



NAZARETH AREA SCHOOL DISTRICT
One Education Plaza
Nazareth, PA 18064-2397
610-759-1170
June 23, 2008 Agenda
7:30 p.m.

I. PRELIMINARIES:

- A. Call to Order
- B. An Executive Session was held prior to this meeting for personnel and legal matters
- C. Roll Call
- D. Pledge of Allegiance
- E. Approval of minutes of the Regular Meeting of May 12, 2008, and the Regular Meeting of May 19, 2008 (Second Meeting of the Month)
- F. Public Comment on the Agenda
- G. Brief Community Corner

II. CORRESPONDENCE AND PRESENTATIONS:

- A. Correspondence received from the Nazareth YMCA.....
- B. Bruce Palmer - Nazareth Area School District Representative to the Northampton Community College Board of Trustees

III. AREA UPDATES:

(PLEASE NOTE - ALL AREA UPDATES WILL RESUME AGAIN IN AUGUST)

- A. Student Representative
- B. Building Principal Reports
Building Principal Written Area Updates submitted for Review
 - a. High School – Mr. Davis
 - b. Middle School – Mr. Kern
 - c. Shafer Elementary – Mr. Mudlock
 - d. Bushkill Elementary – Mr. Yanek
 - e. Lower Nazareth Elementary – Ms. Allshouse
- C. Board Committee Area Reports
 - a. Career Institute of Technology - Mr. Heller
 - b. Intermediate Unit #20 - Mr. Butz

IV. EDUCATIONAL PROGRAM CONSIDERATIONS:

1. Assistant Superintendent's Report – Ms. Dautrich
Central Office Written Area Updates submitted for Review
 - a. Curriculum and Instruction
 - b. Pupil Services – Ms. Mentosana
 - c. Special Education – Ms. Myers
 - d. Technology - Ms. Smith/Mr. Uelses
2. Educational Committee of the Board Report - Mr. Heller

_____ **I move to approve the considerations**

_____ **as hereinafter described:**

- A. Approve the following requests for homebound education:
 1. Student RR, retroactive to May 6, 2008
 2. Student SS, effective May 16, 2008
 3. Student TT, effective May 12, 2008
 4. Student UU, effective May 19, 2008
 5. Student VV, effective May 20, 2008
 6. Student WW, effective May 21, 2008
 7. Student XX, effective May 15, 2008
 8. Student YY, effective May 27, 2008
 9. Student ZZ, effective May 29, 2008
 10. Student AAA, effective June 4, 2008
 11. Student BBB, effective June 9, 2008
 12. Student CCC, effective June 3, 2008
- B. Approve a request received from the Nazareth Area High School Dance Team to attend a dance camp at Monworth University in West Long Branch, New Jersey, from June 25 to 28, 2008. It is understood that this trip will be of no cost to the District.
- C. Approve a request received from the Varsity, Junior Varsity, and Jr. High Cheerleaders to attend the Pine Forest Cheerleading Camp in Greeley, Pennsylvania, from June 19 to 22, 2008. It is understood that this trip will be of no cost to the District.
- D. Approve Nicole Stager, teacher, Nazareth Area High School, to participate in the Fulbright Teacher Exchange Program from November 3, 2008 to December 12, 2008.
- E. Approve the following 45-day tuition waiver request:
 1. Mr. and Mrs. Brian Taylor request approval for their son to attend Shafer Elementary School. They expect to move into the District by September 19, 2008.

- F. Approve the following conference requests from:
1. Courtney Williams, teacher, to attend a *Comprehension Strategies Intervention Workshop* on September 17; September 18; October 23; December 11, 2008; January 27; and May 12, 2009, in Harrisburg, Pennsylvania, at a cost of \$1,110.60.
 2. Kathy Roth, teacher, to attend a *Comprehension Strategies Intervention Workshop* on September 17; September 18; October 23; December 11, 2008; January 27; and May 12, 2009, in Harrisburg, Pennsylvania, at a cost of \$1,110.60.
 3. Leslie Collins, teacher, to attend a *Comprehension Strategies Intervention Workshop* on September 17; September 18; October 23; December 11, 2008; January 27; and May 12, 2009, in Harrisburg, Pennsylvania, at a cost of \$1,110.60.
 4. Sunni VanWert, teacher, to attend a *Pennsylvania Community on Transition Conference* from July 23 to July 25, 2008, in State College, Pennsylvania, at a cost of \$465.80.
- G. Approve the following student teacher assignment from August 26, 2008 – October 16, 2008 from Bloomsburg University:
Samantha Krafty with Darwin Brodt in government at the High School
- H. Approve the following student teacher assignment from October 20, 2008 – December 11, 2008 from Bloomsburg University:
Samantha Krafty with Daniel Ifkowitz in social studies at the Middle School
- I. Approve the following student teacher assignment from August 27, 2008 – October 17, 2008 from Kutztown University:
Alayne Tetor with Paul Kroll in art at the Middle School
- J. Approve the following student teacher assignment from October 20, 2008 – December 11, 2008 from Kutztown University:
Alayne Tetor with Nicole Stager and Alana Speicher in art at the High School
- K. Approve the following student teacher assignment from October 27, 2008 – December 12, 2008 from Moravian College:
Janelle Lutz with Stacey Banko in 4th grade at Lower Nazareth
Michele Rogers with Donna Chromiak in 3rd grade at Lower Nazareth

The Federal Programs Report will be included in the final agenda documents. No Board action will be required on this particular item.

