



Board of Trustees

September 20, 2022

7:00PM

Agenda

1. Review of Agenda
2. Review of Minutes
 - 8/16/22 Minutes (motion)
3. Public Input
4. CEO Office
 - Health & Safety Plan Update (motion)
 - Dual Enrollment Agreements with Institutions of Higher Education Policy (1st reading)
 - Enrollment Policy (1st reading)
 - Consequences for Students Convicted or Adjudicated Delinquent of Sexual Assault Policy (1st reading)
 - Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences Policy (1st reading)
 - Anti-Bullying and Anti-Hazing Policy (motion)
 - Acting Pay Recommendation (motion)
 - Alejandra Gómez Cleto
5. Principals' Offices
 - Elementary School Report
 - Secondary School Report
6. Human Resources
 - HR Report
 - Probationary Period Policy (motion)
 - Hires/Appointments (motion)
 - Employee Agreement Addendums (motion)
 - Employee Agreement Adjustments (motion)
7. Business Office
 - September Business Report
 - July Financial Report
 - August Financial Report
 - August Payment List (motion)



- Non Budget Purchase
 - Reach-In Freezer (motion)
 - Principal's Account Authorizer
 - Taren Kobyra (motion)
 - Wage Analysis
8. New Business
- Education Committee
9. Adjourn (motion)

**Roberto Clemente Charter School
Board of Trustees Meeting Minutes
August 16, 2022**

Attendees: 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 SESSION:

The Board entered executive session at 6:33 p.m. to discuss personnel and legal issues. The Board left executive session at 6:55 p.m.

Dr. Dolgos called the meeting to order at 7:06 p.m.

MINUTES:

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

PUBLIC COMMENT:

No public input.

CEO's REPORT:

Mrs. Mace presented the CEO's Report.

The Bullying Policy was submitted for review. Further action will be taken at the September BoT meeting.

PRINCIPALS' REPORTS:

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

A motion to approve the Secondary School Family/Student Handbook was made by Mr. Lahoud and seconded by Mr. Bassler. The motion carried unanimously.

A motion to approve the Elementary School Student/Parent Handbook was made by Mr. Bassler and seconded by Dr. Sperandio. The motion carried unanimously.

HUMAN RESOURCES REPORT:

Mr. Rodríguez submitted the Human Resources Report.

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

The Probationary Period Policy was submitted for review. Further action will be taken at the September BoT meeting.

BUSINESS & FINANCIAL REPORTS:

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

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

A motion to approve the submittal of the 2021-2022 PDE 418 application for Lease Reimbursement for the Elementary School (850 N. 5th Street) was made by Mr. Lahoud and seconded by Mr. García. The motion carried unanimously.

A motion to approve the submittal of the 2021-2022 PDE 418 application for Lease Reimbursement for the Secondary School (136 S. 4th Street) was made by Mr. Lahoud and seconded by Mr. García. The motion carried unanimously.

A motion to approve the submittal of the 2022-2023 application for School Mental Health & Safety and Security Grant was made by Mr. García and seconded by Mr. Lahoud. The motion carried unanimously.

A motion to approve the contract with Soliant Health LLC was made by Mr. Bassler and seconded by Mr. Lahoud. The motion carried unanimously.

A motion to approve the University of Texas M.D. Anderson Cancer Center MOU was made by Mr. Bassler and seconded by Mr. Lahoud. The motion carried unanimously.

NEW BUSINESS:

A motion to approve eliminating two (2) part-time Teacher Aid positions and replace them with two (2) full-time substitute positions was made by Mr. Lahoud and seconded by Mr. Bassler. The motion carried unanimously.

RCCS BoT seeks a parent who can serve on the Board. Anyone interested please contact the Board secretary: board@myrccs.com.

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

The RCCS Board meeting was adjourned at 8:05 p.m. **The next regular Board meeting will be at the RCCS Administration Building on September 20, 2022, at 7:00 p.m.**

Dr. Lynn Columba, President

Date

Mr. Alexander Rolón, Secretary

Date



CEO Report

Tuesday, September 20, 2022

Mrs. Alyssa Mace

1. Health & Safety Plan Update
 - The updated Health & Safety Plan communicates that RCCS will follow CDC guidelines regarding COVID-19 to the greatest extent feasible.
2. Dual Enrollment Agreements with Institutions of Higher Education Policy (1st reading)
 - Previously, charter schools were not permitted to enter into dual credit agreements. Now, all school entities, including charter schools, must enter into agreements. (24 P.S. § 15-1525).
3. Enrollment Policy (1st reading)
 - This policy reflects the 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.
4. Consequences for Students Convicted or Adjudicated Delinquent of Sexual Assault Policy (1st reading)
 - The Pennsylvania Legislature enacted Act 110 in an effort to protect student sexual assault victims. 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.
5. Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences Policy (1st Reading)
 - This policy reflects the current compulsory attendance provisions of the Public School Code (24 P.S. 13-1327).
6. Anti-Bullying and Anti-Hazing Policy (motion)
 - Each school entity is required to review its Bullying Policy every three years.
7. Acting Pay Recommendation (motion)
 - Chuck Boger- Acting CEO
8. Alejandra Gómez Cleto
 - Alejandra, an RCCS middle school student, passed away July 30, 2022. Alejandra was a bright and kind young lady who attended RCCS for grades 5-7.



ARP ESSER Health and Safety Plan Guidance & Template

Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as a *Health and Safety Plan*.

Based on ARP requirements, 90 percent of ARP ESSER funds will be distributed to school districts and charter schools based on their relative share of Title I-A funding in FY 2020-2021. **Given Federally required timelines, LEAs eligible to apply for and receive this portion of the ARP ESSER funding must submit a Health and Safety Plan that meets ARP Act requirements to the Pennsylvania Department of Education (PDE) by Friday, July 30, 2021, regardless of when the LEA submits its ARP ESSER application.**

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA's ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

The ARP Act and U.S. Department of Education rules require Health and Safety plans include the following components:

1. How the LEA will, to the greatest extent practicable, implement prevention and mitigation policies in line with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning;
2. How the LEA will ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services;
3. How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC:

- a. Universal and correct wearing of [masks](#);
- b. Modifying facilities to allow for [physical distancing](#) (e.g., use of cohorts/podding);
- c. [Handwashing and respiratory etiquette](#);
- d. [Cleaning](#) and maintaining healthy facilities, including improving [ventilation](#);
- e. [Contact tracing](#) in combination with [isolation](#) and [quarantine](#), in collaboration with State and local health departments;
- f. [Diagnostic](#) and screening testing;
- g. Efforts to provide COVID-19 [vaccinations to school communities](#);
- h. Appropriate accommodations for children with disabilities with respect to health and safety policies; and
- i. Coordination with state and local health officials.

The LEA's Health and Safety Plan must be approved by its governing body and posted on the LEA's publicly available website by July 30, 2021.* The ARP Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Each LEA will upload in the eGrants system its updated Health and Safety Plan and webpage URL where the plan is located on the LEA's publicly available website.

The ARP Act requires LEAs to review their Health and Safety Plans at least every six months during the period of the LEA's ARP ESSER grant. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

LEAs may use the template to revise their current Health and Safety Plans to meet ARP requirements and ensure all stakeholders are fully informed of the LEA's plan to safely resume instructional and non-instructional school activities, including in-person learning, for the current school year. An LEA may use a different plan template or format provided it includes all the elements required by the ARP Act, as listed above.

* The July 30 deadline applies only to school districts and charter schools that received federal Title I-A funds in FY 2020-2021 and intend to apply for and receive ARP ESSER funding.

Additional Resources

LEAs are advised to review the following resources when developing their Health and Safety Plans:

- [CDC K-12 School Operational Strategy](#)
- [PDE Resources for School Communities During COVID-19](#)
- [PDE Roadmap for Education Leaders](#)
- [PDE Accelerated Learning Through an Integrated System of Support](#)
- [PA Department of Health - COVID-19 in Pennsylvania](#)

Health and Safety Plan Summary: Roberto Clemente Charter School

Initial Effective Date: September 8, 2020

Date of Last Review: May 17, 2022

Date of Last Revision: September 20, 2022

1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?

Roberto Clemente Charter School (RCCS) will comply with federal, state, and local mandates as well as any Pennsylvania Department of Education (PDE) and Pennsylvania Department of Health (PA DOH) mandates as it pertains to COVID-19 and the health and safety of our students, staff, visitors and community. RCCS's Health and Safety Plan will consider recommendations from the Centers for Disease Control and Prevention (CDC), PDE, and the PA DOH. As such, when changes in guidance are provided or there is a significant change in our community COVID-19 metrics (specific to the municipalities served by RCCS and the Lehigh County area), the administration will make recommendations to the school's Board of Trustees for consideration to revise/update the Health and Safety Plan. Changes to the Health and Safety Plan will be communicated to the RCCS community via email messages, the school website, and/or official school social media platforms.

The chart below in this Health and Safety Plan outlines the actions RCCS will engage in to promote the health and safety of students, staff, and community members.

2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?

RCCS will provide an instructional model that includes in-person instruction 5 days per week to support our students' academic, social, emotional, behavioral, health, and food service needs. Student and staff health will be monitored to the greatest extent feasible and should transmission levels in the community or in a specific school building increase to levels that warrant greater mitigation, the administration will make recommendations to the Board of Trustees for consideration to revise the instructional model, the Health and Safety Plan, as well as the processes and infrastructure to provide services virtually and remotely, if needed. Our counselors and the Student Assistance Program (SAP) teams will continue to provide support for students and families, as necessary. Students eligible for specially designed instruction

and/or related services through an Individualized Education Plan (IEP) will be provided the academic and behavior supports as outlined in the IEP. Our Employee Assistance Program will also be available for staff needing assistance. Finally, all meals served at RCCS are provided at no charge to families.

