8/23	X
002634	9/7/23	William Breiner	Travel reimbursement	\$ 116.07	9/8/23	X
002635	9/7/23	Juliana Burke	HRA payout	\$ 80.00	9/8/23	X
002636	9/7/23	CDW GOVERNMENT, INC	Classroom viewboards	\$ 7,362.05	9/8/23	X
002637	9/7/23	Cantave Charles	HRA payout	\$ 60.00	9/8/23	X
002638	9/7/23	Cyntox, LLC		\$ 84.00	9/8/23	X
002639	9/7/23	Derstine's	Dairy/food	\$ 2,380.84	9/8/23	X
002640	9/7/23	Flinn Scientific Inc		\$ 17.15	9/8/23	X
002641	9/7/23	Gold Star Foods		\$ 106.08	9/8/23	X
002642	9/7/23	Heather Harstine	HRA payout	\$ 150.00	9/8/23	X
002643	9/7/23	Interstate Service Center	Van maintenance	\$ 1,222.99	9/8/23	X
002644	9/7/23	Judith Maginnis	HRA payout	\$ 4,595.61	9/8/23	X

Roberto Clemente Charter School
Payment List
For the Period 9/1/23 through 9/30/23

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
002645	9/7/23	Jennifer Michaylira	<i>HRA payout</i>	\$ 100.00	9/8/23	X
002646	9/7/23	PEARSON EDUCATION INC		\$ 713.39	9/8/23	X
002647	9/7/23	PLAZA HARDWARE		\$ 439.46	9/8/23	X
002648	9/7/23	Rittenhouse & Sons, Inc		\$ 905.00	9/8/23	X
002649	9/7/23	Michael Rodriguez	<i>HRA payout</i>	\$ 30.00	9/8/23	X
002650	9/7/23	SCHOOL NURSE SUPPLY		\$ 32.78	9/8/23	X
002651	9/7/23	Alena Shields	<i>HRA payout</i>	\$ 30.00	9/8/23	X
002652	9/7/23	STANDING STONE CONSULTING INC		\$ 742.90	9/8/23	X
002653	9/7/23	VIG SOLUTIONS	<i>Staff laptops</i>	\$ 1,577.00	9/8/23	X
002654	9/7/23	Wisconsin Center for Education		\$ 218.00	9/8/23	
002655	9/7/23	Audra Young	<i>HRA payout</i>	\$ 110.00	9/8/23	X
002656	9/19/23	BLICK ART MATERIALS		\$ 166.45	9/22/23	X
002657	9/19/23	Dinamichele Boyer		\$ 120.00	9/22/23	X
002658	9/19/23	CDW GOVERNMENT, INC	<i>Classroom projectors</i>	\$ 13,970.15	9/22/23	X
002659	9/19/23	Colonial Intermediate Unit 20	<i>CPE management license</i>	\$ 1,839.58	9/22/23	X
002660	9/19/23	Derstine's	<i>Dairy</i>	\$ 1,088.44	9/22/23	X
002661	9/19/23	Digital River GmbH		\$ 174.75	9/22/23	
002662	9/19/23	edmentum	<i>Classroom subscription</i>	\$ 1,600.00	9/22/23	X
002663	9/19/23	EDU HEALTHCARE	<i>Staffing agency-special ed</i>	\$ 7,588.58	9/22/23	X
002664	9/19/23	EVERGREEN ELECTRONICS	<i>Staff laptops</i>	\$ 4,139.50	9/22/23	X
002665	9/19/23	Global Retirement partners, LLC	<i>403b Plan fee</i>	\$ 5,000.00	9/22/23	X
002666	9/19/23	HOUGHTON-MIFFLIN		\$ 253.69	9/22/23	X
002667	9/19/23	JP Mascaro & Sons	<i>Refuse, recycling</i>	\$ 1,849.85	9/22/23	X
002668	9/19/23	Judith Maginnis	<i>HRA payout</i>	\$ 2,681.90	9/22/23	X
002669	9/19/23	MBI Heating & Air Conditioning	<i>HVAC repairs, quarterly maintenance</i>	\$ 6,027.25	9/22/23	X
002670	9/19/23	EMILY MULCAHY	<i>HRA payout</i>	\$ 304.36	9/22/23	
002671	9/19/23	SCHINDLER ELEVATOR CORPORATION		\$ 697.82	9/22/23	X
002672	9/19/23	SCHOOL NURSE SUPPLY		\$ 277.65	9/22/23	X
002673	9/19/23	STANDING STONE CONSULTING INC	<i>Contracted security</i>	\$ 1,159.90	9/22/23	X
002674	9/19/23	Success For All Foundation, Inc	<i>Professional development</i>	\$ 4,600.00	9/22/23	X
002675	9/19/23	Teacher Synergy, LLC		\$ 37.99	9/22/23	X
EFT						
09112023	9/11/23	AMAZON CREDIT PLAN	<i>Classroom/Guidance/IT/Health/Office supplies</i>	\$ 1,991.40	9/11/23	X
100006788554	9/11/23	UGI UTILITIES, INC.		\$ 29.52	9/11/23	X
23091115	9/11/23	PPL ELECTRIC UTILITIES		\$ 31.18	9/11/23	X
23091157	9/11/23	PPL ELECTRIC UTILITIES		\$ 924.19	9/11/23	X
23091168	9/11/23	PPL ELECTRIC UTILITIES	<i>Electric</i>	\$ 6,517.17	9/11/23	X
23091194	9/11/23	PPL ELECTRIC UTILITIES	<i>Electric</i>	\$ 1,520.83	9/11/23	X
237856046	9/11/23	UNIVERSAL PREMIUM FLEETCARD		\$ 145.01	9/11/23	X
3134393733	9/11/23	Toshiba Financial Services		\$ 319.47	9/11/23	X
429399363	9/11/23	US FOODS	<i>Food</i>	\$ 7,162.49	9/11/23	X

