

21st Century Cyber CS

**Charter Annual Report**

07/01/2019 - 06/30/2020

# School Profile

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## Demographics

1245 Wrights Lane  
West Chester, PA 19380-  
484-875-5400

Phase:

Phase 2

CEO Name:

Brian Cote

CEO E-mail address:

bcote14@ymail.com

# Governance and Staff

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## *Leadership Changes*

Leadership changes during the past year on the Board of Trustees and in the school administration:

### Board of Trustee Changes:

Dr. George Fiore, Executive Director of Chester County Intermediate Unit, Chester County Seat 1, was appointed on September 10, 2019, replacing Dr. Joseph O'Brien who retired on July 1, 2019.

Dr. Sherry DelGrosso, Parent Seat 1, was appointed on May 29, 2020, replacing Gemma Baldon who resigned on August 19, 2019. Dr. David Baugh, Superintendent of Centennial School District, Bucks County Seat 2, resigned on May 7, 2020. A new member of our Board of Trustees will be appointed at the September 8, 2020 Board Meeting and reflected in the 2020-2021 SY Annual Report.

Dr. Maria Edelberg, Executive Director of Delaware County Intermediate Unit, Delaware County Seat 1, resigned on April 2, 2020. Delaware County representatives will no longer sit on our Board of Trustees. 21st Century Cyber Charter School's Bylaws, detailing these changes, will be voted on at our September 8, 2020 Board Meeting. The new board member, replacing Dr. Maria Edelberg, will be appointed at that time and reflected in the 2020-2021 SY Annual Report.

Dr. George Steinhoff, Superintendent of Penn-Delco School District, Delaware County Seat 2, resigned on April 14, 2020. Delaware County representatives will no longer sit on our Board of Trustees. 21st Century Cyber Charter School's Bylaws, detailing these changes, will be voted on at our September 8, 2020 Board Meeting. The new board member, replacing Dr. George Steinhoff, will be appointed at that time and reflected in the 2020-2021 SY Annual Report.

Dr. Stephen Butz, Superintendent of Southeast Delco School District, Delaware County Seat 3, resigned on February 7, 2020. Delaware County representatives will no longer sit on our Board of Trustees. 21st Century Cyber Charter School's Bylaws, detailing these changes, will be voted on at our September 8, 2020 Board Meeting. The new board member, replacing Dr. Stephen Butz, will be appointed at that time and reflected in the 2020-2021 SY Annual Report.

### School Administration changes:

Mr. Brian Cote was hired, effective July 1, 2019, to fill the vacant position of Director of Education. The position was reclassified as Director of Curriculum, Instruction and Assessment. Mr. Kelly Harmer, Middle School Principal, resigned effective 06/30/2019 to pursue a position in another school district.

Mrs. Erika Laidlaw, Assistant Principal, was promoted to MS Principal effective 08/12/2019.

Ms. Angela Stewart was hired, effective August 22, 2019 through November 15, 2019, to fill the Assistant Principal vacancy.

Mr. Casey Regina, Mathematics Teacher, was promoted to Acting Assistant Principal effective February 24, 2020, to fill the Assistant Principal vacancy

## *Board of Trustees Meeting Schedule*

<b>Location</b>	<b>Date and Time</b>
21CCCS, Virtual - Work Session	9/3/2019 2:00 PM
21CCCS, 1245 Wrights Lane, West Chester, PA 19380 - Board Meeting	9/10/2019 1:00 PM
21CCCS, 1245 Wrights Lane, West Chester, PA 19380 - Board Meeting	11/5/2019 1:00 PM
21CCCS, Virtual - Work Session	1/7/2020 2:00 PM
1245 Wrights Lane, West Chester, PA 19380 - Board Meeting	1/14/2020 1:00 PM
21CCCS, Virtual - Work Session	3/3/2020 2:00 PM
21CCCS, 1245 Wrights Lane, West Chester, PA 19380 - Board Meeting	3/10/2020 1:00 PM
21CCCS, Virtual - Work Session	5/5/2020 2:00 PM
21CCCS, Virtual- Board Meeting	5/12/2020 1:00 PM
21CCCS, Virtual - Board Meeting	5/29/2020 10:30 AM
21CCCS, Virtual- Board Meeting	6/23/2020 2:30 PM
21CCCS, Virtual- Board Meeting	7/13/2020 11:00 AM
21CCCS, Virtual- Board Meeting	8/4/2020 2:00 PM