V. FINANCIAL BOARD CONSIDERATIONS:

1. Business Administrator’s Report – Ms. Rishcoff
 - a. 2007-2008 School Year Program Update
 - b. 2008-2009 Budget and Lunch Prices

2. Audit and Finance Committee Report of the Board - Mr. Maher

_____ **I move to approve the considerations**

_____ **as hereinafter described:**

- A. Ratification/Approval of Financial Reports -
In conformity with provisions under the Public School Code and Series 700 of the Board Policy Manual, the Board at this time shall consider ratification/approval of current school district financial reports including the treasurer’s report, all of which have been provided to the Board in advance of tonight’s meeting and will be included in the official Minutes of this meeting.

- B. Ratification/Approval of Payment of Bills -
At this time, the Board shall consider ratification/approval of all the bills paid from the school district’s funds since the last regular meeting of the Board on May 19, 2008. Bill listings were provided to the Board prior to tonight’s meeting and will be included in the official Minutes of this meeting.

- C. Authorize the 2007-2008 budget transfers, as per Section 609 of the Pennsylvania School Code, which have been previously presented to the Board, and which become part of this resolution through reference.

- D. Approve a change to the date previously approved as the Board Reorganization Meeting, from December 1 to December 8, 2008.

- E. Authorize the Business Administrator to make the necessary budget transfers as of June 30, 2008, and to make transfers resulting from the auditor’s adjustments after the close of the fiscal year.

- F. Adopt the Food Service Budget for the 2008-2009 school year, in the amount of \$1,923,156.00, as previously presented to the Board, and which becomes part of this resolution through reference.

- G. Approve lunch and milk prices for the 2008-2009 school year, in the amounts of:

Elementary	\$1.75	\$.15 Increase
Middle School	\$2.00	\$.25 Increase
High School	\$2.00	\$.20 Increase
Adult	\$3.50	\$.50 Increase
Chocolate Milk/8 oz.	\$.50	\$.05 Increase
White Milke/8 oz.	\$.50	\$.05 Increase

- H. Award the contract for the 2008-2009 Sports and Student Accident Insurance to Huth Insurance of Nazareth, Pennsylvania, in the amount of \$13,997.00. The policy is underwritten by Monumental Life Insurance Company. The cost to cover all sports, band, and cheerleaders is \$12,647.00, the catastrophic coverage for sports and football, with an accident medical expense benefit of \$5 million is \$600.00, and the cost for lacrosse is \$750.00. The above coverage does not include intramurals.
- I. Approve the schedule of payment for participation at Northampton Community College for the 2008-2009 fiscal year, which allows the operating costs to be paid in monthly installments, and the capital outlay costs to be paid on July 1, 2008.
- J. In accordance with Act 511, the Nazareth Area School District appoints the tax collectors, in a list previously presented to the Board, and which becomes part of this resolution through reference. The tax collectors for real estate taxes will be appointed for the fiscal year of 2008-2009. The earned income tax collectors will be appointed for the calendar year of 2009.

VI. FINANCIAL BOARD RESOLUTIONS:

For
Board
Approval
June 23,
2008

- 1. Business Administrator’s Report – Ms. Rishcoff
 _____ **I move to approve resolutions (VI.A.)**
 _____ **through (VI.C.) as hereinafter described:**
 - A. Adopt a resolution providing for property tax rebates, as previously presented to the Board, and which becomes part of this resolution through reference. The maximum rebate shall be \$650.00.
 - B. **RESOLVED**, by the Board of School Directors of Nazareth Area School District, that homestead and farmstead exclusion real estate tax assessment reductions are authorized for the school year beginning July 1, 2008, under the provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006), as follows:
 - 1. **Aggregate amount available for homestead and farmstead real estate tax reduction.** The following amounts are available for homestead and farmstead real estate tax reduction for the school year beginning July 1, 2008:
 - a. **Gambling tax funds.** The Pennsylvania Department of Education (PDE) has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.505(b), as a property tax reduction allocation funded by gambling tax funds, the amount of \$1,582,643.60.

6. **Homestead/farmstead exclusion authorization – July 1 tax bills.** The tax notice issued to the owner of each approved homestead within the School District shall reflect a homestead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the homestead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$4,955. The tax notice issued to the owner of each approved farmstead within the School District shall reflect an additional farmstead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the farmstead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$4,955. For purposes of this Resolution, “approved homestead” and “approved farmstead” shall mean homesteads and farmsteads listed in the report referred to in paragraph 2 above and received by the School District from the County Assessment Office on or before May 1 pursuant to Act 1, 53 P.S. § 6926.341(g)(3), based on homestead/farmstead applications filed with the County Assessment Office on or before March 1. This paragraph 5 will apply to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year, which will be issued July 10, and will not apply to interim real estate tax bills.

C. Approve the IT Summer Project List, as follows, and approve the transfer of funds from the General Fund to the Capital Reserve Fund to cover the cost of these projects.

Project	Cost	Timeline	Priority
High School:			
Computer Labs/Media Center/Office (217)	\$ 206,150.00	July-August	1
Computer Lab Printers (4)	\$ 4,400.00	July-August	1
Faculty Computer Memory Upgrade (115)	\$ 8,395.00	July-August	2
Bushkill Elementary:			
Wireless Computer Lab Cart#2 (30)	\$ 35,525.00	August	2
Shafer Elementary:			
Wireless Computer Lab Cart#2 (30)	\$ 35,525.00	August	2
Lower Nazareth Elementary:			
Wireless Computer Lab Cart#2 (30)	\$ 35,525.00	August	2
Admin:			
Business Office Replacement Computers (9)	\$ 9,550.00	Fall 2008	2
Pupil Services:			
Psych/Admin Laptops (3)/Guidance Computers (7)	\$ 9,950.00	Fall 2008	2
Total:	\$ 345,020.00		

FOR BOARD ACTION BY ROLL CALL, VOTE ON FINANCIAL ITEMS (V.I.A.) THROUGH (V.I.C.)

