

**21st Century Cyber Charter School
Charter School Annual Report
SY 2020-21**

School Profile

LEA Name	AUN	
21st Century Cyber CS	124150002	
Address 1		
1245 Wrights Lane		
Address 2		
City	State	Zip Code
West Chester	PA	19380
Chief Administrator Name		
Dr. Matthew Flannery		
Chief Administrator Email		
mflannery@21cccs.org		
Chief Administrator Phone	Extension	
(484)875-5458		
City	State	Zip Code
West Chester	PA	19380
Principal Name		
Monica Frank		
Principal Email		
mfrank@21cccs.org		
Principal Phone	Extension	
4848755400		

Authorizing District(s)

Governance and Staff

Board of Trustees Members

Name	Office	New Member?
Mr. Peter Mango	Chairperson, Local Business Representative	false
Ms. Heather Saboori	Vice Chairperson, Parent Representative	false
Dr. Sherry DelGrosso	Parent Representative	false
Dr. George Fiore	Chester County IU Executive Director	false
Dr. Regina Speaker	Montgomery County IU Executive Director	false
Dr. Mark Hoffman	Bucks County IU Executive Director	false
Dr. M. Christopher Marchese	Avon Grove School District Superintendent	false
Dr. John Toleno	Upper Merion Area School District Superintendent	false
Dr. Samuel Lee	Bensalem Township School District Superintendent	false
Dr. John Sanville	Unionville-Chadds Ford School District Superintendent	false
Mr. Jason Harris	School District of the Borough of Morrisville Superintendent	true
Dr. William Harner	Quakertown Community School District Superintendent	true
Dr. Steven Yanni	Upper Dublin School District Superintendent	true
Dr. Alan Fegley	Phoenixville Area School District Superintendent	true
Dr. Allyn Roche	Upper Perkiomen Area School District Superintendent	true

Explanation of Board of Trustees Changes

Dr. Regina Speaker, Executive Director of Montgomery County Intermediate Unit, Montgomery County Seat 1, was appointed and took the Oath of Office on September 8, 2020, replacing Dr. John George who retired on August 4, 2020. Dr. David Baugh, Superintendent of Centennial School District, Bucks County Seat 2, resigned on May 7, 2020. Dr. William Harner of Quakertown Community School District was appointed on September 8, 2020 and took the Oath of Office on December 18, 2020. Dr. Maria Edelberg, Executive Director of Delaware County Intermediate Unit, Delaware County Seat 1, resigned on April 2, 2020. Delaware County representatives no longer sit on our Board of Trustees and 21st Century Cyber Charter School's Bylaws were changed on September 8, 2020 to reflect same. Dr. Alan Fegley of Phoenixville Area School District was appointed and took the Oath of Office as Chester County Seat 4 on September 8, 2020. Dr. George Steinhoff, Superintendent of Penn-Delco School District, Delaware County Seat 2, resigned on April 14, 2020. Delaware County representatives no longer sit on our Board of Trustees and 21st Century Cyber Charter School's Bylaws were changed on September 8, 2020 to reflect same. Mr. Jason Harris of the School District of the Borough of Morrisville was appointed and took the Oath of Office as Bucks County Seat 4 on September 8, 2020. Dr. Stephen Butz, Superintendent of Southeast Delco School District, Delaware County Seat 3, resigned on February 7, 2020. Delaware County representatives no longer sit on our Board of Trustees and 21st Century Cyber Charter School's Bylaws were changed on September 8, 2020 to reflect same. Dr. Steven Yanni of Upper Dublin School District was appointed and took the Oath of Office as Montgomery County Seat 4 on September 8, 2020.

There were no Board of Trustee Changes.

false

Board of Trustees Meeting Schedule

Name	Office	New Member?
Board Meeting:Virtual	2021-08-10	2:00PM
Board Meeting:Virtual	2020-06-24	2:30PM
Board Meeting:Virtual	2020-08-04	2:00PM
Work Session: Virtual	2020-09-01	2:00PM
Board Meeting:Virtual	2020-09-08	2:00PM
Board Meeting:Virtual	2020-09-21	10:00AM
Committee Meeting: Virtual	2020-09-29	11:00AM
Work Session: Virtual	2020-11-03	2:00PM
Board Meeting:Virtual	2020-11-10	1:00PM
Board Meeting:Virtual	2020-12-18	1:00PM
Committee Meeting: Virtual	2021-01-06	3:00PM
Board Meeting:Virtual	2021-01-12	1:00PM
Board Meeting:Virtual	2021-03-09	1:00PM
Board Meeting:Virtual	2021-03-19	10:15AM
Board Meeting:Virtual	2021-05-11	1:00PM
Board Meeting:Virtual	2021-06-02	8:00AM

