

**ACHIEVEMENT HOUSE CS**

Charter School Annual Report | 2022 - 2023

## School Profile

**LEA Name**

Achievement House CS

**AUN**

125230001

**Address 1**

102 Pickering Way

**Address 2****City**

Exton

**State**

PA

**Zip Code**

19341

**Chief Administrator Name**

Mr Donald Asplen

**Chief Administrator Email**

dasplen@achievementcharter.com

**Chief Administrator Phone**

(484) 615-6200 - 222

**Extension****Charter School Principal****Principal Name**

Neal Thomas

**Principal Email**

nthomas@achievementcharter.com

**Principal Phone**

4846156220

**Extension**

**Authorizing District(s)**

Cyber Charter - PDE is Authorizing Entity (CHECKED)

**Upload Current Charter (PDF only)**

Achievement House 2012 Renewal Decision.pdf

## Governance and Staff

### Board of Trustees Members

Name	Office	Check if New Member
Marilou Strangarity	President	
Lisabeth Sweeney	Vice-President	
Kristin Chettle	Treasurer	
Donald Fraatz	Secretary	
Robert Maranto	Member	
Gerri Light	Member	

### Explanation of Board of Trustees Changes

Dr. Gerri Light resigned as a Board Member as of 7/1/2023.

### Board of Trustees Meeting Schedule

Location	Date	Time
102 Pickering Way, 2nd Floor, Exton, PA 19341	2022-07-19	7:00 PM
102 Pickering Way, 2nd Floor, Exton, PA 19341	2022-08-16	7:00 PM
102 Pickering Way, 2nd Floor, Exton, PA 19341	2022-09-20	7:00 PM
102 Pickering Way, 2nd Floor, Exton, PA 19341	2022-10-18	7:00 PM

102 Pickering Way, 2nd Floor, Exton, PA 19341	2022-12-13	7:00 PM
102 Pickering Way, 2nd Floor, Exton, PA 19341	2023-01-17	7:00 PM
102 Pickering Way, 2nd Floor, Exton, PA 19341	2023-02-21	7:00 PM
102 Pickering Way, 2nd Floor, Exton, PA 19341	2023-03-21	7:00 PM
102 Pickering Way, 2nd Floor, Exton, PA 19341	2023-05-16	7:00 PM
102 Pickering Way, 2nd Floor, Exton, PA 19341	2023-06-20	7:00 PM

**Upload Board Minutes**

Public Agenda (071922) Cancelled.pdf

Board Meeting Minutes (081622).pdf

Board Meeting Minutes (092022).pdf

Board Meeting Minutes (10.18.22).pdf

Board Meeting Minutes (121322).pdf

Board Meeting Minutes (011723)2.pdf

Board Meeting Minutes (022123).pdf

Board Meeting Minutes (032123).pdf

Board Meeting Minutes (051623).pdf

Board Meeting Minutes (062023).pdf

## Leadership Team

Name	Title/Position	Check if New Member
Mr. Don Asplen	Chief Executive Officer	
Mr. Neal Thomas	Principal	
Mrs. Angela Alderfer	Assistant Principal	(CHECKED)
Mrs. Trina Knauff	Director of Special Education	
Mrs. Stefani Frank	Human Resource Officer	
Mr. Ryan Schumm	Fiscal Management Officer	

## Explanation of Leadership Changes

An Assistant Principal was hired to provide additional support to the students and administration team.

## Upload of Professional Staff Member Roster (PDE-414 Form)

NEW PDE-414 Form 2022-2023\_e33ff604.xlsx

## Quality of Teaching and Other Staff

	# of Staff per Category	# of Staff Appropriately Certified	# of Staff Promoted	# of Staff Transferred	# of Staff Terminated	# of Staff Contracted for

						<b>Following Year</b>
<b>Chief Executive Officer</b>	1	0	0	0	0	1
<b>Chief Administrative Officer</b>	0	0	0	0	0	1
<b>Principal</b>	1	1	0	0	0	2
<b>Assistant Principal</b>	1	1	0	0	0	2
<b>Classroom Teacher (including Master Teachers)</b>	33	33	5	0	1	33
<b>Specialty Teacher (including Master Teachers)</b>	13	13	0	2	2	13
<b>Special Education Teacher (including Master Teachers)</b>	26	26	3	0	4	27
<b>Special Education Coordinator</b>	2	0	0	0	1	2
<b>Counselor</b>	4	4	1	0	0	0
<b>Psychologist</b>	0	0	0	0	0	0
<b>School Nurse</b>	1	1	0	0	0	1
<b>IT Director</b>	0	0	0	0	0	0

<b>Business Administrator</b>	0	0	0	0	0	0
<b>ISD, Curriculum Developers, Tech Support</b>	8	2	0	0	2	8
<b>HR Manager</b>	1	0	0	0	0	1
<b>Student Support Manager, Facilities Manager</b>	1	0	0	0	0	1
<b>Business Office, Administrative Support Staff, Teaching Assistants</b>	28	0	3	2	3	28
<b>Other</b>	20	2			3	20
<b>Totals</b>	140	83	12	4	16	140

There were no substantial differences. (CHECKED)



## **Fiscal Matters**

### **Major Fundraising Activities**

There were no major fund-raising activities during this year and none are planned for the upcoming year.

### **Fiscal Solvency Policies**

The school board adopts an annual budget in June prior to the upcoming fiscal year. All purchasing and expense allocation throughout the fiscal year must align with the budget. The administration and board monitors fiscal activities on a monthly basis as related to the budget. Monthly reviews capture all balance sheet items, including accounts receivable and accounts payable, as well as all disbursement and deposit activity.

### **Accounting System**

Achievement House Cyber Charter School maintains its books on a fund accounting basis in accordance with GAAP. It maintains a chart of accounts based on the Pennsylvania State Chart of Accounts for PA Public Schools, and all PDE reports are filed in this format. The accounting firm that works with the school is revising the school's chart of accounts to further align the account codes with the state chart of accounts. Sage Intacct Accounting Software is used to classify, capture, and report income and expenditures.

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

Uploaded.

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

Achievement House FY2022-2023.xlsx

## **Financial Audit Basics**

### **Audit Firm**

SD Associates PC

### **Date of Last Audit**

2023-06-06

### **Fiscal Year Last Audited**

2021-2022

## Explanation of the Report

An audit included a single audit and there were no findings.

## Upload Financial Audit Document(s)

AHCS June 30 2022-FINAL (002).pdf

## Financial Audit Citations

Financial Audit Citations Description	Response
No findings or citations	N/A

## Federal Programs Consolidated Review

### Federal Programs Consolidated Review Document(s)

No

## Special Education

### 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>
School Psychologist	Achievement House Cyber Charter School	12	14	19
School Counselor	Achievement House Cyber Charter School	49	13	20
Director of Special Education	Achievement House Cyber Charter School	0	12	21
Special Education Coordinator	Achievement House Cyber Charter School	0	12	21
Special Education Coordinator	Achievement House Cyber Charter School	0	12	21
Transition Coordinator	Achievement House Cyber Charter School	0	12	21
Intervention Specialist	Achievement House Cyber Charter School	0	12	21
Behavioral Specialist	Achievement House Cyber Charter School	0	12	21
Tutor	Achievement House Cyber Charter School	1	15	15
Tutor	Achievement House Cyber Charter School	8	14	20
Tutor	Achievement House Cyber Charter School	6	14	18
Tutor	Achievement House Cyber Charter School	1	17	17

Tutor	Achievement House Cyber Charter School	1	19	19
Tutor	Achievement House Cyber Charter School	3	15	21
Tutor	Achievement House Cyber Charter School	1	15	15

### Special Education Contracted Services

Title	Amt. of Time per Week in Days or Hours	Operator	# of Students
Abington Speech	5 Days	Outside Contractor	10 or fewer
ACS Consultants	5 Days	Outside Contractor	45
Aveanna	5 Days	Outside Contractor	11
Bowersox & Associates LLC	1 Day	Outside Contractor	10 or fewer
Chester County Intermediate Unit	5 Days	Outside Contractor	10 or fewer
Connecting The Pieces	5 Days	Outside Contractor	11
Delta T	5 Days	Outside Contractor	41
Enspire	5 Days	Outside Contractor	10 or fewer

Humanus	5 Days	Outside Contractor	22
Liberty Therapy Solutions	5 Days	Outside Contractor	10 or fewer
Sayegh Pediatric	5 Days	Outside Contractor	10 or fewer
Therapy House	5 Days	Outside Contractor	10 or fewer
Therapy Source	5 Days	Outside Contractor	169
US Health Care Services	5 Days	Outside Contractor	151

**Special Education Cyclical Monitoring**

**Date of Last Special Education Cyclical Monitoring**

2023-03-27

**Upload Link to Report (Optional)**

**Special Education Cyclical Monitoring Report**

Achievement\_House\_Cyber\_CS\_Executive\_Summary\_CS\_2022.pdf

**Administrative Procedures for Internal Controls of IEP Development**

Internal Controls of IEP Development 2022-2023.docx

## Special Education Personnel Development

### Autism

Description of Training			
Artificial Intelligence Overview			
Lead Person/Position		Year of Training	
Elements of AI/Minna Learn		2023	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
3	1	Elements of AI/Minna Learn	AHCCS Special Education & Regular Education Staff

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#### Training Date Complete

2023-03-02

Artificial Intelligence 3-2-2023 Attendance & Agenda.docx

Artificial Intelligence 3-2-2023 Attendance & Agenda.docx

#### Training Date Complete

2023-01-04

PASA Training 1-4-2023 Attendance & Agenda.docx

PASA Training 1-4-2023 Attendance & Agenda.docx

#### Training Date Complete

2022-10-12

Safe In Home Supports - 10-12-2022 Attendance & Agenda.docx

Safe In Home Supports - 10-12-2022 Attendance & Agenda.docx

#### Training Date Complete

2023-03-01

Special Needs Trusts 3-1-2023 Agenda & Attendance.docx

Special Needs Trusts 3-1-2023 Agenda & Attendance.docx

#### Training Date Complete

2022-10-19

Autism & the Predictive Mind 10-19-2022 Attendance & Agenda.docx

Autism & the Predictive Mind 10-19-2022 Attendance & Agenda.docx

### BehaviorSupport

Description of Training
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Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training			
<b>Lead Person/Position</b>		<b>Year of Training</b>	
PA Child Welfare Resource Center Staff/Pitt University		2022	
<b>Hours Per Training</b>	<b>Number of Sessions</b>	<b>Provider</b>	<b>Who Participated (Audience)</b>
3	1	PA Child Welfare Resource Center Staff/Pitt University	AHCCS Special Education & Regular Education Staff (Who are not currently certified)

**Training Date Complete**

2022-09-06

Mandated Reporter Training 9-6-2022 Agenda & Attendance.docx

Mandated Reporter Training 9-6-2022 Agenda & Attendance.docx

**Training Date Complete**

2022-09-29

Conflict Resolution Skills - 9-29-2022 Agenda & Attendance.docx

Conflict Resolution Skills - 9-29-2022 Agenda & Attendance.docx

**Training Date Complete**

2022-10-17

IEP Institute Refresher on Behavior 10-17-2022 Agenda & Attendance.docx

IEP Institute Refresher on Behavior 10-17-2022 Agenda & Attendance.docx

**Paraprofessional**

<b>Description of Training</b>			
Digital Interactive Notebook			
<b>Lead Person/Position</b>		<b>Year of Training</b>	
CCIU & Jodi Byrne		2023	
<b>Hours Per Training</b>	<b>Number of Sessions</b>	<b>Provider</b>	<b>Who Participated (Audience)</b>
2	1	AHCCS & CCIU	AHCCS Special Education & Regular Education Staff

**Training Date Complete**

2023-02-06

Digital Interactive Notebook 2-6-2023 Attendance & Agenda.docx

## Transition

Description of Training			
Career Safe Training			
Lead Person/Position		Year of Training	
Sharyn Fisher		2022	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
1	1	Sharyn Fisher - Career Safe	Mike Kass - Transition Coordinator

### Training Date Complete

2022-09-16

CareerSafe Training 9-16-2022 Attendance & Agenda.docx

CareerSafe Training 9-16-2022 Attendance & Agenda.docx

### Training Date Complete

2022-10-20

Life Planning - 10-20-2022 Agenda & Attendance.docx

Life Planning - 10-20-2022 Agenda & Attendance.docx

### Training Date Complete

2022-10-10

Nuts & Bolts of Job Coaching - Attendance & Agenda 10-10-2022.docx

Nuts & Bolts of Job Coaching - Attendance & Agenda 10-10-2022.docx

### Training Date Complete

2023-02-22

SSI SSDI Disability Benefits 2-22-2023 Attendance & Agenda.docx

SSI SSDI Disability Benefits 2-22-2023 Attendance & Agenda.docx

## ScienceofLiteracy

Description of Training			
Universal Design for Learning			
Lead Person/Position		Year of Training	
Jodi Byrne		2022	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
2.0	1	AHCCS	All Special Education & Regular Education Staff



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**Training Date Complete**

2022-08-25

UDL 8-25-22 Agenda & Attendance.docx

UDL 8-25-22 Agenda & Attendance.docx

**Training Date Complete**

2022-10-12

Achieve 3000 10-12-22 Agenda & Attendance.docx

Achieve 3000 10-12-22 Agenda & Attendance.docx

**Training Date Complete**

2022-09-29

Micro-Level Writing Strategy 9-29-2022 Attendance & Agenda.docx

Micro-Level Writing Strategy 9-29-2022 Attendance & Agenda.docx

**Training Date Complete**

2023-02-08

Plagiarism, Copyright, and Public Domain 2-8-2023 Attendance & Agenda.docx

Plagiarism, Copyright, and Public Domain 2-8-2023 Attendance & Agenda.docx

**Training Date Complete**

2023-06-15

Teaching Digital Citizenship Training Agenda & Attendance 6-15-23.docx

Teaching Digital Citizenship Training Agenda & Attendance 6-15-23.docx

**Training Date Complete**

2023-02-15

Pete & C Training Attendance & Agenda 2-15-2023.docx

Pete & C Training Attendance & Agenda 2-15-2023.docx

**Parent Training**

<b>Description of Training</b>			
2022-2023 Parent Training Series			
<b>Lead Person/Position</b>		<b>Year of Training</b>	
Trina Knauff		2022-2023	
<b>Hours Per Training</b>	<b>Number of Sessions</b>	<b>Provider</b>	<b>Who Participated (Audience)</b>
.5	15	AHCCS	Parents/Guardians

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**Training Date Complete**

2023-06-01

2022-2023 Parent Training Series - See Form for Agenda & Attendance.docx

2022-2023 Parent Training Series - See Form for Agenda & Attendance.docx

## IEPDevelopment

Description of Training			
New Teacher Training			
Lead Person/Position		Year of Training	
Sherri Emrich/Special Education T.O.S.A.		2022	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
15	5	AHCCS	New Special Education Teachers

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### Training Date Complete

2022-08-19

New Teacher Orientation - Writing Transition-Based IEPs 8-2022.docx

New Teacher Orientation - Writing Transition-Based IEPs 8-2022.docx

### Training Date Complete

2022-12-08

CMCI 12-8-2022 Agenda & Attendance.docx

CMCI 12-8-2022 Agenda & Attendance.docx

### Training Date Complete

2022-12-01

Educational Benefit Review Training 12-1-2022 Agenda & Attendance.docx

Educational Benefit Review Training 12-1-2022 Agenda & Attendance.docx

### Training Date Complete

2022-09-20

IEP Institute Refresher - 9-20-2022 Agenda & Attendance.docx

IEP Institute Refresher - 9-20-2022 Agenda & Attendance.docx

## Special Education Program Profile

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Program Position #1	Secondary	Full-time (1.0)	07/20/2023 08:23 AM

<b>Building Name</b>		
Achievement House CS		
<b>Support Type</b>		
Emotional Support		
<b>Support Sub-Type</b>		
Emotional Support		
<b>Level of Support</b>		<b>Case Load</b>
Supplemental (Less Than 80% but More Than 20%)		15
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	17 to 21
<b>Age Range Justification</b>		<b>FTE %</b>
		0.75

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Program Position #2	Secondary	Full-time (1.0)	07/20/2023 08:23 AM

<b>Building Name</b>		
Achievement House CS		
<b>Support Type</b>		
Life Skills Support		
<b>Support Sub-Type</b>		
Life Skills Support (Grades 7-12)		
<b>Level of Support</b>		<b>Case Load</b>
Full-Time (80% or More)		15
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	12 to 16
<b>Age Range Justification</b>		<b>FTE %</b>
		1

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Program Position #3	Secondary	Full-time (1.0)	07/20/2023 08:24 AM

<b>Building Name</b>
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Achievement House CS		
<b>Support Type</b>		
Life Skills Support		
<b>Support Sub-Type</b>		
Life Skills Support (Grades 7-12)		
<b>Level of Support</b>	<b>Case Load</b>	
Full-Time (80% or More)	15	
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	15 to 19
<b>Age Range Justification</b>		<b>FTE %</b>
		1

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Program Position #4	Secondary	Full-time (1.0)	07/20/2023 09:00 PM

<b>Building Name</b>		
Achievement House CS		
<b>Support Type</b>		
Life Skills Support		
<b>Support Sub-Type</b>		
Life Skills Support (Grades 7-12)		
<b>Level of Support</b>	<b>Case Load</b>	
Full-Time (80% or More)	15	
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	12 to 16
<b>Age Range Justification</b>		<b>FTE %</b>
		1

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Program Position #5	Secondary	Full-time (1.0)	07/20/2023 08:25 AM

<b>Building Name</b>	
Achievement House CS	
<b>Support Type</b>	
Life Skills Support	

<b>Support Sub-Type</b>		
Life Skills Support (Grades 7-12)		
<b>Level of Support</b>		<b>Case Load</b>
Full-Time (80% or More)		15
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	13 to 17
<b>Age Range Justification</b>		<b>FTE %</b>
		1

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Program Position #6	Secondary	Full-time (1.0)	07/20/2023 08:26 AM

<b>Building Name</b>		
Achievement House CS		
<b>Support Type</b>		
Life Skills Support		
<b>Support Sub-Type</b>		
Life Skills Support (Grades 7-12)		
<b>Level of Support</b>		<b>Case Load</b>
Full-Time (80% or More)		15
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	14 to 18
<b>Age Range Justification</b>		<b>FTE %</b>
		1

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Program Position #7	Secondary	Full-time (1.0)	07/20/2023 08:26 AM

<b>Building Name</b>		
Achievement House CS		
<b>Support Type</b>		
Learning Support		
<b>Support Sub-Type</b>		
Learning Support		
<b>Level of Support</b>		<b>Case Load</b>

Supplemental (Less Than 80% but More Than 20%)		10
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	17 to 21
<b>Age Range Justification</b>		<b>FTE %</b>
		0.5

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Program Position #8	Secondary	Full-time (1.0)	07/20/2023 08:26 AM

<b>Building Name</b>	
Achievement House CS	
<b>Support Type</b>	
Learning Support	
<b>Support Sub-Type</b>	
Learning Support	
<b>Level of Support</b>	<b>Case Load</b>
Supplemental (Less Than 80% but More Than 20%)	15
<b>Identify Classroom</b>	<b>Classroom Location</b>
School District	Secondary
<b>Age Range Justification</b>	<b>FTE %</b>
	0.75

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Program Position #9	Secondary	Full-time (1.0)	07/20/2023 08:27 AM

<b>Building Name</b>	
Achievement House CS	
<b>Support Type</b>	
Learning Support	
<b>Support Sub-Type</b>	
Learning Support	
<b>Level of Support</b>	<b>Case Load</b>
Supplemental (Less Than 80% but More Than 20%)	15
<b>Identify Classroom</b>	<b>Classroom Location</b>
School District	Secondary
<b>Age Range Justification</b>	<b>FTE %</b>
	14 to 18

<b>Age Range Justification</b>	<b>FTE %</b>
	0.75

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Program Position #10	Secondary	Full-time (1.0)	07/20/2023 08:27 AM

<b>Building Name</b>		
Achievement House CS		
<b>Support Type</b>		
Learning Support		
<b>Support Sub-Type</b>		
Learning Support		
<b>Level of Support</b>		<b>Case Load</b>
Supplemental (Less Than 80% but More Than 20%)		15
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	13 to 17
<b>Age Range Justification</b>		<b>FTE %</b>
		0.75

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Program Position #11	Secondary	Full-time (1.0)	07/20/2023 08:28 AM

<b>Building Name</b>		
Achievement House CS		
<b>Support Type</b>		
Emotional Support		
<b>Support Sub-Type</b>		
Emotional Support		
<b>Level of Support</b>		<b>Case Load</b>
Itinerant (20% or Less)		25
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>

School District	Secondary	15 to 19
<b>Age Range Justification</b>		<b>FTE %</b>
		0.5

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Program Position #12	Secondary	Full-time (1.0)	07/20/2023 08:28 AM

<b>Building Name</b>		
Achievement House CS		
<b>Support Type</b>		
Learning Support		
<b>Support Sub-Type</b>		
Learning Support		
<b>Level of Support</b>		<b>Case Load</b>
Supplemental (Less Than 80% but More Than 20%)		15
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	15 to 19
<b>Age Range Justification</b>		<b>FTE %</b>
		0.75

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Program Position #13	Secondary	Full-time (1.0)	07/20/2023 08:29 AM