### *Professional Staff Member Roster*

*There are no professional staff members.*

The professional staff member roster as recorded originally on the PDE-414 form

*PDF file uploaded.*

### *Quality of Teaching and Other Staff*

<b>Position Categories</b>	<b>Number of Staff per Category</b>	<b>Number of Staff Appropriately Certified</b>	<b>Number of Staff Promoted</b>	<b>Number of Staff Transferred</b>	<b>Number of Staff Terminated</b>	<b>Number of Staff Contracted for Following Year</b>
Chief Executive Officer	1.00	1.00	0.00	0.00	0.00	1.00
Principal	2.00	2.00	0.00	0.00	0.00	2.00
Assistant Principal	2.00	2.00	0.00	0.00	1.00	1.00
Classroom Teacher (including Master Teachers)	65.00	65.00	1.00	5.00	1.00	58.00
Specialty Teacher (including Master Teachers)	1.00	1.00	0.00	0.00	0.00	1.00
Special Education Teacher	12.00	12.00	1.00	0.00	1.00	10.00

(including Master Teachers)						
Special Education Coordinator	1.00	1.00	0.00	0.00	0.00	1.00
Counselor	5.00	5.00	0.00	0.00	0.00	5.00
Psychologist	0.00	0.00	0.00	0.00	0.00	0.00
School Nurse	2.00	2.00	0.00	0.00	0.00	2.00
Dir. C&I, Dir. Special Ed., IT Director	3	3	0	0	0	3
Business Administrator	1	1	0	0	0	1
ISD, Curriculum Developers, Tech Support	21	21	1	0	2	19
Facilities Mgr., HR Manager, Student Support Mgr.	3	3	0	0	0	3
Business Office, School and LEA Support Staff	21	21	0	0	0	21
Teaching Assistants	16	16	2	0	3	11
Totals	156.00	156.00	5.00	5.00	8.00	139.00

**Further explanation:**

This table represents the personnel count in each position, both full- and part-time employees. The majority of employees who separated from employment went on to pursue career growth opportunities with larger school districts or left education.

Additional positions were added in the 2019-20 school year to support increased student enrollment/ADM

Employees who have been promoted or transferred between categories will be reflected in each category worked during the school year

# Fiscal Matters

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## *Major Fundraising Activities*

Major fundraising activities performed this year and planned for next year:

The school does not have any major fundraising activities this year or planned for next year.

## *Fiscal Solvency Policies*

Changes to policies and procedures to ensure and monitor fiscal solvency:

No changes or additions fo the policies and procedures.

### **Fiscal Solvency Policies**

Charter School documents that describe policies and procedures that have been established to ensure and monitor fiscal solvency (optional if described in the narrative)

*No files have been uploaded.*

## *Accounting System*

Changes to the accounting system the charter school uses:

21st Century Cyber Charter School utilizes CSIU's Financial Accounting Software iin conjunction with the Chart of Accounts mandated by the PA LECS Comptroller's Office for budgeting, accounting and financial reporting. All financial reporting conforms to Generally Accepted Accounting Principles (GAAP) as stated in the Independent Auditor's Report dated December 4, 2019 presented by Herbein + Company Inc. There are no changes to the Accounting System.

## *Preliminary Statements of Revenues, Expenditures & Fund Balances*

Next, upload the completed and CEO signed Fiscal Template – Preliminary Statements of Revenues, Expenditures & Fund Balances

*PDF file uploaded.*

## *Financial Audits*

### **Basics**

Audit Firm:	Herbein + Company
Date of Last Audit:	06/30/2019
Fiscal Year Last Audited:	2018-2019

### Explanation of the Report

Detailed explanation of the report (if the previous year's report has been submitted.) Any audit report for a school year that precedes this annual report by more than 2 years is not acceptable and may be considered a material violation:

N/A

### Financial Audit Report

The Financial Audit Report, which should include the auditor's opinion and any findings resulting from the audit

*PDF file uploaded.*

### Citations

Financial audit citations and the corresponding Charter School responses

Description	Response
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## *Federal Programs Consolidated Review*

### Basics

Title I Status: No

Title I First Year Status: No

Date of Last Federal  
Programs Consolidated  
Review:

School Year Reviewed:

### Federal Programs Consolidated Review Report

Upload the most recent Federal Programs Monitoring Report or Consolidated Review Report.

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### Citations

Federal Programs Consolidated Review citations and the corresponding Charter School responses

<b>Description</b>	<b>Response</b>
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# Special Education

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## *Chapter 711 Assurances*

The LEA agrees to comply with all requirements of Special Education outlined in 22 PA Code Chapter 711 and other state and federal mandates. These include:

Implementation of a full range of services, programs, and alternative placements available to the Charter School for placement and implementation of the special education programs in the Charter School.