Roberto Clemente Charter School
Payment List
For the Period 9/1/23 through 9/30/23

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
5228999289	9/11/23	T-Mobile		\$ 469.44	9/11/23	X
55223896	9/11/23	PITNEY BOWES GLOBAL FINANCIAL SERVICES		\$ 113.22	9/11/23	X
611167554293C	9/11/23	HOME DEPOT CREDIT SERVICES	<i>Maintenance supplies</i>	\$ 2,730.25	9/11/23	X
77852889039	9/11/23	RCN		\$ 418.51	9/11/23	X
dvalhuy6zcfyrzn	9/20/23	Highmark Blue Shield		\$ 732.26	9/20/23	X
55375165	9/20/23	PITNEY BOWES INC		\$ 251.00	9/20/23	X
11102173	9/20/23	THE PERK UP TRUCK		\$ 279.50	9/20/23	X
877287	9/20/23	PenTeleData		\$ 429.00	9/20/23	X
1132747301	9/20/23	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 87.30	9/20/23	X
1132771121	9/20/23	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 141.27	9/20/23	X
1132772885	9/20/23	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 196.46	9/20/23	X
239179710	9/20/23	STAPLES ADVANTAGE	<i>Classroom/Office supplies, Classroom furniture</i>	\$ 2,811.04	9/20/23	X
0447290271	9/21/23	ReadyRefresh by Nestle		\$ 50.47	9/21/23	X
459185323	9/21/23	US FOODS	<i>Food</i>	\$ 15,570.50	9/21/23	X
100006826199	9/21/23	UGI UTILITIES, INC.		\$ 124.75	9/21/23	X
100006826394	9/21/23	UGI UTILITIES, INC.		\$ 28.36	9/21/23	X
14071873.	9/21/23	TOSHIBA FINANCIAL SERVICES		\$ 2,399.90	9/21/23	X
230921-160050	9/21/23	AMAZON CREDIT PLAN	<i>Classroom/IT/Maintenance supplies, Office furniture</i>	\$ 2,711.21	9/21/23	X
d4cfd51b-5367-	9/21/23	AMTRUST NORTH AMERICA	<i>Workers' compensation insurance</i>	\$ 6,265.00	9/21/23	X
VP_1N8RGK7J	9/21/23	Vistaprint Netherlands B.V.		\$ 64.99	9/21/23	X
100006826703	9/21/23	UGI UTILITIES, INC.		\$ 49.25	9/21/23	X
P-261853181-9/	9/29/23	ZOOM		\$ 12.79	9/29/23	X