<b>Building Name</b>		
Achievement House CS		
<b>Support Type</b>		
Learning Support		
<b>Support Sub-Type</b>		
Learning Support		
<b>Level of Support</b>		<b>Case Load</b>
Itinerant (20% or Less)		12



<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	17 to 21
<b>Age Range Justification</b>		<b>FTE %</b>
		0.24

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Program Position #14	Secondary	Full-time (1.0)	07/20/2023 08:29 AM

<b>Building Name</b>	
Achievement House CS	
<b>Support Type</b>	
Learning Support	
<b>Support Sub-Type</b>	
Learning Support	
<b>Level of Support</b>	<b>Case Load</b>
Itinerant (20% or Less)	24
<b>Identify Classroom</b>	<b>Classroom Location</b>
School District	Secondary
<b>Age Range Justification</b>	<b>FTE %</b>
	0.48

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Program Position #15	Secondary	Full-time (1.0)	07/20/2023 08:29 AM

<b>Building Name</b>	
Achievement House CS	
<b>Support Type</b>	
Learning Support	
<b>Support Sub-Type</b>	
Learning Support	
<b>Level of Support</b>	<b>Case Load</b>

Supplemental (Less Than 80% but More Than 20%)	15
<b>Identify Classroom</b>	<b>Classroom Location</b>
School District	Secondary
<b>Age Range Justification</b>	<b>FTE %</b>
	0.75

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Program Position #16	Secondary	Full-time (1.0)	07/20/2023 08:30 AM

<b>Building Name</b>	
Achievement House CS	
<b>Support Type</b>	
Learning Support	
<b>Support Sub-Type</b>	
Learning Support	
<b>Level of Support</b>	<b>Case Load</b>
Itinerant (20% or Less)	25
<b>Identify Classroom</b>	<b>Classroom Location</b>
School District	Secondary
<b>Age Range Justification</b>	<b>FTE %</b>
	0.5

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Program Position #17	Secondary	Full-time (1.0)	07/20/2023 08:56 PM

<b>Building Name</b>	
Achievement House CS	
<b>Support Type</b>	
Learning Support	
<b>Support Sub-Type</b>	
Learning Support	

<b>Level of Support</b>		<b>Case Load</b>
Itinerant (20% or Less)		14
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	14 to 18
<b>Age Range Justification</b>		<b>FTE %</b>
		0.28

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Program Position #18	Secondary	Full-time (1.0)	07/20/2023 08:57 PM

<b>Building Name</b>	
Achievement House CS	
<b>Support Type</b>	
Learning Support	
<b>Support Sub-Type</b>	
Learning Support	
<b>Level of Support</b>	<b>Case Load</b>
Itinerant (20% or Less)	23
<b>Identify Classroom</b>	<b>Classroom Location</b>
School District	Secondary
<b>Age Range Justification</b>	
<b>FTE %</b>	
0.46	

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Program Position #19	Secondary	Full-time (1.0)	07/20/2023 08:57 PM

<b>Building Name</b>	
Achievement House CS	
<b>Support Type</b>	
Learning Support	
<b>Support Sub-Type</b>	

Learning Support		
<b>Level of Support</b>		<b>Case Load</b>
Itinerant (20% or Less)		18
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	16 to 20
<b>Age Range Justification</b>		<b>FTE %</b>
		0.36

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Program Position #20	Secondary	Full-time (1.0)	07/20/2023 08:58 PM

<b>Building Name</b>		
Achievement House CS		
<b>Support Type</b>		
Learning Support		
<b>Support Sub-Type</b>		
Learning Support		
<b>Level of Support</b>		<b>Case Load</b>
Itinerant (20% or Less)		17
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	15 to 19
<b>Age Range Justification</b>		<b>FTE %</b>
		0.34

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Program Position #21	Secondary	Full-time (1.0)	07/20/2023 08:58 PM

<b>Building Name</b>		
Achievement House CS		
<b>Support Type</b>		
Learning Support		

<b>Support Sub-Type</b>		
Learning Support		
<b>Level of Support</b>		<b>Case Load</b>
Itinerant (20% or Less)		20
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	16 to 20
<b>Age Range Justification</b>		<b>FTE %</b>
		0.4

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Program Position #22	Secondary	Full-time (1.0)	07/20/2023 08:59 PM

<b>Building Name</b>		
Achievement House CS		
<b>Support Type</b>		
Learning Support		
<b>Support Sub-Type</b>		
Learning Support		
<b>Level of Support</b>		<b>Case Load</b>
Itinerant (20% or Less)		22
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	16 to 20
<b>Age Range Justification</b>		<b>FTE %</b>
		0.44

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Program Position #23	Secondary	Full-time (1.0)	07/20/2023 08:59 PM

<b>Building Name</b>		
Achievement House CS		
<b>Support Type</b>		

Learning Support		
<b>Support Sub-Type</b>		
Learning Support		
<b>Level of Support</b>		<b>Case Load</b>
Itinerant (20% or Less)		21
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	15 to 19
<b>Age Range Justification</b>		<b>FTE %</b>
		0.42

## Facilities and Agreements

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

Fixed Asset Description	Location	Capital Expenditure
Computer Equipment	Assigned to students and school office	\$826,152
Land & Improvements to grounds	School Office	\$53,949
Furniture & Fixtures for building	School Office	\$21,263

### 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

The charter school does not plan to have any future facility development at this time.

### Memorandum of Understanding

Organization	Purpose
Uwchlan Township Policy Department	Signed Model Memorandum of Understanding/Mutual Aid Agreement

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

Exton MOU 2022.pdf

### Articulation Agreements

We do not have any articulation agreements (**CHECKED**)

## Management Survey

### Charter School Management Survey

**Charter School Name**

Achievement House CS

**Point of Contact Name**

Don Asplen

**Point of Contact Telephone Number**

484-615-6227

**Extension**

**Point of Contact Email**

dasplen@achievementcharter.com

### Management Organization Information

**As of the start of the 2021/2022 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



## Signatures and Affirmations

### Upload Board Affirmation Statement

Board Affirmation Statement.pdf

### Date of Approval

2023-07-27

### 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

Don Asplen

### Charter School Law Affirmation

#### Board President

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

#### Chief Executive Officer

Don Asplen

### Ethics Act Affirmation

#### Board President

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

#### Chief Executive Officer

Don Asplen

## **Charter School Annual Background Check Affirmation**

### **Board President**

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

### **Chief Executive Officer**

Don Asplen

## **Charter Annual Administrative Certification Affirmation**

### **Board President**

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

### **Chief Executive Officer**

Don Asplen

## **Charter School Identification of Students with Specific Learning Disabilities using Response to Intervention Assurance/Affirmation**

### **Board President**

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

### **Chief Executive Officer**

Don Asplen

**DEPARTMENT OF EDUCATION**

**In Re: Achievement House Charter School            :**  
**Cyber Charter School Renewal                 :**       **2012**  
**Application   :**

**Background**

Amendments to the Charter School Law (“CSL”), 24 P.S. §§ 17-1701-A – 17-1751-A, that became effective July 1, 2002, include new Subchapter (c), which sets forth new provisions for the establishment and oversight of cyber charter schools. *See*, Act of June 29, 2002, No. 88, §14, adding 24 P.S. §§ 17-1741-A to 17-1751-A (“Act 88”).

Pursuant to Act 88, the Department of Education (the “Department”) has the authority and responsibility to renew or not renew the charter of a cyber charter school. 24 P.S. § 1741-A(a)(2). The Department shall revoke or deny renewal of a charter under the provisions of section 1729-A. 24 P.S. § 17-1741-A(a)(3). If the Department sends a notice of nonrenewal to the cyber charter school, it must hold a public hearing concerning the nonrenewal. 24 P.S. § 17-1729-A(c).

Achievement House Charter School (“AHCS”) submitted a renewal application to continue operating as a cyber charter school. AHCS also asked that it be permitted to expand from grades 7 - 12 to include grades K - 6. Based on its review of AHCS’s renewal application, the Department is renewing AHCS’s charter to operate a charter school for grades 7 - 12. However, the Department has identified some notable deficiencies that require further review by the Department. Please be advised that these deficiencies have not been fully considered in the decision of whether or not to renew AHCS’s charter due to timing of the discovery of the deficiencies and the Department’s desire to act on AHCS’s renewal application without further delay. As provided below, the Department has identified

deficiencies that AHCS must address and correct within the stated time periods, or the Department will begin revocation proceedings. The Department also reserves the right to continue to assess and review AHCS and take action to revoke AHCS's charter based on any information discovered during future or ongoing assessments or reviews.

In addition, for the reasons set forth below, the Department is not considering AHCS's request to expand its school to include grades K – 6 at this time.

### **DEFICIENCIES TO BE ADDRESSED**

#### **1. Curriculum for grades 7-12.**

An educational program clearly describing content in all content areas was not submitted in all disciplines. There has been a significant improvement from the 2010 Annual Report. The scope and sequence was provided for K - 12 education in many curricular areas; however, only partial curriculum for Grades 7 - 12 was provided. The Department has noted that a consistent format was not used across all disciplines and grades.

#### **Specific curriculum concerns by discipline are as follows:**

- **Fine Arts:** Complete curriculum was not provided. Only Grade 7 art and music was provided.
- **Technology Education:** Curriculum was not provided in Technology and Engineering, only computer course work. If Technology Education is incorporated into other classes then an explanation on how it will be incorporated needs to be provided.
- **Health and Physical Education:** The curriculum provided must mirror the templates of the other curriculum areas that were submitted.

- **English Language Learners:** The content of the ESL program is not identified. There was no curriculum, scope and sequence, or course description included to provide evidence of alignment to standards. The ESL/Bilingual Program demonstrates awareness of requirements in the BEC entitled *Education Students with Limited English Proficiency (LEP) and English Language Learners (ELL)*. However, the identification/placement criteria, parental notification time frame and exit criteria are not consistent with PA requirements. The AHCS program states SIOP and SEI approaches, but does not explain how these will be used in courses and subject areas. If AHCS accepts Title I federal funding, the supplemental program must be described and an explanation of how Title I supplements the core ESL Program must be provided.
- **Social Studies:** The K - 12 outline lists standards, content and enduring understandings but does not include essential questions, instructional timelines and assessment strategies. There is not a clear understanding how the Economic Standards will be implemented (stand alone or imbedded). There are no explanations of cooperative learning opportunities, meetings with students and parents, field trips or study sessions provided. AHCS must provide the manner in which teachers will deliver instruction, assess academic progress and communicate with students to provide assistance.
- **Language Arts:** As per the PA State Board, the 1999 version of the Academic Standards for Reading, Writing and Speaking and Listening must be used for alignment of AHCS curriculum as all public schools move toward the approved Common Core State Standards for English Language Arts with full

implementation by July 1, 2013.

- **Science:** The science curriculum was found to be adequate in all reporting categories with the exception of detailed explanations of any cooperative learning opportunities, meetings with students and parents, field trips or study sessions which were limited.
- **Environment and Ecology:** The curriculum was not provided; however, some elements of environment and ecology were evident in the science curriculum.
- **World Languages:** Elements of world language curriculum was found to be minimal or limited. A research basis was minimal or not evident. Teaching methods were not addressed; how assessments will be designed to enhance student performance was limited. It is not clear if the *Rosetta Stone* supplements or supplants coursework. The curriculum does not address how verbal proficiency is assessed.
- **Mathematics:** The 2011-2012 mathematics provides maps for the first nine weeks of the school year. Curricular maps must be provided for the full year. Elements of the mathematics curriculum were found to be absent or limited. AHCS did not provide an educational program clearly describing content and outlined as regulated by Chapter 4, including alignment to Pennsylvania Mathematics Standards. A research basis was not evident, required courses were not well delineated, teaching methods, or the manner in which teachers will deliver instruction, was not addressed. In addition, how assessments will be designed and administered to enhance student performance was not addressed.

**AHCS must address the following curriculum requirements by October 31, 2012:**

- A consistent format must be used when submitting curriculum.
- A curriculum map for each discipline delineating the curriculum to be offered and how it meets the requirements of 22 Pa. Code Chapter 4 (relating to academic standards and assessment) or subsequent regulations promulgated to replace 22 Pa. Code Chapter 4.
- Revise all curricula that was submitted and found to be limited or minimal in the reporting categories meeting the following criteria of 22 Pa. Code Chapter 4:
  - Complete description of educational program that clearly describes content in all subject areas.
  - Evidence that AHCS educational program is aligned to the Pennsylvania Academic Standards.
  - All curriculum must be outlined according to 22 Pa. Code Chapter 4
  - A research basis must be provided for educational program.
  - An accounting of the number of courses required for students Grade 7 - 12 and amount of time required for each group.
  - Evidence of teaching methods and assessments that will enhance student performance.
  - Detailed explanations of any cooperative learning opportunities, meetings with students and parents, field trips or study sessions.
  - Description of the manner in which teachers will deliver instruction, assess academic progress and communicate with students to provide assistance.

## **2. Professional Development, Teacher Induction, Teacher Evaluation.**

The approved Professional Development Plan lists several activities for teachers at AHCS. However, the Professional Education Records Management System (PERMS) reviewed from September 2, 2009, through March 3, 2011, only listed one activity called “Understanding by Design” that matches the activities in the Professional Development Plan. In addition, Act 48 continuing educational hours are not uploaded into PERMS to reflect the activities in the Plan.

The review of the Teacher Induction Plan included several PDE-426 forms that are unsigned by the CEO. In addition, many sections such as classroom observations, teacher conference interviews and resources/materials/technology within Categories I-IV were left blank. It can only be concluded that these activities did not take place.

### **AHCS must address the following by October 31, 2012:**

- PERMS must be updated and completed with all current information from 2009-2012.
- A copy of all PDE-426 forms for the 2011-2012 school year must be submitted.

## **3. Technology.**

An Acceptable Use Policy (AUP) that addresses cyber-bullying, internet safety and all other state and federal mandates for acceptable technology use must be adopted by all public schools. AHCS did not include an AUP in its Renewal Application.

AHCS states in its Renewal Application that training will be provided to teachers and administrators regarding the integration of technology at the classroom level and using technology as a productivity tool. However, only limited details were provided in



the Renewal Application as to how this would be accomplished. In addition, there are opportunities to link goals in order that the role of technology is addressed relative to assessments and the analysis of data obtained to enhance instruction.

In the Renewal Application, AHCS references approaches to explore the incorporation of cooperative learning, acknowledgement of differences in learning styles and the utilization of the inquiry methods within instruction. The Department encourages the integration of national education technology standards. The National Education Technology Standards for Students (NETS\*S) has become a foundation for schools in addressing 21<sup>st</sup> Century teaching and learning.

The Renewal Application does not address the equipment, infrastructure and connectively required for deployment of the technology which drives the delivery of instruction. In addition, there was only brief mention of the technology tools that would be used to deliver instruction.

**AHCS must address the following by October 31, 2012:**

- An Acceptable Use Policy, which is to be followed by staff and administrators, must be forwarded to the Department.
- Information on technology equipment, infrastructure and connectively required for deployment of AHCS virtual school must be addressed.

**4. Financial Plan, Finances and Budget.**

The 2010 Annual Report contained the FY 2008-2009 audit and a statement that FY 2009-2010 audit was to be completed in October 2010. This is confusing since the date of submission of the 2010 Annual Report was August 1, 2011. Final FY 2009-2010, FY 2010-2011 and 2011-2012 audits must be submitted.

The 2010 Annual Report “Preliminary Statement of Revenues, Expenditures, and Fund Balance” for FY 2010-2011 appears to only show revenues, not expenditures or “fund balances.” The complete statement of revenues, expenditures and fund balances using specific line items and not general categories must be submitted for FY 2010-2011 and FY 2011-2012.

AHCS reports a fund balance of approximately \$1.3 million as of June 30, 2011. That is consistent with the “draft” audit from 2009-2010 and the preliminary statement of revenue/expenditures for 2010-2011.

**AHCS must address the following by October 31, 2012:**

- AHCS must provide audits for the following fiscal years: 2009-10, 2010-2011.
- AHCS must provide Statement of Revenues, Expenditures and Fund Balance for FY 2010-11 and 2011-12.

**5. Special Education.**

AHCS received a full comprehensive three day onsite compliance monitoring review of their special education program (CMCI-Review) in February 2011. This review consisted of the following: (1) Administrative Interview; (2) Anonymous online Teacher and Parent Survey; (3) Special Education and General Education onsite interview; (4) Educational Benefit Review/Analysis, consisting of a review of the last three years of a student’s IEP to determine if the student received a benefit from the program and services provided; (5) Student Interview (Grades 9 - 12); (6) Parent Interviews; (7) Federal Child Count Verification; (8) Facilitated Self-Assessment; and (9) Comprehensive file and record review with over 200 individual check-point items.

AHCS was found to have systemic citations within various components named above. One of the more serious citations was individual student specific and required a 30-day

corrective action. The school successfully addressed the issue and the item is closed.

The Department in conjunction with AHCS developed a corrective action plan to address the remaining items by February 2012. AHCS completed all of the required corrective actions and was cleared on December 14, 2011. A remaining issue is for AHCS to develop and offer training for parents of students with IEPs by 2015.

#### **6. Accountability.**

As part of the review of AHCS's 2012 renewal application, an analysis of AHCS's mathematics and reading performance for the 2007-2008 through 2010-2011 school years was conducted by the Department's Bureau of Assessment and Accountability . Grade 11 was the only grade consistently assessed over the review period and is therefore the only grade included in this analysis. An equal number of years of data would be required in order to include grades seven and eight.

In the 2007-2008 school year, 10.6% of the students in the "all students" group scored proficient or better on the statewide standardized mathematics assessment. In that year, grade 11 was the only grade at AHCS that was included in the testing; grades 7 and 8 not having been added until the 2009-2010 school year. While the percentage more than doubled to 23.9% the following year, it dropped back to 13.2% in 2009-2010 and increased only 2.8 percentage points in 2010-2011 to 16%.

The gap, which is defined as 100% minus the percentage proficient or better, in 2008-2009 was 89.4%. The gap remaining in the 2010-2011 academic year is 84%. AHCS has closed the math achievement gap an average of 1.8% age points per year. Continuing at that rate, it would take about 22 years for the school to close half of the gap. Even at that, only about 57 % of the students would be proficient in math in 2033.

In the 2007-2008 school year, 36.2% of the students in the “all students” group scored proficient or better on the statewide standardized reading assessment. In that year, as noted above, grade 11 was the only grade at AHCS that was included in the testing. The percentage increased to 43.5% the following year, dropped back to 34.6% in 2009-2010 and finally increased to 48% in 2010-2011. Reading performance has been inconsistent, at best.

The gap in 2008-2009 was 63.8%. The gap remaining in the 2010-2011 school year is 52%. AHCS has closed the reading achievement gap an average of 3.9% points per year. Continuing at that rate, it would take about 6 years for AHCS to close half of the gap. While inconsistent, the reading performance shows an upward trend.

The first two years that an AYP status was applicable to AHCS (2004-2005 and 2006-2007), AHCS received a status of “Warning”. In 2007-2008, AHCS moved down the scale to “School Improvement 1,” followed by “Making Progress” for the school year ending 2008. “Making Progress” means the school is still in “School Improvement” overall, as it takes two consecutive years of “met AYP” to get out of the cycle. In 2008-2009, the school’s rating moved down to “School Improvement 2” followed by “Corrective Action 1” in 2009-2010, then “Corrective Action 2 (first year)” in 2010-2011.

The “School AYP Performance Report” indicates a failure to meet the thresholds for the “Students Overall” group in both reading and mathematics for the 2009-2010 school year. The report also indicates the failure of the “White non-Hispanic” subgroup to meet the threshold for mathematics for the 2009-2010 school year.

In the 2010-2011 school year, the academic indicators thresholds were met with “Special Provision” in both reading and mathematics in both the “Students Overall” group and the “White non-Hispanic” subgroup. The target for reading and mathematics is 72% and 67%

respectively, which reveals that the “Students Overall” group is 17.5% and 36.3% *below* the target in reading and mathematics respectively for the 2010-2011 school year. Furthermore, the “White non-Hispanic” subgroup is 14% and 31.1% *below* the target in reading and mathematics respectively for the 2010-2011 school year.

In the Department’s “School AYP Data Table”, AHCS’s graduation rate for the last two years is far below the 85% target. The method of calculation for overall graduation rate has recently changed. Beginning in the 2009-2010 school year, Pennsylvania moved to a “cohort” calculation from a previously utilized “leaver” rate calculation. In 2009-2010, AHCS had a calculated *cohort* graduation rate of 21.20% overall. The 2010-2011 school year revealed a *cohort* graduation rate of 24.47%. That represents a 63.8% and 60.53% gap between the target (85%) and the achieved results.

In summary, in 2010-2011, AHCS failed to meet both the *participation* threshold and the *performance* threshold in mathematics and reading for all students. AHCS failed to make AYP for seven consecutive years (2004-2005 to 2010-2011). In each year from 2005-2006 to 2010-2011, AHCS failed to meet the *graduation* target. AHCS’s current AYP status is Corrective Action 2 (first year). A preliminary review of information relating to the 2011-2012 school year demonstrates that academic results for AHCS students have not improved.

**AHCS must address the following by October 31, 2012:**

- AHCS must provide the Department with a plan of action for increasing performance and participation rates on the PSSA assessments and increasing its graduation rate.