3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

ARP ESSER Requirement	Strategies, Policies, and Procedures
a. Universal and correct wearing of masks ;	RCCS will follow the guidance provided by the CDC and PA DOH regarding face coverings for positive cases and exposures to the extent feasible. If a significant change to masking requirements is warranted, the pandemic team and administration will formulate a recommendation to the Board of Trustees for consideration to adjust the health and safety plan as needed.
b. Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding);	The most current guidance from the PA DOH will be considered in determining what, if any, modifications to facilities need to be completed during times of high levels of community transmission. No specific social distancing strategy is recommended by the CDC.
c. Handwashing and respiratory etiquette ;	RCCS will ensure the availability of appropriate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer, paper towels, disinfectant wipes, and tissues) and will strategically place supplies in areas where they may be frequently used. Signage reminding all school community members of proper respiratory and hand washing etiquette will continue to be displayed throughout the school buildings.
d. Cleaning and maintaining healthy facilities, including improving ventilation ;	Established cleaning protocols will continue during the 2022-2023 school year. High-touch surfaces will be cleaned/disinfected frequently throughout the day to the extent feasible following EPA/CDC/manufacture guidelines. Classrooms and common areas will be properly ventilated and when possible, using windows will be encouraged. RCCS

ARP ESSER Requirement	Strategies, Policies, and Procedures
	will ensure preventive maintenance and filter changes on HVAC units will occur on a frequent basis.
<p>e. Contact tracing in combination with isolation and quarantine, in collaboration with the State and local health departments;</p>	<p>School nurses and the administration will follow applicable policies and strategies related to Communicable Diseases in accordance with the PA DOH Public Health Code.</p> <p>To the extent feasible, RCCS will require confirmed positive cases to follow the CDC Guidelines for People with COVID-19. RCCS will require, to the extent feasible, those with confirmed exposure to a positive case of COVID-19 to follow the CDCs guidelines “What to Do If You Were Exposed To COVID-19”.</p>
<p>f. Diagnostic and screening testing;</p>	<p>Staff, students, and parents will be given guidelines about signs and symptoms of COVID-19 and advised not to present to a school building if those symptoms exist. Students and staff should take a COVID-19 test when exhibiting symptoms.</p> <p>Absenteeism will be monitored to identify any trends in student and staff absences due to illness.</p> <p>Voluntary Rapid Antigen Testing will be available in the health rooms of school buildings for those students and staff who become symptomatic during the school day.</p> <p>If testing supply permits, a limited number of OTC Rapid Antigen Tests will be made available to student families and staff for at-home use.</p>
<p>g. Efforts to provide vaccinations to school communities;</p>	<p>RCCS will continue to share information regarding community vaccination efforts via the school website or on official school social media.</p>
<p>h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and</p>	<p>Accommodations for students with an identified disability will be provided per the student’s IEP or Section 504 Service Agreement. These accommodations will be provided in accordance with the approved Health and Safety Plan in collaboration with the Special Education Department, the student’s IEP case manager, the Special Education Supervisor, and/or the Section 504 Coordinator.</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
<ul style="list-style-type: none"> i. Coordination with state and local health officials. 	<p>RCCS will consult with PA DOH and the Allentown Health Bureau on decisions related to the closure of classrooms, individual buildings, or the entire school. If state or local public health officials recommend school closure or a within-school-year change in our safety protocols, RCCS will utilize all of its communication platforms to provide notification to staff, families, and the public.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Roberto Clemente Charter School** reviewed and approved the Health and Safety Plan on **September 20, 2022**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **September 20, 2022**

By:

(Signature of Board President)*

Dr. Lynn Columba

(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.

Roberto Clemente Charter School

Board of Trustees Policy

Dual Enrollment Agreements with Institutions of Higher Education

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

Roberto Clemente Charter School

Board of Trustees

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 accordance 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 _____ day of _____, 2022

President

Secretary

Roberto Clemente Charter School

Board of Trustees Policy

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

**Roberto Clemente Charter School
131 W. Hamilton St,
Allentown, PA 18101**

Board of Trustees Policy

**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 daily 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.

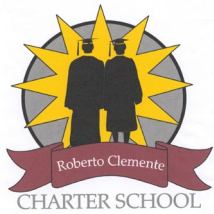
Be advised that the process for development of an Attendance Improvement Plan for your child has now begun, which requires your participation in an attendance improvement conference. If your child receives six (6) unexcused absences, Charter School may initiate a proceeding against you before a magisterial 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



Roberto Clemente Charter School

ANTI-BULLYING & ANTI-HAZING POLICY

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

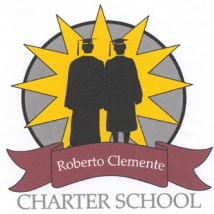
Since students learn by example, school administrators, faculty, staff and volunteers are directed to demonstrate appropriate behavior, treat others with civility and respect and to refuse to tolerate bullying, cyberbullying or hazing. This policy pertains to all students and staff, regardless of their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

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

Definitions

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

1. directed at another student or students;
2. which occurs in a “school setting”, or occurs outside of school and the Charter School reasonably forecasted that the outside-of-school conduct would materially interfere with or substantially disrupt the educational process or program in the school, and the outside-of-school conduct does in fact materially interfere with or substantially disrupt the educational process or program in the school;
3. that is severe, persistent or pervasive; and
4. that has the effect of doing any of the following:
 - substantially interfering with a student’s education;
 - creating a threatening environment; or
 - substantially disrupting the orderly operation of the school.



Roberto Clemente Charter School

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

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

Cyberbullying

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

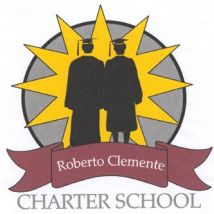
All students, staff, volunteers and contractors shall comply with the Charter School’s Acceptable Use and Internet Safety Policy, which is required under the Children’s Internet Protection Act (“CIPA”), and review the Charter School’s Social Media and Networking Guidelines Policy when using any technology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

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

- Email sent to the intended victim;
- Blog entries regarding the intended victim;
- Posts on social networking websites;
- Posting victim’s pictures on the Internet or networking websites with derogatory phrases or questions attached to them;
- Using instant messaging tools to harass victims;
- Creating an Internet parody of the intended victim;
- Creating fake Internet profiles for the victim on a public website;
- Creating or accessing an unauthorized website which harasses or bullies the victim;
- Using camera phones and/or digital cameras to take embarrassing photographs of students and/or staff and posting them online;
- Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

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

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



Roberto Clemente Charter School

Hazing

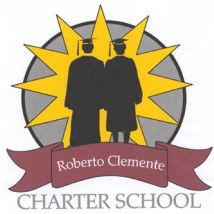
Title 18 - Chapter 28 was added October 19, 2018, P.L.535, No.80, also known as the "Timothy J. Piazza Antihazing Law." Chapter 28 defines the following:

- **§ 2802. Hazing.**
 - (a) Offense defined.--**A person commits the offense of hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:
 - (1) Violate Federal or State criminal law.
 - (2) Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm.
 - (3) Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
 - (4) Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
 - (5) Endure brutality of a sexual nature.
 - (6) Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.
 - (b) Grading.--**
 - (1) Except as provided under paragraph (2), hazing is a summary offense.
 - (2) Hazing shall be a misdemeanor of the third degree if it results in or creates a reasonable likelihood of bodily injury to the minor or student.
 - (c) Limitation.--**Hazing shall not include reasonable and customary athletic, law enforcement or military training, contests, competitions or events.

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

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

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



Roberto Clemente Charter School

Guidelines

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

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

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

Reporting Procedures

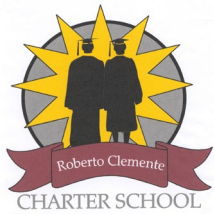
Any student who feels he or she has been bullied or cyber-bullied shall have the right to file a complaint of such bullying. Complaints should be reported to the school principal. Complaints may also be reported directly to a teacher, guidance counselor, or other administrator who shall immediately report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

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

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

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

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



Roberto Clemente Charter School

Consequences for Violations

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

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

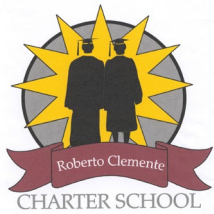
Consequences for a student who commits an act of bullying and/or cyberbullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance,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

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

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

Retaliation Prohibited

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



Roberto Clemente Charter School

False Accusations

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

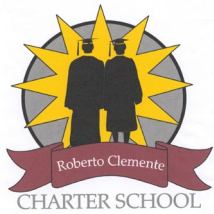
Disabled Students

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

Annual Distribution of Information

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

The Charter School is required to post this policy on its website and make the policy available in every classroom. This policy shall also be posted at a prominent location within every Charter School building where such notices are usually posted. The Charter School shall ensure this policy and its procedures for reporting bullying, cyberbullying and hazing incidents are reviewed with students and staff within ninety (90) days after its adoption and, thereafter, a minimum of one (1) time per school year.



Roberto Clemente Charter School

Compliance

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

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

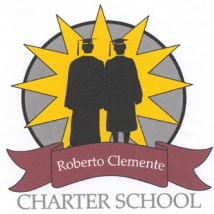
Acts of bullying and cyberbullying are prohibited by and a violation of the Charter School's Acceptable Use and Internet Safety Policy and its Child Internet Protection Act ("CIPA") Policy.

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

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

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

1. Board's Anti-Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.



Roberto Clemente Charter School

Training

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

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

ADOPTED this day _____ of _____, 2022

President

Secretary



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

Elementary Principal's Report
 Tuesday, September 20, 2022
 Mr. Cory Snyder

Enrollment (As of 9.14.22)

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

Attendance August (8.29.22 to 8.31.22)

Grade	Attendance
Kindergarten	89.66%
Grade 1	96.08%
Grade 2	94.67%
Grade 3	88.51%
Grade 4	95.52%
Grade 5	96.00%
Total	92.95%

2022-2023 School Year

- **Discipline Referrals (8.29.22 to 8.31.22)**
 - Six referrals for student behavior were submitted.
 - Inappropriate Behavior (2)
 - Disrespectful Behavior (2)
 - Irresponsible Behavior (1)
 - Inappropriate Touching (1)
- **Breakfast Reading Buddies**
 - Started 9.7.22—5th grade students started working with kindergarten students during arrival/breakfast time
- **Valley Youth House**
 - Outside Counseling Service
 - Start date 9.13.22
 - Working with individual students and/or small groups K-5
 - Two days per week
- **Parenting Workshop**
 - Center for Humanistic Change will facilitate the in-person workshop
 - One class in English and one in Spanish
 - One-hour sessions, one day per week, October through November at RCECS
 - Topics:
 - Understanding yourself and your child
 - Understanding beliefs and feelings
 - Encouraging your child and yourself
 - Listening and talking to your child
 - Helping children cooperate
 - Discipline that makes sense



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

○ **After School Program**

- Tentative Start Date: Monday, September 26, 2022
- Grades K-5
 - Monday and Tuesday: Grades K,1,2
 - Wednesday and Thursday: Grades 3,4,5
- Forty-five minutes of academic remediation
- Forty-five minutes of enrichment
 - STEM
 - Fitness Club
 - Dance Club
 - Lehigh Nature Gap
 - Mrs. Kamber (Art)

○ **Benchmarking Testing/Student Achievement**

- ESGI (Easy Progress Monitoring)—early literacy and early numeracy
 - New progress monitoring tool for grades K-2
 - Initial testing (Kindergarten)
 - Letters (uppercase and lowercase) and uppercase sounds
 - Number recognition, shapes, coin identification, counting from 1 to 100
 - Graphic breakdown of class (pie chart or bar graph)
- Benchmark Testing (Grades 1-5)
 - STAR Testing: Math Grades 1-5
 - STAR Testing: Reading Grades 2-5
 - SFA Reading Roots Testing: Grade 1

September 2022 (Math)		September 2021 (Math)	
Grade	Students At/Above Benchmark	Grade	Students At/Above Benchmark
1 st	39.5%	1 st	35.5%
2 nd	31.0%	2 nd	19.0%
3 rd	14.0%	3 rd	15.0%
4 th	17.0%	4 th	11.5%
5 th	12.5%	5 th	12.0%

September 2022 (Reading)		September 2021 (Reading)	
Grade	Students At/Above Benchmark	Grade	Students At/Above Benchmark
1 st	32.0%	1 st	15.0%
2 nd	41.5%	2 nd	24.0%
3 rd	20.0%	3 rd	31.0%
4 th	20.0%	4 th	33.0%
5 th	48.0%	5 th	40.0%