_____ **I move to approve the considerations**
_____ **as hereinafter described:**

- A. Acknowledge receipt of approval from the Pennsylvania Department of Education of a Self-Certification Application for a Non-Reimbursable Construction Project at the Nazareth Area High School, for a camera surveillance system, at a total estimated cost of \$125,000.00. (Capital Reserve/Technology/Maintenance)
- B. Approve the facility use requests for Class A and B organizations, as presented to and as approved by the administration, and which become part of the resolution through reference.
- C. Approve the following Use of Facilities Applications from:
(At the current time, there are no Use of Facilities Applications.....)
- D. Authorize the Administration to submit to the Pennsylvania Department of Education a Self-Certification Application for a Non-Reimbursable Construction Project at the Nazareth Area High School, for the weight and team room renovations and expansion, at a total estimated cost of \$1,200,000.00; and further approve the design and bidding of the renovation of the weight and team rooms. (Capital Projects Fund)
- E. Authorize the Administration to submit to the Pennsylvania Department of Education a Self-Certification Application for a Non-Reimbursable Construction Project, for the paving/resurfacing, box culvert, embankment fill and related utilities, at a total estimated cost of \$1,000,000.00; and further approve the design and bidding of the culvert connecting the 7/8 Building to the Nazareth Area High School, (Capital Projects Fund)
- F. Authorize the Administration to issue a purchase order to School Specialty for moveable fixtures and equipment for the new 7/8 Building, at a cost of \$893,281.21. (Capital Projects Fund)

X. FACILITIES AND OPERATIONS RESOLUTION:

For
Board
Approval
June 23,
2008

_____ **I move to approve the resolution (X.A.)**
_____ **as hereinafter described:**

- A. Approve District Policy #707, Use of School Facilities.

**FOR BOARD ACTION BY ROLL CALL, VOTE ON FACILITIES AND OPERATIONS
ITEM (X.A.)**

XI. SUPPORT SERVICES CONSIDERATIONS: (Transportation, Food Service, Technology, and Athletics)

1. Food Service – Ms. Ryba - Written Area Updates Submitted for Review
2. Food Service Committee of the Board Report - Ms. McDonald
3. Transportation – Ms. Grube
4. Transportation Committee of the Board Report - Mr. Butz
5. Athletics – Mr. Holland - Written Area Update Submitted for Review
6. Athletic Committee of the Board Report – Mr. Hensley
7. Technology - Ms. Smith/Mr. Uelses - Written Area Update Submitted for Review
8. Technology Committee of the Board Report - Mr. Audenried

I move to approve the considerations

as hereinafter described:

- A. Approve the disposal of the following equipment that is not economically feasible to repair, in accordance with District Policy #706.1:

<u>Asset #</u>	<u>Type</u>	<u>Make</u>	<u>Model</u>	<u>Reason</u>	<u>Age</u>	<u>Room</u>	<u>Building</u>
	Dell	Optiplex	GX110	Old Donated(44)			MS
2100	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
2791	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
1740	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
1701	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
1812	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
2121	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
2538	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
1828	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
743	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
1654	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
1999	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
903	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
2801	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
746	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
1938	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
1910	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
1873	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
1712	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
1918	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
302	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
1642	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
1857	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
1801	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
1250	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
1224	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
1204	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
1209	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
463	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS

700	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
698	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
697	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
705	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
690	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
696	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
707	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
689	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
699	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
709	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
617	Compaq	Deskpro	Pent <=500	Old	8-10yrs	Sc/Eng	MS
387	HP	Printer	895	broken			Admin2 (Tech area)
570	Compaq	Ipaq		Old	8-10yrs	MDF	SE
1935	Compaq	Deskpro	sff733	Old	8-10yrs	MDF	SE
1843	TV			Old	10+yrs	MDF	SE

XII. SUPERINTENDENT’S REPORT

1. Board Update – Dr. Lesky
2. Nazareth Area School District Board’s Advisory Committee
3. Nazareth Area School District Liaison Committee
4. Ad Hoc Board Committees: (Updates, if necessary)
 - a. Foundation
 - b. ESSROC – Dr. Marino

XIII. OLD BUSINESS

- A. Student Enrollments (Please see attachment)

XIV. COMMUNITY CORNER

XV. ANNOUNCEMENT OF MEETINGS (Please see attached list)

XVI. ADJOURNMENT

The following are upcoming meeting dates:

6/3/08	Technology Committee Meeting for General Purposes North Campus Board Room	6:30 p.m.
6/9/08	Audit and Finance Committee Meeting for General Purposes Business Administrator's Office This meeting was cancelled.	6:30 p.m.
6/10/08	Facilities and Operations Committee Meeting for General Purposes North Campus Board Room	6:30 p.m.
6/11/08	Personnel Committee Meeting for Personnel Purposes** North Campus Conference Room This meeting has been re-scheduled.	6:30 p.m.
6/18/08	Athletic Committee Meeting for Personnel Purposes** Athletic Office	6:00 p.m.
	Athletic Committee Meeting for General Purposes Room 258, Nazareth Area High School	8:15 p.m.
6/16/08	Education Committee Meeting for General Purposes North Campus Board Room	5:30 p.m.
	Executive Session for Personnel Purposes** North Campus Conference Room	6:30 p.m.
	Regular Board Meeting for General Purposes North Campus Board Room —These meetings have all been changed due to the High School Graduation	7:30 p.m.
6/18/08	Personnel Committee Meeting for Personnel Purposes** North Campus Conference Room	6:30 p.m.
6/23/08	Education Committee Meeting for General Purposes North Campus Board Room	5:30 p.m.
	Executive Session for Personnel Purposes** North Campus Conference Room	6:30 p.m.
	Regular Board Meeting for General Purposes North Campus Board Room	7:30 p.m.
6/26/08	Nazareth Area School District Advisory Committee Meeting for General Purposes North Campus Board Room	7:00 - 9:00 p.m.
6/30/08	Regular Board Meeting for General Purposes North Campus Board Room	7:30 p.m.