**7. Lease with New Life Expressive Arts and Enrichment Academy.**

A lease was executed on March 28, 2012, between AHCS and New Life Expressive Arts

and Enrichment Academy located at New Life Christian Fellowship Church (New Life Center), Chester, Pennsylvania. The lease designated the students as enrolled in AHCS for 2011-2012 and two following years. This lease between AHCS and New Life Center raises questions about the relationship between AHCS and New Life Center and the educational program at New Life Center.

**AHCS must provide the Department with explanations about the following observations regarding the lease and New Life Center by October 31, 2012:**

- AHCS per-student payments to New Life Center.
- New Life Center's oversight and supervision of students from 8-4:30 every school day, advertising school in a safe tuition-free public school. There is no evidence that the personnel at the New Life Center have educational certification and required clearances to oversee and supervise an educational program.
- There is no evidence that the program offered at New Life Center is non-secular and that the environment is devoid of religious symbols.
- New Life Center is responsible for conducting a marketing campaign for AHCS. It is unclear how the marketing campaign will be presented; as a religious school environment or as a public school.
- According to the lease, New Life Center is to permit students use of all services offered at the center; the services as to secular or non-secular are not defined.

#### **8. Other Lease Agreements and Equitable Services.**

The Pennsylvania On-site Cyber Charter School Review documents (page 9) state that several properties are leased by AHCS. They include facilities/properties in the following locations: facility located in Bolivar, PA; one property leased in New Florence, PA; one

property owned in New Florence, PA; and three leased properties in Exton, PA. In addition, the AHCS website identifies a Pittsburgh Educational Center in Oakmont, PA, and the aforementioned New Life Center in Chester, PA, which are not listed as operating in FY 2011-2012.

The Pennsylvania On-site Cyber Charter School Review documents (page 9) also state that a facility leased by AHCS in Bolivar, PA, and a facility owned by AHCS in New Florence, PA, are used for testing and tutoring services. Throughout the 2010 Annual Report and Renewal Application there is no mention of the services made available to students in these limited geographical areas, which are unavailable to students in other areas of Pennsylvania; thus, evidencing an inequality of services to AHCS students. The extent of services offered to students in the two aforementioned facilities is not disclosed. The 2010 Annual Report only references “virtual instructional chats in each course.”

**AHCS must provide the following by October 31, 2012:**

- Copies of all leases and ownership documents from 2010 to the present for property leased or owned by AHCS.
- A detailed description of the services offered to students at these facilities.
- Copies of all 3<sup>rd</sup> party agreements, from FY 2009-2010 to FY 2012-2013, with private or public entities to which AHCS provides funding, including when funding is provided on a per pupil basis or for services provided.

**EXPANSION REQUEST**

As stated previously, the Department is not considering AHCS’s request to expand its school to include grades K-6. Although the cyber charter school renewal application requests that a cyber charter school describe what it anticipates for its future, the renewal application is

not the appropriate procedure for a cyber charter school to request a substantial and material amendment to a charter, and the Department is not required to agree to any amendments to the charter during the renewal process. A request to change a secondary (grades 7-12) cyber charter school into a comprehensive (grades K-12) cyber charter school is a substantial and material amendment to a charter.<sup>1</sup>

The renewal process is intended to determine whether a cyber charter school should be permitted to continue to operate under its existing charter. During the renewal process, the Department reviews a cyber charter school's total operation, including the academic progress of its students, its governance structure and its fiscal management, to determine whether the cyber charter school, as it currently exists, should be authorized to continue its operations.

Thus, the Department has reviewed AHCS's operations in order to determine whether AHCS should be permitted to continue operating as it currently exists – a cyber charter school for students in grades 7-12. Although, as stated in the sections above, AHCS has notable

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<sup>1</sup> The Department's Basic Education Circular provides the following about amendments to a charter: "If a cyber charter school wants to amend its charter, it must provide PDE's Division of Nonpublic, Private and Charter School Services with a written proposal outlining the amendment, at least 60 days prior to submission of the amendment, explaining the requested amendment and its purpose. PDE will notify the cyber charter school, in writing, that it approves or disapproves the proposed amendment and its effective date. Please note: The cyber charter school may not unilaterally amend material provisions of its charter, including but not limited to: changing its curriculum, changing its location, or changing its mission and focus."

As permitted under the General Rules of Administrative Practice and Procedure, a decision of a subordinate office is appealable to the agency head. 1 Pa. Code § 35.20. A decision of an agency head is appealable to the Commonwealth Court. 2 Pa.C.S. § 702.

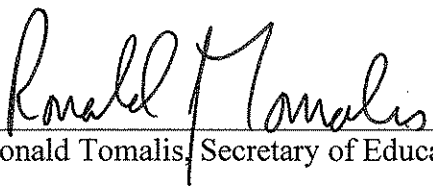
If, pursuant to the process identified above, AHCS decides to request an amendment to its renewed charter to include grades K-6, AHCS should carefully consider how the deficiencies in the operation of its school for grades 7-12 may impact on such a request.

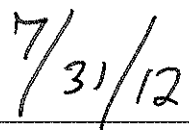


deficiencies that must be corrected, the Department is renewing AHCS's charter for grades 7-12. The renewal should allow AHCS to promptly correct these identified deficiencies and to prove that the changes it states it made at the charter school will significantly increase the academic success of its students enrolled in grades 7-12.

In addition, since January 2012, the AHCS website states that "Achievement House Cyber Charter School is a PA cyber school serving grades K - 12 and chartered by the Pennsylvania Department of Education." The statement on the website indicates that AHCS offers services to grades K-12 under the auspices of its charter. Since the Department is renewing ACHS's charter to continue providing educational services to only students in grades 7-12, **AHCS immediately must stop advertising that it operates, or will operate, grades other than 7 – 12.**

**Therefore, based on the above, the charter renewal application for the Achievement House Charter School is renewed for grades 7-12 for a period of five years. However, the Achievement House Charter School must make the corrections identified by the Department in this decision by the stated dates or the Department will begin revocation proceedings.**

  
\_\_\_\_\_  
Ronald Tomalis, Secretary of Education

  
\_\_\_\_\_  
Date



## Achievement House Cyber Charter School Board of Trustees

### Public Meeting Agenda

July 19, 2022 – 7:00 p.m.

**MEETING CANCELLED – NO QUORUM**

#### I. Administration

- A. Call to Order *Strangarity*
- B. Pledge to the Flag *Strangarity*
- C. Roll Call *Gilligan*
- D. Announcement of Video/Audio Recording *Strangarity*
- E. Executive Session Statement: *Strangarity*  
The board held an executive session this evening to discuss personnel matters, real estate, and legal issues.
- F. Approval of Minutes from June 22, 2022 Meeting *Strangarity*

#### II. Academic Performance

- A. Discussion Academic Report *Thomas*
- B. Discussion Special Education Report *Knauff*
- C. Discussion Curriculum Report *Byrne*

#### III. Operations Performance

- A. Discussion Enrollment/Marketing Video Report *Butler*
- B. Discussion HR Video Report *Frank*
- C. Discussion Guidance Video Report *Galie*
- D. Finance and Business Report
- 1. Discussion Treasurer's Monthly Report *Schumm*
- E. Discussion CEO Video Report *Asplen*

#### IV. Personnel

#### V. Governance

*Asplen*

#### VI. New Business

- #### VII. Public Comment: *Members of the public and those in attendance at the meeting may speak for three minutes. Please adhere to this timeline if you are speaking. Printed copies of the remarks may be distributed. Board members will not answer questions asked during this time, but rather listen and instruct the school in how to respond to the speaker.*

#### VIII. Adjournment

*Next Meeting: August 16, 2022 at 7:00 p.m.*



## **Achievement House Cyber Charter School Board of Trustees**

### **Public Meeting**

### **Minutes**

**Tuesday, August 16, 2022**

The Executive Session commenced at 6:00 p.m. and continued until approximately 7:00 p.m.

- I. Pledge of Allegiance
- II. Roll Call
  - Mrs. Marilou Strangarity (President) – Present
  - Mrs. Lisabeth Sweeney (Vice President) – Present
  - Mrs. Kristin Chettle (Treasurer) – Present
  - Mr. Don Fraatz (Secretary) – Present
  - Dr. Bob Maranto – Not Present
  - Dr. Gerri Light – Present
- III. Notification of Recording
  - A. Marilou Strangarity announced that the Public Session would be recorded on an audio device.
- IV. Executive Session Statement
  - A. M. Strangarity announced that the Board held an Executive Session this evening to discuss personnel matters, financial matters and legal issues.
- V. Don Asplen called for a resolution to add two agenda items under the Governance section.
  - A. Resolution to modify the existing Travel Reimbursement Policy to increase the daily food stipend from \$36.00 to \$50.00.
  - B. Resolution to modify the existing Tuition Reimbursement Policy to increase the current \$2,500 annual reimbursement to \$7,000 for a total reimbursement ceiling.
  - C. M. Strangarity called for a motion to approve adding the two new items to the agenda.
    1. Motion to add these two items to the agenda by Lisabeth Sweeney. Seconded by Gerri Light. Unanimous.
  - D. M. Strangarity called for a motion to amend the agenda to add Michael Hone, Social Studies Teacher, to the Personnel section.
    1. Motion to add Michael Hone to the Personnel section of the agenda by Kristin Chettle. Seconded by G. Light. Unanimous.
- VI. Approval of the Minutes
  - A. M. Strangarity called for a motion to approve the minutes from the June 21, 2022 Board meeting.
  - B. Don Fraatz noted that his name was spelled incorrectly at the end of the minutes. Sherri Gilligan said that she would correct that error.
    1. Motion to approve the minutes from the June 21, 2022 Board meeting by K. Chettle. Seconded by G. Light. Unanimous.
- VII. Discussion of Academic Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Academic/SE Video Report.
  - B. Neal Thomas noted that he did not have any updates to his report.
  - C. M. Strangarity asked if he was feeling comfortable with the staffing as we start the new year.
    1. N. Thomas noted that even though we still need to fill a few positions we have all classes covered.
- VIII. Discussion of Special Education Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Special Education Video Report.
  - B. Trina Knauff updated the Board on the following items:
    1. Since we now have the summer school data, she updated them on where we stood at the end of the year regarding our graduation goal.

2. She noted that we hired three special education teachers and Stefani Frank will share about them later in the meeting.
  3. She noted that Sherri Emrich was selected as our Special Education TOSA and Anna Berzins as our Special Education Instructional Mentor.
- C. D. Asplen commented that for the graduation goal he would like to see no higher than 75% since Keystones next year will make it harder for them and there is a lot that we don't know yet about Act 158.
- D. M. Strangarity asked why we did not hit our mark this year for our graduation goal.
1. T. Knauff said she feels that part of it was that we are holding students more accountable who are graduating on goals and making sure that they are showing genuine progress. We are holding more meetings and setting up action plans and continuing to strengthen the program. Angela Galie noted that this year she had more parents ask that their child stay an extra year to give them extra support even though they could have graduated. Some discussion followed.
- IX. Discussion Curriculum Video Report
- A. M. Strangarity asked if there were any questions or comments about the Curriculum Video Report.
  - B. Jodi Byrne did not have any updates to her Board report.
  - C. G. Light and D. Fraatz told J. Byrne that they appreciated that she shared about the UDL in her report. They thought it was great how she presented it and had the placemat with all the different options on it.
- X. Discussion Enrollment/Marketing Video Report
- A. M. Strangarity asked if there were any questions or comments about the Enrollment/Marketing Video Report.
  - B. Alane Butler updated the Board on our enrollment numbers. We now have 926 students enrolled in our school and approximately 26 of them were summer graduates. She also noted that Student Launch Pad started today. A. Butler also talked about the new staff member that was added to her department, Melissa Venuto.
  - C. D. Fraatz asked A. Butler to send the Board a copy of the Back to School Packet that she had referenced in her report.
  - D. M. Strangarity thought that the enrollment numbers looked good to start the year and asked if that is what we were expecting. A. Butler replied that we dropped a little more than what she expected but in the scheme of things it is not at all unusual to drop back like this. She feels we are in good shape since from September on our trajectory typically will go up. L. Sweeney feels we are going to get more students enrolling in the fall.
- XI. Discussion HR Video Report
- A. M. Strangarity asked if there were any questions or comments about the HR Video Report.
  - B. Stefani Frank had no updates for the Board.
  - C. D. Asplen noted that S. Frank is doing a phenomenal job. She is busy interviewing and hiring new staff members.
  - D. M. Strangarity asked S. Frank if we are having a hard time finding good people quickly or are we being stretched in general. S. Frank feels that it depends on the subject that we are hiring for and some discussion followed.
- XII. Discussion of Guidance Video Report
- A. M. Strangarity asked if there were any questions or comments about the Guidance Video Report.
  - B. Angela Galie had two updates for the Board:
    1. She noted that through all of our grade levels we had 125 students that we were able to promote from attending summer school.
    2. She gave a huge shout out to Dave Knauff and Patty Barron for working tirelessly to get the scheduling all set up for us.
  - C. M. Strangarity said that is an outstanding number of students that were promoted and asked A. Galie to pass along a big thank you to all who were involved in the summer school program.
  - D. M. Strangarity noted how she saw the breakdown of the guidance counselors and asked who was covering 7th and 8th grade. A. Galie said that Kris Botes is assigned to 7th and 8th grade and a small portion of 9th and 10th grade. This way her numbers are balanced with the rest of the counselors.
- XIII. Finance/Business Report
- A. Ryan Schumm provided a summary of the monthly Treasurer's Report and highlighted some of the items on the report. He noted that this is the first month of the fiscal year.
  - B. M. Strangarity called for a motion to approve the written Treasurer's Report.
    1. Motion to approve the written Treasurer's Report by K. Chettle. Seconded by L. Sweeney. Unanimous.

- XIV. D. Asplen called for a motion to add an item to the agenda under Governance, item F, which would be to receive the audited financials for the last fiscal year ending June 30, 2021.
1. Motion to add an item to the agenda under Governance, item F, which would be to receive the audited financials for the last fiscal year ending June 30, 2021 by L. Sweeney. Seconded by G. Light. Unanimous.
- XV. Discussion CEO Video Report
- A. M. Strangarity asked if there were any questions or comments about the CEO Video Report.
- B. D. Asplen reintroduced the Board to a 16 year veteran of the school, Angela Alderfer, who is in the 4<sup>th</sup> week of her new role as Assistant Principal who is in attendance this evening.
- C. D. Asplen had a request for Jim Flick to consider that we look at planning a back to school function or a picnic for some of the students in a high density area. He would like to feed the students and their families and asked him to put it on his list of things to think about. J. Flick replied that he and Greg Byrne have already been discussing a picnic and that we have a new AHIT Team that will be supporting these types of events. It was mentioned that there should be some planned activities at the event. Some discussion followed. D. Asplen asked if they had explored our students attending other schools events and J. Flick stated that has been discussed. D. Asplen asked J. Flick to set up a meeting with him to discuss this further. M. Strangarity asked that they include T. Knauff and/or the school nurse or others who may be needed in the discussions so that when we start to set these days up, we make sure that we are accommodating the special education, handicapped and non-English speaking students as well. She wants to make sure we look at the practical side of the students needs before we get to the event.
- D. D. Asplen shared that not only were we very successful in Harrisburg with reversing legislation and increases in funding, but Jake Corman, Chief of Staff, was successful in also negotiating with the Governor's Office that the PDE is now backing off the enrollment cap requirements. Everything that we wanted is now in place. We have dual enrollment, increased funding and the promulgated rules that were anti-charter are gone. It has been a great legislative/advocacy year. M. Strangarity was happy with all the good work that was done.
- XVI. Personnel
- A. S. Frank updated the Board on the following information:
- B. New Hires:
1. Greg Byrne – Strategic Project Manager
  2. Taylor Richardson – Mentor
  3. Melissa Venuto – Student Enrollment & Orientation Support
  4. Courtney Zombek – Health & PE Teacher
  5. Callie Flynn – Special Ed Teacher
  6. Caitlin Smith – Special Ed Teacher
  7. Becky Birenbaum – Student Retention Coordinator
  8. Michael Hone – Social Studies Teacher
- C. Promotions:
1. Morgan Soika – Guidance Counselor
- D. Transfers:
1. Eva Thierry – Special Education Co Launch Pad Instructor
- E. Separations:
1. Bob Worn – Director of HR (6/30/22)
  2. Curtis Collier – Mentor (7/1/22)
  3. Amy Kendrick – Mentor (8/12/22)
  4. Asia Williams – Teaching Assistant (8/3/2022)
- F. M. Strangarity called for a motion to approve the new hires, promotions and transfers listed above with salaries as discussed in the Executive Session.
1. Motion to approve the new hires, promotions and transfers listed above with salaries as discussed in the Executive Session by D. Fraatz. Seconded by G. Light. Unanimous.
- G. M. Strangarity called for a motion to approve the separations as identified above.
1. Motion to approve the separations as identified above by D. Fraatz. Seconded by L. Sweeney. Unanimous.
- H. Open Positions:
1. General Ed Teachers – English, ICA, Math, Science, Social Studies

2. Special Education Teachers
3. Mentor
4. Teaching Assistant

XVII. Governance

A. SIP Approval

1. D. Asplen stated that the Board Members received and reviewed the School Improvement Plan so we need a resolution to approve the School Improvement Plan. He also stated that this will be posted on our website.
2. M. Strangarity called for a motion to approve the School Improvement Plan.
  - a. Motion to approve the School Improvement Plan by D. Fraatz. Seconded by G. Light. Unanimous.

B. Graduation Waiver

1. D. Asplen stated that we need a graduation waiver for student G.S. to waive the missing .25 credit for physical education in order to graduate before aging out.
2. M. Strangarity called for a motion to approve a graduation waiver for student G.S. to waive the missing .25 credit for physical education in order to graduate before aging out.
  - a. Motion to approve a graduation waiver for student G.S. to waive the missing .25 credit for physical education in order to graduate before aging out by L. Sweeney. Seconded by D. Fraatz. Unanimous.

C. Auditor Adoption

1. D. Asplen called for a motion to accept the proposal submitted by SD Associates to perform the audit for school year ending 2022.
  - a. Motion to accept the proposal submitted by SD Associates to perform the audit for school year ending 2022 by G. Light. Seconded by D. Fraatz. Unanimous.

D. Update Travel Reimbursement Policy

1. D. Asplen called for a motion to update the Travel Reimbursement Policy to increase the daily food allowance from \$36 to \$50.
  - a. Motion to update the Travel Reimbursement Policy to increase the daily food allowance from \$36 to \$50 by D. Fraatz. Seconded by K. Chettle. Unanimous.

E. Update Tuition Reimbursement Policy

1. D. Asplen called for a motion to update the current Tuition Reimbursement Policy to increase the \$2,500 annual cap to a \$7,000 annual cap.
  - a. Motion to update the current Tuition Reimbursement Policy to increase the \$2500 annual cap to a \$7,000 annual cap by L. Sweeney. Seconded by D. Fraatz. Unanimous.

F. Receive Audited Financials for Year Ending June 30, 2021.

1. D. Asplen called for a motion to receive the audited financials for fiscal year ending June 30, 2021.
  - a. Motion to receive the audited financials for fiscal year ending June 30, 2021 by K. Chettle. Seconded by L. Sweeney. Unanimous.

XVIII. New Business

- A. M. Strangarity asked if there was any new business and there was none.

XIX. Public Comment

- A. M. Strangarity asked if there were any public comments and there was none.

XX. Adjournment

- A. M. Strangarity called for a motion to adjourn the public Board meeting at 8:03 p.m. Our next meeting will be Tuesday, September 20, 2022 at 7:00 p.m.

1. Motion to adjourn the public meeting by G. Light. Seconded by D. Fraatz. Unanimous.



## **Achievement House Cyber Charter School Board of Trustees**

### **Public Meeting**

### **Minutes**

**Tuesday, September 20, 2022**

The Executive Session commenced at 6:00 p.m. and continued until approximately 7:00 p.m.

- I. Pledge of Allegiance
- II. Roll Call
  - Mrs. Marilou Strangarity (President) – Present
  - Mrs. Lisabeth Sweeney (Vice President) – Present
  - Mrs. Kristin Chettle (Treasurer) – Present
  - Mr. Don Fraatz (Secretary) – Present
  - Dr. Bob Maranto – Present
  - Dr. Gerri Light – Not Present
- III. Notification of Recording
  - A. Marilou Strangarity announced that the Public Session would be recorded on an audio device.
- IV. Executive Session Statement
  - A. M. Strangarity announced that the Board held an Executive Session this evening to discuss personnel matters, financial matters and legal issues.
- V. Approval of the Minutes
  - A. M. Strangarity called for a motion to approve the minutes from the August 16, 2022 Board meeting.
    1. M. Strangarity noted an error in the minutes on the date of the next board meeting. The date of the next meeting should say September 20, 2022.
    2. M. Strangarity called for a motion to make a change in the August 16, 2022 minutes with the edit that was mentioned above.
      - a. Motion to make the change in the August 16, 2022 minutes and approve the minutes by Don Fraatz. Seconded by Kristin Chettle. Unanimous.
- VI. Discussion of Academic Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Academic/SE Video Report.
  - B. Neal Thomas stated that he thinks that we should consider using asynchronous and synchronous tracts in the future and explained why he thinks this should be considered. Some discussion followed. Bob Maranto thought this was a great idea and it is worth trying. Lizabeth sweeney noted that asynchronous involves more parent involvement.
  - C. M. Strangarity asked how often we have MAPs and N. Thomas explained our MAPs testing process.
- VII. Discussion of Special Education Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Special Education Video Report.
  - B. Trina Knauff updated the Board and noted that our enrollment numbers have gone up again.
    1. M. Strangarity asked T. Knauff if she was excited about the UDL task that she was assigning to the teachers to collect data. She noted that she is excited about it and encouraged the teachers to start off the year with this.
- VIII. Discussion Curriculum Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Curriculum Video Report.
  - B. Jodi Byrne did not have any updates to her Board report but did want to give a shout out to all her colleagues in this meeting because she has been meeting with different colleagues about the cross curricular projects and UDL projects and everyone has been excited and wanting to contribute and helping to get all of these things rolled out.
  - C. M. Strangarity loves all the cross curricular projects that we are working on.