○ **Meet the Teacher/Back to School Night (9.6.22)**

Grade	Parent/Family Attendance
Kindergarten	30%
1 st Grade	35%
2 nd Grade	26%
3 rd Grade	26%
4 th Grade	16%
5 th Grade	18%



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

- **Financial Literacy Program**
 - Supplemental Program through partnership with New Tripoli Bank
 - Third Grade will be using this program later in the school year
 - Students will learn about:
 - Identifying coins and their value
 - Calculating the value of mixed coins
 - Modeling money Amounts
 - The difference between wants and needs
 - The importance of saving
 - Using a savings account

Upcoming Calendar

- 10.10.22—Professional Development Day



**Middle High School Principal's Report
 Tuesday, September 20, 2022
 Mrs. Taren Kobyra**

Enrollment as of September 15, 2022

6 th	50
7 th	50
8 th	49
9 th	47
10 th	44
11 th	46
12 th	43
TOTAL	329

Wait List as of September 15, 2022

6 th	53
7 th	28
8 th	30
9 th	17
10 th	25
11 th	36
12 th	7
TOTAL	196

Student Discipline

Detentions	QUICK Room		OSS
0	Code A	0	0
	Code O	0	
	Code B	10	
	Code M	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

Student Services

- English as a Second Language
 - Administering WIDA Screener to new RCCS students for potential EL placements
 - ESL pullout for students at ELP levels 1 & 2
- Special Education
 - Teachers' Aide providing push-in support for students with identified needs
 - Special Education teacher starting soon



- Creating caseload/schedule that includes supplemental students and those with highest needs
 - Weekly probe administration

Back to School Night

- 15 families attended
- 45 people total
- 8 community organizations

National Junior Honor Society

- Application submitted

School Counselor

- 13 College visits scheduled as of 9/12/2022
- Early application invitations: Alvernia (1) and Moravian (1)
- Trip to DeSales University on September 29, 2022

Upcoming Events

- September 19 – First day of After School Programming
- September 30 – 6th Grade trip to Wild About Water & PA Latino Convention
- October 11 - Family Resume Workshop with CareerLink
- 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



Roberto Clemente Charter School

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

Human Resources Report

September 20, 2022

I. Personnel Updates for board approval, including addenda:

a. Personnel Appointments and New Hires

Name	Job Title	Date	Status
Mikayla Springer	Guidance Counselor	8/22/2022	New Hire – Full-time
Jackie Bartholomew	Cafeteria Aide	9/6/2022	New Hire – Part-time
Edward Dennis	Teacher Aide – Middle/High School	9/6/2022	New Hire – Part-time
Lynettee Tulier-Rodriguez	Spanish Teacher – Elementary School	9/12/2022	New Agreement – (Former PT Teacher Aide)

b. Rehires

Name	Job Title	Date	Status
Monica Sellitti	English Teacher – Middle/High School	9/1/2022	Rehire – Full-time
Michael Boyko	Social Studies Teacher – Middle/High School	9/1/2022	Rehire – Full-time

c. Personnel Resignations and Dismissals

Name	Job Title	Date	Status
Joshua Centeno	Social Studies Teacher – Middle/High School	8/23/2022	Resignation
Michelle Greco	English Teacher – Middle/High School	9/1/2022	Resignation
Julie Harakal	Assistant Principal – Elementary School	9/2/2022	Resignation
Marlene Perez	Teacher Aide – Elementary School	9/7/2022	Dismissal
Vicky Santos	Teacher Aide – Middle/High School	10/14/2022	Resignation

II. Current and Future Job Postings:

Title	Department
Assistant Principal	Elementary School
School Counselor	Elementary School
Teacher Aide - Full-time	Elementary School
Teacher Aide - Part-time	Elementary School
Custodian 2 nd Shift – Full-time	Facilities

Custodian 2nd Shift – Part-time	Facilities
English Teacher	Middle/High School
Math Teacher	Middle/High School
Science Teacher	Middle/High School
Special Education Teacher (2)	Middle/High School
Building Substitute – Full-time (2)	Middle/High School
Long Term Substitute – Computer, Full-time	Middle/High school

III. Policies

- a. Probationary Period Policy – 2nd Reading

IV. Employment Agreements (for approval)

V. Employment Agreement Addendums (for approval)

- a. Doralees Ortiz-Dilan
- b. Edward Dennis
- c. Isabela Martinez
- d. Jessica Rodriguez
- e. Luis Vargas
- f. Mary Beth Charon
- g. Vicky Santos
- h. Yoland Thomas-Reid

VI. Employment Agreement Adjustments (for approval)

- a. Ian Gallagher



Roberto Clemente Charter School

Probationary Period Policy

Effective Date	
<p>PURPOSE</p> <p>To establish a policy which allows a probationary period for all newly hired employees and employees who reclassify from on-call status to a part-time or full-time position or from one position to another.</p>	
Applicable to	All newly hired or reclassified employees
Internal Forms	Probation Evaluation Form
<p><i>Your employment with the Roberto Clemente Charter School “RCCS” is entered into voluntarily and can be terminated, with or without cause and with or without notice, at any time at the option of either the RCCS or yourself. In addition, the charter school may make decisions regarding other terms of employment (including demotion, promotion, compensation, benefits, and job duties) at any time, with or without cause or advanced notice. Nothing in RCCS’ policies or its employee handbook or this policy creates or is intended to create a promise or representation of continued employment by you or any contractual or legally enforceable obligation on the part of the charter school. No representative of the charter school other than the Board of Trustees has the authority to enter into any agreement for employment for a specified duration or to make any agreement for employment other than at-will. Any such agreement that changes your at-will employment status must be explicit, in writing, and signed by you and the president of the Board.</i></p> <p>The staff probationary period is 90 days for all new hires or reclassified staff. The probationary period is intended for employees to assure they are still interested in and suited for the position they have accepted with the charter school, and for the charter school to determine whether or not the employee should be retained. During this period, employees will not be considered for promotion or transfer unless an exception is approved by the Chief Executive Officer (CEO) in writing to Human Resources (HR).</p> <p>During the probationary period, the charter school's usual disciplinary and conflict resolution procedures will apply. The probationary period does not limit the charter school’s ability to discipline or terminate employment prior to the end of the probationary period. Completion of the probationary period does not change the at-will status of the employee.</p> <p>Procedure</p> <p>Human Resources</p> <p>Responsible to ensure all newly hired employees sign and date an acknowledgement which officially notifies them of their probationary period.</p> <p>45 days before the end of an employee's probationary period, HR will notify the supervisor that the employee’s probationary period is ending and provide them with the Probation Evaluation Form.</p> <p>HR will be responsible to review and approve the supervisor’s comments and will obtain</p>	



Roberto Clemente Charter School

all necessary management signatures BEFORE it is discussed with the employee.

Supervisor

Schedule an evaluation before the probationary period expires.

Retention Recommended

1. Within 45 days prior to the expiration of an employee's probationary period, the supervisor will complete a probation evaluation form. HR will review BEFORE it is given to the employee.
2. The supervisor will meet and review it with the employee. This evaluation will give the employee an idea of how well they are doing and may identify problems and areas where additional training may be needed.
3. Once complete, the supervisor and the employee will sign and date the evaluation form and return it to HR for the employee's personnel file within 7 days of the employee providing their signature.
4. Should the employee complete their probationary period prior to April 30th of the contract year, they must participate in the evaluation process as dedicated by policy.

Dismissal or Demotion Recommended

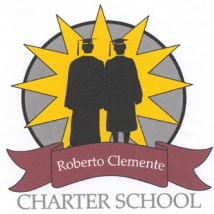
1. Prior to any discussion with the employee, the supervisor will discuss the matter with HR and make a written recommendation for termination or demotion 40 days before the expiration of the probationary period. It will include the reasons and supporting documentation. HR will submit to the CEO for consideration.
2. If an employee commits a violation of the Rules of Conduct that would result in termination of a non-probationary employee, discipline should be administered in accordance with the charter school's employee discipline policy to include involuntary termination, as opposed to probationary termination.
3. The CEO will obtain the approval from the Board of Trustees.
4. There should be no documentation given to the employee regarding reasons or justification for dismissal. HR must prepare the probationary termination letter. In the event of a probationary dismissal, the only justification that will be provided to the employee, both verbally and in writing, is "the Board of Trustees has elected not to continue the employment relationship."

All steps above, including formal notification to the employee, must be completed prior to the expiration of the probationary period. Otherwise, the employee will be considered to have automatically "passed" the probationary period.

Board Approval Date

Approval Signatures on file

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



Roberto Clemente Charter School

Business Report: September 20, 2022

Page 1 of 3

Financial Activity (8/1-8/31/22)

- Finance Committee meeting (Sep-16).
- 629 Students: Non-Special Ed (579), Special Ed (50)
Allentown SD (604), 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)
 - Catasauqua Area SD
 - Regular Ed- \$12,724.86 (-\$1,095/student)
 - Special Ed- \$29,566.32 (-\$3,452/student)
 - East Penn SD
 - Regular Ed- \$12,816.33 (+\$1,016/student)
 - Special Ed- \$29,591.53 (+\$2,667/student)
- Total grant funds spent: ESSER II (\$586,257 of \$1,557,241); ESSER III (\$766,802 of \$3,394,660).
- 21/22 Depreciation/GASB 68 & 75 expenses have not been posted.
- \$11,275 Interactive viewboards. (*Both Schools*)
- \$6,748 Pallet lift. (*Facilities Dept*)
- \$2,598 Gas stove. (*Food Service Dept*)
- \$22,267 General contractor charges. (*Administration Building*)
- Received \$58,209 in accrued 21/22 Title I funds.
- Received \$494,376 in accrued ESSER funds.
- 2nd Quarter employer state pension contributions submitted (\$163,630).
- Released \$22,591 in Assigned Funds
 - Capital Expenses & Projects Fund-Administration Building renovations.
- Administration Building Renovations Project YTD: \$661,315 (Actual); \$703,500 (Approved Budget)
- Un-Assigned General Fund balance \$1,422,439 / 12.9% of the operating budget.
- \$848,142 Total disbursements
- Annual payment for student information system. (*K12 Systems Inc.*)
- Progress bill #7 for building renovations. (*Bracy Construction*)
- Payment on classroom furniture order. (*K-Log Inc.*)
- August health insurance claims submitted. (*HealthNow*)
- Submitted 2nd Quarter employer pension contributions. (*PSERS*)

Business Office

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



Roberto Clemente Charter School

Business Report: September 20, 2022

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Financial Activity (7/1-7/31/22)

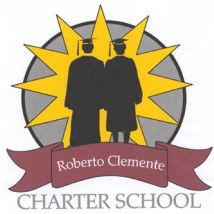
- \$2,385 Carpet extractor. (*Facilities Dept*)
- \$1,300 Conference room TV. (*Administration Building*)
- \$2,444 Reach-in refrigerator. (*Food Service Dept*)
- \$2,248 Door hardware and installation. (*Administration Building*)
- \$25,814 Capital contribution deposited with Pareto.
- Received \$34,010 in accrued 21/22 Title I, II, IV funds.
- Received \$93,487 in accrued ESSER funds.
- Reclassified \$384,169 from Construction In Progress to 131 Hamilton Street Building.
- Released \$3,548 in Assigned Funds
 - Capital Expenses & Projects Fund-Administration Building renovations.

