

**SusQ-Cyber Charter School**  
**Charter School Annual Report**  
**SY 2020-21**

## School Profile

<b>LEA Name</b>	<b>AUN</b>	
Susq-Cyber CS	116493130	
<b>Address 1</b>		
240 Market Street		
<b>Address 2</b>		
Suite 15		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
Bloomsburg	PA	17815
<b>Chief Administrator Name</b>		
Ms Patricia Leighow		
<b>Chief Administrator Email</b>		
pleighow@susqcyber.org		
<b>Chief Administrator Phone</b>	<b>Extension</b>	
(570)245-0252-309		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
Bloomsburg	PA	17815
<b>Principal Name</b>		
Patricia Leighow		
<b>Principal Email</b>		
pleighow@susqcyber.org		
<b>Principal Phone</b>	<b>Extension</b>	
570-245-0252	1003	

## Authorizing District(s)

## Governance and Staff

### Board of Trustees Members

Name	Office	New Member?
Edward Keller	President	false
Jeremy Jeffery	VP	false
Scott Mehall	Treasurer	false
Judy Micheletti		false
Cindy Knepp	Secretary	false

### Explanation of Board of Trustees Changes

There were no Board of Trustee Changes.

true

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### Board of Trustees Meeting Schedule

Name	Office	New Member?
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2021-08-24	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2021-09-21	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2021-10-26	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2021-11-23	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2021-12-21	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2022-01-25	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2022-02-22	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2022-03-22	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2022-04-26	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2022-05-24	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2022-06-28	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2020-08-25	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2020-09-22	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2020-10-27	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2020-11-24	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2020-12-22	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2021-01-26	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2021-02-23	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2021-03-23	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2021-04-27	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2021-05-25	9:00 AM
Ben Franklin Technology Center 40 Market Street Bloomsburg, PA 17815	2021-06-29	9:00 AM

### Upload Link to Board Meetings and Agenda

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## Leadership Team

Name	Title/Position	Check if New Member
Patricia Leighow	Chief Executive Officer	false
Amanda Stutzman	Principal	true
		false
		false
		false
		false
		false
		false
		false
		false

**Explanation of Leadership Changes**

Additional staff to help focus solely on academic progress.

**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	1	1	0	0	0	1
Chief Administrative Officer	0	0	0	0	0	0
Principal	1	1	0	0	0	1
Assistant Principal	0	0	0	0	0	0
Classroom Teacher (including Master Teachers)	7	7	0	0	0	7
Specialty Teacher (including Master Teachers)	0	0	0	0	0	0
Special Education Teacher (including Master Teachers)	2	2	0	0	0	2
Special Education Coordinator	1	1	0	0	0	1
Counselor	1	1	0	0	0	1
Psychologist	0	0	0	0	0	0
School Nurse	1	1	0	0	0	1
IT Director	1	1	0	0	0	1
Business Administrator	1	1	0	0	0	1
ISD, Curriculum Developers, Tech Support	1	1	0	0	0	1
HR Manager	1	1	0	0	0	1

Student Support Manager, Facilities Manager	0	0	0	0	0	0
Business Office, Administrative Support Staff, Teaching Assistants	1	1	0	0	0	1
Totals	19	19	0	0	0	19

**Explanation of Substantial Differences**

**There were no substantial differences.**

true

## Fiscal Matters

### Major Fundraising Activities

There are no planned fundraising activities.

### Fiscal Solvency Policies

Link to Policies page is <https://www.susqcyber.org/districtBoardEd.aspx>

### Accounting System

QuickBooks.

### Upload Financial/Policy Documents

Board Meetings.docx

### Audit Firm

McKonly & Asbury

### Explanation of the Report

Independent Auditor's Report is attached

### Upload Financial Audit Document(s)

doc03413120210809101524.pdfBoard Meetings.docxWe do not receive Federal Funding.docx

### Financial Audit Citations Description

None

**Response**N/A

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**

2020-08-02

**School Years Reviewed**

N/A

**Federal Programs Consolidated Review Report**

Uploaded Files

We do not receive Federal Funding.docx

**Consolidated Review/Annual Report**

We do not receive federal funding.