- IX. Discussion Enrollment/Marketing Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Enrollment/Marketing Video Report.
  - B. Alane Butler updated the Board on our enrollment numbers. We now have 948 students enrolled in our school.
  - C. A. Butler also talked about her and Don's recent visit to Chester where they visited the with Angelique Hunter who recently founded the Athena House. It is a residential facility for adjudicated girls aged 12 to 21.
    - A. Hunter proposed that it would be a great idea to have schooling in-house for them with cyber as opposed to trying to send them out into the Chester/Upland School District. There are some details to be worked through but it is something we are considering. Some discussion followed.
- X. Discussion HR Video Report
  - A. M. Strangarity asked if there were any questions or comments about the HR Video Report.
  - B. Stefani Frank noted she would be reviewing the new hires later in the meeting.
  - C. M. Strangarity asked that with all the changes from last year to this year is she finding that she is doing well or are there things that the Board could do to help. S. Frank said things are going well and that recruiting wise she feels we are finding quality candidates but some positions are taking a little longer than other positions.
- XI. Discussion of Guidance Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Guidance Video Report.
  - B. Angela Galie had the following updates for the Board:
    - 1. She noted we are still seeing lots of students enrolling; this past week we added 42 students.
    - 2. She noted they had their first field trip to Maple Grove.
    - 3. We are in the process of setting up a tour at the Community College of Philadelphia.
  - C. Don Asplen shared a photo that was taken at one of our NHRA events.
- XII. Finance/Business Report
  - A. Ryan Schumm provided a summary of the monthly Treasurer's Report and highlighted some of the items on the report. He also spent some time talking about the performance indicators.
  - B. M. Strangarity called for a motion to approve the written Treasurer's Report.
    - 1. Motion to approve the written Treasurer's Report by B. Maranto. Seconded by L. Sweeney. Unanimous.
- XIII. Discussion CEO Video Report
  - A. M. Strangarity asked if there were any questions or comments about the CEO Video Report.
  - B. D. Asplen updated the Board and let them know that he reached out to Eva Thierry today. She is a Special Education Teacher and we had asked her to spend two hours per day with our Lauch Pad Coordinator, Amy Gazzillo, specifically with the special education students. E. Thierry had really good things to report about how she is able to help A. Gazzillo and she was also able to take children directly under her wing. D. Asplen was pleased to hear that this is working out well.
  - C. D. Asplen asked Jim Flick to talk about the picnics that he is planning.
    - 1. J. Flick updated the Board on our upcoming picnics. They will be held at three different locations to reach as many students as possible.
      - a. Philadelphia, Berks and Alleghany Counties
    - 2. M. Strangarity asked if we could look at using the Mobile Maker Space on that day as well.
- XIV. Personnel
  - A. S. Frank updated the Board on the following information:
  - B. New Hires:
    - 1. Susan McCarter King – ICA Teacher
    - 2. Tara Stine – Special Education Teacher
    - 3. Angela Barger – Science Teacher
    - 4. Janeen Emsurak – Math Specialist
    - 5. Shannon Gottschalk – ICA Teacher
    - 6. John Wingerter – Administration Mentor
  - C. Promotions:
    - 1. Arthur Forwood – Educational Design Lead
    - 2. Nicole Chapman – Math Teacher
    - 3. Susan Antonucci – English Teacher



D. Open Positions:

1. Assistant Teacher
2. Student Mentor
3. Part-Time Teacher
4. IT

E. M. Strangarity called for a motion to approve the new hires and promotions as listed above with salaries as discussed in the Executive Session.

1. Motion to approve the new hires and promotions as listed above with salaries as discussed in the Executive Session by B. Maranto. Seconded by D. Fraatz. Unanimous.

XV. New Business

A. D. Asplen noted that the Pennsylvania Coalition of Public Charter Schools is holding their annual convention in Lancaster at the Wyndham Hotel Resort and Conference Center from September 21 -23. They introduced a legacy award for educators in the charter space that have been doing this awhile and have made a difference.

It was exciting to see that we had three people nominated from our school.

1. The people nominated were:

- a. Marylou Strangarity
- b. Neal Thomas
- c. Nicole Longenecker

XVI. Public Comment

A. M. Strangarity asked if there were any public comments.

B. N. Thomas thanked the Board for all the resources that we have so that we were able to set up all the new initiatives that we have. He noted that a lot of them are done behind the scenes and the teachers don't need to feel overwhelmed or worry about it but they are able to show up and enjoy them. We have our van, cross curricular courses, field trips, picnics, the possible center we may affiliate with, etc.

C. Kris Botes noted that she and Angela Alderfer started at AHCCS in 2007 and that year she was a Mentor and has had the same phone number this entire time. She recently received a text from a student who she had in 2007 and the student sent her a picture of her diploma from 2007 and she said that she just wanted to let K. Botes know that she was accepted into a nursing program and she wanted to thank her because she remembers the day that they had met at a MacDonalds and she was ready to give up and drop out but she didn't after meeting with her. This made K. Botes realize that she is at the right place, doing the right thing. She also noted that this year she has been able to spend more time talking to families and students since we hired more counselors and she wanted to thank the Board for that. D. Asplen asked A. Butler to add this success story to our website.

D. D. Asplen shared that he had asked A. Galie to add a little more information in her report this month and he asked M. Strangarity to share what impact it had on her. M. Strangarity was saddened to hear about the number of homeless students that we have but loves what we are doing for them. Also, as a Board these are some of the things that they support us for. We are here to educate them academically because that will be a tool to get them out of their situations. But we are also here to care about how they are doing. Thank you everyone for everything that you do.

XVII. Adjournment

A. M. Strangarity called for a motion to adjourn the public Board meeting. Our next meeting will be Tuesday, October 18, 2022 at 7:00 p.m.

1. Motion to adjourn the public meeting by L. Sweeney. Seconded by K. Chettle. Unanimous.



**Achievement House Cyber Charter School Board of Trustees**  
**Public Meeting Minutes**  
**Tuesday, October 18, 2022**

The Executive Session commenced at 6:00 p.m. and continued until approximately 7:00 p.m.

- I. Pledge of Allegiance
- II. Roll Call
  - Mrs. Marilou Strangarity (President) – Present
  - Mrs. Lisabeth Sweeney (Vice President) – Present
  - Mrs. Kristin Chettle (Treasurer) – Present
  - Mr. Don Fraatz (Secretary) – Present
  - Dr. Bob Maranto – Not Present
  - Dr. Gerri Light – Present
- III. Notification of Recording
  - A. Marilou Strangarity announced that the Public Session would be recorded on an audio device.
- IV. Executive Session Statement
  - A. M. Strangarity announced that the Board held an Executive Session this evening to discuss personnel matters, financial matters and legal issues.
- V. Approval of the Minutes
  - A. M. Strangarity called for a motion to approve the minutes from the September 20, 2022 Board meeting.
    1. Motion to approve the minutes from the September 20, 2022 Board meeting by Gerri Light.  
Seconded by Don Fraatz.
- VI. Discussion of Academic Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Academic Video Report.
  - B. Neal Thomas stated he had no updates since his Board report but he told an uplifting story about the school picnic that he attended.
    1. M. Strangarity asked for more details on the picnics and N. Thomas noted that Jim Flick would be sharing about the picnics later in the meeting.
  - C. N. Thomas provided an overview of the async/sync data that he posted for summer school in his Board Report and some discussion followed.
    1. N. Thomas stated in order to measure improvement he could pilot a program in a couple of different classes and different subjects in the Spring and then we could easily measure MAPs scores with pre-tests and post-tests. We could see if the synchronous students are making more growth versus the asynchronous students or vice versa. We could work it out so that there is not an extra test for the students and just make it be part of their course.
    2. N. Thomas stated he would take a look at the summer school students who came to class and see if they are still coming to class this fall and see if their grades are improving.
    3. The Board discussed the percentage of the grade that should be given for attendance.
- VII. Discussion of Special Education Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Special Education Video Report.
  - B. Trina Knauff updated the Board and noted that today they kicked off our Student Advisory Committee for the Special Education Department and gave the Board a summary of the meeting. This committee will meet on a monthly basis. She also noted that the Parent Advisory Committee will meet tomorrow. M. Strangarity commended her for taking on this project.
  - C. G. Light remarked that she thought the UDL results with the increase in both the testing and accuracy were terrific.
- VIII. Discussion Curriculum Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Curriculum Video Report.

- B. Jodi Byrne provided an update to the Board and said that we are now all set for an all staff, in-person in-service day on October 24<sup>th</sup>.
  - C. J. Byrne thanked Jennifer Brittingham, who is also in the meeting today, for the beautiful graphic of the world that she designed that we are using for our Cross Curricular Mosaic Project.
- IX. Discussion Enrollment/Marketing Video Report
- A. M. Strangarity asked if there were any questions or comments about the Enrollment/Marketing Video Report.
  - B. Alane Butler was not able to attend the meeting tonight so Jennifer Brittingham, our Parent Involvement Coordinator, attended in her absence.
  - C. J. Brittingham gave an overview of our new Achievement House Connects Platform. This platform that we just launched for all of our parents and guardians will take the place of our PTO Facebook Group. The hopes of this platform are to better connect all of our parents and guardians to one another.
  - D. The Board thanked her for her presentation.
- X. Discussion HR Video Report
- A. M. Strangarity asked if there were any questions or comments about the HR Video Report.
  - B. Stefani Frank noted she did not have any updates.
- XI. Discussion of Guidance Video Report
- A. M. Strangarity asked if there were any questions or comments about the Guidance Video Report.
  - B. Angela Galie had the following updates for the Board:
    1. We are expanding our certification options. We are working with other cyber charter schools to get information from them on how to go about this.
    2. We started our dual enrollment process and we will be working with Harrisburg Area Community College. HACC has an excellent reputation and offers the same tuition rate for all students in Pennsylvania. M. Strangarity was very happy to hear about this and requested that we get this information out to our students as soon as possible.
- XII. Finance/Business Report
- A. Ryan Schumm provided a summary of the monthly Treasurer's Report and highlighted some of the items on the report. He also spent some time explaining the key performance indicators.
  - B. M. Strangarity called for a motion to approve the written Treasurer's Report.
    1. Motion to approve the written Treasurer's Report by Kristin Chettle. Seconded by D. Fraatz. Unanimous.
- XIII. Discussion CEO Video Report
- A. M. Strangarity asked if there were any questions or comments about the CEO Video Report.
  - B. D. Asplen shared that Angela Alderfer, our new Assistant Principal, is doing a terrific job and M. Strangarity agreed with him.
  - C. D. Asplen asked Jim Flick to update the Board on our recent picnics.
    1. J. Flick shared a presentation with details and pictures of the picnics. They were held at three different locations to reach as many students as possible and all had a great time.
      - a. Boyce Park in Pittsburgh
      - b. Schlegel Park in Reading
      - c. Pennypack Park in Philadelphia
    2. M. Strangarity was very happy with the outcome and is looking forward to more school picnics.
- XIV. Personnel
- A. S. Frank updated the Board on the following information:
  - B. New Hires:
    1. Jennifer Clement, Student Mentor (bilingual)
    2. Michael Sichok, Teaching Assistant
    3. Jessica Brison, Teaching Assistant
    4. Gabrielle Malenfant, Behavior Intervention Specialist
  - C. Promotions:
    1. Traci Loftus, Auxiliary Teacher
  - D. Open Positions:
    1. Data Visualization Analyst
  - E. M. Strangarity called for a motion to approve the new hires and promotions as listed above with salaries as discussed in the Executive Session.

1. Motion to approve the new hires and promotions as listed above with salaries as discussed in the Executive Session by D. Fraatz. Seconded by G. Light. Unanimous.

XV. New Business

- A. D. Asplen called for a resolution to pass the annual goals for the CEO as outlined in the CEO report this month.
- B. M. Strangarity called for a motion to pass the annual goals for the CEO as outlined in the CEO report this month.
  1. Motion to pass the annual goals for the CEO as outlined in the CEO report this month by K. Chettle. Seconded by Don Fraatz. Unanimous.

XVI. Public Comment

- A. M. Strangarity asked if there were any public comments.
- B. J. Flick took a moment to thank Don and everyone in all the departments that supported the idea of having three picnics in three locations in the middle of October.

XVII. Adjournment

- A. M. Strangarity called for a motion to adjourn the public Board meeting. Our next meeting will be Tuesday, December 13, 2022 at 7:00 p.m.
  1. Motion to adjourn the public meeting by D. Fraatz. Seconded by G. Light. Unanimous.



**Achievement House Cyber Charter School Board of Trustees**  
**Public Meeting Minutes**  
**Tuesday, December 13, 2022**

The Executive Session commenced at 6:00 p.m. and continued until approximately 7:00 p.m.

- I. Pledge of Allegiance
- II. Roll Call
  - Mrs. Marilou Strangarity (President) – Present
  - Mrs. Lisabeth Sweeney (Vice President) – Present
  - Mrs. Kristin Chettle (Treasurer) – Present
  - Mr. Don Fraatz (Secretary) – Present
  - Dr. Bob Maranto – Present
  - Dr. Gerri Light – Present
- III. Notification of Recording
  - A. Marilou Strangarity announced that the Public Session would be recorded on an audio device.
- IV. Executive Session Statement
  - A. M. Strangarity announced that the Board held an Executive Session this evening to discuss personnel matters, financial matters and legal issues.
- V. Approval of the Minutes
  - A. M. Strangarity called for a motion to approve the minutes from the October 18, 2022 board meeting.
    1. Motion to approve the minutes from the October 18, 2022 board meeting by Don Fraatz.  
Seconded by Gerri Light.
- VI. Discussion of Academic Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Academic Video Report.
  - B. Neal Thomas updated the Board on our growth. Bob Maranto and M. Strangarity thought that was great news.
- VII. Discussion of Special Education Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Special Education Video Report.
  - B. Trina Knauff updated the Board and noted that she recently had a senior meeting and we increased our percentage of students with an IEP who are on track to graduate.
  - C. Don Asplen noted that we are in the process of hiring more staff for the Special Education Department.
- VIII. Discussion Curriculum Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Curriculum Video Report.
  - B. Jodi Byrne took a minute to thank the Board and D. Asplen, our CEO, and all of her colleagues here at AHCCS for their support on the Cross Curricular Project.
  - C. M. Strangarity noted that it was exciting to see our student's self-portrait artwork. When the student mosaic is completed, M. Strangarity would like to see it made into a large silhouette on the glass as you first work into the school.
- IX. Discussion Enrollment/Marketing Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Enrollment/Marketing Video Report.
  - B. Alane Butler updated the Board on our enrollment and our numbers are still going up.
  - C. A. Butler shared that our jacket boutique is doing great and Brittanie Strachko has sent out 50 winter jackets so far this year.
- X. Discussion HR Video Report
  - A. M. Strangarity asked if there were any questions or comments about the HR Video Report.
  - B. Stefani Frank noted that we are currently interviewing for a clerical office position.

- XI. Discussion of Guidance Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Guidance Video Report.
  - B. Angela Galie updated the Board on the percentage of students who are on track to graduate. We have plans in place with our mentors to help get students caught up over the winter break.
  - C. A. Galie shared an uplifting story about one of our students who was disengaged and being mentored by Julia McGlone. In an effort to motivate him, we got him entered into a CDL program because he would like to be a CDL truck driver. After the process was completed, he thanked them and said that no one in his life had ever really listened to what he wanted and he said that he appreciated how we went above and beyond to support him.
- XII. D. Asplen asked A. Galie to share about a program that she was selected to attend. Angela applied for a Counselor Fly-in Tours program and she was selected to go to Nova Southeastern University in Fort Lauderdale in February to observe their research program.
- XIII. Finance/Business Report
  - A. Ryan Schumm provided a summary of the monthly Treasurer's Report and highlighted some of the items on the report.
  - B. M. Strangarity called for a motion to approve the written Treasurer's Report.
    - 1. Motion to approve the written Treasurer's Report by D. Fraatz. Seconded by Lisabeth Sweeney. Unanimous.
- XIV. Discussion CEO Video Report
  - A. M. Strangarity asked if there were any questions or comments about the CEO Video Report.
  - B. D. Asplen yielded his time to Jim Flick to update the Board on his latest accomplishment.
    - 1. J. Flick shared that about a year ago A. Galie have him the idea of having students help other students and he created a Student Ambassador Program for our school. The student ambassadors will be paired with newly enrolled students to help ensure their first 90 days will be successful.
- XV. Personnel
  - A. S. Frank updated the Board on the following information:
  - B. New Hires:
    - 1. Jenna Gilfillan, Part-Time Temporary Guidance Assistant
    - 2. Christina Swiontek, Act 158 Administrator
    - 3. Jacob Roache, Data Visualization Analyst
    - 4. Joseph Strangarity, Assessment & Student Activities Coordinator
    - 5. Kathleen (Cathy) Stirling, Part-Time EL Support Specialist
  - C. Promotions:
    - 1. Kelsey Montgomery, Student Success & Events Coordinator
  - D. Separations:
    - 1. Christa Fisher, Act 158 Administrator – 11/4/22
    - 2. Patricia Cohen, Special Ed Teacher – 12/2/22
  - E. Open Positions:
    - 1. Special Education Teachers (3)
  - F. D. Asplen stated that the Board President, Marilou Strangarity, has a blood relation to item number four under the new hires, Joseph Strangarity, and therefore she will recuse herself from making a motion or voting on the motion so D. Asplen called for a motion to approve the new hires, promotions, and separations as listed above with salaries as discussed in the Executive Session.
    - 1. Motion to approve the new hires, promotions, and separations as listed above with salaries as discussed in the Executive Session by L. Sweeney. Seconded by K. Chettle. All ayes except for M. Strangarity who abstained.
- XVI. New Business
  - A. In preparation for the cyclical monitoring we updated the below board policies:
    - 1. Assistive Technology Policy
    - 2. Behavior Support for Students with Disabilities Policy
    - 3. Behavior Support Obligations Policy
    - 4. Child Find and Screening Policy
    - 5. Confidentiality Policy
    - 6. Enrollment Policy
    - 7. Extended School Year Policy
    - 8. Independent Education Evaluation Policy
    - 9. Surrogate Parent Ward of the State Policy

- B. M. Strangarity asked if there were any questions or comments on these policies and there were none.
- C. M. Strangarity called for a motion to update the above noted board policies.
  - 1. Motion to update the above noted board policies D. Fraatz. Seconded by L. Sweeney. Unanimous.

XVII. Public Comment

- A. M. Strangarity asked if there were any public comments.
- B. J. Flick took a moment to thank the Board as the holiday season approached. He is feeling the benefit of the raise and other items that they have put in place for us. He also shared that he is excited about the Student Voice Team that D. Asplen added to the AHIT structure this year.
- C. D. Asplen shared that the AHCCS Holiday Party is back this year. He invited the board members to attend. It will be held on Thursday, December 22<sup>nd</sup> at Northbrook Orchard.

XVIII. Adjournment

- A. M. Strangarity called for a motion to adjourn the public board meeting. Our next meeting will be Tuesday, January 17, 2023 at 7:00 p.m.
  - 1. Motion to adjourn the public meeting by G. Light. Seconded by B. Maranto. Unanimous.



## **Achievement House Cyber Charter School Board of Trustees**

### **Public Meeting Agenda January 17, 2023 – 7:00 p.m.**

The Executive Session commenced at 6:00 p.m. and continued until approximately 7:00 p.m.

- I. Pledge of Allegiance
- II. Roll Call
  - Mrs. Marilou Strangarity (President) – Present
  - Mrs. Lisabeth Sweeney (Vice President) – Present
  - Mrs. Kristin Chettle (Treasurer) – Not Present
  - Mr. Don Fraatz (Secretary) – Present
  - Dr. Bob Maranto – Present
  - Dr. Gerri Light – Present
- III. Notification of Recording
  - A. Marilou Strangarity announced that the Public Session would be recorded on an audio device.
- IV. Executive Session Statement
  - A. M. Strangarity announced that the Board held an Executive Session this evening to discuss personnel matters, financial matters and legal issues.
- V. Approval of the Minutes
  - A. M. Strangarity called for a motion to approve the minutes from the December 13, 2022 board meeting.
    1. Motion to approve the minutes from the December 13, 2022 board meeting by Bob Maranto. Seconded by Don Fraatz. Unanimous.
- VI. Finance/Business Report
  - A. Ryan Schumm provided a summary of the monthly Treasurer's Report and highlighted some of the items on the report.
  - B. M. Strangarity called for a motion to approve the written Treasurer's Report.
    1. Motion to approve the written Treasurer's Report by D. Fraatz. Seconded by Lisabeth Sweeney. Unanimous.
- VII. Governance
  - A. Ethics Forms will be mailed to the board members for completion.
  - B. Board Policies to be Updated:
    1. Attendance and Truancy Policy
    2. Capstone on SPED Students Policy
    3. E-mail Communications with Students Policy
    4. Evaluations and Reevaluations Policy
    5. Secondary Transitions Services Policy
    6. Section 504 Policy
    7. Special Education Training Policy
    8. Student Photo Release Form Policy
  - C. Board Policies to be Absolved:
    1. Determining Different Specific Learning Disabilities
    2. Specific Learning Disability Policy
  - D. Don Asplen stated that we have 10 policies that were discussed in the private session; 8 of which were updated and 2 of which will be absolved. He called for a motion to update the 8 policies outlined above which had address, logo, and letterhead updates.