Grants, Donations, & Reports

- Received (Jul-13) \$250 donation from Kawanis Club of Allentown for elementary school supplies.
- Filed (Aug-17) 21/22 Lease Reimbursement PDE 418 applications for 850 N 5th St & 136 S 4th St.
- Approved (Aug-24) 2022/23 School Nutrition Program application.
- Substantially approved (Aug-26) 2022/23 Consolidated Funding Application.
- Approved (Aug-30) 2021/22 PDE 418 applications for 850 N 5th St & 136 S 4th St.
- Submitted (Aug-30) 2022/23 School Mental Health & Safety and Security Grant application.
- Filed (Aug-30) 2021/22 PDE 419 application for 850 N 5th Street (\$37,343).
- Filed (Aug-30) 2021/22 PDE 419 application for 136 S 4th Street (\$53,731).
- Approved (Aug-31) 2022/23 Fresh Fruit & Vegetable Program application (\$21,000).
- Approved (Sep-14) 2021/22 PDE 419 applications for 850 N 5th Street & 136 S 4th St.

Technology Update

- 325 Service tickets received between 8/10-9/10.
- Upgraded school copiers to Papercut and Smart ID, and integrated Google services.
- Finalizing upgrades related to the administration building renovations.
- Food Services Dept POS systems deployment underway.
- Secondary School attendance kiosk under development.
- Schoolwide PA auto-alerting system currently under deployment.
- Benchmark testing support completed.



Roberto Clemente Charter School

Business Report: September 20, 2022

Page 3 of 3

General Updates

- SNP Data Exchange Report completed (Aug-10).
- Annual LEA financial audit field work completed (Aug-17).
- Workers' Compensation audit (Sep-20).
- PA Coalition for Public Charter Schools conference 9/21-9/23.

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

July 31, 2022

	Current	2022-2023	Budget	Variance	2022-2023
	Month	Y-T-D	Y-T-D		Budget
Revenue-General Fund					
6000/9000 Local Sources & Other Sources					
6500 Interest	\$ 769.15	\$ 769.15	\$ 0.00	\$ 769.15	\$ 0.00
6700 Student Activities	178.00	178.00	0.00	178.00	10,100.00
6832 PassThru Federal Funds (IU)	0.00	0.00	0.00	0.00	79,256.00
6920 Other Local Grants & Contributions	250.00	250.00	0.00	250.00	0.00
6944 Regular Education Subsidies	524,168.55	524,168.55	532,560.00	(8,391.45)	6,390,720.00
6944 Special Education Subsidies	114,610.83	114,610.83	134,685.66	(20,074.83)	1,616,228.00
6990 Miscellaneous	23.74	23.74	141.65	(117.91)	1,700.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total Local Sources</i>	<i>640,000.27</i>	<i>640,000.27</i>	<i>667,387.31</i>	<i>(27,387.04)</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	0.00	0.00	0.00	0.00	28,546.00
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<i>Total State Sources</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>144,102.00</i>
8000 Federal Sources					
8514 Title I	0.00	0.00	3,642.50	(3,642.50)	459,961.00
8515 Title II	9,489.05	9,489.05	1,507.00	7,982.05	50,024.00
8516 Title III	0.00	0.00	0.00	0.00	22,520.00
8517 Title IV	4,050.00	4,050.00	807.00	3,243.00	39,782.00
8700 ESSER	171,604.23	171,604.23	143,217.83	28,386.40	1,776,854.00
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<i>Total Federal Sources</i>	<i>185,143.28</i>	<i>185,143.28</i>	<i>149,174.33</i>	<i>35,968.95</i>	<i>2,349,141.00</i>
Revenue-Enterprise Fund					
Food Service					
6620 Sales	0.00	0.00	0.00	0.00	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	150.00	150.00	500.00	(350.00)	21,000.00
8531 Federal Sources	3,600.00	3,600.00	2,000.00	1,600.00	513,725.00
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<i>Total Food Service</i>	<i>3,750.00</i>	<i>3,750.00</i>	<i>2,500.00</i>	<i>1,250.00</i>	<i>535,525.00</i>
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Total Revenue	828,893.55	828,893.55	819,061.64	9,831.91	11,126,772.00

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

July 31, 2022

	Current Month	2022-2023 Y-T-D	Budget Y-T-D	Variance	2022-2023 Budget
Expenses-General Fund					
Instructional Services					
1100-Regular Programs					
100 Salaries/Wages	\$ 0.00	\$ 0.00	\$ 0.00	0.00	\$ 2,803,454.00
200 Benefits	0.00	0.00	0.00	0.00	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	5,301.46	5,301.46	2,203.48	3,097.98	26,440.00
500 Other Services	0.00	0.00	0.00	0.00	6,000.00
600 Supplies/Books/Subscriptions	35,798.50	35,798.50	42,787.36	(6,988.86)	175,987.00
800 Miscellaneous	0.00	0.00	0.00	0.00	3,000.00
<i>Total Regular Programs</i>	<i>41,099.96</i>	<i>41,099.96</i>	<i>44,990.84</i>	<i>(3,890.88)</i>	<i>4,330,133.00</i>
1200-Special Programs					
100 Salaries/Wages	4,628.36	4,628.36	8,191.74	(3,563.38)	429,026.00
200 Benefits	1,874.81	1,874.81	2,568.49	(693.68)	206,429.00
300 Contracted Professional & Technical Services	7,209.00	7,209.00	5,000.00	2,209.00	22,000.00
500 Other Services	0.00	0.00	41.74	(41.74)	500.00
600 Supplies/Books/Subscriptions	996.88	996.88	873.59	123.29	14,480.00
<i>Total Special Programs</i>	<i>14,709.05</i>	<i>14,709.05</i>	<i>16,675.56</i>	<i>(1,966.51)</i>	<i>672,435.00</i>
1400/1691/1700-Other Programs & Adult Education					
100 Salaries/Wages	69,576.25	69,576.25	30,000.00	39,576.25	200,480.00
200 Benefits	18,621.46	18,621.46	8,271.50	10,349.96	54,745.00
300 Contracted Professional & Technical Services	18,350.00	18,350.00	21,500.00	(3,150.00)	33,000.00
500 Other Services	0.00	0.00	0.00	0.00	0.00
566 Tuition/Higher Education	0.00	0.00	0.00	0.00	5,000.00
600 Supplies/Books/Subscriptions	0.00	0.00	2,000.00	(2,000.00)	20,000.00
<i>Total Other Programs & Adult Education</i>	<i>106,547.71</i>	<i>106,547.71</i>	<i>61,771.50</i>	<i>44,776.21</i>	<i>313,225.00</i>
Support Services					
2100-Student Support (Guidance/Child Accounting/Special Ed)					
100 Salaries/Wages	15,395.35	15,395.35	15,945.36	(550.01)	192,343.00
200 Benefits	4,923.23	4,923.23	7,060.73	(2,137.50)	84,716.00
300 Contracted Professional & Technical Services	4,387.50	4,387.50	6,333.48	(1,945.98)	86,000.00
336 Contracted Evaluations & Special Ed Services	0.00	0.00	0.00	0.00	100,000.00
500 Other Services	0.00	0.00	75.00	(75.00)	4,400.00
600 Supplies & Subscriptions	656.43	656.43	4,400.22	(3,743.79)	15,100.00
<i>Total Student Support</i>	<i>25,362.51</i>	<i>25,362.51</i>	<i>33,814.79</i>	<i>(8,452.28)</i>	<i>482,559.00</i>

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

July 31, 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	\$ 19,762.58	\$ 19,762.58	\$ 21,324.25	(\$ 1,561.67)	\$ 296,659.00
200 Benefits	9,140.33	9,140.33	12,689.50	(3,549.17)	169,798.00
240 Tuition Reimbursement	1,800.00	1,800.00	2,000.00	(200.00)	24,000.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	20,000.00
320 Contracted Staff Development Services	0.00	0.00	2,250.00	(2,250.00)	39,350.00
400 IT Equipment-Maintenance/Repairs/Rentals	0.00	0.00	0.00	0.00	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	8,233.37	(8,233.37)	14,000.00
600 IT Supplies & Subscriptions	5,063.98	5,063.98	5,333.37	(269.39)	20,000.00
600 Library Supplies & Subscriptions	4,274.80	4,274.80	620.98	3,653.82	20,623.00
600 Curriculum Supplies & Subscriptions	0.00	0.00	2,583.37	(2,583.37)	31,000.00
600 Staff Development Supplies & Subscriptions	0.00	0.00	275.11	(275.11)	5,600.00
800 Miscellaneous	0.00	0.00	0.00	0.00	0.00
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<i>Total Instructional Support</i>	<i>40,041.69</i>	<i>40,041.69</i>	<i>55,309.95</i>	<i>(15,268.26)</i>	<i>643,030.00</i>
2310/2360-Administration (Board/CEO's Office/Legal & Accounting)					
100 Salaries/Wages	2,775.86	2,775.86	10,062.50	(7,286.64)	120,750.00
200 Benefits	2,471.85	2,471.85	6,714.99	(4,243.14)	80,579.00
300 School Board Professional Development Services	0.00	0.00	166.63	(166.63)	2,000.00
330 Legal & Accounting Services	2,643.12	2,643.12	2,083.37	559.75	45,000.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	0.00	0.00	0.00	0.00
500 Other Services	114.68	114.68	149.89	(35.21)	1,800.00
600 Supplies & Subscriptions	1,252.47	1,252.47	206.25	1,046.22	2,475.00
800 Dues/Miscellaneous	3,205.43	3,205.43	3,541.63	(336.20)	4,500.00
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<i>Total Board/CEO's Office/Legal & Accounting</i>	<i>12,463.41</i>	<i>12,463.41</i>	<i>22,925.26</i>	<i>(10,461.85)</i>	<i>257,104.00</i>
2380-Administration (Principal's Office)					
100 Salaries/Wages	42,220.37	42,220.37	43,187.58	(967.21)	488,331.00
200 Benefits	12,903.61	12,903.61	24,951.33	(12,047.72)	295,331.00
400 Property Services-Maintenance/Repairs/Rentals	1,110.14	1,110.14	1,470.26	(360.12)	15,844.00
500 Other Services	0.00	0.00	416.74	(416.74)	5,000.00
600 Supplies & Subscriptions	4,928.64	4,928.64	1,025.22	3,903.42	12,300.00
800 Miscellaneous	0.00	0.00	250.00	(250.00)	3,000.00
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<i>Total Principal's Office</i>	<i>61,162.76</i>	<i>61,162.76</i>	<i>71,301.13</i>	<i>(10,138.37)</i>	<i>819,806.00</i>

