

Central PA Digital Learning Foundation
Charter School
Charter School Annual Report
SY 2020-21

School Profile

LEA Name		AUN	
Central PA Digital Learning Foundation CS		108070001	
Address 1			
580 Foot of Ten Rd			
Address 2			
City		State	Zip Code
Duncansville		PA	16635
Chief Administrator Name			
Dr Malynda Maurer			
Chief Administrator Email			
mmaurer@cpdlf.org			
Chief Administrator Phone		Extension	
(814)682-5258			
City		State	Zip Code
Duncansville		PA	16635
Principal Name			
Kimberly Salyards			
Principal Email			
ksalyards@cpdlf.org			
Principal Phone		Extension	
(814)682-5258		Ext. 117	

Authorizing District(s)

AUN	LEAD District (LEA) Name
Start Year	End Year
Superintendent Name	
Superintendent Email	
Superintendent Phone	Extension

Governance and Staff

Board of Trustees Members

Name	Office	New Member?
Royce Boyd	President	false
Tom McInroy	Vice-President	false
Paul Gallagher	Secretary	false
Scott Magnetti	Treasurer	false
Doug Arnold	Member	false
Robert Gildea	Member	false
William Kanich	Member	false
Lisa Murgas	Member	false
Allen Sell	Member	false
		false

Explanation of Board of Trustees Changes

Dr. Robert Gildea resigned as Secretary on November 15, 2020. Dr. Paul Gallagher served as interim Secretary and was officially appointed as Secretary on January 14, 2021.

There were no Board of Trustee Changes.

false

Board of Trustees Meeting Schedule

Name	Office	New Member?
Virtual via Zoom	2020-08-05	1:00 p.m.
Virtual via Zoom	2020-09-10	1:00 p.m.
Virtual via Zoom	2020-11-12	1:00 p.m.
Virtual via Zoom	2021-01-14	1:00 p.m.
Virtual via Zoom	2021-03-11	1:00 p.m.
Virtual via Zoom	2021-05-13	1:00 p.m.
Virtual via Zoom	2021-06-10	1:00 p.m.

Upload Link to Board Meetings and Agenda

2020-21 Board Agendas & Minutes (combined).pdf

Leadership Team

Name	Title/Position	Check if New Member
Aiko Malynda Maurer	Chief Executive Officer	false
Kimberly Salyards	Principal	false

Karlie Shook	Business Manager	false
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Explanation of Leadership Changes

There were no Leadership Changes

true

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	1.0	1.0	0	0	0	1.0
Chief Administrative Officer	0	0	0	0	0	0
Principal	1.0	1.0	0	0	0	1
Assistant Principal	0	0	0	0	0	0
Classroom Teacher (including Master Teachers)	25	25	0	0	0	25
Specialty Teacher (including Master Teachers)	1	1	0	0	0	1
Special Education Teacher (including Master Teachers)	7	7	0	0	1	6
Special Education Coordinator	1.0	1.0	0	0	0	1
Counselor	0	0	0	0	0	0
Psychologist	0	0	0	0	0	0
School Nurse	1.0	1.0	0	0	0	1.0
IT Director	0	0	0	0	0	0
Business Administrator	1	1	0	0	0	1
ISD, Curriculum Developers, Tech Support	3	3	0	0	0	3
HR Manager	0	0	0	0	0	0
Student Support Manager, Facilities Manager	0	0	0	0	0	0
Business Office, Administrative Support Staff, Teaching Assistants	11	11	2	0	0	11
Totals	52	52	2	0	1	51

Explanation of Substantial Differences

There were no substantial differences.

true

Fiscal Matters

Major Fundraising Activities

n/a

Fiscal Solvency Policies

No new policies or procedures involving fiscal solvency were implemented during the 2020-2021 school year.

Accounting System

Central PA Digital Learning Foundation uses CSIU accounting software. This has been used since 2016-2017. No Changes.

Upload Financial/Policy Documents

Preliminary Statements of Revenues^J Expenditures ^0 Fund Balances (2020-21).pdf

Audit Firm

Young, Oakes, Brown & Company, P.C.