1. Motion to approve the 8 updated policies outlined above by D. Fraatz. Seconded by B. Maranto. Unanimous.
  - E. D. Asplen called for a motion to absolve the 2 policies outlined above.
    1. Motion to absolve the 2 policies outlined above by D. Fraatz. Seconded by B. Maranto. Unanimous.
  - F. D. Asplen called for a motion to amend tonight's public agenda to add an additional governance item of a resolution to allow the Principal as a second signer on paper checks, not on bill.com.
    1. Motion to amend tonight's public agenda to add an additional governance item of a resolution to allow the Principal as a second signer on paper checks, not on bill.com by G. Light. Seconded by D. Fraatz. Unanimous.
  - G. D. Asplen called for a motion to allow the Principal as a second signer on paper checks, not on bill.com.
    1. Motion to add the Principal as a second signer on paper checks, not on bill.com by B. Maranto. Seconded by G. Light. Unanimous.
- VIII. Personnel
- A. Stefani Frank updated the Board on the following information:
  - B. New Hires:
    1. Amy Lidle, Office Assistant
    2. Alexa Szabo, Special Education Teacher
    3. Brittany Hammar, Special Education Teacher
    4. Annette Fox, Special Education Teacher
    5. Nicole Strollo, Special Education Teacher
  - C. Changes:
    1. Arthur Forwood, stepped down from Education Design Lead
  - D. Separations:
    1. Caitlin Smith, Special Education Teacher
    2. Pam Klass, Curriculum Coach
    3. John Wingerter, Administration Mentor
  - E. Open Positions:
    1. Office Assistant
    2. Special Education Coordinator
  - F. M. Strangarity called for a motion to approve the new hires as listed above with salaries as discussed in the Executive Session.
    1. Motion to approve the new hires as listed above with salaries as discussed in the Executive Session by G. Light. Seconded by D. Fraatz. Unanimous.
  - G. M. Strangarity called for a motion to approve the change as listed above.
    1. Motion to approve the change as listed above by Gerri Light. Seconded by D. Fraatz. Unanimous.
  - H. M. Strangarity called for a motion to approve the separations as listed above.
    1. Motion to approve the separations as listed above by D. Fraatz. Seconded by G. Light. Unanimous.
- IX. Discussion of Academic Video Report
- A. M. Strangarity asked if there were any questions or comments about the Academic Video Report.
  - B. Neal Thomas updated the Board on the debate that was held for the students running for President of the Student Council. Doug DeSimone heads up this debate and did a great job.
- X. Discussion HR Video Report
- A. M. Strangarity asked if there were any questions or comments about the HR Video Report.
  - B. Stefani Frank was happy to report that we filled our special education teacher positions.
  - C. B. Maranto was impressed that she was able to fill these 3 positions so quickly.
- XI. Discussion of Guidance Video Report
- A. M. Strangarity asked if there were any questions or comments about the Guidance Video Report.
  - B. Angela Galie updated the Board on our Act 158 progress. We have new certifications coming in every day.

1. M. Strangarity asked who helps the seniors decide which route to take and some discussion followed.
- XII. Discussion of Special Education Video Report
- A. M. Strangarity asked if there were any questions or comments about the Special Education Video Report.
  - B. Trina Knauff thanked the Board for their support in adding new department members.
  - C. T. Knauff noted they had their monthly senior meeting and currently 63% of our seniors are on track but this number will go up since the 2<sup>nd</sup> quarter has not ended yet.
  - D. M. Strangarity asked if there was anything they need to do for staff as educators to add to their tool belt to help and support the Special Education Department.
    1. T. Knauff stated that in a recent meeting, they discussed needing a robust dropout prevention program. We have a lot of students with social and emotional needs that come to us and we are trying to not just engage them but give them a positive educational experience on top of helping them through whatever it is that they are going through in their home environment.
    2. T. Knauff is going to look for a program that would fit our mold and then see if we need any additional support based on the layout of the program.
    3. D. Asplen noted we have held several lengthy professional development sessions for the teachers on trauma events and being trauma informed.
  - E. B. Maranto was impressed with the response rate from her survey.
- XIII. One of the board members, Bob Maranto, left the meeting at approximately 7:35 p.m.
- XIV. Discussion Curriculum Video Report
- A. M. Strangarity asked if there were any questions or comments about the Curriculum Video Report.
  - B. Jodi Byrne thanked our staff who volunteered and helped out with our Book Chats which is part of the Mosaic Project.
  - C. J. Byrne shared that on January 24<sup>th</sup> a group of staff who are working on developing curriculum and ideas for the Mobile Makerspace will be visiting Fluxspace in Norristown. It is a very innovative makerspace and we are hoping to learn from them.
  - D. J. Byrne shared some of the student's self-portraits from the Mosaic Project assignment.
- XV. Discussion Enrollment/Marketing Video Report
- A. M. Strangarity asked if there were any questions or comments about the Enrollment/Marketing Video Report.
  - B. Alane Butler updated the Board on our enrollment numbers.
  - C. A. Butler noted that on January 31<sup>st</sup> Philadelphia will be announcing the winners of their acceptance programs into the schools that require entry acceptances and what this means for us is that the students that do not get accepted may be looking to attend AHCCS.
  - D. A. Butler updated the Board on our Student Ambassador Program.
  - E. G. Light asked about the students that A. Butler mentioned in her report that had been homeschooled and how Achievement House has been able to support them in reaching their goals to graduate and wanted to know if there was something specific that those students need that we would be able to fulfill. A. Butler replied that we refer them to our Act 158 Team and make sure that we offer them as many pathways as possible.
  - F. M. Strangarity asked if we have started working on our Summer School Program yet and D. Asplen said that the planning starts in February.
- XVI. Discussion CEO Video Report
- A. M. Strangarity asked if there were any questions or comments about the CEO Video Report.
  - B. D. Asplen updated the Board on our Charter Renewal. Temple and PFM have not yet submitted our reports.
  - C. D. Asplen shared again about the great job that Shana Harris and other employees did in helping out a family in need last month and asked for an update from her on how the family was doing.

She said that they are doing better, the mom is healing from her surgery, but is still displaced right now.

XVII. Public Comment

A. M. Strangarity asked if there were any public comments and there were none.

XVIII. Adjournment

A. M. Strangarity called for a motion to adjourn the public board meeting. Our next meeting will be Tuesday, February 21, 2023 at 7:00 p.m.

1. Motion to adjourn the public meeting by G. Light. Seconded by D. Fraatz. Unanimous.



**Achievement House Cyber Charter School Board of Trustees**  
**Public Meeting Minutes**  
**Tuesday, February 21, 2023**

The Executive Session commenced at 6:00 p.m. and continued until approximately 7:00 p.m.

- I. Pledge of Allegiance
- II. Roll Call
  - Mrs. Marilou Strangarity (President) – Present
  - Mrs. Lisabeth Sweeney (Vice President) – Present
  - Mrs. Kristin Chettle (Treasurer) – Not Present
  - Mr. Don Fraatz (Secretary) – Present
  - Dr. Bob Maranto – Present
  - Dr. Gerri Light – Present
- III. Notification of Recording
  - A. Marilou Strangarity announced that the Public Session would be recorded on an audio device.
- IV. Executive Session Statement
  - A. M. Strangarity announced that the Board held an Executive Session this evening to discuss personnel matters, financial matters and legal issues.
- V. Approval of the Minutes
  - A. M. Strangarity called for a motion to approve the minutes from the February 21, 2023 Board meeting.
    1. Motion to approve the minutes from the February 21, 2023 Board meeting by Bob Maranto.  
Seconded by Don Fraatz. Unanimous.
- VI. Discussion of Academic Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Academic Video Report.
  - B. Neal Thomas updated the Board and noted he is working on next year's school calendar and may consider some half days for students and asked for the board's opinion. Some discussion followed and the board stated they are open to the idea of some half days.
- VII. Discussion of Special Education Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Special Education Video Report.
  - B. Trina Knauff updated the Board and shared that our Data Visualization Analyst, Jake Roache, provided the Special Education Department with a chart for our cyclical monitoring to show how many students enrolled at Achievement House with an existing IEP versus an IEP that we have identified. We are always at the upper end for our percentage of students in special education. The data showed that 95.78% of our students who enrolled this year have enrolled with an IEP which means that we have only identified 4.2% which is a very low percentage. She also put a new procedure in place to show that we are not over-identify which is to offer a new re-evaluation with testing to the new students that enroll so that we can continue to determine whether they continue to meet the eligibility criteria for special education services. This also helps us with scheduling and course changes.
- VIII. Discussion Curriculum Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Curriculum Video Report.
  - B. Jodi Byrne provided an update to the Board and stated that she met with different venues today for the community service opportunities for the students. She is working on the agenda and marketing for this project. J. Byrne thanked Dr. Light for her help with this project.
- IX. Discussion Enrollment/Marketing Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Enrollment/Marketing Video Report.
  - B. Alane Butler updated the board on our enrollment numbers and noted April is our peak month. We have some great opportunities to turn some students around who may not have done well at other schools.

- X. Discussion HR Video Report
  - A. M. Strangarity asked if there were any questions or comments about the HR Video Report.
  - B. Stefani Frank updated the board and stated that Jenna Gilfillan was a temporary Guidance Assistant but has transitioned into a permanent, part-time position with Student Services. Also, Amy Lidle is now part-time and will be working three days per week instead of five.
- XI. Discussion of Guidance Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Guidance Video Report.
  - B. Angela Galie updated the Board and shared that she noticed that the number of students on track was a little bit lower this year. They have noticed a trend that incoming students are coming in behind on credits and they noticed a lack of soft skills like time management, problem-solving, and study skills to name a few.
  - C. M. Strangarity asked N. Thomas if we could have some school assemblies to address the issue of the lack of soft skills and N. Thomas stated he would look into that. We already do cover some of these soft skills during our Future Ready sessions.
- XII. Finance/Business Report
  - A. Ryan Schumm provided a summary of the monthly Treasurer's Report and highlighted some of the items on the report.
  - B. M. Strangarity called for a motion to approve the written Treasurer's Report.
    - 1. Motion to approve the written Treasurer's Report by D. Fraatz. Seconded by Lisabeth Sweeney. Unanimous.
- XIII. Discussion CEO Video Report
  - A. M. Strangarity asked if there were any questions or comments about the CEO Video Report.
  - B. D. Asplen updated the Board on his time at the Pete&C conference last week. It was very uplifting for him to see and watch how professionally our employees conducted themselves. He shared that he loves our school and thanked the board members for all that they do.
  - C. M. Strangarity thanked everyone for the cards and letters of appreciation that the board received for Board Appreciation Month.
- XIV. Personnel
  - A. S. Frank updated the Board on the following information:
  - B. New Hires
    - 1. Latania Roberts, Special Education Coordinator
    - 2. Amber Spindler, Special Education Teacher
  - C. Transfers
    - 1. Jenna Gilfillan, Student Services Assistant
  - D. Changes
    - 1. Amy Lidle, Part-Time Office Assistant
    - 2. Andrew Guy, Educational Lead Design (25%)
    - 3. Marie Sabatelli, Educational Lead Design (25%)
  - E. M. Strangarity called for a motion to approve the new hires, transfers, and changes as listed above with salaries as discussed in the Executive Session.
    - 1. Motion to approve the new hires, transfers, and changes as listed above with salaries as discussed in the Executive Session by Gerri Light. Seconded by B. Maranto. Unanimous.
- XV. Governance
  - A. Student Leave Request
    - 1. D. Asplen stated that we have a student that needs more than the 5-day vacation request which is more than the Principal is able to grant. The board discussed this in the Executive Session and would like to ask the student who is a senior to complete 5 days of work, either before they leave the country or when they return. They are waiting on an answer to a legal question so this agenda item will be tabled until the March meeting.
  - B. Board Policies to be Reviewed/Updated
    - 1. Academic Integrity Policy
    - 2. Academic Probation Policy
    - 3. Anti-Bullying Policy
    - 4. Assessment of Students Policy
    - 5. Computer Replacement Policy

6. Drug, tobacco, Alcohol and Weapons Policy
7. ELD Policy
8. Employee Travel Reimbursement Policy
9. Guidelines for Implementation of Behavior Mgt. Policy
10. Participation in Board Meetings Policy
11. School Club Policy
12. Textbook Policy

a. D. Asplen called for a motion to approve the 12 policies as outlined above which had letterhead, address, and date changes.

b. Motion to approve the 12 policies as outlined above which had letterhead, address, and date changes by G. Light. Seconded by D. Fraatz. Unanimous.

C. Board Policies to be Absolved

1. Center Finance Policy
2. Cyber Bullying Policy
3. Electronic Mail Account Policy
4. Employee Technology Reimbursement Policy
5. Facebook Policy
6. Over, Flextime, Compensatory Time Policy
7. Safety and Security Within a Center Policy
8. School Facilities Usage Policy

a. D. Asplen stated that these 8 policies were either superseded or folded into another policy so we would like to absolve them. D. Asplen called for a motion to absolve the 8 policies outlined above.

b. Motion to absolve the 8 policies as outlined above by D. Fraatz. Seconded by G. Light. Unanimous.

XVI. New Business

A. M. Strangarity asked if there was any new business and there was none.

XVII. Public Comment

A. M. Strangarity asked if there were any public comments and there were none.

XVIII. Adjournment

A. M. Strangarity called for a motion to adjourn the public Board meeting. Our next meeting will be Tuesday, March 21, 2023 at 7:00 p.m.

1. Motion to adjourn the public meeting by B. Maranto. Seconded by D. Fraatz. Unanimous.



**Achievement House Cyber Charter School Board of Trustees**  
**Public Meeting Minutes**  
**Tuesday, March 21, 2023**

The Executive Session commenced at 6:00 p.m. and continued until approximately 7:00 p.m.

- I. Pledge of Allegiance
- II. Roll Call
  - Mrs. Marilou Strangarity (President) – Present
  - Mrs. Lisabeth Sweeney (Vice President) – Present
  - Mrs. Kristin Chettle (Treasurer) – Not Present
  - Mr. Don Fraatz (Secretary) – Present
  - Dr. Bob Maranto – Present
  - Dr. Gerri Light – Present
- III. Notification of Recording
  - A. Marilou Strangarity announced that the Public Session would be recorded on an audio device.
- IV. Executive Session Statement
  - A. M. Strangarity announced that the Board held an Executive Session this evening to discuss personnel matters, financial matters and legal issues.
- V. Approval of the Minutes
  - A. M. Strangarity called for a motion to approve the minutes from the February 21, 2023 Board meeting.
    1. Motion to approve the minutes from the February 21, 2023 Board meeting by Gerri Light. Seconded by Bob Maranto. All ayes except for Don Fraatz who abstained since he did not have time to read them.
  - B. Amendment to the Agenda
    1. Don Asplen called for a motion to amend this evening's public agenda to include the addition of the Student Voice Team introduction.
    2. Motion to amend this evening's public agenda to include the addition of the Student Voice Team introduction by D. Fraatz. Seconded by Lisabeth Sweeney. Unanimous.
- VI. Student Voice Team Introduction
  - A. Angela Alderfer introduced Doug DeSimone, the head of our AHIT Team for the Student Voice, who brought with him some of our newly elected student officials.
  - B. Doug DeSimone attended the meeting along with Chandra Keszczyk who is also a staff member who works with the Student Voice. D. DeSimone noted that our Student Voice consists of nine members and two of them are attending the meeting tonight – K. Cottman and M. Shoffler. D. DeSimone talked about the Student Voice, and then K. Cottman who is the President shared a few words with the Board. K. Cottman will be giving the State of the School Address during a Future Ready session in the near future. The Student Voice has been involved with our Mosaic Project and three members of the team will be interviewing representatives from different areas of the state on March 29<sup>th</sup>.
  - C. M. Strangarity thanked them all for coming to the meeting and thanked the faculty for helping the Student Voice Team.
  - D. D. Asplen thanked Chris Luckey, who was also in attendance this evening for meeting a student at our school who was unsure of what their educational journey held for them in the future. We appreciate all you did to help that individual.
- VII. Discussion of Academic Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Academic Video Report.
  - B. Neal Thomas was not able to make the meeting tonight but Angela Alderfer noted that there were no updates to Neal's report.
- VIII. Discussion of Special Education Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Special Education Video Report.

- B. Trina Knauff was not able to attend the meeting tonight but D. Asplen shared that T. Knauff had been in Exton for the last 8 days preparing for the 6 year Cyclical Special Education Monitoring. He praised her for her leadership and how well-prepared she was for this monitoring.
- IX. Discussion Curriculum Video Report
- A. M. Strangarity asked if there were any questions or comments about the Curriculum Video Report.
  - B. Jodi Byrne took a moment to thank the two members of the Student Voice who attended this meeting as well as the Student Services Team for helping out with the Mosaic Project. They have given us a lot of ideas on how to better this project. She also praised our staff for inviting students to our events and helping them to understand what is available to them. She is very happy with the number of students that have signed up.
  - C. D. Asplen praised J. Bryne for everything she did for our recent in-service day. Staff was able to make projects using all of the makerspace technology. He shared some pictures of that day and noted that it was a huge success!
- X. Discussion Enrollment/Marketing Video Report
- A. M. Strangarity asked if there were any questions or comments about the Enrollment/Marketing Video Report.
  - B. Alane Butler updated the board on our enrollment numbers. She was hoping to have a student spotlight tonight however was not able to get an interview with the student who was a swimming star in the recent state competition.
  - C. B. Maranto asked if we had a sense of the trends in the retention figures over the last couple of years and some discussion followed.
- XI. Discussion HR Video Report
- A. M. Strangarity asked if there were any questions or comments about the HR Video Report.
  - B. Stefani Frank did not have any updates to her report.
- XII. Discussion of Guidance Video Report
- A. M. Strangarity asked if there were any questions or comments about the Guidance Video Report.
  - B. Angela Galie updated the Board and shared that we are rolling out two new asynchronous courses to better support some of our late-enrolled students and students who are off track academically. She was also happy to announce that we will be offering dual enrollment next year through Harrisburg Area Community College (HACC). They are planning an application day to help students get enrolled.
  - C. A. Galie noted that we are in the process of planning our Summer School Program. J. Byne added that we just received applications from staff who would like to participate and she will be following up with them next week. M. Strangarity asked that we stay on top of this and if we need more help, please let them know. D. Asplen replied that we started the planning process sooner this year and that there is someone assigned to manage this program and feels that we have enough resources dedicated to it at this point.
  - D. M. Strangarity asked if we would be able to offer dual enrollment as early as this summer. A. Galie said that if a student wanted to get started this summer, she could work with them on that.
  - E. B. Maranto asked about the cost of the dual enrollment and A. Galie stated that we are still working out the details with HACC. After checking with some other schools it seems that reimbursement is the best way to go. D. Asplen asked Brian Leinhauser to look into whether we are able to pick up all or part of the cost and asked him to perform a full legal review for us. B. Leinhauser agreed to do this.
- XIII. Finance/Business Report
- A. D. Asplen introduced the AHCCS Board Members to the Student Voice members in attendance and gave them a short summary of the Roberts Rules, which is a set of rules used to manage meetings.
  - B. Ryan Schumm was not able to attend the meeting tonight so D. Asplen provided a summary of the monthly Treasurer's Report and highlighted some of the items in the report.
  - C. M. Strangarity called for a motion to approve the written Treasurer's Report subject to the correction of the clerical error made by the accounting firm.
    - 1. Motion to approve the written Treasurer's Report subject to the correction of the clerical error made by the accounting firm by L. Sweeney. Seconded by D. Fraatz. Unanimous.
- XIV. Discussion CEO Video Report
- A. M. Strangarity asked if there were any questions or comments about the CEO Video Report.
  - B. D. Asplen noted that the success of the in-service was not only educational for the staff but he thought we all really needed that break from the normal work day. It was a great event and there was a lot of sharing on cross-curricular and project-based activities.



- C. M. Strangarity asked B. Leinhauser if we are allowed to use busses to transport students to our school or on field trips to join in on educational opportunities. B. Leinhauser noted we have not done that in the past and said he would look into that for us.
- D. M. Strangarity asked if we were able to pursue giving out any drone certificates and D. Asplen said we were not because of Covid but we will revisit this.

XV. Personnel

A. S. Frank updated the Board on the following information:

B. New Hires

- 1. Annette Fox, Special Education

C. M. Strangarity called for a motion to approve the new hire as listed above with salary as discussed in the Executive Session.

- 1. Motion to approve the aforementioned new hire at the salary specified in the Executive Session by L. Sweeney. Seconded by B. Maranto. Unanimous.

XVI. Governance

A. Calendar for the 2023-2024 School year

- 1. D. Asplen asked for approval of the 2023-2024 school calendar with the latest version which includes a start date after Labor Day.