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

July 31, 2022

	Current Month	2022-2023 Y-T-D	Budget Y-T-D	Variance	2022-2023 Budget
2400-Pupil Health					
100 Salaries/Wages	\$ 3,610.00	\$ 3,610.00	\$ 1,520.00	2,090.00	\$ 162,132.00
200 Benefits	1,581.30	1,581.30	667.50	913.80	108,569.00
300 Contracted Professional & Technical Services	8,005.25	8,005.25	0.00	8,005.25	3,000.00
500 Other Services	0.00	0.00	41.74	(41.74)	500.00
600 Supplies & Subscriptions	0.00	0.00	900.00	(900.00)	10,800.00
<i>Total Pupil Health</i>	<i>13,196.55</i>	<i>13,196.55</i>	<i>3,129.24</i>	<i>10,067.31</i>	<i>285,001.00</i>
2500-Business					
100 Salaries/Wages	17,902.27	17,902.27	18,511.49	(609.22)	222,137.00
200 Benefits	8,064.76	8,064.76	10,566.12	(2,501.36)	126,793.00
300 Contracted Professional & Technical Services	2,212.69	2,212.69	1,708.37	504.32	27,500.00
400 Property Services-Maintenance/Repairs/Rentals	1,958.88	1,958.88	573.26	1,385.62	6,880.00
500 Other Services	0.00	0.00	183.37	(183.37)	2,200.00
600 Supplies & Subscriptions	345.57	345.57	516.74	(171.17)	6,200.00
800 Taxes/Fees/Miscellaneous	364.42	364.42	558.37	(193.95)	1,700.00
<i>Total Business</i>	<i>30,848.59</i>	<i>30,848.59</i>	<i>32,617.72</i>	<i>(1,769.13)</i>	<i>393,410.00</i>
2600/2900-Plant Operations & Maintenance					
100 Salaries/Wages	19,716.70	19,716.70	27,450.62	(7,733.92)	329,407.00
200 Benefits	5,982.07	5,982.07	12,193.50	(6,211.43)	146,322.00
300 Contracted Professional & Technical Services	1,818.40	1,818.40	35,387.72	(33,569.32)	81,993.00
400 Property Services-Maintenance/Repairs/Rentals	10,386.00	10,386.00	19,526.10	(9,140.10)	141,700.00
441 Building Leases	58,276.19	58,276.19	58,276.48	(0.29)	699,316.00
500 Other Services	26.50	26.50	133.37	(106.87)	1,600.00
520 Property Insurance	3,590.54	3,590.54	3,616.74	(26.20)	43,400.00
538 Telecommunications	1,320.60	1,320.60	1,291.74	28.86	15,500.00
600 Supplies & Subscriptions	26,316.46	26,316.46	11,609.25	14,707.21	95,300.00
620 Utilities & Fuel	7,289.66	7,289.66	5,696.74	1,592.92	90,400.00
800 Miscellaneous	0.00	0.00	83.37	(83.37)	1,000.00
810 Property Taxes	0.00	0.00	0.00	0.00	0.00
<i>Total Plant Operations & Maintenance</i>	<i>134,723.12</i>	<i>134,723.12</i>	<i>175,265.63</i>	<i>(40,542.51)</i>	<i>1,645,938.00</i>

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

July 31, 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	\$ 6,265.97	\$ 6,265.97	\$ 7,971.99	(1,706.02)	\$ 267,363.00
200 Benefits	1,858.78	1,858.78	2,500.49	(641.71)	40,945.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
324 Contracted Staff Development Services	338.00	338.00	1,425.55	(1,087.55)	19,600.00
500 Other Services	0.00	0.00	1,092.77	(1,092.77)	24,837.00
600 Supplies & Subscriptions	2,922.57	2,922.57	3,036.35	(113.78)	54,500.00
800 Miscellaneous	0.00	0.00	83.37	(83.37)	1,000.00
<i>Total Central (HR/Information & Data/Grants)</i>	<i>11,385.32</i>	<i>11,385.32</i>	<i>16,110.52</i>	<i>(4,725.20)</i>	<i>408,245.00</i>
Non-Instructional Services					
3200/3300/3400-Student Activities & Community Services					
100 Salaries/Wages	905.50	905.50	937.87	(32.37)	38,454.00
200 Benefits	396.14	396.14	412.87	(16.73)	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	2,950.00	(2,950.00)	29,600.00
600 Supplies/Books/Subscriptions	16.79	16.79	750.11	(733.32)	19,500.00
800 Fundraisers/Miscellaneous	0.00	0.00	0.00	0.00	11,000.00
<i>Total Student Activities & Community Services</i>	<i>1,318.43</i>	<i>1,318.43</i>	<i>5,050.85</i>	<i>(3,732.42)</i>	<i>111,675.00</i>
Expenses-Enterprise Fund					
Non-Instructional Services					
3100-Food Services					
100 Salaries/Wages	12,393.41	12,393.41	8,564.25	3,829.16	189,045.00
200 Benefits	4,062.87	4,062.87	3,060.62	1,002.25	49,519.00
300 Contracted Professional & Technical Services	490.00	490.00	500.00	(10.00)	7,500.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	0.00	416.63	(416.63)	5,000.00
500 Other Services	0.00	0.00	83.37	(83.37)	1,000.00
600 Supplies & Subscriptions	2,687.81	2,687.81	4,216.63	(1,528.82)	53,000.00
630 Food & Dairy	1,960.54	1,960.54	6,000.00	(4,039.46)	347,625.00
800 Miscellaneous	0.00	0.00	175.00	(175.00)	175.00
<i>Total Food Services</i>	<i>21,594.63</i>	<i>21,594.63</i>	<i>23,016.50</i>	<i>(1,421.87)</i>	<i>652,864.00</i>
Total Expenses	514,453.73	514,453.73	561,979.49	(47,525.76)	11,015,425.00
Net Operating Income (Loss)	\$ 314,439.82	\$ 314,439.82	\$ 257,082.15	\$ 57,357.67	\$ 111,347.00

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

July 31, 2022

	Current	2022-2023	Budget	Variance	2022-2023
	Month	Y-T-D	Y-T-D		Budget
Capital Outlay (450/700)					
1000 Instructional-Equipment & Furniture	\$ 0.00	\$ 0.00	\$ 76,000.00	(\$ 76,000.00)	\$ 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	3,684.99	3,684.99	35,400.00	(\$ 31,715.01)	43,400.00
2800 Central Services-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
3100 Food Service	2,444.00	2,444.00	8,000.00	(\$ 5,556.00)	8,000.00
3200 NonInstructional Equip & Furn	0.00	0.00	0.00	0.00	0.00
4000 Facilities Acquisition/Construction/Improvements	2,248.69	2,248.69	0.00	2,248.69	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total Capital Outlay</i>	<i>8,377.68</i>	<i>8,377.68</i>	<i>119,400.00</i>	<i>(\$ 111,022.32)</i>	<i>127,400.00</i>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Income (Loss)	\$ 306,062.14	\$ 306,062.14	\$ 137,682.15	\$ 168,379.99	(\$ 16,053.00)

ROBERTO CLEMENTE CHARTER SCHOOL**Financial Report for the Month Ending****July 31, 2022****ASSETS****Current Assets***Cash*

Main Operating Account	\$	544,098.37
Auxiliary Account		4,792.15
Payroll Account		373,968.86
HIC Account		100,000.01
Executive Account		354.46
Principals' Accounts		1,062.82
Money Market Accounts		1,618,667.65
Petty Cash		<u>900.00</u>

Total Cash 2,643,844.32

Accounts Receivable

School Districts		1,321,810.59
State Government		0.00
Federal Government		22,247.33
Other		0.00
Food Service		<u>0.00</u>

Total Accounts Receivable 1,344,057.92

Other Current Assets

Deposits		0.00
Capital Contribution- Pareto		25,814.00
Accrued Revenue		767,435.85
PrePaid Expenses		56,592.35
Food Service PrePaid Expenses & Accrued Revenue		0.00
Agency Fund-Cash Accounts (Students)		<u>2,418.79</u>

Total Other Current Assets 852,260.99

Fixed Assets*Buildings & Equipment*

131 Hamilton Street Building (Administration)		1,050,758.26
850 N 5th Street Building (Elementary School)		554,318.61
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		918,827.88
Equipment Leases		0.00
Accumulated Depreciation		(2,252,222.39)
Food Service Equipment & Furniture		51,773.59
Food Service Accumulated Depreciation		<u>(37,415.50)</u>

Total Buildings & Equipment 2,162,583.04

Total Assets \$ 7,002,746.27

ROBERTO CLEMENTE CHARTER SCHOOL
Financial Report for the Month Ending
July 31, 2022

LIABILITIES AND CAPITAL

Liabilities

Current Liabilities

Short-Term Payables

Accounts Payable	\$	176,550.75	
PSERS-Employer Contributions		247,667.76	
403 B-Employer Contributions		5,417.19	
Payroll Taxes & Deductions		(44.71)	
Retirement-Employee Contributions		25,351.96	
<i>Total Short-Term Payables</i>			454,942.95

Accrued Expenses & Other Current Liabilities

Accrued Salaries & Benefits		212,145.63	
Other Accrued Expenses		0.00	
Interfund Payable		0.00	
UnEarned Revenue		31,506.56	
Scholarship Funds		4,020.00	
<i>Total Accrued Expenses & Other Current Liabilities</i>			247,672.19

NonCurrent Liabilities

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

			702,615.14
Total Liabilities			

Capital

Assigned General Funds

Assigned Funds-Operating (Budget Impasse)		1,440,000.00	
Assigned Funds-Capital Expenses & Projects		1,064,775.96	
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>			2,809,936.98

Other Fund Balances & Net Position

Non-Spendable		56,592.35	
Net Investment In Capital Assets		2,162,583.04	
Agency Funds (Students)		2,418.79	
UnAssigned General Funds		962,537.83	
Net Income (Loss)		306,062.14	
<i>Total Other Fund Balances & Net Position</i>			3,490,194.15

			6,300,131.13
Total Capital			

			\$ 7,002,746.27
Total Liabilities & Capital			

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

Financial Report for the Month Ending

August 31, 2022

	Current	2022-2023	Budget		2022-2023
	Month	Y-T-D	Y-T-D	Variance	Budget
Revenue-General Fund					
6000/9000 Local Sources & Other Sources					
6500 Interest	\$ 1,007.95	\$ 1,777.10	\$ 0.00	\$ 1,777.10	\$ 0.00
6700 Student Activities	445.65	623.65	0.00	623.65	10,100.00
6832 PassThru Federal Funds (IU)	0.00	0.00	0.00	0.00	79,256.00
6920 Other Local Grants & Contributions	0.00	250.00	0.00	250.00	0.00
6944 Regular Education Subsidies	524,168.56	1,048,337.11	1,065,120.00	(16,782.89)	6,390,720.00
6944 Special Education Subsidies	114,610.83	229,221.66	269,371.32	(40,149.66)	1,616,228.00
6990 Miscellaneous	209.38	233.12	283.30	(50.18)	1,700.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total Local Sources</i>	<i>640,442.37</i>	<i>1,280,442.64</i>	<i>1,334,774.62</i>	<i>(54,331.98)</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	0.00	0.00	0.00	0.00	28,546.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total State Sources</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>144,102.00</i>
8000 Federal Sources					
8514 Title I	18,949.80	18,949.80	7,285.00	11,664.80	459,961.00
8515 Title II	700.00	10,189.05	3,014.00	7,175.05	50,024.00
8516 Title III	224.00	224.00	0.00	224.00	22,520.00
8517 Title IV	2,291.20	6,341.20	1,614.00	4,727.20	39,782.00
8700 ESSER	69,864.95	241,469.18	286,435.66	(44,966.48)	1,776,854.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total Federal Sources</i>	<i>92,029.95</i>	<i>277,173.23</i>	<i>298,348.66</i>	<i>(21,175.43)</i>	<i>2,349,141.00</i>
Revenue-Enterprise Fund					
Food Service					
6620 Sales	0.00	0.00	0.00	0.00	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	0.00	150.00	1,000.00	(850.00)	21,000.00
8531 Federal Sources	0.00	3,600.00	4,000.00	(400.00)	513,725.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total Food Service</i>	<i>0.00</i>	<i>3,750.00</i>	<i>5,000.00</i>	<i>(1,250.00)</i>	<i>535,525.00</i>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenue	732,472.32	1,561,365.87	1,638,123.28	(76,757.41)	11,126,772.00