Explanation of the Report

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

Upload Financial Audit Document(s)

Central PA Digital Learning Foundation (2020 Report)FINAL Audit.pdfCorrective Action Plan Citations (used for 2019-20 report).pdfLetter from Division of Federal Programs (used for 2019-20 report).pdfPreliminary Statements of Revenues^J Expenditures ^0 Fund Balances (2020-21).pdfFederal Programs Consolidated Review Report (used for 2019-20 report).pdf

Financial Audit Citations Description

n/a

Responesen/a

Federal Programs Consolidated Review Document(s)

Yes

Upload Available Federal Programs Consolidated Review Document(s)

Uploaded Files

Title I Status

Yes

Title I First Year Status

No

Date of Last Federal Programs Consolidated Review

2018-03-29

School Years Reviewed

2017-18

Federal Programs Consolidated Review Report

Uploaded Files

Corrective Action Plan Citations (used for 2019-20 report).pdfLetter from Division of Federal Programs (used for 2019-20 report).pdf

Consolidated Review/Annual Report

See attached.

Findings

See attached Corrective Action Plan Citations

Corrective Action(s) TakenSee attached Corrective Action Plan Citations

Date of Last Audit

2020-06-30

Fiscal Year Last Audited

2019-20

Special Education

Special Education Support Services

Position Title	Building(s) Name and Location for Charter Schools	Caseload	Low Age	High Age
Special Education Elem Instructor (MF)	CPDLF, 580 Foot of Ten Road, Duncansville, PA 16635	8	5	11
Special Education Coordinator (DM)	CPDLF, 580 Foot of Ten Road, Duncansville, PA 16635	7	12	18
Secondary Special Education Learning Guide (TN)	CPDLF, 580 Foot of Ten Road, Duncansville, PA 16635	13	12	18
Secondary Special Education Learning Guide (TW)	CPDLF, 580 Foot of Ten Road, Duncansville, PA 16635	14	12	18
Secondary Special Education Learning Guide (BW)	CPDLF, 580 Foot of Ten Road, Duncansville, PA 16635	6	12	18
Special Education Director (AMM)	CPDLF, 580 Foot of Ten Road, Duncansville, PA 16635	0	n/a	n/a
Special Education Elem Instructor (LW)	CPDLF, 580 Foot of Ten Road, Duncansville, PA 16635	6	8	12
Special Education Elem Instructor (SC)	CPDLF, 580 Foot of Ten Road, Duncansville, PA 16635	2	5	11
Special Education Director (KS)	CPDLF, 580 Foot of Ten Road, Duncansville, PA 16635	0	n/a	n/a

Special Education Contracted Services

Title	Amt. of Time per Week in Days or Hours	Operator	# of Students
Learning Lamp/Emotional/Autistic Support	15 hours	Outside Contractor	12
Humanus/Occupational Therapy	30 minutes	Outside Contractor	10 or fewer
Therapy Source/Occupational Therapy	3.75 hours	Outside Contractor	10 or fewer
Deaf/Hard of Hearing Support	5 minutes	IU	10 or fewer
Humanus/Speech and Language	30 minutes	Outside Contractor	10 or fewer
Therapy Source/Speech and Language	5.45 hours	Outside Contractor	10 or fewer
Therapy Source/Special Education Teacher	13 hours	Outside Contractor	10 or fewer
School Social Worker	1 hour	Outside Contractor	10 or fewer
School Psychologist	30 minutes	Outside Contractor	10 or fewer
Emotional/Autistic Support	1 hour	IU	10 or fewer

School Psychologist	10 minutes	Outside Contractor	10 or fewer
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Date of Last Special Education Cyclical Monitoring

2021-01-04

Upload Link to Report (Optional)

Uploaded Files

Special Education Cyclical Monitoring Report

Uploaded Files

Central_PA_Digital_Learning_Foundation_CS_Executive_Summary_CS_2020.pdf

Administrative Procedures for Internal Controls of IEP Development

Uploaded Files

2020 CPDLF Special Education Processes and Procedures.pdf

Special Education Personnel Development

Autism

Description of Training			
n/a			
Lead Person/Position	Year of Training		
n/a	n/a		
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
n/a	n/a	n/a	n/a