2. M. Strangarity called for a motion to approve the 2023-2024 school calendar which was reviewed by the Board.

- a. Motion to approve the 2023-2024 calendar by D. Fraatz. Seconded by L. Sweeney. Unanimous.

B. Student Leave Request

- 1. D. Asplen asked for approval of the student leave request, as discussed in the last board meeting, pending legal approval for a three week out of country visit.

2. M. Strangarity called for a motion to approve the student leave request, pending legal approval, for a three week out of country visit.

- a. Motion to approve the student leave request, pending legal approval, by G. Light. Seconded by L. Sweeney. Unanimous.

C. Board Policies to be Approved

- 1. Audit Confidentiality for School District Policy
- 2. Bonding Policy
- 3. Capitalization Policy
- 4. Complaint Policy
- 5. Conflict of Interest Policy
- 6. Credit Debit and Card Usage Policy
- 7. Discipline of Students with Disabilities Policy
- 8. Dress Code Policy
- 9. Emergency and Inclement Weather Policy
- 10. Employee Confidentiality Statement
- 11. Field Trip Policy
- 12. Guidelines for Extra Curricular Program Policy
- 13. Intellectual Property Policy
- 14. Maternity Leave Policy
- 15. Medical Insurance for Part-Time Employee Policy
- 16. Paid Time Off (PTO) Policy
- 17. Physical Fitness Reimbursement Policy
- 18. Prohibited Device for Standardized Assessments Policy
- 19. Requesting Time Off Exceptions and Prohibited Days Policy
- 20. Right to Know Policy
- 21. Internal Controls Policy
- 22. School Plagiarism Policy
- 23. TB Testing and Medical Exams Policy
- 24. Title I District-Wide School Parent & Family Engagement Policy
- 25. Triennial Review Policy
- 26. Workplace Dating Policy

- a. D. Asplen asked the Board if they would like any of the 26 policies listed above to be voted on or discussed separately.
- b. Hearing none, M. Strangarity called for a motion to approve the 26 policies listed above.
  - i. Motion to approve the 26 policies listed above by G. Light. Seconded by D. Fraatz.

XVII. New Business

- A. M. Strangarity asked if there was any new business and there was none.

XVIII. Public Comment

- A. M. Strangarity asked if there were any public comments and there were none.

XIX. Adjournment

- A. M. Strangarity called for a motion to adjourn the public Board meeting. Our next meeting will be Tuesday, May 16, 2023 at 7:00 p.m.
  1. Motion to adjourn the public meeting by L. Sweeney. Seconded by G. Light. Unanimous.



**Achievement House Cyber Charter School Board of Trustees**  
**Public Meeting Minutes**  
**Tuesday, May 16, 2023**

The Executive Session commenced at 6:00 p.m. and continued until approximately 7:10 p.m.

- I. Pledge of Allegiance
- II. Roll Call
  - Mrs. Marilou Strangarity (President) – Present
  - Mrs. Lisabeth Sweeney (Vice President) – Present
  - Mrs. Kristin Chettle (Treasurer) – Not Present
  - Mr. Don Fraatz (Secretary) – Present
  - Dr. Bob Maranto – Not Present
  - Dr. Gerri Light – Present
- III. Notification of Recording
  - A. Marilou Strangarity announced that the Public Session would be recorded on an audio device.
- IV. Executive Session Statement
  - A. M. Strangarity announced that the Board held an Executive Session this evening to discuss personnel matters, financial matters and legal issues.
- V. Discussion of Academic Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Academic Video Report.
  - B. Neal Thomas updated the Board on his meeting with the Steering Committee. He also noted that we hit 97% for PSSA testing. M. Strangarity commented that 97% was spectacular. Don Asplen noted that the latest participation rate for Keystones looks like it will be around 90%.
  - C. M. Strangarity also thanked all who were involved in sending out the personalized neon night lights as an appreciation gift.
- VI. Lisabeth Sweeney joined the meeting at 7:20 p.m.
- VII. Approval of the Minutes
  - A. M. Strangarity called for a motion to approve the minutes from the March 21, 2023 Board meeting.
    1. Motion to approve the minutes from the March 21, 2023 Board meeting by Don Fraatz. Seconded by Gerry Light. Unanimous.
- VIII. Amend the Public Agenda to add a resolution to pass the 2023-2024 Draft Budget
  - A. M. Strangarity called for a motion to amend the agenda to add a resolution to pass the 2023-2024 Draft Budget under Governance.
    1. Motion to amend the agenda to add the passing of the 2023-2024 Draft Budget by D. Fraatz. Seconded by G. Light. Unanimous.
  - B. M. Strangarity called for a motion to pass the 2023-2024 Draft Budget.
    1. Motion to pass the 2023-2024 Draft Budget by D. Fraatz. Seconded by G. Light. Unanimous.
- IX. Governance
  - A. Resolution for a Board Member to be Employed
    1. Brian Leinhauser requested that this agenda item be discussed later in the meeting.
  - B. Resolution to Change Primary Bank and Where Funds are Invested
    1. M. Strangarity called for a motion to change our primary bank from Centric to WSFS and to roll our invested funds into the Pennsylvania School District Liquid Asset Fund (PSDLAF) as discussed in the private session.
      - a. Motion to change our primary bank from Centric to WSFS and to roll our invested funds into the Pennsylvania School District Liquid Asset Fund (PSDLAF) as discussed in the private session by D. Fraatz. Seconded by G. Light. Unanimous.
  - C. Resolution for Payment of Dual Enrollment Tuition
  - D. Board Policies to be Updated:
    1. Amended and restated By-Laws

2. Child Student Abuse Policy
  3. Nondiscrimination in Religion and Culture Policy
  4. Acceptable Use Policy
  5. Bloodborne Pathogen Exposure Control Policy
  6. Intensive Interagency Policy
  7. Pro-Rated Time Off Policy
  8. Social Media Policy
  9. Computer, Computer Network etc. Policy
  10. Prayer in School Policy
  11. Emergency and Crisis Management Policy
- E. M. Strangarity called for a motion to approve subsections C and D under the Governance section as shown above.
1. Motion to approve subsections C and D under the Governance section as shown above. by L. Sweeney. Seconded by D. Fraatz. Unanimous.
- X. Finance/Business Report
- A. Ryan Schumm provided a summary of the monthly Treasurer's Report and highlighted some of the items in the report.
  - B. M. Strangarity called for a motion to approve the written Treasurer's Report.
    1. Motion to approve the written Treasurer's Report by D. Fraatz. Seconded by G. Light. Unanimous.
- XI. Personnel
- A. S. Frank updated the Board on the following information:
  - B. New Hires:
    1. Guy Ciarrocchi, Director of External Relations (Contractor), 4/3/23
    2. Erika Repogle, IEP Developer & Substitute Teacher, 4/11/23
    3. Kari-Ann Thomas, Teaching Assistant, 5/8/23
    4. Susan Deegan-Watson, Assessment & Activities Coordinator, 5/15/23
    5. Shelby Miller, Auxiliary Teacher, 5/15/23
  - C. Promotions:
    1. Chris Luckey, Intervention Specialist
    2. Gabrielle Malenfant, Behavior Specialist
  - D. Separations:
    1. Brittany Spencer, 3/17/23
    2. Joseph Strangarity, 4/3/23
    3. Jeanne Caldwell, 4/14/23
  - E. Open Positions:
    1. Mentor
  - F. M. Strangarity called for a motion to approve the new hires and promotions with salaries as discussed in the Executive Session.
    1. Motion to approve the new hires and promotions as listed above with salaries as discussed in the Executive Session by D. Fraatz. Seconded by G. Light. Unanimous.
  - G. M. Strangarity called for a motion to approve the separations as listed above.
    1. Motion to approve the separations as listed above by D. Fraatz. Seconded by G. Light. Unanimous.
- XII. Voting on Resolution for a Board Member to be Employed (under Governance subsection A)
- A. D. Asplen asked for a resolution to accept effective June 30, 2023, the resignation of Dr. Gerri Light from the Board so that she may then become the Chief Academic Officer of Achievement House Cyber Charter School effective July 1, 2023.
  - B. Gerri Light announced that because she has a conflict in this resolution, she is recusing herself from the motion and the discussion or any vote related to it.
  - C. M. Strangarity called for a motion to accept effective June 30, 2023, the resignation of Dr. Gerri Light from the Board so that she may then become the Chief Academic Officer of Achievement House Cyber Charter School effective July 1, 2023.
    1. Motion to accept effective June 30, 2023, the resignation of Dr. Gerri Light from the Board so that she may then become the Chief Academic Officer of Achievement House Cyber Charter School effective July 1, 2023, by L. Sweeney. Seconded by D. Fraatz. M. Strangarity asked if any discussion was needed and there was none. They took a vote and it was all ayes.

XIII. Discussion of Special Education Video Report

- A. M. Strangarity asked if there were any questions or comments about the Special Education Video Report.
- B. Trina Knauff had no updates for the Board and asked if anyone had any questions.
- C. M. Strangarity asked T. Knauff to explain the need for a Behavioral Specialist. T. Knauff replied that in special education we are required to complete an annual functional behavioral assessment for any student that presents with an emotional or behavioral need and the Behavioral Specialist will be able to help us with this. She also sees that this person will be particularly helpful with the students that are disengaged because she will be able to work hand in hand with the parents to identify the underlying problems that are leading to that disengagement.

XIV. Discussion Curriculum Video Report

- A. M. Strangarity asked if there were any questions or comments about the Curriculum Video Report.
- B. Jodi Byrne provided an update to the Board and noted that one of our goals for the Mosaic Project was to begin using Sora, an online library. She recently met with a representative of Sora and was shown how the library works and was happy to announce that we will begin using this online library soon.
- C. J. Byrne also shared that Dr. Light recommended that we submit some of the students' self-portraits to the ISTE Conference and four of them were selected and will be in the Discovery Live Museum at ISTE. This is quite an honor and we are proud and excited for these four students.

XV. Discussion Enrollment/Marketing Video Report

- A. M. Strangarity asked if there were any questions or comments about the Enrollment/Marketing Video Report.
- B. Alane Butler updated the board on our enrollment numbers and said that they held our last official group orientation today for the school year. She did want to highlight our compilation of students since she noticed that they are coming from more and more places across the state, not just in pockets anymore. We are in 53 of 67 counties; 278 of 500 school districts. M. Strangarity thought that was very exciting.

XVI. Discussion HR Video Report

- A. M. Strangarity asked if there were any questions or comments about the HR Video Report.
- B. Stefani Frank did not have any updates to her report but shared with them that she had sent out a survey to new hires and has received 5 responses so far and in each response, they all said that the amount of support and the family environment that we provide has been one of their favorite things about working at Achievement House.

XVII. Discussion of Guidance Video Report

- A. M. Strangarity asked if there were any questions or comments about the Guidance Video Report.
- B. Angela Galie was not in attendance tonight but Cheryl Kern, Supervisor of Mentors was and wanted to let the Board know that they really do appreciate how supportive the board members are of the Mentor Department.
- C. M. Strangarity was very encouraged to hear how hard they are working.

XVIII. Discussion CEO Video Report

- A. M. Strangarity asked if there were any questions or comments about the CEO Video Report.
- B. D. Asplen did not have any updates for the Board but he shared a picture of Lisabeth Sweeney at graduation. She now has a PhD in Cognitive Neuroscience! Congratulations Dr. Sweeney!
- C. D. Asplen also shared a project from Dr. Bonesteel's class that was made using the Glowforge laser printer. The students made Ukuleles! This is just one of the many things that our Mobile Makerspace is capable of.

XIX. New Business

- A. M. Strangarity asked if there was any new business and there was none.

XX. Public Comment

- A. M. Strangarity asked if there were any public comments.

B. N. Thomas wanted to highlight the Mobile Makerspace and how D. Asplen made it happen. He also shared that D. Asplen and G. Light are working on growing our school as a tech spot.

XXI. Adjournment

A. M. Strangarity called for a motion to adjourn the public Board meeting. Our next meeting will be Tuesday, June 20, 2023 at 7:00 p.m.

1. Motion to adjourn the public meeting by L. Sweeney. Seconded by D. Fraatz. Unanimous.



**Achievement House Cyber Charter School Board of Trustees**  
**Public Meeting Minutes**  
**Tuesday, June 20, 2023**

The Executive Session commenced at 6:00 p.m. and continued until approximately 7:00 p.m.

- I. Pledge of Allegiance
- II. Roll Call
  - Mrs. Marilou Strangarity (President) – Present
  - Dr. Lisabeth Sweeney (Vice President) – Present
  - Mrs. Kristin Chettle (Treasurer) – Not Present
  - Mr. Don Fraatz (Secretary) – Present
  - Dr. Bob Maranto – Present
  - Dr. Gerri Light – Present
- III. Notification of Recording
  - A. Marilou Strangarity announced that the Public Session would be recorded on an audio device.
- IV. Executive Session Statement
  - A. M. Strangarity announced that the Board held an Executive Session this evening to discuss personnel matters, financial matters and legal issues.
- V. Approval of the Minutes
  - A. M. Strangarity called for a motion to approve the minutes from the May 16, 2023 Board meeting.
    1. Motion to approve the minutes from the May 16, 2023 Board meeting by Don Fraatz. Seconded by Gerri Light. Unanimous.
- VI. Officer Elections
  - A. M. Strangarity passed the meeting over to the Solicitor of Achievement House Cyber Charter School, Brian Leinhauser, who will be overseeing the reorganization meeting for the school this evening. He opened up the floor to announce that we are seeking nominations for Board members to serve or to return to service on the Board of Trustees of Achievement House Cyber Charter School.
  - B. B. Leinhauser stated the first order of business for the reorganization is a resolution from the Board for extending an invitation to Mrs. Kristin Chettle and Dr. Bob Maranto to accept an additional appointment for a term on the Board of Achievement House Cyber Charter School. Both have been contacted and are willing to serve but the Board needs to extend a formal invitation by resolution.
    - B. Leinhauser called for a resolution.
      1. Motion to approve the resolution to extend an invitation to Mrs. Kristin Chettle and Dr. Bob Maranto to accept an additional appointment for a term on the Board of Achievement House Cyber Charter School by Lisabeth Sweeney. Seconded by M. Strangarity. Unless there is any discussion needed, all those in favor please signify by saying aye. All Ayes. Unanimous. Mrs. Kristin Chettle and Dr. Bob Maranto have been reappointed as members of the Board.
  - C. B. Leinhauser made a call for nominations for the **President** of the Board of Trustees for the coming term.
    1. Don Fraatz nominated Marilou Strangarity. Lisabeth Sweeney seconded the motion.
    2. B. Leinhauser asked if there was any discussion or other nominations that need to be considered.
    3. Hearing none, B. Leinhauser then called for a vote for the appointment of Marilou Strangarity to the position of President of the Board of Trustees. All Ayes. Unanimous.
  - D. B. Leinhauser made a call for nominations for **Vice President** of the Board of Trustees for the coming term.
    1. Marilou Strangarity nominated Lisabeth Sweeney as Vice President of the Board of Trustees. Seconded by Gerri Light.
    2. B. Leinhauser asked if there was any discussion or other nominations that need to be considered.
    3. Hearing none, B. Leinhauser then called for a vote for the appointment of Lisabeth Sweeney to the position of Vice President of the Board of Trustees. All Ayes. Unanimous.

- E. B. Leinhauser made a call for nominations for **Secretary** of the Board of Trustees for the coming term.
    - 1. Marilou Strangarity nominated Don Fraatz. Seconded by Gerri Light.
    - 2. B. Leinhauser asked if there was any discussion or other nominations to be considered.
    - 3. Hearing none, B. Leinhauser called for a vote for the appointment of Don Fraatz to the position of Secretary of the Board of Trustees. All Ayes. Unanimous.
  - F. B. Leinhauser made a call for nominations for **Treasurer** of the Board of Trustees for the coming term.
    - 1. Marilou Strangarity nominated Kristin Chettle. Seconded by Gerri Light.
    - 2. Kristin Chettle, who was not able to attend the meeting tonight, had written B. Leinhauser and let him know that she would accept the nomination if it was given.
    - 3. B. Leinhauser asked if there was any discussion or other nominations.
    - 4. Hearing none, B. Leinhauser called for a vote for the appointment of Kristin Chettle to the position of Treasurer of the Board of Trustees. All Ayes. Unanimous.
  - G. B. Leinhauser was happy to report to M. Strangarity that the Board is reconstituted and prepared to enact business on behalf of Achievement House Cyber Charter School and he returned the meeting over to her control.
- VII. Discussion of Academic Video Report
- A. M. Strangarity asked if there were any questions or comments about the Academic Video Report.
  - B. Neal Thomas updated the Board with a follow-up on a pilot that he tried regarding setting up synchronous and asynchronous lessons for students. He received some good feedback about how two co-teachers, both certified in their subject areas and how one of the teachers did the asynchronous portion (since she is only part-time) and the other did the live classes and we had really good results and showed growth in that class. Because of this, next year we may pilot a few more classes like this. B. Maranto thought this was a good idea and D. Fraatz said that it is nice to have these options.
- VIII. Discussion of Special Education Video Report
- A. M. Strangarity asked if there were any questions or comments about the Special Education Video Report.
  - B. Trina Knauff shared with the Board that we had 59 students with IEPs graduate last Saturday! Currently, our graduation rate for special education students is 65%. We had a large variety of options for our students because of Act 158. She gave a shout-out to Christina Swiontek and all those involved with the Act 158 project this year. M. Strangarity thanked T. Knauff for her great leadership.
  - L. Sweeney said the growing number of students is a testament to what we are doing.
- IX. Discussion Curriculum Video Report
- A. M. Strangarity asked if there were any questions or comments about the Curriculum Video Report.
  - B. Jodi Byrne updated the Board on our Summer School Program which starts Thursday, June 22, 2023.  
We have approximately 500 students signed up. She thanked Angela Galie and the Guidance Team for organizing this program.
  - C. M. Strangarity asked J. Byrne about our cross-curricular program and some discussion followed.
- X. Discussion Enrollment/Marketing Video Report
- A. M. Strangarity asked if there were any questions or comments about the Enrollment/Marketing Video Report.
  - B. Alane Butler shared with the Board how we are expanding our student Launch Pad course. We are working on encouraging live attendance. B. Maranto asked A. Butler how we came up with Launch Pad and some discussion followed.
  - C. A. Butler also gave a shout-out to Kelsey Montgomery for her new idea to have a flower booth at graduation this year. Our families took advantage of it and loved it!
  - D. Don Asplen also shared that we took photos of the graduates this year prior to the ceremony and then printed them out on a 4x6 photo printer and put them in a frame and handed them a graduation photo of themselves after the ceremony.
  - E. M. Strangarity loves the way that everyone works together and how there is cross staffing and thanked A. Butler for always bringing her passion for the school to the board meetings.
- XI. Discussion HR Video Report



- A. M. Strangarity asked if there were any questions or comments about the HR Video Report.
  - B. Stefani Frank shared a group picture that was taken by Gabby Malenfant of AHCCS employees at graduation.
  - C. S. Frank also noted a correction to her report; John Hulik is a summer school science teacher, not a social studies teacher.
  - D. M. Strangarity told S. Frank that she is doing an excellent job.
- XII. Discussion of Guidance Video Report
- A. M. Strangarity asked if there were any questions or comments about the Guidance Video Report.
  - B. Angela Galie shared about how she looks forward to graduation every year because one of her jobs is to hand out note cards to the students and when students see her and realize she knows who they are their whole face lights up. It is so nice to see the students make connections with our staff.
  - C. A. Galie updated the Board and noted we have an additional 120 students who registered for summer school and we are looking at about 36 potential graduates in the summer from our senior class. We also have approximately 10 to 20 juniors who are in their 4<sup>th</sup> year and also eligible for graduation.
  - D. A. Galie also noted that Christina Swiontek is doing an awesome job with our Act 158 program and working with the students.
- XIII. Finance/Business Report
- A. Ryan Schumm provided a summary of the monthly Treasurer's Report and highlighted some of the items in the report. There is 8.3% of the fiscal year remaining as of May 31, 2023.
  - B. M. Strangarity asked R. Schumm to share about next year's budget adjustment and R. Schumm stated that the Board has a favorable adjustment to make across the board on next year's salaries which will be voted on later in the evening.
  - C. M. Strangarity called for a motion to approve the written Treasurer's Report.
    - 1. Motion to approve the written Treasurer's Report by G. Light. Seconded by D. Fraatz. Unanimous.
- XIV. Discussion CEO Video Report
- A. M. Strangarity asked if there were any questions or comments about the CEO Video Report.
  - B. D. Asplen shared some updates on our graduation day. Not only was the flower station Kelsey Montgomery's idea, but she also purchased life-sized games of Connect Four, Checkers and Cornhole, and put together a really nice atmosphere for our graduates and their families. It was heartwarming to see all the kids interacting.
  - C. D. Asplen noted that the Senior Dinner was a huge success. Jen Brittingham is the organizer of this event. Not only did we get a large turnout, but 20 extra people showed up! He talked about some of the accomplishments of our students and shared some stories about some of the amazing students that he met at the dinner. The families were truly appreciative of everything we have done for them.
    - A. Butler shared that whole families came wearing t-shirts celebrating their grad!
- XV. Personnel
- A. S. Frank updated the Board on the following information:
  - B. New Hires:
    - 1. Chandra Jones, Mobile Makerspace Specialist
    - 2. Sarah McMickle, Special Education Coordinator
    - 3. Tracey Minniti, Mentor
    - 4. Jeanell Moultrie, Mentor
    - 5. Deanna Piacentini, ICA Teacher
    - 6. John Hulik, Summer School Teacher, Science
    - 7. Alyssa Wright, Summer School Teacher, Math
    - 8. DeAnn Eisenhut, Summer School Teacher, ESY
  - C. Promotions/Position Changes:
    - 1. Amanda Maraz, Biology Teacher
    - 2. Joseph Murphy, ELA Teacher
  - D. Separations:
    - 1. Shirl Vollmer, Special Education Teacher
  - E. M. Strangarity called for a motion to approve the new hires, promotions/position changes, and separations as listed above with salaries as discussed in the Executive Session.