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

August 31, 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	\$ 117,086.00	\$	\$ 117,086.00	\$	\$ 140,172.70	(23,086.70)	\$ 2,803,454.00
200 Benefits	34,144.56		34,144.56		41,016.85	(6,872.29)	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	1,869.46		7,170.92		4,406.80	2,764.12	26,440.00
500 Other Services	0.00		0.00		0.00	0.00	6,000.00
600 Supplies/Books/Subscriptions	39,896.69		75,695.19		63,584.60	12,110.59	175,987.00
800 Miscellaneous	0.00		0.00		0.00	0.00	3,000.00
<i>Total Regular Programs</i>	<i>192,996.71</i>		<i>234,096.67</i>		<i>249,180.95</i>	<i>(15,084.28)</i>	<i>4,330,133.00</i>
1200-Special Programs							
100 Salaries/Wages	16,610.24		21,238.60		30,259.92	(9,021.32)	429,026.00
200 Benefits	4,888.30		6,763.11		11,964.70	(5,201.59)	206,429.00
300 Contracted Professional & Technical Services	0.00		7,209.00		5,000.00	2,209.00	22,000.00
500 Other Services	0.00		0.00		83.40	(83.40)	500.00
600 Supplies/Books/Subscriptions	1,374.70		2,371.58		1,746.90	624.68	14,480.00
<i>Total Special Programs</i>	<i>22,873.24</i>		<i>37,582.29</i>		<i>49,054.92</i>	<i>(11,472.63)</i>	<i>672,435.00</i>
1400/1691/1700-Other Programs & Adult Education							
100 Salaries/Wages	0.00		69,576.25		60,000.00	9,576.25	200,480.00
200 Benefits	0.00		18,621.46		16,543.00	2,078.46	54,745.00
300 Contracted Professional & Technical Services	0.00		18,350.00		21,500.00	(3,150.00)	33,000.00
500 Other Services	0.00		0.00		0.00	0.00	0.00
566 Tuition/Higher Education	0.00		0.00		0.00	0.00	5,000.00
600 Supplies/Books/Subscriptions	1,663.10		1,663.10		4,000.00	(2,336.90)	20,000.00
<i>Total Other Programs & Adult Education</i>	<i>1,663.10</i>		<i>108,210.81</i>		<i>102,043.00</i>	<i>6,167.81</i>	<i>313,225.00</i>
Support Services							
2100-Student Support (Guidance/Child Accounting/Special Ed)							
100 Salaries/Wages	9,418.02		24,813.37		31,890.60	(7,077.23)	192,343.00
200 Benefits	4,330.18		9,253.41		14,120.30	(4,866.89)	84,716.00
300 Contracted Professional & Technical Services	0.00		4,387.50		12,666.80	(8,279.30)	86,000.00
336 Contracted Evaluations & Special Ed Services	0.00		0.00		0.00	0.00	100,000.00
500 Other Services	0.00		0.00		150.00	(150.00)	4,400.00
600 Supplies & Subscriptions	2,277.94		2,934.37		8,100.20	(5,165.83)	15,100.00
<i>Total Student Support</i>	<i>16,026.14</i>		<i>41,388.65</i>		<i>66,927.90</i>	<i>(25,539.25)</i>	<i>482,559.00</i>

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

August 31, 2022

	Current Month	2022-2023 Y-T-D	Budget Y-T-D	Variance	2022-2023 Budget
2200-Instructional Support (Technology/Library/Curriculum/Staff Development)					
100 Salaries/Wages	\$ 22,810.56	\$ 42,573.14	\$ 44,648.50	(2,075.36)	\$ 296,659.00
200 Benefits	11,725.37	20,865.70	26,380.00	(5,514.30)	169,798.00
240 Tuition Reimbursement	1,800.00	3,600.00	4,000.00	(400.00)	24,000.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	20,000.00
320 Contracted Staff Development Services	0.00	0.00	4,500.00	(4,500.00)	39,350.00
400 IT Equipment-Maintenance/Repairs/Rentals	0.00	0.00	0.00	0.00	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	8,316.70	(8,316.70)	14,000.00
600 IT Supplies & Subscriptions	310.98	5,374.96	6,666.70	(1,291.74)	20,000.00
600 Library Supplies & Subscriptions	0.00	4,274.80	1,241.80	3,033.00	20,623.00
600 Curriculum Supplies & Subscriptions	0.00	0.00	5,166.70	(5,166.70)	31,000.00
600 Staff Development Supplies & Subscriptions	6,898.98	6,898.98	550.10	6,348.88	5,600.00
800 Miscellaneous	0.00	0.00	0.00	0.00	0.00
<i>Total Instructional Support</i>	<i>43,545.89</i>	<i>83,587.58</i>	<i>101,470.50</i>	<i>(17,882.92)</i>	<i>643,030.00</i>
2310/2360-Administration (Board/CEO's Office/Legal & Accounting)					
100 Salaries/Wages	10,640.81	13,416.67	20,125.00	(6,708.33)	120,750.00
200 Benefits	5,858.08	8,329.93	13,429.90	(5,099.97)	80,579.00
300 School Board Professional Development Services	0.00	0.00	333.30	(333.30)	2,000.00
330 Legal & Accounting Services	0.00	2,643.12	14,166.70	(11,523.58)	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	299.90	(185.22)	1,800.00
600 Supplies & Subscriptions	87.91	1,340.38	412.50	927.88	2,475.00
800 Dues/Miscellaneous	118.62	3,324.05	3,583.30	(259.25)	4,500.00
<i>Total Board/CEO's Office/Legal & Accounting</i>	<i>16,705.42</i>	<i>29,168.83</i>	<i>52,350.60</i>	<i>(23,181.77)</i>	<i>257,104.00</i>
2380-Administration (Principal's Office)					
100 Salaries/Wages	42,171.30	84,391.67	86,375.16	(1,983.49)	488,331.00
200 Benefits	13,801.19	26,704.80	49,902.66	(23,197.86)	295,331.00
400 Property Services-Maintenance/Repairs/Rentals	530.44	1,640.58	2,715.60	(1,075.02)	15,844.00
500 Other Services	225.00	225.00	833.40	(608.40)	5,000.00
600 Supplies & Subscriptions	1,088.94	6,017.58	2,050.20	3,967.38	12,300.00
800 Miscellaneous	0.00	0.00	500.00	(500.00)	3,000.00
<i>Total Principal's Office</i>	<i>57,816.87</i>	<i>118,979.63</i>	<i>142,377.02</i>	<i>(23,397.39)</i>	<i>819,806.00</i>

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

August 31, 2022

	Current	2022-2023	Budget	Variance	2022-2023
	Month	Y-T-D	Y-T-D		Budget
2400-Pupil Health					
100 Salaries/Wages	\$ 6,520.00	\$ 10,130.00	\$ 10,994.60	(864.60)	\$ 162,132.00
200 Benefits	1,970.19	3,551.49	6,696.70	(3,145.21)	108,569.00
300 Contracted Professional & Technical Services	0.00	8,005.25	0.00	8,005.25	3,000.00
500 Other Services	0.00	0.00	83.40	(83.40)	500.00
600 Supplies & Subscriptions	0.00	0.00	1,800.00	(1,800.00)	10,800.00
	<hr/>				
<i>Total Pupil Health</i>	<i>8,490.19</i>	<i>21,686.74</i>	<i>19,574.70</i>	<i>2,112.04</i>	<i>285,001.00</i>
2500-Business					
100 Salaries/Wages	19,599.61	37,501.88	37,022.90	478.98	222,137.00
200 Benefits	8,198.74	16,263.50	21,132.20	(4,868.70)	126,793.00
300 Contracted Professional & Technical Services	1,123.39	3,336.08	8,416.70	(5,080.62)	27,500.00
400 Property Services-Maintenance/Repairs/Rentals	1,009.47	2,968.35	1,146.60	1,821.75	6,880.00
500 Other Services	182.92	182.92	366.70	(183.78)	2,200.00
600 Supplies & Subscriptions	274.57	620.14	1,033.40	(413.26)	6,200.00
800 Taxes/Fees/Miscellaneous	73.44	437.86	616.70	(178.84)	1,700.00
	<hr/>				
<i>Total Business</i>	<i>30,462.14</i>	<i>61,310.73</i>	<i>69,735.20</i>	<i>(8,424.47)</i>	<i>393,410.00</i>
2600/2900-Plant Operations & Maintenance					
100 Salaries/Wages	24,192.86	43,909.56	54,901.20	(10,991.64)	329,407.00
200 Benefits	6,322.56	12,304.63	24,387.00	(12,082.37)	146,322.00
300 Contracted Professional & Technical Services	5,884.66	7,703.06	36,892.20	(29,189.14)	81,993.00
400 Property Services-Maintenance/Repairs/Rentals	9,088.75	19,474.75	24,476.00	(5,001.25)	141,700.00
441 Building Leases	58,276.19	116,552.38	116,552.80	(0.42)	699,316.00
500 Other Services	58.83	85.33	266.70	(181.37)	1,600.00
520 Property Insurance	3,590.23	7,180.77	7,233.40	(52.63)	43,400.00
538 Telecommunications	1,320.56	2,641.16	2,583.40	57.76	15,500.00
600 Supplies & Subscriptions	5,397.24	31,713.70	19,217.50	12,496.20	95,300.00
620 Utilities & Fuel	7,359.19	14,648.85	11,593.40	3,055.45	90,400.00
800 Miscellaneous	81.00	81.00	166.70	(85.70)	1,000.00
810 Property Taxes	0.00	0.00	0.00	0.00	0.00
	<hr/>				
<i>Total Plant Operations & Maintenance</i>	<i>121,572.07</i>	<i>256,295.19</i>	<i>298,270.30</i>	<i>(41,975.11)</i>	<i>1,645,938.00</i>