Training Date Complete

0001-01-01

Special Education Personnel Development Blank Document.pdf

Special Education Personnel Development Blank Document.pdf

BehaviorSupport

Description of Training			
n/a			
Lead Person/Position	Year of Training		
n/a	n/a		
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
n/a	n/a	n/a	n/a

Training Date Complete

0001-01-01

Special Education Personnel Development Blank Document_b7d645b4.pdf

Special Education Personnel Development Blank Document_fdfcfbae.pdf

Paraprofessional

Description of Training			
n/a			
Lead Person/Position	Year of Training		
n/a	n/a		
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
n/a	n/a	n/a	n/a

Training Date Complete

0001-01-01

Special Education Personnel Development Blank Document_2763562d.pdf

Transition

Description of Training			
Indicator 13 Training - This training provided information on completing the steps to meet Indicator 13 requirements on the IEP and for Cyclical Monitoring.			
Lead Person/Position		Year of Training	
Dina Morrissey / Special Education Coordinator / Learning Services Coordinator		2020-21	
Hours Per Training		Number of Sessions	Provider
4		1	Pattan
			Who Participated (Audience)
			Secondary Special Ed Staff

Training Date Complete

2020-10-30

Indicator 13 Training Agenda_f13f173a.pdf

Indicator 13 Training Attendance Sheet_d7d31ebb.pdf

ScienceofLiteracy

Description of Training			
n/a			
Lead Person/Position		Year of Training	
n/a		n/a	
Hours Per Training		Number of Sessions	Provider
n/a		n/a	n/a
			Who Participated (Audience)
			n/a

Training Date Complete

0001-01-01

Special Education Personnel Development Blank Document_3c1eb5b8.pdf

Special Education Personnel Development Blank Document_7b6dbb72.pdf

ParentTraining

Description of Training	
Review of Special Education Information	
Lead Person/Position	Year of Training
CPDLF Special Education Case Manager	2020-21

Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
.25	1	CPDLF Special Education Case Manager	Parents of Special Education students

Training Date Complete

2021-06-04

Parent Training Attendance Sheet.pdf

Special Ed Parent Training Agenda.pdf

IEPDevelopment

Description of Training			
Cyclical Monitoring Training - Administration completed training videos for the cyclical monitoring we had scheduled for the 2020-2021 school year.			
Lead Person/Position	Year of Training		
Malynda Maurer / CEO	2020-21		
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
4	1	Pattan	Director of Special Ed, Special Ed Coordinator, Principal

Training Date Complete

2020-09-04

Cyclical Monitoring Training Attendance Sheet.pdf

Cyclical Monitoring Training Agenda.pdf

Training Date Complete

2020-11-16

Educational Benefit Review Training Attendance Sheet.pdf

Educational Benefit Review Training Agenda.pdf

Special Education Program Profile

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
SC	Elementary	Part-time (0.5)	07/20/2021 03:34 PM

Building Name		
Central PA Digital Learning Foundation CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		2
Identify Classroom	Classroom Location	Age Range
School District	Elementary	5 to 11
Age Range Justification		FTE %
CPDLF is a cyber-charter school where students receive both their instruction and special education learning support in the virtual environment.		0.04

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
DM	Secondary	Part-time (0.5)	07/28/2021 11:52 AM

Building Name		
Central PA Digital Learning Foundation CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		7
Identify Classroom	Classroom Location	Age Range
School District	Secondary	12 to 18
Age Range Justification		FTE %
CPDLF is a cyber-charter school where students receive both their instruction and special education learning support in the virtual environment.		0.14

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
LW	Multiple	Part-time (0.5)	07/28/2021 11:53 AM

Building Name		
Central PA Digital Learning Foundation CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		6
Identify Classroom	Classroom Location	Age Range
School District	Multiple	8 to 12
Age Range Justification		FTE %
CPDLF is a cyber-charter school where students receive both their instruction and special education learning support in the virtual environment.		0.12