** Indicates meeting is a closed meeting

The following are upcoming meeting dates:
(Continued)

7/08/08	Facilities and Operations Committee Meeting for General Purposes North Campus Board Room	6:30 p.m.
7/10/08	Personnel Committee Meeting for Personnel Purposes** North Campus Conference Room	6:30 p.m.
7/21/08	Education Committee Meeting for General Purposes North Campus Board Room	5:30 p.m.
	Executive Session for Personnel Purposes** North Campus Conference Room	6:30 p.m.
	Regular Board Meeting for General Purposes North Campus Board Room	7:30 p.m.
7/28/08	Regular Board Meeting for General Purposes North Campus Board Room	7:30 p.m.
7/31/08	Nazareth Area School District Advisory Committee Meeting for General Purposes North Campus Board Room	7:00 - 9:00 p.m.

** Indicates meeting is a closed meeting

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: APRIL 25, 2005

REVISED: JUNE 23, 2008

NAZARETH AREA SCHOOL DISTRICT

707. USE OF SCHOOL FACILITIES	
1. Purpose	The Board supports the use of school facilities by the organized residents and community groups of the district. It is the intent of the Board to use its facilities to the best advantage for education, recreational, and cultural purposes. The use of school facilities on a rental or nonrental basis will be restricted to those activities which do not conflict with the regular school program and which are in the best interest of the school district and community.
2. Authority	All requests for the use of school facilities must be presented to the Board in a timely manner. The Board reserves the right to consider and to approve or reject all such requests, but extends authority to the Superintendent or designee to approve or reject those requests which involve extraordinary circumstances. Should the need arise, school district activities and programs can pre-empt the use of facilities by nonschool organizations regardless of previously granted approval. On an emergency basis, the Superintendent or designee may grant use of school facilities without Board approval, with Board notification at the next meeting.
3. Definition	School facilities - School facilities include designated classrooms, board room, large group rooms, cafeterias, auditoriums, gymnasiums, locker rooms, natatorium , athletic fields, Andrew S. Leh Stadium, the wrestling rooms, weight room, lobbies, designated school furniture, and designated school equipment. School facilities do not include grass areas not designated as athletic fields, the concession stand at the stadium, district vehicles, tools, materials, supplies, or other items selected for exclusion by the Superintendent.
4. Guidelines	<p><u>General</u></p> <ol style="list-style-type: none"> 1. This policy does not create any rights to the use of school facilities. 2. The Board reserves the right to refuse, in their sole discretion, any individual, group, or organization the use of school facilities at any time. However, the Board shall not discriminate against any group because of its beliefs, message, or membership criteria.

3. The Board reserves the right to rescind any approval for use of facilities which has heretofore been approved.
4. The availability of school facilities shall at all times be subject to the conveniences, requirements, and activities of the school.
5. The Superintendent or designee is given authority to assign the necessary employees or outside contractors to staff the facility at the expense of the individual, group, or organization using the facility.
6. The application process applies to all facility use conducted outside of normal school day hours by any and all groups and organizations including school-sponsored and related events and meetings. The school-sponsored and related events will not, however, require Board approval.

Return Of Official Affidavit

1. Organizations, clubs, and associations formed for recreational, educational, economic, artistic, or moral purposes are permitted to use school facilities.
2. In general, the use of school facilities by groups or organizations from outside the school district **is permissible; shall be discouraged; however, priority shall be given to District events.** School facilities shall not be used for any purpose which is prohibited by law.

School facilities shall not be used for any purpose which could result in picketing, rioting, disturbance of the peace, or damage to school property.

The use of school facilities shall not be guaranteed to any group for any meeting, the purpose of which is to overthrow the government of this state or of the United States.

3. Organizations are permitted to use school facilities and will be classified as outlined below. A list of charges by classes or users is included as an attachment to this policy. These charges are listed in this matter to facilitate changes as needed from time to time as the cost of salaries and utilities change. Final determination of classification will be decided by the Superintendent **or designee.** Priority for use of facilities will be based upon the hierarchy identified below. Class A will be given preference over Class B organizations.

a. Class A - School-Sponsored

- 1) Athletic teams.

	<ul style="list-style-type: none">2) Intramurals.3) Extracurricular.b. Class B - School-Related<ul style="list-style-type: none">1) District Parent Teacher Associations.2) Any group or organization comprised of all district students and staff.3) Booster or other similar associations whose sole purpose is to benefit students of the district and whose participants are NASD students or residents.4) Employee organizations whose participants are from within the NASD such as (NAEA, Teamsters, NAESP).c. Class C - Other Organizations with the majority of participants from within the district Not School Related. Organizations inside and outside the NASD and community.<ul style="list-style-type: none">1) Youth groups, athletic associations, civic groups, non-profit groups.2) Employee organizations. Booster or other similar associations whose sole purpose is to benefit students of the district with participants from inside and outside the NASD.3) Religious organizations.4) Other outside employee organizations.d. All other organizations.<ul style="list-style-type: none">1) School, youth, civic nonprofit all volunteer, and religious groups with a majority of participants from outside the district.2) Nonprofit groups from outside the district with paid personnel.3) Commercial and private organizations located either within or outside the district.e. Class D - School, youth, civic, nonprofit all volunteer, and religious groups with a majority of participants from outside district.
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- ~~f. Class E—Professional societies, labor unions, and fraternal organizations from both within and outside the district.~~
- ~~g. Class F—Nonprofit groups from outside the district with paid personnel.~~
- ~~h. Class G—Commercial and private organizations located either within or outside the district.~~