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

August 31, 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	\$ 6,815.13	\$ 13,081.10	\$ 13,943.90	(862.80)	\$ 267,363.00
200 Benefits	2,428.39	4,287.17	4,501.90	(214.73)	40,945.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
324 Contracted Staff Development Services	0.00	338.00	2,850.50	(2,512.50)	19,600.00
500 Other Services	0.00	0.00	2,067.70	(2,067.70)	24,837.00
600 Supplies & Subscriptions	4,067.88	6,990.45	6,022.30	968.15	54,500.00
800 Miscellaneous	0.00	0.00	166.70	(166.70)	1,000.00
<i>Total Central (HR/Information & Data/Grants)</i>	<i>13,311.40</i>	<i>24,696.72</i>	<i>29,553.00</i>	<i>(4,856.28)</i>	<i>408,245.00</i>
Non-Instructional Services					
3200/3300/3400-Student Activities & Community Services					
100 Salaries/Wages	991.73	1,897.23	1,875.70	21.53	38,454.00
200 Benefits	431.26	827.40	824.70	2.70	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	3,700.00	(3,700.00)	29,600.00
600 Supplies/Books/Subscriptions	146.70	163.49	1,000.10	(836.61)	19,500.00
800 Fundraisers/Miscellaneous	0.00	0.00	0.00	0.00	11,000.00
<i>Total Student Activities & Community Services</i>	<i>1,569.69</i>	<i>2,888.12</i>	<i>7,400.50</i>	<i>(4,512.38)</i>	<i>111,675.00</i>
Expenses-Enterprise Fund					
Non-Instructional Services					
3100-Food Services					
100 Salaries/Wages	9,866.39	22,259.80	21,442.20	817.60	189,045.00
200 Benefits	3,558.87	7,621.74	6,760.80	860.94	49,519.00
300 Contracted Professional & Technical Services	0.00	490.00	1,136.40	(646.40)	7,500.00
400 Property Services-Maintenance/Repairs/Rentals	1,017.60	1,017.60	833.30	184.30	5,000.00
500 Other Services	0.00	0.00	166.70	(166.70)	1,000.00
600 Supplies & Subscriptions	4,738.24	7,426.05	9,433.30	(2,007.25)	53,000.00
630 Food & Dairy	9,597.19	11,557.73	18,000.00	(6,442.27)	347,625.00
800 Miscellaneous	0.00	0.00	175.00	(175.00)	175.00
<i>Total Food Services</i>	<i>28,778.29</i>	<i>50,372.92</i>	<i>57,947.70</i>	<i>(7,574.78)</i>	<i>652,864.00</i>
Total Expenses	555,811.15	1,070,264.88	1,245,886.29	(175,621.41)	11,015,425.00
Net Operating Income (Loss)	\$ 176,661.17	\$ 491,100.99	\$ 392,236.99	\$ 98,864.00	\$ 111,347.00

ROBERTO CLEMENTE CHARTER SCHOOL

Financial Report for the Month Ending

August 31, 2022

	Current Month	2022-2023 Y-T-D	Budget Y-T-D	Variance	2022-2023 Budget
Capital Outlay (450/700)					
1000 Instructional-Equipment & Furniture	\$ 11,275.30	\$ 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	6,748.00	10,432.99	35,400.00	(24,967.01)	43,400.00
2800 Central Services-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
3100 Food Service	2,598.12	5,042.12	8,000.00	(2,957.88)	8,000.00
3200 NonInstructional Equip & Furn	0.00	0.00	0.00	0.00	0.00
4000 Facilities Acquisition/Construction/Improvements	22,266.92	24,515.61	0.00	24,515.61	0.00
<i>Total Capital Outlay</i>	<i>42,888.34</i>	<i>51,266.02</i>	<i>119,400.00</i>	<i>(68,133.98)</i>	<i>127,400.00</i>
Total Income (Loss)	\$ 133,772.83	\$ 439,834.97	\$ 272,836.99	\$ 166,997.98	(\$ 16,053.00)

ROBERTO CLEMENTE CHARTER SCHOOL
Financial Report for the Month Ending
August 31, 2022

ASSETS

Current Assets

Cash

Main Operating Account	\$ 440,458.76
Auxiliary Account	3,589.16
Payroll Account	296,516.29
HIC Account	76,464.96
Executive Account	935.84
Principals' Accounts	1,062.82
Money Market Accounts	1,619,675.60
Petty Cash	<u>900.00</u>

Total Cash 2,439,603.43

Accounts Receivable

School Districts	1,892,837.11
State Government	0.00
Federal Government	0.00
Other	0.00
Food Service	<u>0.00</u>

Total Accounts Receivable 1,892,837.11

Other Current Assets

Deposits	0.00
Capital Contribution- Pareto	25,814.00
Accrued Revenue	306,879.97
PrePaid Expenses	59,291.40
Food Service PrePaid Expenses & Accrued Revenue	0.00
Agency Fund-Cash Accounts (Students)	<u>2,418.79</u>

Total Other Current Assets 394,404.16

Fixed Assets

Buildings & Equipment

131 Hamilton Street Building (Administration)	1,073,025.18
850 N 5th Street Building (Elementary School)	554,318.61
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	54,371.71
Food Service Accumulated Depreciation	<u>(37,415.50)</u>

Total Buildings & Equipment 2,205,471.38

Total Assets **\$ 6,932,316.08**

ROBERTO CLEMENTE CHARTER SCHOOL
Financial Report for the Month Ending
August 31, 2022

LIABILITIES AND CAPITAL

Liabilities

Current Liabilities

Short-Term Payables

Accounts Payable	\$ 137,596.84	
PSERS-Employer Contributions	135,103.46	
403 B-Employer Contributions	4,573.81	
Payroll Taxes & Deductions	2,808.79	
Retirement-Employee Contributions	16,900.73	
<i>Total Short-Term Payables</i>		296,983.63

Accrued Expenses & Other Current Liabilities

Accrued Salaries & Benefits	118,106.43	
Other Accrued Expenses	0.00	
Interfund Payable	0.00	
UnEarned Revenue	36,413.72	
Scholarship Funds	4,020.00	
<i>Total Accrued Expenses & Other Current Liabilities</i>		158,540.15

NonCurrent Liabilities

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

		455,523.78
Total Liabilities		

Capital

Assigned General Funds

Assigned Funds-Operating (Budget Impasse)	1,440,000.00	
Assigned Funds-Capital Expenses & Projects	1,042,184.14	
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>		2,787,345.16

Other Fund Balances & Net Position

Non-Spendable	59,116.52	
Net Investment In Capital Assets	2,205,471.38	
Agency Funds (Students)	2,418.79	
UnAssigned General Funds	982,605.48	
Net Income (Loss)	439,834.97	
<i>Total Other Fund Balances & Net Position</i>		3,689,447.14

		6,476,792.30
Total Capital		

		\$ 6,932,316.08
Total Liabilities & Capital		

ROBERTO CLEMENTE CHARTER SCHOOL
Financial Report for the Month Ending
August 31, 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 8/1/22 through 8/31/22

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
001882	8/1/22	HISPANIC AMERICAN ORG	136 S 4th Street lease	\$ 36,101.88	8/1/22	X
001883	8/1/22	HISPANIC AMERICAN ORG	850 N 5th Street lease	\$ 22,174.31	8/1/22	X
001884	8/1/22	Dierdre Wimmer	HRA payout	\$ 50.00	8/1/22	X
001885V	8/1/22	Cassandra Wiersch	Misprint	\$ (4,046.31)	8/24/22	*Void Date
001886	8/1/22	Corin Watt	HRA payout	\$ 2,089.71	8/1/22	X
001887	8/1/22	Rebecca Torres	HRA payout	\$ 411.51	8/1/22	X
001888	8/1/22	Alyssa Mace	HRA payout	\$ 2,941.01	8/1/22	X
001889	8/1/22	Christopher J Lunsford II	HRA payout	\$ 400.00	8/1/22	X
001890	8/1/22	Jessica Kamber	HRA payout	\$ 50.00	8/1/22	X
001891	8/1/22	Sarah Hart	HRA payout	\$ 70.00	8/1/22	
001892	8/1/22	Lara Ashworth	HRA payout	\$ 50.00	8/1/22	X
001893	8/10/22	All City Management Services, Inc	Crossing guards	\$ 3,001.19	8/12/22	X
001894	8/10/22	ALL-AMERICA GRAPHICS LLC		\$ 278.00	8/12/22	X
001895	8/10/22	ATLAS BUILDING MAINTENANCE, INC.	Janitorial supplies	\$ 1,525.02	8/12/22	X
001896	8/10/22	Charles Boger	HRA payout	\$ 17.76	8/12/22	X
001897	8/10/22	GOVCONNECTION, INC	Adobe sign subscription	\$ 3,489.08	8/12/22	X
001898	8/10/22	Cyntox, LLC		\$ 101.92	8/12/22	X
001899	8/10/22	DELL MARKETING L.P.	Laptop computers	\$ 2,787.00	8/12/22	X
001900	8/10/22	Gold Star Foods		\$ 280.50	8/12/22	X
001901	8/10/22	GRAHAM SECURITY POLICE, INC	Security services	\$ 5,690.00	8/12/22	X
001902	8/10/22	MBI Heating & Air Conditioning	HVAC repairs	\$ 1,480.00	8/12/22	X
001903	8/10/22	MONK'S SECURITY SYSTEMS	Annual equipment maintenance agreement	\$ 5,600.00	8/12/22	X
001904	8/10/22	PA Dept of Labor & Industry-E		\$ 78.98	8/12/22	X
001905	8/10/22	PLAZA HARDWARE	Door hardware/keying services	\$ 1,603.00	8/12/22	X
001906	8/10/22	Precision Human Resource Solutions	Staffing agency-janitorial	\$ 5,803.00	8/12/22	X
001907	8/10/22	Procure Therapy	Staffing agency-registered nurse	\$ 2,130.00	8/12/22	X
001908	8/10/22	RCN		\$ 421.94	8/12/22	X
001909	8/10/22	Rittenhouse & Sons, Inc		\$ 380.00	8/12/22	X
001910	8/10/22	K12 Systems, INC	Student information system licenses	\$ 22,759.00	8/12/22	X
001911	8/10/22	Alena Schneider	Tuition reimbursement	\$ 1,200.00	8/12/22	X
001912	8/10/22	THE SHERWIN-WILLIAMS CO		\$ 275.47	8/12/22	X
001913	8/10/22	Soliant Health, LLC	Staffing agency-special ed	\$ 1,822.50	8/12/22	X
001914	8/10/22	T-Mobile		\$ 20.00	8/12/22	X
001915	8/10/22	Susan Traynor	HRA payout	\$ 10.00	8/12/22	X
001916	8/10/22	United Electric Supply		\$ 526.80	8/12/22	X
001917	8/10/22	USI Insurance Services LLC	Cyber liability insurance	\$ 3,001.15	8/12/22	X
001918	8/10/22	Venus Supplies and Services	Janitorial supplies	\$ 13,802.27	8/12/22	X
001919	8/10/22	VERIZON CONNECT NWF, INC		\$ 38.00	8/12/22	X
001920	8/10/22	Stephanie Vicenty	HRA payout	\$ 20.00	8/12/22	X
001921	8/10/22	VIPER PEST SERVICES		\$ 175.00	8/12/22	X
001922	8/11/22	Webstaurantstore	Kitchen stove	\$ 2,598.12	8/12/22	X

Roberto Clemente Charter School
 Payment List
 For the Period 8/1/22 through 8/31/22