Implementation of a child find system to locate, identify and evaluate young children and children who are thought to be a child with a disability eligible for special education residing within the Charter School's jurisdiction. Child find data is collected, maintained, and used in decision-making. Child find process and procedures are evaluated for their effectiveness. The Charter School implements mechanisms to disseminate child find information to the public, organizations, agencies and individuals on at least an annual basis.

Assurances of students with disabilities are included in general education programs and extracurricular and non-academic programs and activities to the maximum extent appropriate in accordance with an Individualized Education Program.

Following the state and federal guidelines for participation of students with disabilities in state and Charter School-wide assessments including the determination of participation, the need for accommodations and the methods of assessing students for whom regular assessment is not appropriate.

Assurance of funds received through participation in the medical assistance reimbursement program, ACCESS, will be used to enhance or expand the current level of services and programs provided to students with disabilities in this local education agency.

## **Special Education Support Services**

<b>Position Title</b>	<b>Building(s) Name and Location for Charter Schools</b>	<b>Caseload</b>	<b>Low Age</b>	<b>High Age</b>
Director of Special Education	21st Century Cyber Charter School	0	0	0
Supervisor of Special Education	21st Century Cyber Charter School	0	11	21

## **Special Education Contracted Services**

<b>Title</b>	<b>Amt. of Time per Week</b>	<b>Operator</b>	<b>Number of Students</b>
Coping Skills	1 Hours	Outside Contractor	78
Counseling	26 Hours	Outside Contractor	47

Social Skills	2 Hours	Outside Contractor	58
Speech Language Pathology	17 Hours	Outside Contractor	19

### ***Special Education Cyclical Monitoring***

Date of Last Special Education Cyclical Monitoring:

02/13/2017

Link to Report (Optional):

Not Provided

### **Special Education Cyclical Monitoring Report**

Upload the most recent Special Education Cyclical Monitoring Report, which includes the Bureau's findings, and the most recent Corrective Action Plan, if indicated.

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# Special Education Personnel Development

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## IEP Institute

Participants will complete 4 full-day trainings using the Train the Trainer model. The first half of each day will be the presentation of the IEP resources followed by planning for turn around sessions at individual school districts. Topics covered in the IEP Institute include PLAAFP, Goals/activities in transition, Progress monitoring, and SDI/Supportive services.

Person Responsible	Nancy Giagnacova
Start Date	8/19/2019
End Date	6/15/2020
Program Areas	Special Education
Hours Per Session	7.5
# of Sessions	4
# of Participants Per Session	4
Provider	CCIU
Provider Type	IU
PDE Approved	Yes
Knowledge Gain	<p>Teacher leaders learned Present Levels of Academics Achievement&amp;nbsp;and Functional Performance</p> <p>Goals and Activities within Transition Plans</p> <p>&amp;nbsp;Progress Monitoring</p> <p>&amp;nbsp;SDI &amp; Supportive Services,&amp;nbsp;Communication and Agency Information</p> <p>IEP Meeting Facilitation Skills</p>
Research & Best Practices Base	The workshop was created for best practices in Special Education and us up to date on the law.
For classroom teachers, school counselors and education specialists	<p>Enhances the educator's content knowledge in the area of the educator's certification or assignment.</p> <p>Increases the educator's teaching skills based on research on effective practice, with attention given to interventions for struggling students.</p> <p>Empowers educators to work effectively with parents and community partners.</p>
For school or LEA administrators, and other educators seeking leadership roles	<p>Provides the knowledge and skills to think and plan strategically, ensuring that assessments, curriculum, instruction, staff professional education, teaching materials and interventions for struggling students are aligned to each other as well as to Pennsylvania's academic standards.</p> <p>Provides leaders with the ability to access and use appropriate data to inform decision-making.</p>

	Empowers leaders to create a culture of teaching and learning, with an emphasis on learning. Instructs the leader in managing resources for effective results.
Training Format	LEA Whole Group Presentation Series of Workshops School Whole Group Presentation
Participant Roles	Classroom teachers
Grade Levels	Middle (grades 6-8) High (grades 9-12)
Follow-up Activities	Team development and sharing of content-area lesson implementation outcomes, with involvement of administrator and/or peers Analysis of student work, with administrator and/or peers Creating lessons to meet varied student learning styles Peer-to-peer lesson discussion
Evaluation Methods	IEP writing