1. Motion to approve the new hires, promotions/position changes, and separations as listed above with salaries as discussed in the Executive Session by G. Light. Seconded by L. Sweeney. Unanimous.

F. Open Positions

1. S. Frank shared the following open positions:
  - a. ICA Teacher
  - b. Special Education Teachers
  - c. English Teacher
  - d. Science Teacher
  - e. Mentor
  - f. Curriculum Coach (posted internally)
  - g. Education Design Lead (posted internally)

XVI. Amendment to the Agenda

1. D. Asplen called for a motion to amend this evening's public agenda to add two line items to the Governance section of the agenda:
  - J. New Audit Firm; Barbacane, Thornton & Company
  - K. COLA Increase 2023-2024 School Year
  - a. Motion to amend this evening's public agenda to add the two line items listed above (J. & K.) to the Governance section of the agenda by G. Light. Seconded by D. Fraatz. Unanimous.

XVII. Governance

A. Fund Balance Allocations

1. R. Schumm explained that the Board has the ability to commit or assign and also uncommit and unassign fund balances at any meeting of the Board of Trustees. The fund balance allocations listed below supersede the previous fund balance assignments and commitments. We are maintaining the same six categories that we had at the end of last year and adding one new category; the ESSER fiscal cliff contingency.

**WHEREAS**, the Achievement House Cyber Charter School's audited fund balance at June 30, 2022 was \$21,765,492, of which \$17,000,000 is assigned, \$4,540,168 is unassigned, and \$225,324 is non-spendable;

**WHEREAS**, the Achievement House Cyber Charter School previously adopted fund balance assignments totaling \$17,000,000, as reflected in the fiscal year 2022 audit;

- \$1,000,000 assigned for facility contingencies.
- \$1,000,000 assigned for technology investments
- \$2,000,000 committed to curriculum and instructional program development
- \$2,000,000 assigned for employee retirement expenditures
- \$4,000,000 assigned for regular education tuition reduction contingency
- \$7,000,000 assigned for special education tuition reduction contingency

**WHEREAS**, the school anticipates that fiscal year 2023 will result in an increase in the total fund balance of no less than \$6,000,000;

**NOW THEREFORE BE IT RESOLVED THAT** the Achievement House Cyber Charter School hereby approves the preliminary 6/30/23 Assigned Fund Balances as follows:

- \$1,000,000 assigned for facility contingencies.
- \$1,000,000 assigned for technology investments
- \$2,000,000 committed to curriculum and instructional program development
- \$2,000,000 assigned for employee retirement expenditures
- \$4,000,000 assigned for regular education tuition reduction contingency
- \$9,000,000 assigned for special education tuition reduction contingency
- \$4,000,000 assigned for ESSER fiscal cliff contingency

2. M. Strangarity called for a motion to approve the Fund Balance Allocations as listed above.
  - a. Motion to approve the Fund Balance Allocations as listed above by L. Sweeney. Seconded by G. Light. Unanimous.

B. Updated Calendar

1. M. Strangarity called for a motion to approve the updated 2023-2024 School Calendar.
  - a. Motion to approve the updated 2023-2024 School Calendar by D. Fraatz. Seconded by L. Sweeney. Unanimous.

C. PSDLAF Investment Resolution

1. M. Strangarity called for a motion to approve the Pennsylvania School District Liquid Asset Fund (PSDLAF) Investment Resolution (Attachment A).
  - a. Motion to adopt the Pennsylvania School District Liquid Asset Fund (PSDLAF) Investment Resolution (Attachment A) by L. Sweeney. Seconded by D. Fraatz. Unanimous.

D. WSFS Signers Resolution

1. M. Strangarity called for a motion to change the signers on the WSFS bank account to include Marilou Strangarity, Kristin Chettle, Don Asplen and Neal Thomas and the signers Nancy Shield and Robert Worn to be removed.
  - a. Motion to change the signers on the WSFS bank account to include Marilou Strangarity, Kristin Chettle, Don Asplen and Neal Thomas and the signers Nancy Shield and Robert Worn to be removed by L. Sweeney. Seconded by D. Fraatz. Unanimous.

E. CAO Signing Bonus

1. M. Strangarity called for a motion to adopt the Chief Academic Officer's signing bonus as detailed in the Executive Session.
  - a. Motion to adopt the Chief Academic Officer's signing bonus as detailed in the Executive Session by L. Sweeney. Seconded B. Maranto. Unanimous.

F. Increase ACT 48 Annual Reimbursement

1. M. Strangarity called for a motion to increase the Act 48 annual reimbursement from \$400 to \$500.
  - a. Motion to increase the Act 48 annual reimbursement from \$400 to \$500 by G. Light. Seconded L. Sweeney. Unanimous.

G. Waiting Period for PTO

1. D. Asplen explained that to be more in compliance with typical human resources policies a waiting period of 30 days before paid time off could be exercised should be put in place.
2. M. Strangarity called for a motion to approve a 30-day waiting period before paid time off (PTO) could be exercised.
  - a. Motion to approve a 30-day waiting period before paid time off (PTO) could be exercised by G. Light. Seconded D. Fraatz. Unanimous.

H. CEO Bonus

1. M. Strangarity called for a motion to approve the CEO bonus as detailed in the Executive Session.
  - a. Motion to approve the CEO bonus as detailed in the Executive Session by G. Light. Seconded D. Fraatz. Unanimous.

I. Principal Bonus

1. M. Strangarity called for a motion to approve the Principal bonus as detailed in the Executive Session.
  - a. Motion to approve the Principal bonus as detailed in the Executive Session by G. Light. Seconded L. Sweeney. Unanimous.

J. New Audit Firm: Barbacane, Thornton & Company

1. M. Strangarity called for a motion to approve the adoption of the new audit firm of Barbacane, Thornton & Company.
  - a. Motion to approve the adoption of the new audit firm of Barbacane, Thornton & Company by G. Light. Seconded D. Fraatz. Unanimous.

K. COLA Increase 2023-2024 School Year

1. D. Aspen explained that the previously submitted proposal of a cost of living adjustment of 8% for all employees has been increased to the amount of 10% for all employees for the 2023-2024 school year.
2. M. Strangarity called for a motion to approve the cost of living adjustment increase of 10% for all employees for the 2023-2024 school year.
  - a. Motion to approve the cost of living adjustment increase of 10% for all employees for the 2023-2024 school year by L. Sweeney. Seconded G. Light. Unanimous.
  - b. M Strangarity shared that the Board is very grateful for all of us and asked that this message of appreciation be passed on to all staff.
  - c. L. Sweeney also added that she is looking at the freshman entering college and so many schools are not educating the students and getting them the skills they need today but noted if they went to Achievement House they do and also thanked everyone.

L. Updated Board Policies:

1. Allowability of Costs Policy
2. Bloodborne Pathogens Exposure Control Policy
3. Cash Management Policy
4. Disposal of Surplus Property Policy
5. ELD Policy
6. Financial Procedures Policy
7. Investment Policy
8. Nondiscrimination in Religion and Culture Policy
9. Procurement Using Federal Funds Policy
10. Social Media Policy
11. Student Code of Conduct Policy
12. Unreserved Undesignated Fund Balance Policy
13. Weapons Policy
14. Student Assistance Program Policy
15. Student Behavior Policy
16. Computer Usage Policy
17. Outside Elective Policy
18. School Copyright Policy
19. Employee Responsibility for Students' Welfare Policy
20. Expulsion Policy
21. Visitation to School, Classroom or Program Site Policy
22. Volunteer Clearance Policy
23. Wellness Policy
24. Whistleblower Policy
25. Students Records Policy
26. Communicable Disease and Immunization Policy
27. Audit Confidentiality for Student Policy
28. Yearbook Consent Form and Policy
29. Truancy Elimination Policy
30. Truancy Elimination for Special Education
  - a. M. Strangarity asked the Board if they would like any of the 30 policies listed above to be voted on or discussed separately.
    - i. Hearing none, M. Strangarity called for a motion to approve the 30 updated board policies listed above.
      1. Motion to approve the 30 updated board policies listed above by G. Light. Seconded by D. Fraatz.

XVIII. New Business

1. M. Strangarity asked if there was any new business and there was none.

XIX. Public Comment

- A. S. Frank gave a shout-out to Dr. Katie Bonesteel for coming up with the idea to use wood scraps from other projects to make keychains, earrings and necklaces using the Glow Forge laser printer to sell during our picnic to make money for our Sunshine Fund. She also gave praises to Susan Deegan-Watson and Kelsey Montgomery for putting together Raffle Baskets that were also sold at the picnic to make money for the Sunshine Fund. The Raffle Baskets raised over \$400! She then explained what the Sunshine Fund was for those who didn't know.
- B. D. Asplen asked Jim Flick to share who has agreed to be a Student Ambassador next year that lives in Reading so he did and noted that we now have 14 new ambassadors joining the 9 returning ambassadors and we are really looking forward to working with them.
- C. N. Thomas added to what S. Frank shared and noted that the keychains, earrings and necklaces were also sold at the Senior Dinner by Angela Alderfer. They were a huge success!
- D. J. Flick thanked the Board for the cost of living increase. He also noted that the Senior Dinner went well and was very excited that we had about 150 people attend. The dinner just keeps getting bigger and bigger every year and each year we need to find new venues. He also shared that lots of teachers are signing up to be on a Cross-Curricular AHOPE group next year. There are a lot of great things happening at the school. He thanked D. Asplen and N. Thomas for giving us the room to do that and the vision to do that.

XX. Adjournment

- A. M. Strangarity called for a motion to adjourn the public Board meeting at 8:30 pm. Our next meeting will be Tuesday, July 18, 2023 at 7:00 p.m.
  - 1. Motion to adjourn the public meeting by D. Fraatz. Seconded by G. Light. Unanimous.

# CERTIFICATION VERIFICATION FORM

PDE-414: 2022-2023

Complete the following information for all professional staff members.

Staff No.	Name of employee (List all names in alphabetical order)	PA Certified Yes/No	Areas of Certification Type of Certificate	Grades Teaching or Serving	All Areas of Assignment Subject Areas Teaching or Services Provided	Number of Hours Worked in Assignment	Percentage of Time in Certified Position	Percentage of Time in Areas Not Certified
1	Alderfer, Angela	Yes	Mid-Level Science, Level II	7-8	Assistant Principal - Emergency Certified	1560	100%	0%
2	Antonucci, Suzanne	Yes	Level I English 7-12 (3230)	7-12	English	1560	100%	0%
3	Barbour, Kathy	Yes	Biology 7-12, Level II	9-12	Environmental Studies, Foundations of Science, Honors Biology, Forensics	1560	100%	0%
4	Barger, Angela	Yes	Level I Biology 7-12	7-12	General Science	1416	100%	0%
5	Berzins, Anna	Yes	Special Ed PK-12, Level II	7-12	Special Ed - Supplemental	1560	100%	0%
6	Bonesteel, Katie	Yes	Music PK-12, Level I	7-12	Music	1560	100%	0%
7	Botes, Kris	No	Licensed Professional Counselor / Certified Addictions Counselor	7-8	Student & Family Support/Guidance Counselor, Grades 7-8, MS Career Readiness	2080	0%	100%
8	Brown, Kim	Yes	Special Ed PK-12, Level II	7-12	Special Ed - Supplemental	1560	100%	0%
9	Bryson, Jocelyn	Yes	Special Ed PK-12, Level II, Elementary K-6	7-12	Special Education - Itinerant	1112	100%	0%
10	Burkhart, Jessica	Yes	Social Studies 7-12, Level I	7-12	CP & Honors Civics, Women in History	1560	100%	0%
11	Byrne, Jodi	Yes	Instructional II English 7-12 (3230)	7-12	Curriculum Coordinator	2080	100%	0%
12	Chovanes, John	Yes	Level II Physics 7-12, Level II Chemistry 7-12	7-12	Science	1760	100%	0%
13	Carr, Jocelyn	Yes	Special Ed PK-12 Level II, Elementary K-6	7-12	Special Ed - Supplemental	1560	100%	0%
14	Chapman, Nicole	Yes	Instructional II Math 7-12	7-12	Math	1560	100%	0%
15	Christie, Michelle	*No	Registered Nurse, Commonwealth of PA	7-12	Part-time Nurse	1560	100%	0%
16	Cohen, Patricia	Yes	Special Ed N-12, Level I, Elementary Ed K-6	7-12	Special Education - Last day 12/2/2022	544	100%	0%
17	Coia, Jennifer	Yes	Level II Special Education PK-12 (9225) Level II Elementary K-6	7-12	Special Education	1560	100%	0%
18	Conley-Vaverchak, Samuel	Yes	Mathematics 7-12, Level I	7-12	CP Algebra 2, Honors Algebra 1, Intro to Algebra, Patterns Puzzles	1560	100%	0%
19	Cordovano, Christianne	Yes	Special Ed PK-8, Level I	7-8	Special Education	1560	100%	0%
20	Curatola, Carmela	Yes	Bus-Computer-Info Tech K-12, Ed Specialist II, Inst Technology PK-12, Level II	7-12	Last day 7/30/2023 - Microsoft Office programs, Web Development	1560	100%	0%
21	Cusick, Kayla	Yes	Level II Grades 5-6 (2826), Level II Grades PK-4 (2825)	7-12	Part-time Teacher - worked as a substitute	601	100%	0%
22	Dake, Aaron	Yes	English 7-12, Level I	7-12	Honors Lit & Comp 2, Advanced 8, Career Lit & Comp 2, ELA 8	1312	100%	0%
23	Dempsey, Stephanie	Yes	Instructional I English 7-12 (3230)	7-12	ELA	1560	100%	0%
24	DeSimone, Doug	Yes	Social Studies 7-12, Level I	7-12	Career US History, Career Civics, Geography & Culture 7, Foundations of Civics	1560	100%	0%
25	Dublin, Paul	Yes	Level II Social Studies 7-12, English 7-12	7-12	Social Studies	1516	100%	0%

Staff No.	Name of employee (List all names in alphabetical order)	PA Certified Yes/No	Areas of Certification Type of Certificate	Grades Teaching or Serving	All Areas of Assignment Subject Areas Teaching or Services Provided	Number of Hours Worked in Assignment	Percentage of Time in Certified Position	Percentage of Time in Areas Not Certified
26	Emrich, Sherri	Yes	Special Ed PK-12, Level II, Elementary Ed K-6	7-12	Special Education	1440	100%	0%
27	Emsurak, Janeen	Yes	Instructional II Elementary K-6 (2810)	7-12	Math Specialist - DOH 10/3/2023	1344	100%	0%
28	Fisher, Christa	Yes	Special Ed 7-12, Level I Social Studies 7-12	7-12	Last day 11/4/2022 - Act 158 Administrator	480	100%	0%
29	Flick, James	Yes	Mathematics 7-12, Level II	10-12	CP & Honors Algebra 2, Probability, Personal Finance	1560	100%	0%
30	Flynn, Callie	Yes	Level II Special Education PK-12, Instructional II Grades PK-4	7-12	Special Education - DOH 8/23	1560	100%	0%
31	Folk, Adam	Yes	Social Studies 7-12, Level I	7-12	American History, Geography & Culture	1560	100%	0%
32	Forwood, Arthur	Yes	Health & PE, Level I	7-12	Fitness and Wellness, Independent Physical Education, PE 1, PE 2, PE 3, PE 4, First Aid, Child Devel	1560	100%	0%
33	Fox, Annette	Yes	Level II Special Education PK-12, Level II Mid-Level Mathematics 6-9	7/12	Special Education - DOH 3/13	520	100%	0%
34	Franks, Laura	Yes	Special Ed PK-12 Level II, Elementary K-6	7-12	Special Education - Itinerant	1560	100%	0%
35	Galie, Angela	Yes	Elementary & Secondary School Counselor PK-12	11-12	Supervisor of Guidance	2080	100%	0%
36	Gaugler, Abigail	Yes	Level I Special Education PK-8; Level I Grades PK-4, 9/6/19 Emergency Permit: LT Sub with Educational Obligation 9/23/21	7-12	Special Education	1560	100%	0%
37	Gottschalk, Shannon	Yes	Level I Biology 7-12	7-12	Tech Ed - DOH 10/3	1344	100%	0%
38	Guy, Andrew	Yes	Social Studies 7-12, Level I	9-12	CP & Honor Civics, Modern World History, Economics, US History	1560	100%	0%
39	Hammar, Brittany	Yes	Level II Special Ed PK-12, Level II Social Student (7-12)	7-12	Special Education - DOH 1/23	800	100%	0%
40	Heme, Jason	Yes	Biology 7-12, Level I	9-12	Career & CP Biology, Life Science	1560	100%	0%
41	Hitt, Crystal	Yes	Reading Specialist, Level I	9-12	Reading Specialist, Language Live A, B & MS	1560	100%	0%
42	Hone, Michael	Yes	Level I Social Studies 7-12	7-12	Social Studies - DOH 8/23	1560	100%	0%
43	Hoynak, Chelsea	Yes	Level I Mathematics 7-12	7-12	Math	1560	100%	0%
44	Kass, Mike	Yes	Special Ed 7-12/Social Studies 7-12/English 7-12, Level II	7-12	Special Education - Itinerant, Transition Coordinator	1560	100%	0%
45	Knuaff, Trina	Yes	Special Ed PK-12 Level II, Elementary K-6	7-12	Director of Special Education	1930	100%	0%
46	Kniha, Kelly	Yes	Mathematics 7-12, Level I	7-12	CP Geometry, Geogebra, Honors Geometry, Algebraic Concepts	1560	100%	0%
47	Longenecker, Nicole	Yes	English 7-12, Level II	11-12	CP & Honors American Lit, CP & Honors Global Lit, Creative Writing, Graphic Novels	1560	100%	0%
48	MacDonald, Chase	Yes	Mathematics 4-8, Social Studies 7-12, Level I	7-8	MS Mathematics	1560	100%	0%
49	Maden, Faith	Yes	Level II Special Education PK-8 (9226), Grades PK-4, Special Education Exp 7-12	7-12	Special Education	1560	100%	0%
50	Maraz, Amanda	Yes	ESL PK-12, Level I	7-12	Beginning, Intermediate, & Advanced EL	1560	100%	0%

Staff No.	Name of employee (List all names in alphabetical order)	PA Certified Yes/No	Areas of Certification Type of Certificate	Grades Teaching or Serving	All Areas of Assignment Subject Areas Teaching or Services Provided	Number of Hours Worked in Assignment	Percentage of Time in Certified Position	Percentage of Time in Areas Not Certified
51	Mastauskas, Katie	Yes	Technology Ed, General Science, Earth & Space, Physics, Level I	7-12	STEM Teacher, School Yard Ventures, Drone courses	1092	100%	0%
52	McCarter-King, Susan	Yes	Level I Grades PK-4, Emergency Permit: LT Sub with Educational Obligation Earth and Space Science 7-12 (8440), Emergency Permit: LT Sub with Educational Obligation General Science 7-12 (8450)	7-12	ICA Graphic Design - DOH 8/23	1560	100%	0%
53	McCarthy-Wesley, Susan	Yes	Mathematics 7-12, Level I	7-12	General Math, Algebraic Concepts, Patterns & Puzzles	1560	100%	0%
54	McGeehan, Matthew	Yes	Level I English 7-12, Math 4-8, Technology Ed PK-12	7-12	Ed Tech	1920	100%	0%
55	Morganheira, Jen	Yes	Level II Special Education PK-12 (9225)	7-12	Special Education	1560	100%	0%
56	Moritz, Lisa	Yes	Math 7-12, Level 1 5/1/11	7-12	Math 8, AP Algebra, Honors Algebra 1, CP Algebra 1	1560	100%	0%
57	Murphy, Joseph	Yes	English 7-12 Level 1, ESL PK-12	7-12	CP Lit Comp 1, Honors Lit Comp 1, Career Lit Comp 1	1560	100%	0%
58	Polsin, Gina	Yes	Earth & Space Science 7-12; General Science 7-12, Level I	7-12	Science 8, Advanced Science 8, Events & Disasters	1560	100%	0%
59	Reighard, Amanda	Yes	English 7-12, Level II	10-12	Career, CP & Honors Lit and Comp 2, 21st Century Writing, Reading Hollywood	1560	100%	0%
60	Renninger, Nicole	Yes	Art, Level I	7-12	Art 1,2 & Independent, Career Readiness 9, 10, 11, Graphic Design, Digital Photography	1560	100%	0%
61	Reynolds, Jessica	Yes	Mathematics 7-12, Level I	7-12	Math 7, Personal Finance, Applications of Algebra, Intro to Algebra	1560	100%	0%
62	Sabatelli, Marie	Yes	English 7-12. Level II	7-8	Advanced ELA 7, English Language Arts, Advanced ELA 8	1560	100%	0%
63	Sapko, Hannah	Yes	Licensed Social Worker	7-12	School Based Counselor	1680	100%	0%
64	Schmick, Paige	Yes	Ment/Phys Handicapped K-12, Mid-Level English, Level II	7-12	Special Ed - Itinerant	1560	100%	0%
65	Smith, Caitlin	Yes	Instructional I Special Education PK-12 (9231), Instructional I Grades PK-4 (2825)	7-12	Special Education - last day 12/16/2022	624	100%	0%
66	Sorbicki, Patrice	*No	Licensed Social Worker	7-12	Social Worker - last day 6/30/2023	1680	100%	0%
67	Spindler, Amber	Yes	Level II Special Ed Teacher PK-12, Level II Reading Spec PK-12	7-12	Special Education - DOH 2/27/23	608	100%	0%
68	Staley, Brian	Yes	Spanish PK-12 & English 7-12, Level II	7-12	Foreign Language Support	660	100%	0%
69	Steiger, Matthew	Yes	Health & Physical Ed. PK-12, Level I	7-12	Team & Individual Sports, Fitness & Wellness 1, Lifetime Physical Activity, HS Health, First Aid	1560	100%	0%
70	Stine, Tara	Yes	Level II Special Education PK-12, Elementary K-6	7-12	Special Education - DOH 8/30	1520	100%	0%
71	Stirling, Kathleen	Yes	Program Specialist - English as a Second Language (ESL) PK-12 (4499)	7-12	PT EL Support Specialist - DOH 11/29	667	100%	0%
72	Strollo, Nicole	Yes	Instructional I Special Education PK-12 (9231)	7-12	Special Education - DOH 2/6/2023	720	100%	0%