Application Procedure

1. All organizations must be approved **using the following procedure:**~~initially by the principal, who will then forward the application to the Coordinator of Support Services.~~
 - a. Athletic venues (gyms, fields, stadium, natatorium) shall be approved initially by the Athletic Director.**
 - b. Non-athletic venues requests (building areas, classrooms, LGI's, auditorium) shall be approved initially by the building principal.**
 - c. Food service requests (cafeterias, kitchens, and serving areas) shall be approved initially by the Director of Food Service.**

After approval by the above, all requests shall be forwarded to the Facilities and Operations Department for approval and fee assessment. All events shall be presented to the school board for approval.

~~All organizations who wish to use school facilities must first be approved by the Board. Submission for approval will occur once the Organization Approval Form is completed and a copy of the organization's insurance is on file with the Nazareth Area School District being listed as additionally insured. Names of all approved organizations will be maintained in a current file. Organizations will need to be approved on an annual basis.~~

2. Verbal permission will not be given for use of facilities. Each request must be submitted on an "Application for Use of School Facilities," form. These forms may be obtained from the building principal's office or ~~Coordinator of Support Services' office.~~ **Supervisor of Facilities and Operations.**
3. The district needs time to process each request and notify key personnel at the requested facility. All requests must be received in the ~~Coordinator of Support Service's~~ **Supervisor of Facilities and Operation's** office by the 1st day of the month prior to the scheduled event. This will allow two (2) weeks process time. It will also allow the Board members to review the request at the 3rd Monday meeting, and then vote on the request at the 4th Monday meeting.
4. Any change in existing requests must originate in the ~~Coordinator of Support~~

~~Service's~~ **Supervisor of Facilities and Operation's** office. In the event that the change requires the addition of time or dates, a "Change to Use of Facilities" form must be completed. This form will require the signature of the ~~Coordinator of Support Services, the Director of Buildings, Grounds and Vehicles,~~ **Supervisor of Operations and Facilities** and the building principal **or the athletic director.**

5. When filling out a Request Form **all information needs to be furnished** ~~on a Change to Use of Facilities Form,~~ **including** specific dates and times ~~must be noted.~~ **before any approval process is started.**
6. Permission will not be given to Class C, D, ~~E, and F~~ organizations until a current Certificate of Insurance is on file in the Support Office. This certificate must include at a minimum Liability and Property Damage at \$300,000 **\$1,000,000** per occurrence/~~\$600,000~~ **\$1,000,000** aggregate with a single limit of liability and a copy of the organization's Workers' Compensation Insurance coverage for paid employees, if any.
7. Security personnel (uniformed police officers **and/or security officers**) must be present, at the organization's expense, when an organization in categories **C** thru ~~G~~ **D** uses a district facility according to the following schedule:

<u># of participants and spectators</u>	<u># of police</u>
up to 250	0
251 to 500	1
501 to 750	2
751 to 1000	3
1001 to ?	4

The organization is responsible to make these arrangements.

Any organization affected by this policy may submit a letter with their facility use application asking the Board to excuse them from this policy because of the reason stated in the letter. All requests will be considered individually and may not be appealed.

8. A custodian **and/or maintenance employee may** ~~will~~ be required by groups in Category C, D, ~~E, and F~~ when the ~~requested~~ facility is ~~indoors.~~ **requested.** The ~~Director of Custodial Services~~ **Supervisor of Facilities and Operations** will determine the number of custodians necessary and the organization will be billed accordingly.
9. Approval for use of any school facility normally will not be granted for more than three (3) months in advance of the proposed activity. Special circumstances may be considered by the Superintendent or designee; however, preference for

facility use will always be given to Class A and Class B groups.

10. The person who signs the application is responsible for assuring that all rules and regulations of the school district will be properly implemented as stated in the policy. Therefore, the individual must be present during the use of the facility, or the individual must present a list of responsible individual's who will assure that all rules and regulations are followed. This list will include the individual's printed and signed name, a phone number, and dates and times they will be the responsible party. This list must be presented with the application. Dates and times may be updated with one (1) week's notice.
11. The total anticipated number of participants and spectators in that activity must be supplied with the application form.
12. When policy infractions are reported, the use of the school facilities will be suspended effective immediately and will remain suspended until the issues are discussed and addressed with satisfaction by the ~~Coordinator of Support Services, the Director of Buildings, Grounds and Vehicles,~~ **Supervisor of Facilities and Operations** and the Building Principal **or the Athletic Director.**
13. The organization assumes full responsibility for any and all damages to buildings, facilities, or equipment resulting from its use thereof.
14. Any multi-team event must be covered by an ambulance **or appropriate medical personnel.** Arrangements must be made by the organization.