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
001923	8/24/22	4imprint		\$ 273.18	8/26/22	X
001924	8/24/22	Action Rental		\$ 809.31	8/26/22	X
001925	8/24/22	All City Management Services, Inc	<i>Crossing guards</i>	\$ 1,033.98	8/26/22	X
001926	8/24/22	RPS BOLLINGER	<i>Student accident insurance</i>	\$ 4,721.00	8/26/22	
001927	8/24/22	Bracy Construction	<i>General contractor progress billing</i>	\$ 22,266.92	8/26/22	X
001928	8/24/22	William Breiner	<i>Travel reimbursement</i>	\$ 103.88	8/26/22	
001929	8/24/22	Cantave Charles	<i>HRA payout</i>	\$ 1,778.28	8/26/22	
001930	8/24/22	Express Sign Outlet Inc		\$ 70.00	8/26/22	X
001931	8/24/22	Liminex, INC	<i>Video conferencing licenses</i>	\$ 4,582.40	8/26/22	X
001932	8/24/22	Heather Harstine	<i>HRA payout</i>	\$ 4,020.00	8/26/22	
001933	8/24/22	HOWARD REFRIGERATION & A/C CO.		\$ 512.60	8/26/22	
001934	8/24/22	JP Mascaro & Sons	<i>Refuse/recycling</i>	\$ 1,753.00	8/26/22	X
001935	8/24/22	K-Log, Inc.	<i>Classroom furniture</i>	\$ 11,257.67	8/26/22	
001936	8/24/22	Kegel's Produce		\$ 272.55	8/26/22	X
001937	8/24/22	Kendall Hunt Publishing Co.	<i>Classroom materials</i>	\$ 1,944.54	8/26/22	X
001938	8/24/22	MBI Heating & Air Conditioning		\$ 605.50	8/26/22	X
001939	8/24/22	MetLife-Group Benefits	<i>Dental insurance</i>	\$ 3,031.42	8/26/22	X
001940	8/24/22	PETTY CASH		\$ 219.88	8/26/22	
001941	8/24/22	Precision Human Resource Solutions	<i>Staffing agency-janitorial</i>	\$ 4,018.75	8/26/22	X
001942	8/24/22	RESTAURANT EQUIPMENT SERVICES		\$ 210.00	8/26/22	X
001943	8/24/22	School Specialty		\$ 69.56	8/26/22	X
001944	8/24/22	Susan Traynor	<i>HRA payout</i>	\$ 10.00	8/26/22	
001945	8/24/22	Venus Supplies and Services		\$ 997.93	8/26/22	X
001946	8/24/22	VIPER PEST SERVICES		\$ 175.00	8/26/22	X
001947	8/24/22	Corin Watt	<i>Travel reimbursement</i>	\$ 42.40	8/26/22	
001948	8/24/22	Cassandra Wiersch	<i>HRA payout</i>	\$ 4,056.31	8/26/22	
001949	8/24/22	Follett Higher Education Group, LLC		\$ 884.70	8/26/22	
EFT						
01082022	8/1/22	Unum Life Insurance Company of America	<i>STD/LTD/LI insurance</i>	\$ 2,564.28	8/1/22	X
100005197876	8/1/22	UGI UTILITIES, INC.		\$ 36.04	8/1/22	X
100005198168	8/1/22	UGI UTILITIES, INC.		\$ 25.99	8/1/22	X
100005198242	8/1/22	UGI UTILITIES, INC.		\$ 27.10	8/1/22	X
100005198413	8/1/22	UGI UTILITIES, INC.		\$ 110.97	8/1/22	X
406102	8/1/22	PenTeleData		\$ 429.00	8/1/22	X
737828911	8/1/22	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 200.55	8/1/22	X
737831605	8/1/22	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 191.20	8/1/22	X
436959354	8/1/22	US FOODS	<i>Food</i>	\$ 1,188.80	8/1/22	X
2149689502	8/1/22	AMAZON CREDIT PLAN	<i>Instructional/Office/IT supplies</i>	\$ 9,616.14	8/1/22	X
185933170	8/1/22	STAPLES ADVANTAGE	<i>Classroom supplies</i>	\$ 1,059.49	8/1/22	X
48666749	8/1/22	PURCHASE POWER		\$ 59.49	8/1/22	X
6raxoxh	8/3/22	Highmark Blue Shield		\$ 574.06	8/3/22	X

Roberto Clemente Charter School
 Payment List
 For the Period 8/1/22 through 8/31/22

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
2604	8/3/22	PACKRAT		\$ 69.00	8/3/22	X
5969	8/11/22	PACKRAT		\$ 69.00	8/11/22	X
2222826050063	8/16/22	COMMONWEALTH OF PENNSYLVANIA		\$ 39.00	8/16/22	X
22081616	8/16/22	PPL ELECTRIC UTILITIES	<i>Electric</i>	\$ 1,736.24	8/16/22	X
22081669	8/16/22	PPL ELECTRIC UTILITIES	<i>Electric</i>	\$ 4,032.02	8/16/22	X
22081679	8/16/22	PPL ELECTRIC UTILITIES		\$ 90.87	8/16/22	X
22081691	8/16/22	PPL ELECTRIC UTILITIES		\$ 886.95	8/16/22	X
3126705618	8/16/22	TFS Leasing A Program of De Lage		\$ 579.70	8/16/22	X
3126705746	8/16/22	TFS Leasing A Program of De Lage		\$ 319.47	8/16/22	X
420888182	8/16/22	US FOODS	<i>Food</i>	\$ 1,531.65	8/16/22	X
1709873970	8/16/22	T-Mobile		\$ 469.62	8/16/22	X
188075296	8/16/22	UNIVERSAL PREMIUM FLEETCARD		\$ 343.48	8/16/22	X
188064620	8/16/22	STAPLES ADVANTAGE		\$ 36.12	8/16/22	X
48938543	8/16/22	PURCHASE POWER		\$ 125.00	8/16/22	X
6108289089493	8/16/22	STAPLES CREDIT PLAN		\$ 15.66	8/16/22	X
08172022	8/17/22	TOSHIBA AMERICA BUSINESS SOLUTIONS	<i>Copier maintenance</i>	\$ 3,432.00	8/17/22	X
08182022	8/24/22	HealthNow Administrative Services	<i>Health insurance administrator</i>	\$ 34,260.54	8/24/22	X
08262022	8/26/22	Unum Life Insurance Company of America	<i>STD/LTD/LI insurance</i>	\$ 2,703.36	8/26/22	X
2174860892	8/26/22	AMAZON CREDIT PLAN	<i>Instructional/Office/IT supplies</i>	\$ 7,346.34	8/26/22	X
100005305867	8/26/22	UGI UTILITIES, INC.		\$ 36.04	8/26/22	X
11583489	8/26/22	TOSHIBA FINANCIAL SERVICES	<i>Copier leases</i>	\$ 1,176.41	8/26/22	X
11583490	8/26/22	TOSHIBA FINANCIAL SERVICES	<i>Copier leases</i>	\$ 1,223.49	8/26/22	X
100005305664	8/26/22	UGI UTILITIES, INC.		\$ 96.45	8/26/22	X
100005305747	8/26/22	UGI UTILITIES, INC.		\$ 25.99	8/26/22	X
6008375360314	8/26/22	HOME DEPOT CREDIT SERVICES	<i>Maintenance supplies</i>	\$ 2,271.17	8/26/22	X
571785	8/26/22	PenTeleData		\$ 429.00	8/26/22	X
8000909010321	8/26/22	PURCHASE POWER		\$ 125.00	8/26/22	X
yg7qt3juzsase8	8/26/22	Highmark Blue Shield		\$ 682.88	8/26/22	X
755499997	8/26/22	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 110.83	8/26/22	X
755500795	8/26/22	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 124.36	8/26/22	X
8000909008977	8/26/22	PURCHASE POWER		\$ 100.00	8/26/22	X
P-188336986	8/28/22	ZOOM		\$ 11.99	8/28/22	X
08302022	8/30/22	ReadyRefresh by Nestle		\$ 92.98	8/30/22	X
08182022	8/30/22	ProShred Security		\$ 156.00	8/30/22	X
08292022	8/31/22	ReadyRefresh by Nestle		\$ 174.88	8/31/22	X
08312022	8/31/22	ReadyRefresh by Nestle		\$ 174.88	8/31/22	X
Health Insurance Claims (HIC)						
8/15/22-081020	8/15/22	HealthNow	<i>Health Claims-PE 8/10/22</i>	\$ 14,973.81	8/15/22	X
8/22/22-081720	8/22/22	HealthNow	<i>Health Claims-PE 8/17/22</i>	\$ 5,764.78	8/22/22	X
8/29/22-082420	8/29/22	HealthNow	<i>Health Claims-PE 8/24/22</i>	\$ 2,796.46	8/29/22	X

Roberto Clemente Charter School
 Payment List
 For the Period 8/1/22 through 8/31/22

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
Payroll						
WO113286 PPE	8/1/22	VOYA Financial		\$ 421.25	8/1/22	X
17831316 PPE	8/1/22	PENSERV PLAN SERVICES INC	EE/ER 403b contributions	\$ 11,968.49	8/1/22	X
AW PPE 7/23/2	8/2/22	ADP		\$ 612.37	8/2/22	X
221000350 7/22	8/9/22	P.S.E.R.S.EMPLOYEE # 9254	EE PSERS contributions	\$ 18,568.98	8/9/22	X
000220 PPE 8/6/20	8/12/22	NYS Child Support Processing Center		\$ 200.00	8/12/22	X
0051373176	8/12/22	Roba Bozakis	Nutritionist	\$ 490.00	8/12/22	X
0051373177	8/12/22	Susan Kamber	Art program	\$ 950.00	8/12/22	X
0051373178	8/12/22	McKenna Snyder LLC	Legal services	\$ 2,643.12	8/12/22	X
AW PPE 8/6/20	8/12/22	Payroll/Taxes	ACH payroll & taxes	\$ 158,705.04	8/12/22	X
17850023 PPE	8/17/22	PENSERV PLAN SERVICES INC	EE/ER 403b contributions	\$ 10,044.37	8/17/22	X
WO115296 PPE	8/17/22	VOYA Financial		\$ 267.05	8/17/22	X
AW PPE 8/6/20	8/17/22	ADP		\$ 465.48	8/17/22	X
AW PPE 8/6/22	8/17/22	ADP		\$ 4.14	8/17/22	X
612973422 Tim	8/19/22	ADP		\$ 731.40	8/19/22	X
AW PPE 8/20/2	8/25/22	Payroll/Taxes	ACH payroll & taxes	\$ 165,934.60	8/25/22	X
000220 PPE 8/6/20	8/25/22	NYS Child Support Processing Center		\$ 200.00	8/25/22	X
000220 PPE 8/6/20	8/25/22	PA SCDU		\$ 293.54	8/25/22	X
238000228	8/26/22	P.S.E.R.S.EMPLOYER# 9254	ER PSERS contributions-2nd Quarter	\$ 163,630.83	8/26/22	X
WO116827	8/30/22	VOYA Financial		\$ 294.91	8/30/22	X
CEO's Account (Central Administration)						
6595	8/3/22	PHOEBE FLORAL	Flowers for student	\$ 118.62	8/3/22	X
Principal's Account (Elementary School)						
<i>No Activity</i>						
Principal's Account (Secondary School)						
<i>No Activity</i>						
				\$ 848,142.98		