Upload Link to Board Meetings and Agenda

Leadership Team

Name	Title/Position	Check if New Member
Mr. Brian Cote	Chief Executive Officer	true
Dr. Nancy Giagnacova	Director of Special Education	false
Mr. Michael Matz		true
Mrs. Monica Frank	Principal	false
Mrs. Erika Laidlaw	Principal	false
Mr. Casey Regina	Assistant Principal	true
Ms. Lucinda Currie	Human Resource Officer	false

Mr. Robert Bruchak	Business Manager	true
Ms. Tamara Darden	Business Manager	true
Ms. Sharee McGibboney	Business Manager	false

Explanation of Leadership Changes

Mr. Brian Cote was appointed Interim CEO by the Board of School Directors on May 12, 2020. Mr. Casey Regina was appointed Assistant Principal after holding the acting assistant principal role from the previous year. Mr. Michael Matz was appointed IT Director to fill a vacancy. 21CCCS has operated under an Interim Business Administrator from October 2020 through January 2021. There was no business administrator from January 2021 through June 2021. We currently have an interim business administrator, Mr. Robert Bruchak. Mr. Bruchak will remain an interim until a full time business administrator is hired.

There were no Leadership Changes

false

Position Categories	# of Staff per Category	# of Staff Appropriately Certified	# of Staff Promoted	# of Staff Transferred	# of Staff Terminated	# of Staff Contracted for Following Year
Chief Executive Officer	3	3	0	0	2	1
Chief Administrative Officer	0	0	0	0	0	0
Principal	2	2	0	0	0	2
Assistant Principal	1	1	0	0	0	1
Classroom Teacher (including Master Teachers)	89	89	0	0	22	67
Specialty Teacher (including Master Teachers)	1	1	0	0	0	1
Special Education Teacher (including Master Teachers)	15	15	0	0	2	13
Special Education Coordinator	1	1	0	0	0	1
Counselor	8	8	0	0	3	5
Psychologist	0	0	0	0	0	0
School Nurse	2	2	0	0	0	1
IT Director	1	1	0	0	0	1
Business Administrator	3	3	0	0	2	1
ISD, Curriculum Developers, Tech Support	22	22	0	0	2	20
HR Manager	1	1	0	0	0	1

Student Support Manager, Facilities Manager	3	3	0	0	1	2
Business Office, Administrative Support Staff, Teaching Assistants	50	50	0	0	10	40
Totals	202	202	0	0	44	157

Explanation of Substantial Differences

The School experienced an unprecedented volume of student enrollment as a result of the prevailing COVID-19 pandemic during the 2020-21 school year. Additional staff, in both professional and support/clerical classifications, was hired on a temporary basis to provide necessary supports to ensure the the School met instructional goals for students and regulatory/state compliance requirements.

There were no substantial differences.

false

Fiscal Matters

Major Fundraising Activities

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

Fiscal Solvency Policies

No changes or additions for the policies and procedures.

Accounting System

21st Century Cyber Charter School utilizes CSIU's Financial Accounting Software in 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 January 12, 2021 for the 19-20 school year presented by Herbein + Company Inc. There are no changes to the Accounting System.

Upload Financial/Policy Documents

Preliminary Statement of Revenues - signed.pdf
21st Century Expenditures Preliminary Statement_d7447ff6.pdf

Audit Firm

Herbein + Company

Explanation of the Report

N/A

Upload Financial Audit Document(s)

21CCCS 2019-2020 Audit Report.pdf
Consolidated Review Workaround.docx
21st Century No Federal Review.docx
Preliminary Statement of Revenues - signed.pdf
21st Century Expenditures Preliminary Statement_d7447ff6.pdf

Financial Audit Citations Description

None

Response None

Federal Programs Consolidated Review Document(s)

No

Upload Available Federal Programs Consolidated Review Document(s)