# Special Education Program Profile

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## Program Position #0

*Operator:* Charter School

### PROGRAM SEGMENTS

Type of Support	Level of Support	Age Range	Caseload	FTE
Full-Time Special Education Class	Life Skills Support	15 to 18	15	1
Locations:				
21st Century Cyber Charter School	A Junior/Senior High School Building	A building in which General Education programs are operated		

## Program Position #1

*Operator:* Charter School

### PROGRAM SEGMENTS

Type of Support	Level of Support	Age Range	Caseload	FTE
Full-Time Special Education Class	Life Skills Support	18 to 21	15	1
Locations:				
21st Century Cyber Charter School	A Junior/Senior High School Building	A building in which General Education programs are operated		

## Program Position #2

*Operator:* Charter School

### PROGRAM SEGMENTS

Type of Support	Level of Support	Age Range	Caseload	FTE
Full-Time Special Education Class	Learning Support	11 to 13	10	1
Locations:				
21st Century Cyber Charter School	A Middle School Building	A building in which General Education programs are operated		

## Program Position #3

*Operator:* Charter School

### PROGRAM SEGMENTS

Type of Support	Level of Support	Age Range	Caseload	FTE
Itinerant	Learning Support	11 to 13	30	1
Locations:				
21st Century Cyber Charter School	A Middle School Building	A building in which General Education programs are operated		

## Program Position #4

*Operator:* Charter School

**PROGRAM SEGMENTS**

Type of Support	Level of Support	Age Range	Caseload	FTE
Itinerant	Learning Support	13 to 15	30	1
Locations:				
21st Century Cyber Charter School	A Middle School Building	A building in which General Education programs are operated		

**Program Position #5***Operator: Charter School***PROGRAM SEGMENTS**

Type of Support	Level of Support	Age Range	Caseload	FTE
Itinerant	Learning Support	15 to 16	30	1
Locations:				
21st Century Cyber Charter School	A Junior/Senior High School Building	A building in which General Education programs are operated		

**Program Position #6***Operator: Charter School***PROGRAM SEGMENTS**

Type of Support	Level of Support	Age Range	Caseload	FTE
Itinerant	Learning Support	15 to 16	30	1
Locations:				
21st Century Cyber Charter School	A Junior/Senior High School Building	A building in which General Education programs are operated		

**Program Position #7***Operator: Charter School***PROGRAM SEGMENTS**

Type of Support	Level of Support	Age Range	Caseload	FTE
Supplemental (Less Than 80% but More Than 20%)	Learning Support	17 to 21	15	1
Locations:				
21st Century Cyber Charter School	A Junior/Senior High School Building	A building in which General Education programs are operated		

**Program Position #8***Operator: Charter School***PROGRAM SEGMENTS**

Type of Support	Level of Support	Age Range	Caseload	FTE
Itinerant	Learning Support	16 to 19	30	1
Locations:				
21st Century Cyber Charter School	A Junior/Senior High School Building	A building in which General Education programs are operated		

# Facilities

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## *Fixed assets acquired by the Charter School during the past fiscal year*

Fixed assets acquired by the Charter School during the past fiscal year:

The 21st Century Cyber Charter School purchased furniture, fixtures and equipment for the new location in the 2019-2020 school year.

**The total Charter School expenditures for fixed assets during the identified fiscal year:**

*\$2,701,887.50*

## *Facility Plans and Other Capital Needs*

The Charter School's plan for future facility development and the rationale for the various components of the plan:

We will continue to utilize our new location of 1245 Wrights Lane West Chester, PA 19380 as our main administrative office and staff. This location will continue to undergo internal renovations throughout the 2020-2021 school year. Our Murrysville location will house the remaining staff and we will continue to host events/training from our current location at 126 Wallace Avenue, Downingtown, PA 19335. All three locations offer flexibility for our staff to enhance our teaching, aid leadership and host large trainings. Several events will be hosted throughout the year for our students at both Downingtown and West Chester.

## *Memorandums of Understanding*

<b>Organization</b>	<b>Purpose</b>
Downingtown Police Department	The Memorandum establishes procedures to be followed when certain incidents occur on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act. This relationship of cooperation and mutual support and to maintain a safe school environment.
Murrysville Police Department	The Memorandum establishes procedures to be followed when certain incidents occur on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act. This relationship of cooperation and mutual support and to maintain a safe school environment.