**Findings**

N/A

**Corrective Action(s) Taken**N/A

**Date of Last Audit**

2021-07-01

**Fiscal Year Last Audited**

06/30/2020

## Special Education

### Special Education Support Services

Position Title	Building(s) Name and Location for Charter Schools	Caseload	Low Age	High Age
Paraprofessional	SusQ-Cyber Charter School	12	14	21
Paraprofessional	SusQ-Cyber Charter School	13	14	21

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### Special Education Contracted Services

Title	Amt. of Time per Week in Days or Hours	Operator	# of Students
School Psychologist	Varies	Kaleidoscope	25

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### Date of Last Special Education Cyclical Monitoring

2021-04-21

### Upload Link to Report (Optional)

Uploaded Files

### Special Education Cyclical Monitoring Report

Uploaded Files

Susq-Cyber CS\_Corrective Action Verification\_CS\_2019\_637547915736150774.pdfdoc03413120210809101524.pdf

### Administrative Procedures for Internal Controls of IEP Development

Uploaded Files

SUSQ CYBER CHARTER SCHOOL proposed additional Improvement Plan.docxpolicy 113 - annual public notice of special education services under ferpa.pdfpolicy 113\_2 - special education-surrogate parent procedures.pdfpolicy 113\_3 - special education-annual public notice.pdfpolicy 113\_6 - special education-request for an independent educational evaluation.pdf



## Special Education Personnel Development

### Autism

Description of Training			
How to help your child succeed in a virtual setting			
Lead Person/Position	Year of Training		
Lindsey Shultz/Transition Coordinator	1		
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
2	1	SCCS	Parents/Families

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#### Training Date Complete

2020-10-20

Family Workshop Agenda\_4edaff12.docx

Family Workshop RSVP List\_76d9ebbd.docx

### Behavior Support

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

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#### Training Date Complete

0001-01-01

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### 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

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#### Training Date Complete

0001-01-01

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### Transition

<b>Description of Training</b>			
N/A			
<b>Lead Person/Position</b>	<b>Year of Training</b>		
N/A	N/A		
<b>Hours Per Training</b>	<b>Number of Sessions</b>	<b>Provider</b>	<b>Who Participated (Audience)</b>
N/A	N/A	N/A	N/A

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### Training Date Complete

0001-01-01

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### ScienceofLiteracy

<b>Description of Training</b>			
N/A			
<b>Lead Person/Position</b>	<b>Year of Training</b>		
N/A	N/A		
<b>Hours Per Training</b>	<b>Number of Sessions</b>	<b>Provider</b>	<b>Who Participated (Audience)</b>
N/A	N/A	N/A	N/A

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### Training Date Complete

0001-01-01

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### ParentTraining

<b>Description of Training</b>			
N/A			
<b>Lead Person/Position</b>	<b>Year of Training</b>		
N/A	N/A		
<b>Hours Per Training</b>	<b>Number of Sessions</b>	<b>Provider</b>	<b>Who Participated (Audience)</b>
N/A	N/A	N/A	N/A

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### Training Date Complete

0001-01-01

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Blank Doc Work Around\_55380779.docx

### IEPDevelopment

<b>Description of Training</b>			
N/A			
<b>Lead Person/Position</b>	<b>Year of Training</b>		
N/A	N/A		
<b>Hours Per Training</b>	<b>Number of Sessions</b>	<b>Provider</b>	<b>Who Participated (Audience)</b>
N/A	N/A	N/A	N/A

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### Training Date Complete

0001-01-01  
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Blank Doc Work Around\_d25c950b.docx

## Special Education Program Profile

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Spec Ed LS	Secondary	Full-time (1.0)	08/10/2021 09:06 AM

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## Facilities

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

Fixed Asset Description	Location	Capital Expenditure
None	N/A	N/A

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### 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**  
Additional classroom for the 2021-2022 School Year.

### Memorandum of Understanding

Fixed Asset Description	Location
Bloomsburg Police Department	School Safety

#### **Upload of Memorandum of Understanding Document(s)**

MOU.pdf

## Charter School Management Survey

### Charter School Name

Susq-Cyber CS

### Point of Contact Information

<b>Point of Contact Name</b>	
Patricia Leighow	
<b>Point of Contact Telephone Number</b>	<b>Extension</b>
570-245-0252	1003
<b>Point of Contact Email</b>	
pleighow@susqcyber.org	

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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:**

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

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**Additional Comments**



## Signatures and Affirmation

### Upload Board Affirmation Statement

Uploaded Files

Affirmation Statements.pdf

### Date of Approval

2021-08-11

## 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

Patricia Leighow

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## 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

Patricia Leighow



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## 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.**

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### Chief Executive Officer

Patricia Leighow

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## 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

Patricia Leighow

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## 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**

Patricia Leighow