Uploaded Files

Title I Status

No

Title I First Year Status

No

Date of Last Federal Programs Consolidated Review

2021-06-30

School Years Reviewed

2019-2020

Federal Programs Consolidated Review Report

Uploaded Files

Consolidated Review Workaround.docx21st Century No Federal Review.docx

Consolidated Review/Annual Report

N/A

Findings

N/A

Corrective Action(s) TakenN/A

Date of Last Audit

2020-06-30

Fiscal Year Last Audited

2019-2020

Special Education

Special Education Support Services

Position Title	Building(s) Name and Location for Charter Schools	Caseload	Low Age	High Age
Director of Special Education	21st Century Cyber Charter School	0	12	21
Supervisor of Special Education	21st Century Cyber Charter School	0	12	21

Special Education Contracted Services

Title	Amt. of Time per Week in Days or Hours	Operator	# of Students
Coping Skills	46	Outside Contractor	92
Counseling	46	Outside Contractor	59
Social Skills	63	Outside Contractor	84
Speech Language	46	Outside Contractor	32
Occupational Therapy	6	Outside Contractor	15
Physical Therapy	1	Outside Contractor	2
Executive Function Skills	3	Outside Contractor	5
Vision	4	Outside Contractor	3
Hearing	1	Outside Contractor	2
PCA Support	297	Outside Contractor	10
Reading Support	12	Outside Contractor	4
Tutoring	3	Outside Contractor	1

Date of Last Special Education Cyclical Monitoring

2017-02-03

Upload Link to Report (Optional)

Uploaded Files

Special Education Cyclical Monitoring Report

Uploaded Files

Compliance Monitoring Results .pdf

Administrative Procedures for Internal Controls of IEP Development

Uploaded Files

Special Education Policy.docx

Special Education Personnel Development

Autism

Description of Training			
Autism Awareness			
Lead Person/Position		Year of Training	
Special Education Department		2021	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
2	2	Halley Scarpignato	Parents

BehaviorSupport

Description of Training			
Executive Function Skills			
Lead Person/Position		Year of Training	
Brenda Eaton/Executive Function Coach		2021	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
2	2	Brendan Eaton /CCIU	All educational staff

Training Date Complete

2021-03-08

Executive Function Agenda (1).docx

Staff attendance _a48eb8ae.docx

Paraprofessional

Description of Training	
Training on how to be a Paraprofessional in Cyber Setting	
Lead Person/Position	Year of Training
Carly Parker/Supervisor of Special Education	2020

Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
2	2	Carly Parker	Paraprofessionals

Training Date Complete

2021-03-23

PCA Onboarding and expectations.pptx

PCA's.docx

Transition

Description of Training			
Transition Planning			
Lead Person/Position	Year of Training		
Special Education Department	2021		
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
2	2	Kera Romero	Parents and Students

Training Date Complete

2021-01-28

Transition Planning -1.pdf

Attendance Parent Training Sessions - Sheet1.pdf

ScienceofLiteracy

Description of Training			
Reading Apprenticeship			
Lead Person/Position	Year of Training		
Jennifer Fio Miller /English Teacher	2021		
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
2	2	Jennifer Fio Miller	All teachers

Training Date Complete

2021-05-13

Reading Apprenticeship.docx

SPED Training List _4f29a759.docx

Parent Training

Description of Training			
Steps fo Success			
Lead Person/Position		Year of Training	
Dan Talley Teacher		2021	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
1	2	Dan Talley, Teacher	Students and Parents

Training Date Complete

2021-10-21

October Flyer InformationSession-StepsForSuccess-2.pdf

Staff attendance .docx

Training Date Complete

2021-11-17

November 2020 Flyer Parent Information Session Nov 2020-1-1.pdf

Staff attendance _3be594b1.docx

IEP Development

Description of Training			
Progress Reports			
Lead Person/Position		Year of Training	
Carly Parker/Supervisor of Special Education		2021	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)

1	1	Carly Parker	Special Education Staff
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Training Date Complete

2021-04-13
3rd Quarter Progress Reports 20-21.pptx
SPED Training List .docx

Special Education Program Profile

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
1	Secondary	Full-time (1.0)	07/19/2021 03:29 PM

Building Name		
21st Century Cyber CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		25
Identify Classroom	Classroom Location	Age Range
School District	Secondary	11 to 13
Age Range Justification		FTE %
		0.5

Building Name		
21st Century Cyber CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		25
Identify Classroom	Classroom Location	Age Range
School District	Secondary	11 to 13
Age Range Justification		FTE %
		0.5