Health Insurance Claims (HIC)

8302023M 8/23-	9/5/23	HealthNow	<i>Health Claims-PE 8/29/23</i>	\$ 3,687.49	9/5/23	X
9132023M-9/6-	9/18/23	HealthNow	<i>Health Claims-PE 9/12/23</i>	\$ 22,263.09	9/18/23	X
962023M-8/30-9	9/22/23	HealthNow	<i>Health Claims-PE 9/5/23</i>	\$ 18,687.20	9/22/23	X
9202023-9/13-1	9/25/23	HealthNow	<i>Health Claims-PE 9/19/23</i>	\$ 12,706.55	9/25/23	X

Payroll

640928755	9/1/23	ADP		\$ 557.84	9/1/23	X
0009647792	9/7/23	PA DEPARTMENT OF REVENUE		\$ 367.80	9/7/23	X
0051554412	9/8/23	Roba Bozakis	<i>Contracted nutritionist</i>	\$ 700.00	9/8/23	X
000282 ppe 9/2.	9/8/23	PA SCDU		\$ 293.54	9/8/23	X
000220 ppe 9/2.	9/8/23	NYS Child Support Processing Center		\$ 200.00	9/8/23	X
AW PPE 9/2/23	9/8/23	Payroll/Taxes	<i>ACH payroll & taxes</i>	\$ 445,320.97	9/8/23	X
254000778	9/11/23	P.S.E.R.S.EMPLOYER# 9254	<i>ER State pension contributions</i>	\$ 200,073.87	9/11/23	X
641925704	9/14/23	ADP		\$ 606.71	9/14/23	X
642418319	9/15/23	ADP		\$ 629.71	9/15/23	X
643017835	9/22/23	ADP	<i>Payroll services/equipment lease</i>	\$ 1,307.57	9/22/23	X
AW PPE 9/16/2	9/22/23	Payroll/Taxes	<i>ACH payroll & taxes</i>	\$ 191,151.82	9/22/23	X

Roberto Clemente Charter School
 Payment List
 For the Period 9/1/23 through 9/30/23

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
0051560578	9/22/23	McKenna Snyder LLC	<i>Attorneys</i>	\$ 1,094.50	9/22/23	X
0051560579	9/22/23	BARBACANE, THORNTON & CO LLC	<i>Contracted auditors</i>	\$ 6,250.00	9/22/23	X
000099 PPE 9/1	9/22/23	Berkheimer		\$ 67.20	9/22/23	X
000122 PPE 9/1	9/22/23	Berkheimer		\$ 90.75	9/22/23	X
000220 PPE 9/1	9/22/23	NYS Child Support Processing Center		\$ 200.00	9/22/23	X
0051560577	9/22/23	JOSEPH M DECKER	<i>Contracted masonry services</i>	\$ 3,600.00	9/22/23	X
000282 PPE 9/1	9/22/23	PA SCDU		\$ 293.54	9/22/23	X
000492 PPE 9/1	9/22/23	Berkheimer		\$ 70.44	9/22/23	X
265001026	9/25/23	P.S.E.R.S.EMPLOYEE # 9254	<i>EE State pension contributions</i>	\$ 11,033.81	9/25/23	X
CEO's Account (Central Administration)						
CC.45183	9/28/23	Pennsylvania Department of education	<i>Emergency certificates</i>	\$ 700.00	9/28/23	X
CC.45187	9/28/23	Pennsylvania Department of education	<i>Emergency certificates</i>	\$ 400.00	9/28/23	X
Principal's Account (Elementary School)						
<i>No activity</i>						
Principal's Account (Secondary School)						
<i>No activity</i>						
				\$ 1,118,839.94		