Scheduling Procedures

1. Period of Use

- a. Scheduling preference for use of district facilities will always be extended to Class A and B Organizations.
- b. Class C, D, ~~E, F, and G~~ Organizations will have use of school facilities between the hours of ~~5:00~~ 3:00 p.m. to 9:00 p.m. on days when school is in regular session.
- c. Class C, D, ~~E, F, and G~~ Organizations are not permitted to use school facilities during school holidays **or snow days** as per the school calendar.
- d. Facility use at all other times will be handled on a case-by-case basis and requires Board approval. Use of facilities will generally not be approved on Sundays prior to 12 noon and after 8:00 p.m. with the following exception:

~~The Board will consider during any school year (July 1 through June 30) up to four (4) special requests with a maximum of one (1) such special request from any particular organization. If approved by the Board, the special request could allow use of district facilities on a Sunday between the hours of 8:00 a.m. and 8:00 p.m. The four (4) special requests will be further restricted to four (4) separate Sundays during the school year. Such special requests will be accepted until August 1 of any school year. Preference in scheduling may be extended to any group granted a special request during the previous year.~~

Any requests to begin prior to Sunday at noon need Superintendent or designee approval.

Master Calendar

~~The Coordinator of Support Services~~ **Supervisor of Facilities and Operations** shall maintain a master calendar indicating the scheduled use of school facilities within the district outside of regular school hours. The calendar shall include the organization, the building, facility, equipment used, and the dates and times of usage. A copy of the approved application will be filed in conjunction with the calendar to provide additional information regarding the use of the facility on any given date.

General Conditions

1. Inclement Weather - ~~C, D, E, F, and G~~ organizations will not ~~generally~~ be permitted to use school facilities when schools are closed due to inclement weather. This includes closing of school due to early dismissal at the discretion of the administration.
2. Food or Drink - Food or drink may not be sold or consumed in classrooms, auditoriums, or gymnasiums. Areas of each building are designated by the principal in which food and drink may be sold and consumed. When food or drink is sold at a concession stand, the concessions must be purchased in accordance with district procedure.
3. Ushers - Any organization offering food or drink by concession sales must provide sufficient personnel to ensure that concessions remain in the designated area. Any organization failing to provide this service, on subsequent usage, will bear the cost of paying district employed ushers to perform this task.
4. Accident/Injury Reporting - All accidents and injuries that occur on school district property must be reported to the Business Office using the appropriate district forms.

Special Rules And Regulations

1. Opening of Buildings - The building and facility will not be opened until the person responsible for the activity is present. The opening will generally be no earlier than ~~one-half (1/2)~~ **one** hour in advance of the scheduled activity.
2. Spectators
 - a. Practices or Rehearsals - Parents or guardians of participants and their children are permitted during practices or rehearsals. No other persons are permitted.
 - b. Meets or Performances - Adults and children under eighteen (18) accompanied by an adult are permitted at meets or performances. Children under eighteen (18) will be permitted without being accompanied by an adult only if the organization using the facilities provides adequate supervision.
 - c. Spectators and participants are limited to the area for which they have been granted use.
3. School Equipment - Organizations requesting use of school equipment shall include the specific equipment and details on the application. The organization will be responsible for the compensation of school personnel when necessary for the operation of special equipment.
4. Cancellations - Cancellation of scheduled use of school facilities must be reported to the office of ~~Support Services~~ **Facilities and Operations** preferably at least seven (7) days in advance. This advance notification is required for notification of custodians or others designated to supervise the use of facility and to release the facility for another group which may desire to use it. If the cancellation is not cleared with the ~~Support Services~~ **Facilities and Operation's** office in time to permit proper notification of school personnel engaged for the activity, the organization will be required to pay all costs involved.

Rules And Regulations Relating To Specific Facilities

1. Auditorium or Multi-Purpose Rooms - Organizations using auditoriums are responsible for any damage to seating or other equipment.

Requests for use of stage facilities, lighting, and installation of scenery shall be clearly indicated on the application for use of facilities. A district employee will provide light and sound at the high school **auditorium at the current rate**

2. Gymnasiums - Reservations for gymnasiums can be made for a period no longer than the normal sport season of the proposed activity. Use of the high school main gymnasium will be limited to competitive sports events only for classes C, D, ~~E, F, and G~~.

Physical education supplies and/or other school supplies are not available to any organization using school facilities. Street shoes are not permitted on gymnasium floors for athletic-type events.

Seating facilities will be made available for spectators in gymnasiums where permanent bleachers have been provided.

3. Cafeteria Kitchen - The cafeteria kitchen may be used for preparing meals for Class A and B organizations provided only district employees are utilized in the kitchen. At least one regular food service employee must be on duty if the kitchen is used by any Class A or B organization for preparing foods or meals. Dishes, silver, pots, pans, supplies, or other equipment are not available for use by caterers. Expenses for food service employee are the responsibility of the organization.

4. Outdoor Facilities - Outdoor facilities can be reserved for a period no longer than the normal sport season of the proposed activity.

No equipment other than that required for conducting the sport and/or activity can be moved on fields without special permission. Cars or trucks shall not be run over sodded portions of outdoor areas.

Supervision for groups using playground facilities shall be adequate until all children leave the premises.

In case of inclement weather, the practice or event may not be moved indoors unless permission has been granted in the initial application.

5. Weight Room - The Weight Room is intended solely for Nazareth Area School District students' use. The Weight Room must have district personnel supervising whenever the facility is in use. Any request for public use of the Weight Room must go directly to the Athletic Director.