Building Name		
21st Century Cyber CS		

Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Supplemental (Less Than 80% but More Than 20%)		15
Identify Classroom	Classroom Location	Age Range
Intermediate Unit	Secondary	11 to 13
Age Range Justification		FTE %
		0.75

Building Name		
21st Century Cyber CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Supplemental (Less Than 80% but More Than 20%)		15
Identify Classroom	Classroom Location	Age Range
School District	Secondary	14 to 18
Age Range Justification		FTE %
		0.75

Building Name		
21st Century Cyber CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Supplemental (Less Than 80% but More Than 20%)		20
Identify Classroom	Classroom Location	Age Range
School District	Secondary	14 to 18
Age Range Justification		FTE %

	1
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Building Name		
21st Century Cyber CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		25
Identify Classroom	Classroom Location	Age Range
School District	Secondary	14 to 18
Age Range Justification		FTE %
		0.5

Building Name		
21st Century Cyber CS		
Support Type		
Emotional Support		
Support Sub-Type		
Emotional Support		
Level of Support		Case Load
Itinerant (20% or Less)		20
Identify Classroom	Classroom Location	Age Range
School District	Secondary	14 to 18
Age Range Justification		FTE %
		0.4

Building Name		
21st Century Cyber CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load

Itinerant (20% or Less)		25
Identify Classroom	Classroom Location	Age Range
School District	Secondary	17 to 21
Age Range Justification		FTE %
		0.5

Building Name		
21st Century Cyber CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		25
Identify Classroom	Classroom Location	Age Range
School District	Secondary	17 to 21
Age Range Justification		FTE %
		0.5

Building Name		
21st Century Cyber CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		30
Identify Classroom	Classroom Location	Age Range
School District	Secondary	18 to 21
Age Range Justification		FTE %
		0.6

Building Name		
21st Century Cyber CS		
Support Type		

Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		25
Identify Classroom	Classroom Location	Age Range
School District	Secondary	18 to 21
Age Range Justification		FTE %
		0.5

Facilities

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

Fixed Asset Description	Location	Capital Expenditure
Murrysville Lease Expansion Location	Murrysville, PA	21,118.23
West Chester Warehouse Project	West Chester, PA	46,064.40

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 2021-2022 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.

Memorandum of Understanding

Fixed Asset Description	Location
West Goshen 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.

Upload of Memorandum of Understanding Document(s)

West Goshen MOU (1).pdf

Murrysville MOU.pdf

Downingtown MOU.pdf

Charter School Management Survey

Charter School Name

21st Century Cyber CS

Point of Contact Information

Point of Contact Name	
Dr. Matthew Flannery	
Point of Contact Telephone Number	Extension
484-875-5458	
Point of Contact Email	
mflannery@21cccs.org	

As of the start of the 2020/2021 school year, has the Charter School had a Management Organization (i.e., a separate legal entity that contracts with one or more charter schools to manage, operate, and oversee the schools OR that holds charters to operate two or more charter schools)?	No
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Is/was the Management Organization a:

Management Organization Name	Federal EIN (Employer Identification Number)		
Address 1			
Address 2			
City	State	Zip Code	Plus 4 Code

Additional Comments

Signatures and Affirmation

Upload Board Affirmation Statement

Uploaded Files

Affirmation Statement.pdf

Date of Approval

2021-08-10

Charter School Annual Report Affirmation

Board President

Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

Chief Executive Officer

Dr. Matthew R. Flannery

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 must sign this assurance. The Board of Trustees President of the charter school's signature will be contained on the uploaded Board Affirmation document.

Board President

Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

Chief Executive Officer

Dr. Matthew Flannery

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 must sign this assurance. The Board of Trustees President of the charter school's signature will be contained on the uploaded Board Affirmation document.

Board President

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Chief Executive Officer

Dr. Matthew Flannery

Charter School 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 PublicSchool Code of 1949.

The Chief Executive Officer must sign this assurance. The Board of Trustees President of the charter school's signature will be contained on the uploaded Board Affirmation document.

Board President

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Chief Executive Officer

Dr. Matthew Flannery

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.

The Chief Executive Officer must sign this assurance. The Board of Trustees President of the charter school's signature will be contained on the uploaded Board Affirmation document.

Board President

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Chief Executive Officer

Dr. Matthew Flannery