# Charter School Annual Report Affirmations

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## **Charter Annual Report Affirmation**

I verify that all information and records in this charter school annual report are complete and accurate.

**The Chief Executive Officer and the Board of Trustee President of the charter school must sign this verification.**

**Affirmed by Heather Saboori on 9/10/2020**

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*Board President*

**Affirmed by Brian Cote on 9/9/2020**

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*Chief Executive Officer*



## **Charter School Law Affirmation**

Pennsylvania's first Charter School Law was Act 22 of 1997, 24 P.S. § 17-1701-A et seq., which primarily became effective June 19, 1997, and has subsequently been amended.

The Charter School Law provides for the powers, requirements, and establishment of charter schools. The Charter School Law was passed to provide opportunities to teachers, parents, pupils and community members to establish and maintain schools that operate independently from the existing school district structure as a method to accomplish all of the following: (1) improve pupil learning; (2) increase learning opportunities for all pupils; (3) encourage the use of different and innovative teaching methods; (4) create new professional opportunities for teachers; (5) provide parents and pupils with expanded choices in types of educational opportunities that are available within the public school system; and (6) hold charter schools accountable for meeting measurable academic standards and provide the school with a method to establish accountability systems.

The charter school assures that it will comply with the requirements of the Charter School Law and any provision of law from which the charter school has not been exempted, including Federal laws and regulations governing children with disabilities. The charter school also assures that it will comply with the policies, regulations and procedures of the Pennsylvania Department of Education (Department). Additional information about charter schools is available on the Pennsylvania Department's website at: <http://www.education.state.pa.us>.

**The Chief Executive Officer and Board of Trustees President of the charter school must sign this assurance.**

**Affirmed by Heather Saboori on 9/10/2020**

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*Board President*

**Affirmed by Brian Cote on 9/9/2020**

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*Chief Executive Officer*

## **Ethics Act Affirmation**

Pennsylvania's current Public Official and Employee Ethics Act (Ethics Act), Act 93 of 1998, Chapter 11, 65 Pa.C.S. § 1101 et seq., became effective December 14, 1998 and has subsequently been amended.

The Ethics Act provides that public office is a public trust and that any effort to realize personal financial gain through public office other than compensation provided by law is a violation of that trust. The Ethics Act was passed to strengthen the faith and confidence of the people of Pennsylvania in their government. The Pennsylvania State Ethics Commission (Commission) administers and enforces the provisions of the Ethics Acts and provides guidance regarding its requirements.

The regulations of the Commission set forth the procedures applicable to all proceedings before the Commission as well as for the administration of the Statement of Financial Interests filing requirements. See 51 Pa. Code § 11.1 et seq.

The charter school assures that it will comply with the requirements of the Ethics Act and with the policies, regulations and procedures of the Commission. Additional information about the Ethics Act is available on the Commission's website at: <http://www.ethics.state.pa.us>.

**The Chief Executive Officer and Board of Trustees President of the charter school must sign this assurance.**

**Affirmed by Heather Saboori on 9/10/2020**

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*Board President*

**Affirmed by Brian Cote on 9/9/2020**

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*Chief Executive Officer*

## **Charter Annual Background Check Affirmation**

I certify that, as of this date, the above referenced LEA is in compliance with all applicable provisions of Sections 111 and 111.1 of the Public School Code of 1949.

**Affirmed by Heather Saboori on 9/10/2020**

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*Board President*

**Affirmed by Brian Cote on 9/9/2020**

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*Chief Executive Officer*

## **Charter Annual Administrative Certification Affirmation**

All public school principals, including charter and cyber charter school principals, are subject to the applicable certification requirements of the Public School Code ( 24 P.S. § 11-1109) as well as any Act 45 continuing education and Pennsylvania Inspired Leaders (PIL) requirements. In keeping with the intent of section 1109, any person who devotes half or more of their time to supervision or administration in a public school, without an identified principal, is serving as the "principal" of the school regardless of the locally titled position (i.e., school director, head teacher, etc.). Such individuals must hold a valid administrative certificate and comply with all applicable Act 45 and PIL requirements. In addition, the public school should properly identify the individual as a principal in PIMS/PERMS regardless of the local title utilized.

The Charter School assures that the Public School Code ( 24 P.S. § 11-1109) as well as any Act 45 continuing education and Pennsylvania Inspired Leaders (PIL) requirements are met as outlined above.

**Affirmed by Heather Saboori on 9/10/2020**

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*Board President*

**Affirmed by Brian Cote on 9/9/2020**

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*Chief Executive Officer*