Traffic Rules

1. Parking - Organizations using school facilities are required to provide adequate supervision to assure that automobiles are not parked on grass, play areas, or in restricted areas which could constitute a hazard in case of an emergency.
2. Traffic Regulations - The organization assumes responsibility for seeing that all

SC 775	<p>traffic regulations are observed.</p> <p>3. Observed failure to abide by Traffic Regulations will result in a warning, and a second offense will result in the organization being billed to replace damaged/ destroyed curbing, grass, etc.</p> <p><u>Fee Schedule And Handling Of Charges</u></p> <p>The Board shall establish a schedule of fees for the use of school facilities by approved groups.</p> <p>Charges are due immediately upon receipt of appropriate billing by the Business Administrator/Board Secretary. A fifty percent (50%) of rental fee deposit is required prior to the actual date of the rental event. Payment shall be made by check drawn to the order of the Nazareth Area School District and sent to the Business Administrator/Board Secretary, 1 Education Plaza, Nazareth, PA 18064.</p> <p>Organizations using school facilities shall make all payments directly to the school district. No reimbursement directly to an employee is permitted. Tips are also not permitted.</p> <p>Rental fees for an organization, excluding District expenses such as custodial and maintenance costs, in Class C through Class G D may be waived by the Board upon recommendation by the administration, provided the organization meets one of the following criteria:</p> <ol style="list-style-type: none">1. The organization is government affiliated.2. The organization is another public education entity.3. The organization is a professional society or fraternal organization which has an existing partnership or is willing to form a partnership with one of our educational facilities.4. The organization is a nonprofit charitable group from in or outside the district whose activities directly benefit students in at least one of our educational facilities.
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NAZARETH AREA SCHOOL DISTRICT – APPLICATION FOR USE OF FACILITIES

(File at Least 4 Weeks Prior to Event – No Exceptions)

(Please Type or Print)

Organization Name: _____ Date: _____

Organization Address: _____ Phone: _____

Name of Building: _____

_____ Auditorium	_____ Gymnasium	_____ Classroom (specify) _____
_____ Dining/Cafeteria	_____ Library	_____ Outdoor Area (specify) _____
_____ Kitchen/Serving	_____ Multi-Purpose Room	_____ Parking Lot _____
_____ Kitchen/Preparing	_____ Andrew Leh Stadium	_____ Other (specify) _____
_____ Natatorium	_____ Stadium Lighting	_____

Additional Equipment/Special Needs Requested: _____

State Specific Purpose of Use: _____

Date or Dates Requested: _____

Time(s) Requested: Beginning _____ Ending _____

Number Expected to Attend: Participants _____ Spectators: _____

Will an Admission be Charged? _____ Amount: _____

****Class B, C, & D Organizations are responsible for Police, Ambulance, and or Ushers if required as per Board Policy****

_____ Police Required _____ Ambulance _____ Ushers

List name, address, and phone number of two responsible officials, one being the President of the organization and the other being an official who **will be present** during the use of the Facility being requested and who will accept full responsibility for adherence to School District regulations.

Name: Organization President: _____

Address: _____

Home Phone: _____ Cell/Office Phone: _____

Name: On-Site Organization Coordinator: _____

Address: _____

Home Phone: _____ Cell/Office Phone: _____

A Certificate of Insurance is required, the NASD named as additionally insured. Bodily Injury Liability (Minimum \$1,000,000) and Property Damage Liability Each Occurrence (\$1,000,000).

The above listed individual(s) certify having read and understand the regulations of the Nazareth Area School District concerning the use of School Facilities and further agree to forever release the NASD, their directors, agents, and employees from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above mentioned date(s) for which this application is submitted. That upon prompt notice, the above listed individual(s) will defend all actions, suits, complaints, or legal proceedings of any kind brought against the Board of Education and any of its agents, servants, or employees, and further, the above listed individual(s) would hold harmless and indemnify the said School Director, School District, and School Authority from expenses and judgments or decrees recovered against them as a result of the said use of these facilities.

Signature of President: _____ Date: _____

Signature of On-Site Coordinator: _____ Date: _____

OFFICIAL USE ONLY

Approvals:

Building Principal: _____ Date: _____

Food Service Director: _____ Date: _____

Athletic Director: _____ Date: _____

Supervisor of Facilities: _____ Date: _____

NASD Board Approval Date: _____

APPLICABLE FEES: TO BE COMPLETED BY THE DISTRICT

Classification: A B C D

Rental Amount: _____

Custodial Amount: _____

Maintenance Amount: _____

Security Fees: _____

Additional Fees: _____

Total Fees: _____

STAMP WHEN RECEIVED



FEE SCHEDULE FOR USE OF SCHOOL FACILITIES

FACILITY	CLASS A	CLASS B	CLASS C	CLASS D
AUDITORIUMS				
High School				
Rehearsal	N/C	N/C	375 560	500 750
Presentation	N/C	N/C	750 1125	1000 1500
Middle School				
Rehearsal	N/C	N/C	185	250
Presentation	N/C	N/C	375	500
Intermediate School				
Rehearsal	N/C	N/C	-375 280	500 375
Presentation	N/C	N/C	-750 560	1000 750
CAFETERIAS				
Dining	N/C	N/C	150	200
Serving	N/C	N/C	N/C	200
Kitchen	N/C	N/C	150	200
GYMNASIUMS				
High School - Main Gym				
Games	N/C	N/C	375	500
Practice	N/C	N/C	185	250
*Seasonal Rate/Month Games	N/C	N/C	125	N/A
** Multi Day Events In Main Gym/Day	N/C	N/C	188/Day	N/A
High School - North Campus				
Games	N/C	N/C	210	280
Practice	N/C	N/C	105	140
*Seasonal Rate/Month Games	N/A	N/A	70	N/A
*Seasonal Rate/Month Practice	N/A	N/A	155	N/A
Middle School (7,8)				
Games	N/C	N/C	280	375
Practice	N/C	N/C	140	185
*Seasonal Rate/Month Games	N/A	N/A	90	N/A
*Seasonal Rate/Month Practice	N/A	N/A	210	N/A
Intermediate School (4,5,6)				
Games	N/C	N/C	375	500
Practice	N/C	N/C	185	250
*Seasonal Rate/Month Games	N/A	N/A	125	N/A
*Seasonal Rate/Month Practice	N/A	N/A	275	N/A
Elementary Schools				
Games	N/C	N/C	90	125
Practice	N/C	N/C	50	75
*Seasonal Rate/Month Games	N/A	N/A	30	N/A
*Seasonal Rate/Month Practice	N/A	N/A	75	N/A
* Seasonal Rate/Month (Games or Practice) applies only to Community/Cadet Basketball and Nazareth Midget Wrestling				
** Multi Day Events for Class C Booster Clubs will be billed at 50% of facility rental game fee scheduled above not inclusive of custodial/maintenance fees.				
WRESTLING ROOMS (Midget Wrestling Practice Only)				
High School Wrestling Rm #1 Rate/Month	N/A	N/A	185	N/A
High School Wrestling Rm #2 Rate/Month	N/A	N/A	140	N/A
North Campus Wrestling Rm Rate/Month	N/A	N/A	110	N/A