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
BW	Multiple	Part-time (0.5)	07/28/2021 11:53 AM

Building Name		
Central PA Digital Learning Foundation CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		6
Identify Classroom	Classroom Location	Age Range
School District	Multiple	12 to 18
Age Range Justification		FTE %
CPDLF is a cyber-charter school where students receive both their instruction and special education learning support in the virtual environment.		0.12

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
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TW	Multiple	Part-time (0.5)	07/28/2021 11:53 AM
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Building Name		
Central PA Digital Learning Foundation CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		14
Identify Classroom	Classroom Location	Age Range
School District	Multiple	12 to 18
Age Range Justification		FTE %
CPDLF is a cyber-charter school where students receive both their instruction and special education learning support in the virtual environment.		0.28

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
TN	Secondary	Part-time (0.5)	07/28/2021 11:54 AM

Building Name		
Central PA Digital Learning Foundation CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		13
Identify Classroom	Classroom Location	Age Range
School District	Secondary	12 to 18
Age Range Justification		FTE %
CPDLF is a cyber-charter school where students receive both their instruction and special education learning support in the virtual environment.		0.26

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
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MF	Multiple	Part-time (0.5)	07/20/2021 03:08 PM
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Building Name		
Central PA Digital Learning Foundation CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		8
Identify Classroom	Classroom Location	Age Range
School District	Multiple	5 to 11
Age Range Justification		FTE %
CPDLF is a cyber-charter school where students receive both their instruction and special education learning support in the virtual environment.		0.16

Facilities

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

Fixed Asset Description	Location	Capital Expenditure
n/a	n/a	n/a

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
In 2019-20, CPDLF entered into a Lease agreement with Fusia, LLC (DLA Properties) to provide our students with a drop in center in Stroudsburg, PA for tutoring, special education services, testing, and a place to hold family engagement events. In May 2021, CPDLF requested approval from PDE to open another site in Altoona, PA to provide similar services for students in the Blair County and beyond area. In June 2021, the CPDLF Board approved the opening of another location in Manayunk, PA to provide similar services in the Philadelphia and surrounding areas. We will be submitting a request for approval from PDE upon receipt of all necessary paperwork to submit. It is our plan to continue to explore additional locations that would be beneficial for our students to have access to a physical location from which they can receive in person assistance and support as well as have a familiar place to attend when participating in the required state testing. Our purpose for these physical locations is to create micro-communities across the state of PA where students feel welcome, accepted, and safe to feel more connected to our school and our staff as well as receive additional supports and assistance to be successful. The rationale for this purpose is that if students feel safe and connected to their school and their teachers, then they will participate and be more engaged in their academics thus leading to better success rates not only in courses but also on state tests and be less likely to drop out of school.

Memorandum of Understanding

Fixed Asset Description	Location
Allegheny Township Police Department	To foster a relationship of cooperation and mutual support and to maintain a safe school environment.
Altoona Area School District	To provide services of a certified school nurse.

Upload of Memorandum of Understanding Document(s)

2020-2022 Allegheny Township Police MOU (1).pdf

Copy of MOU AASD School Nurse.pdf

Charter School Management Survey

Charter School Name

Central PA Digital Learning Foundation CS

Point of Contact Information

Point of Contact Name	
Dr. Aiko Malynda Maurer	
Point of Contact Telephone Number	Extension
814-682-5258	116
Point of Contact Email	
ceo@cpdlf.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)?	Yes
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Is/was the Management Organization a:

Single Management (non-profit)

Management Organization Name	Federal EIN (Employer Identification Number)		
Appalachia Intermediate Unit 8	25-1215721		
Address 1			
4500 6th Avenue			
Address 2			
City	State	Zip Code	Plus 4 Code
Altoona	PA Pennsylvania	16602	1542

Additional Comments

Signatures and Affirmation

Upload Board Affirmation Statement

Uploaded Files

affirmation 7.30.21.pdf

Date of Approval

2021-07-30

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. Malynda Maurer

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. Malynda Maurer

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. Malynda Maurer

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. Malynda Maurer

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. Malynda Maurer