FEE SCHEDULE FOR USE OF SCHOOL FACILITIES

FACILITY	CLASS A	CLASS B	CLASS C	CLASS D
CLASSROOMS	N/C	N/C	75	100
Seasonal Rate/Month for Boy & Girl Scout Organizations Only	N/A	N/A	25	N/A
LGI				
High School	N/C	N/C	225	300
Elementary	N/C	N/C	110	150
ANDREW LEH STADIUM				
All Purpose Turf Field	N/C	N/C	1125	1500
Lighting - Additional	N/C	N/C	500	500
Seasonal Rate/Clippers Lacrosse Only 5 Games maximum	N/C	N/C	1000	NONE OFFERED
Lighting - Additional			500	
TRACK (7,8)				
Track Area	N/C	N/C	550 TBD	750 TBD
Grass Field Inside Track	N/C	N/C	NOT AVAILABLE	NOT AVAILABLE
NATATORIUM (HOURLY) (Leasee will provide lifeguard services and/or certified pool operator)	N/C	N/C	75/HR TBD	400/HR TBD
GRASS AREAS (LNES & BES)				
Daily Rate	N/C	N/C	50	NOT AVAILABLE
Seasonal rate	N/C	N/C	375	NOT AVAILABLE
SHAFER SOFTBALL FIELD				
Daily Rate	N/C	N/C	60	NOT AVAILABLE
Seasonal Rate	N/C	N/C	400	NOT AVAILABLE
PARKING LOTS				
Lots at HS, MS, IS, Elementary Schools	N/C	N/C	75	150
PAVILLION - Bushkill Elementary	N/C	N/C	75	100
ADDITIONAL CHARGES FOR CLASS B, C, & D				
Custodial	Field Lighting		Game Manager	
Maintenance	Ushers		Field Materials	
Security Personnel	Scoreboard Operator		Lighting/Stage Crew	
Kitchen Personnel	Site Supervisor			
Ticket Collector/Seller	Announcer			
Additional costs may be assessed based on incremental utility costs.				

NAZARETH AREA SCHOOL DISTRICT

Total District Enrollment Enrollments as of June 18, 2008

School	K	1	2	3	4	5	6	7	8	9	10	11	12	Current Enrollment	June '07 Enrollment	Sept. '06 Enrollment
<i>Bushkill</i>	72	100	100	109	130	106	xxx	xxx	xxx	xxx	xxx	xxx	xxx	617	626	620
<i>Lower Nazareth</i>	95	101	120	110	114	101	xxx	xxx	xxx	xxx	xxx	xxx	xxx	641	690	675
<i>Shafer</i>	128	127	112	114	102	133	xxx	xxx	xxx	xxx	xxx	xxx	xxx	716	637	619
Elementary Totals	295	328	332	333	346	340	xxx	xxx	xxx	xxx	xxx	xxx	xxx	1974	1953	1914
<i>Middle School</i>	xxx	xxx	xxx	xxx	xxx	xxx	376	368	414	xxx	xxx	xxx	xxx	1158	1151	1154
<i>High School</i>	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	388	423	393	399	1603	1609	1632
DISTRICT TOTAL	295	328	332	333	346	340	376	368	414	388	423	393	399	4735	4713	4700

<i>Charter School Students</i>	(Elementary and Secondary Totals)	10		26	36	Approximate Cost per Year
<i>Cyber/Charter School Students</i>					54	
<i>Total Charter and Cyber/Charter School Students</i>					90	

ELEMENTARY ENROLLMENTS

As of June 18, 2008

School	AM Kdg.	PM Kdg.	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Bushkill	20	17	20	20	22	22	23
	19	16	19	20	22	21	20
			21	20	21	22	21
			20	20	21	22	22
			20	20	23	21	20
						22	
Subtotal	39	33	100	100	109	130	106
Subtotal/Building	617						
School	AM Kdg.	PM Kdg.	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Lower Nazareth	19	19	15	19	22	23	21
	19	19	17	20	22	22	19
	19		16	21	22	22	21
			18	20	22	24	21
			17	20	22	23	19
			18	20			
Subtotal	57	38	101	120	110	114	101
Subtotal/Building	641						
School	AM Kdg.	PM Kdg.	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Shafer	18	18	22	23	23	25	26
	18	18	22	22	22	26	27
	19	18	22	21	23	25	27
	19		21	23	23	26	27
			21	23	23		26
			19				
Subtotal	74	54	127	112	114	102	133
Subtotal/Building	716						
Grade Total	170	125	328	332	333	346	340
ELEM.GRAND TOTAL	1974						