Staff No.	Name of employee (List all names in alphabetical order)	PA Certified Yes/No	Areas of Certification Type of Certificate	Grades Teaching or Serving	All Areas of Assignment Subject Areas Teaching or Services Provided	Number of Hours Worked in Assignment	Percentage of Time in Certified Position	Percentage of Time in Areas Not Certified
73	Sweder, Steve	Yes	Social Studies 7-12/Citizenship 7-12, Level I	9-12	CP & Honors Modern World History, CP & Honors US History, Psychology, African American History	1560	100%	0%
74	Szabo, Alexa	Yes	Level 1 Special Education PK-12	7-12	Special Education - last day 6/30/2023	864	100%	0%
75	Thierry, Eva	Yes	Level II Special Ed Teacher	7-12	Special Education	1560	100%	0%
76	Thomas, Neal	Yes	Administrative Principal I PK-12, Health & PE Level II, Mid-Level Science 6-9 Level II, Technology Ed PK-12 Level II	7-12	Principal	2080	100%	0%
77	Throckmorton, Leah	Yes	Special Ed PK-12/MS Science 6-9/English 7-12/MS English 6-9/Biology 7-12, Level II	7-12	Auxiliary Teacher	1053	100%	0%
78	Vollmer, Shirl	Yes	Special Ed PK-12, English 7-12, Level II	7-12	Last day - 6/9/2023, Special Ed - Itinerant	1486	100%	0%
79	Wetzel, Lauren	Yes	Special Ed PK-12, Family-Consumer Sci PK-12, Mid-level English 6-9, Level I	7-12	Special Ed - Itinerant; Family and Consumer Science	1024	100%	0%
80	Williamson, Bruce	Yes	Chemistry 7-12/Physics & Mathematics 7-12, Level II	10-12	Career, CP & Honors Chemistry, CP and Honors Physics - last day 6/30/2023	1560	100%	0%
81	Ziegler, Kayla	Yes	School Counselor PK-12	9-10	School Counselor	2080	100%	0%
82	Zimmerman, Melissa	Yes	Special Ed PK-12, Mathematics 7-12, Level I	7-12	Special Ed - Supplemental; ELA Concepts, Math Concepts	1560	100%	0%
83	Zombek	Yes	Level I Health & Physical Education PK-12 (4805), Instr. I Family-Consumer Sci PK-12	7-12	Health & PE - DOH 8/23	1560	100%	0%

Total Number of Administrators (do not include CEO)

2

Total Number of Teachers

76

Total Number of Counselors

4

Total Number of School Nurses

1

Total Number of Professional Staff

83

Others:

PA Department of Education, 333 Market Street, Harrisburg, PA 17126-0333

**Preliminary Statement of Revenues, Expenditures & Fund Balances**  
**Include ALL Funds**  
**as of June 30, 2023**

Name of School: Achievement House Cyber Charter School

Address of School: 102 Pickering Way, Exton, PA 19380

CEO Signature \_\_\_\_\_

**REVENUES**

<b>6000</b>		<b>REVENUE FROM LOCAL SOURCES</b>	<b>0</b>
			0
<b>6500</b>		<b>EARNINGS ON INVESTMENTS</b>	<b>0</b>
	6510	Interest on Investments and Interest-Bearing Checking Accounts	109,049
	6520	Dividends on Investments	0
	6530	Gains or Losses on Sale of Investments	0
	6540	Earnings on Investments in Real Property	0
	6590	Other Earnings or Investments	0
			0
<b>6600</b>		<b>FOOD SERVICE REVENUE</b>	<b>0</b>
	6610	Daily Sales - Reimbursable Programs	0
	6620	Daily Sales - Non-Reimbursable Programs	0
	6630	Special Functions	0
	6640	Non-Cash Contributions	0
	6650	Price Reduction for Reduced Price and Free Meals (Debit)	0
	6690	Other Food Service Revenues	0
			0
<b>6700</b>		<b>REVENUES FROM STUDENT ACTIVITIES</b>	<b>0</b>
	6710	Admissions	0
	6720	Bookstore Sales	847
	6730	Student Organization Membership Dues and Fees	1,446
	6740	Fees	0
	6750	Student Activity - Special Events	0
	6790	Other Student Activity Income	0
			0
<b>6800</b>		<b>REVENUES FROM INTERMEDIARY SOURCES / PASS THROUGH</b>	<b>0</b>
	6810	Revenue from Local Governmental Units	0
	6820	Revenue from Intermediary Sources - Commonwealth Funds	0
	6830	Revenues from Intermediary Sources - Federal Funds	0
	6890	Other Revenues from Intermediary Sources	0
			0
<b>6900</b>		<b>OTHER REVENUE FROM LOCAL SOURCES</b>	<b>0</b>
	6910	Rentals	0
	6920	Contributions & Donations from Private Sources / Capital Contributions	0
	6930	Gains or Losses on Sale of Fixed Assets (Economic Resource Measurement Focus Only)	0
	6940	Tuition from Patrons	0
	6941	Regular Day School Tuition	0
	6942	Summer School Tuition	0
	6943	Adult Education Tuition	0
	6944	Receipts From Other LEAs in Pennsylvania - Education	21,433,988
	6945	Receipts from Out-of-State LEAs	0
	6946	Receipts from Member Districts - AVTS / Special Program Jointure only	0
	6947	Receipts from Members of Intermediate Units for Education by	0
	6948	Receipts from Members of Intermediate Units for Direct Contributions	0
	6949	Other Tuition from Patrons	0
	6950	Unassigned	0
	6960	Services Provide Other Local Governmental Units / LEAs	0
	6961	Transportation Services Provided Other Pennsylvania LEAs	0

	6969	All Other Services Provided Other Governments and LEAs Not Specified Above	0
	6970	Services Provided Other Funds	0
	6980	Revenue from Community Service Activities	0
	6990	Refunds and Other Miscellaneous Revenue	9,860
	6991	Refunds of a Prior Year Expenditure	0
	6999	Other Revenues Not Specified Above	0
			0
<b>7000</b>		<b>REVENUE FROM STATE SOURCES</b>	<b>0</b>
7100		BASIC INSTRUCTIONAL AND OPERATING SUBSIDIES	0
	7150	Unassigned	0
	7160	Tuition for Orphans and Children Placed in Private Homes	0
	7180	Staff and Program Development	0
			0
7200		REVENUE FOR SPECIFIC EDUCATIONAL PROGRAMS	0
	7210	Homebound Instruction	0
	7220	Vocational Education	0
	7230	Alternative Education	0
	7240	Driver Education - Student	0
	7250	Migratory Children	0
	7260	Workforce Investment Act (WIA)	0
	7270	Specialized Education of Exceptional Pupils	0
	7280	Adult Literacy	0
	7290	Additional Educational Program Revenues	0
			0
7300		REVENUES FOR NON-EDUCATIONAL PROGRAMS	0
	7310	Transportation (Regular and Additional)	0
	7320	Rental and Sinking Fund Payments / Building Reimbursement Subsidy	0
	7330	Health Services (Medical, Dental, Nurse, Act 25)	19,474
	7340	Unassigned	0
	7350	Sewage Treatment Operations / Environmental Subsidies	0
	7360	Safe Schools	0
			0
			0
7400		VOCATIONAL TRAINING OF THE UNEMPLOYED	0
			0
7500		STATE REVENUE NOT LISTED ELSEWHERE IN THE 7000 SERIES OF ACCOUNTS	0
	7502	Dual Enrollment Grants	14,173
	7503	Project 720/High School Reform	0
	7599	Other State Revenue Not Listed Elsewhere in the 7000 Series	0
			0
7600		REVENUE FOR MILK, LUNCH AND BREAKFAST PROGRAMS	0
			0
7800		REVENUE FOR THE COMMONWEALTH'S SHARE OF PAID BENEFITS	0
	7810	State Share of Social Security and Medicare Taxes	0
	7820	State Share of Retirement Contributions	0
			0
7900		REVENUE FOR TECHNOLOGY	0
	7910	Educational Technology	0
	7990	Other Technology Grants	0
			0
<b>8000</b>		<b>REVENUE FROM FEDERAL SOURCES</b>	<b>0</b>
8100		UNRESTRICTED GRANTS-IN-AID DIRECT FROM THE FEDERAL GOVERNMENT	0
	8110	Payments for Federally Impacted Areas - P.L. 81-874	0
	8190	Other Unrestricted Federal Grants-in-Aid Direct from the Federal Government	0
			0
8200		UNRESTRICTED GRANTS-IN-AID FROM THE FEDERAL GOVERNMENT THROUGH THE COMMONWEALTH	0
			0

8300		RESTRICTED GRANTS-IN-AID DIRECTLY FROM THE FEDERAL GOVERNMENT	0
	8310	Payments for Federally Impacted Areas - P.L. 81-815	0
	8320	Energy Conservation Grants - TA and ECM	0
	8390	Other Restricted Federal Grants-in-Aid Directly from the Federal Government	0
			0
8500		RESTRICTED GRANTS-IN-AID FROM THE FEDERAL GOVERNMENT THROUGH THE COMMONWEALTH FOR THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA), NO CHILD LEFT BEHIND (NCLB), VOCATIONAL EDUCATION, CHILD NUTRITION AND CAREER EDUCATION PROGRAMS	0
	8510	Individuals with Disabilities Education Act (IDEA) and No Child Left Behind (NCLB)	255,238
	8520	Vocational Education	0
	8530	Child Nutrition Program	0
	8540	Nutrition Education and Training	0
	8560	Federal Block Grants	548,567
	8570	Unassigned	0
	8580	Child Care and Development Block Grants	0
	8590	Unassigned	0
			0
8600		RESTRICTED GRANTS-IN-AID FROM THE FEDERAL GOVERNMENT THROUGH THE COMMONWEALTH FOR DRIVER EDUCATION, ADULT EDUCATION, CETA, HEADSTART, ENERGY CONSERVATION, WORKFORCE INVESTMENT ACT AND OTHER PROGRAMS	0
	8610	Homeless Assistance Act	0
	8620	Adult Basic Education	0
	8640	Headstart	0
	8650	Unassigned	0
	8660	Workforce Investment Act (WIA)	0
	8670	Unassigned	0
	8680	Unassigned	0
	8690	Other Restricted Federal Grants-in-Aid through the Commonwealth	0
			0
8700		FEDERAL STIMULUS FUNDING	0
	8740	CARES Act, CRRSA Act, and ARP Act Funding	1,014,130
			0
8800		MEDICAL ASSISTANCE REIMBURSEMENTS	0
			0
<b>9000</b>		<b>OTHER FINANCING SOURCES</b>	0
9100		SALE OF BONDS	0
	9110	Bond Issue Proceeds (Gross)	0
	9120	Proceeds from Refunding of Bonds	0
			0
9200		PROCEEDS FROM EXTENDED TERM FINANCING	0
			0
9300		INTERFUND TRANSFERS	0
	9310	General Fund Transfers	0
	9320	Special Revenue Fund Transfers	0
	9330	Capital Projects Funds Transfers	0
	9340	Debt Service Fund Transfers	0
	9350	Enterprise Fund Transfers	0
	9360	Internal Service Fund Transfers	0
	9370	Trust and Agency Fund	0
	9380	Activity Fund Transfers	0
	9390	Permanent Fund Transfers	0
			0
9400		SALE OF OR COMPENSATION FOR LOSS OF FIXED ASSETS	0
			0
9500		Unassigned	0
			0

9600		Unassigned	0
			0
9700		TRANSFERS INVOLVING COMPONENT UNITS AND PRIMARY GOVERNMENTS	0
	9710	Transfers from Component Units	0
	9720	Transfers from Primary Governments	0
			0
9800		INTRAFUND TRANSFERS IN	0
	9810	General Fund Intrafund Transfers	0
	9820	Special Revenue Intrafund Transfers	0
	9840	Debt Service Intrafund Transfers	0
	9850	Enterprise Intrafund Transfers	0
	9860	Internal Service Intrafund Transfers	0
	9870	Trust and Agency Intrafund Transfers	0
	9880	Activity Interfund Transfers	0
			0
			0
<b>TOTAL REVENUES</b>			23,406,771

**Preliminary Statement of Revenues, Expenditures & Fund Balances**  
**Include ALL Funds**  
**as of June 30, 2023**

Name of School: Achievement House Cyber Charter School

Address of School: 102 Pickering Way, Exton, PA 19380

CEO Signature \_\_\_\_\_

Note-Expenditures may be submitted EITHER as accrual or cash basis

**EXPENDITURES**

<b>1000</b>	<b>INSTRUCTION</b>	
1100	REGULAR PROGRAMS - ELEMENTARY / SECONDARY	5,984,932
		0
1200	SPECIAL PROGRAMS - ELEMENTARY / SECONDARY	2,880,015
		0
1300	VOCATIONAL EDUCATION	0
		0
1400	OTHER INSTRUCTIONAL PROGRAMS - ELEMENTARY / SECONDARY	121,166
		0
1600	ADULT EDUCATION PROGRAMS	0
		0
1700	HIGHER EDUCATION PROGRAMS	0
		0
1800	PRE-KINDERGARTEN	0
		0
<b>2000</b>	<b>SUPPORT SERVICES</b>	<b>0</b>
2100	SUPPORT SERVICES - PUPIL PERSONNEL	0
	2110 Supervision of Pupil Personnel Services	0
	2120 Guidance Services	566,583
	2130 Attendance Services	0
	2140 Psychological Services	95,146
	2150 Speech Pathology and Audiology Services	67,118
	2160 Social Work Services	446,757
	2170 Student Accounting Services	0
	2190 Other Pupil Personnel Services	1,637,251
		0
2200	SUPPORT SERVICES - INSTRUCTIONAL STAFF	0
	2210 Supervision of Educational Media Services	0
	2220 Technology Support Services	0
	2230 Educational Television Services	0
	2240 Computer-Assisted Instruction Support Services	0
	2250 School Library Services	0
	2260 Instruction and Curriculum Development Services	0
	2270 Instructional Staff Professional Development Services	13,356
	2280 Nonpublic Support Services	0
	2290 Other Instructional Staff Services	931,723
		0
2300	SUPPORT SERVICES - ADMINISTRATION	0
	2310 Board Services	0
	2320 Board Treasurer Services	0
	2340 Staff Relations and Negotiations Services	0
	2350 Legal Services	52,371
	2360 Office of the Superintendent (Executive Director) Services	268,687
	2370 Community Relations Services	0
	2380 Office of the Principal Services	2,167,986
	2390 Other Administration Services	0

			0
2400		SUPPORT SERVICES - PUPIL HEALTH	74,699
			0
2500		SUPPORT SERVICES - BUSINESS	893,285
	2510	Fiscal Services	0
	2520	Purchasing Services	0
	2530	Warehousing and Distributing Services	0
	2540	Printing, Publishing and Duplicating Services	0
	2590	Other Support Services - Business	0
			0
2600		OPERATION AND MAINTENANCE OF PLANT SERVICES	632,196
	2610	Supervision of Operation and Maintenance of Plant Services	0
	2620	Operation of Buildings Services	0
	2630	Care and Upkeep of Grounds Services	0
	2640	Care and Upkeep of Equipment Services	0
	2650	Vehicle Operations and Maintenance Services (Other than Student Transportation Vehicles)	0
	2660	Security Services	0
	2690	Other Operation and Maintenance of Plant Services	0
			0
2700		STUDENT TRANSPORTATION SERVICES	0
	2710	Supervision of Student Transportation Services	0
	2720	Vehicle Operation Services	0
	2730	Monitoring Services	0
	2740	Vehicle Servicing and Maintenance Services	0
	2750	Nonpublic Transportation	0
	2790	Other Student Transportation Services	0
			0
2800		SUPPORT SERVICES - CENTRAL	0
	2810	Planning, Research, Development and Evaluation Services	0
	2820	Information Services	0
	2830	Staff Services	0
	2840	Data Processing Services	0
	2850	State and Federal Agency Liaison Services	0
	2860	Management Services	0
	2890	Other Support Services Central	0
			0
2900		OTHER SUPPORT SERVICES - CENTRAL	0
	2990	Pass-Thru Funds	0
			0
<b>3000</b>		<b>OPERATION OF NON-INSTRUCTIONAL SERVICES</b>	0
3100		FOOD SERVICES	2,439
			0
3200		STUDENT ACTIVITIES	0
	3210	School Sponsored Student Activities	59,371
	3250	School Sponsored Athletics	0
			0
3300		COMMUNITY SERVICES	0
	3310	Community Recreation	0
	3320	Civic Services	0
	3330	Public Library Services	0
	3340	Custody and Child Care	0
	3350	Welfare Activities	0
	3390	Other Community Services	0
			0
3400		SCHOLARSHIPS AND AWARDS	0
			0
<b>4000</b>		<b>FACILITIES ACQUISITION, CONSTRUCTION AND IMPROVEMENT SERVICES</b>	0
4100		SITE ACQUISITION SERVICES - ORIGINAL AND ADDITIONAL	0
			0

4200	EXISTING SITE IMPROVEMENT SERVICES	0
		0
4300	ARCHITECTURE AND ENGINEERING SERVICES / EDUCATIONAL SPECIFICATIONS DEVELOPMENT - ORIGINAL AND ADDITIONAL	0
		0
4400	ARCHITECTURE AND ENGINEERING SERVICES / EDUCATIONAL SPECIFICATIONS - IMPROVEMENTS	0
		0
4500	BUILDING ACQUISITION AND CONSTRUCTION SERVICES - ORIGINAL AND ADDITIONAL	0
		0
4600	EXISTING BUILDING IMPROVEMENT SERVICES	0
		0
<b>5000</b>	<b>OTHER EXPENDITURES AND FINANCING USES</b>	0
5100	DEBT SERVICE / OTHER EXPENDITURES AND FINANCING USES	0
		0
5200	FUND TRANSFERS	0
		0
5300	TRANSFERS INVOLVING COMPONENT UNITS	0
		0
5400	INTRAFUND TRANSFERS OUT	0
		0
5800	SUSPENSE ACCOUNT	0
		0
5900	BUDGETARY RESERVE	0
		0
		0
<b>TOTAL EXPENDITURES</b>		16,895,081

**TOTAL REVENUES MINUS TOTAL EXPENDITURES = CURRENT FUND  
BALANCE AS OF JUNE 30, 2023**



**Achievement House Charter School**

**Financial Statements  
And  
Independent Auditor's Report**

**Year Ended June 30, 2022**

**Achievement House Charter School  
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Year Ended June 30, 2022**

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## **Independent Auditor's Report**

To the Board of Trustees  
Achievement House Charter School  
Exton, Pennsylvania

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities and the major fund of Achievement House Charter School (the School), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the School's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of Achievement House Charter School, as of June 30, 2022, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Achievement House Charter School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Change in Accounting Principle***

As described in Note 1 to the financial statements, during the year ended June 30, 2022, the School adopted new accounting guidance, GASB Statement No. 87, *Leases*. Our opinion is not modified with respect to this matter.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, governmental fund budgetary comparison schedule, schedule of the School's proportionate share of the net pension liability and contributions and schedule of the School's proportionate share of the net OPEB liability and contributions as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied

certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Achievement House Charter School's basic financial statements. The schedule of expenditures of federal awards as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 6, 2023, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

*SD Associates P.C.*

Certified Public Accountants  
Elkins Park, Pennsylvania

June 6, 2023

# Achievement House Charter School Management's Discussion and Analysis June 30, 2022

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The Board of Trustees of Achievement House Charter School (the School) offers readers of the School's financial statements this narrative overview and analysis of the financial activities of the School for the fiscal year ended June 30, 2022. We encourage readers to consider the information presented here in conjunction with the School's financial statements.

## Financial Highlights

- The School adopted GASB 68 for the year ended June 30, 2015 and is accordingly reporting its share of the June 30, 2022 total PSERS pension liability calculated to be \$3,982,000 (see Note 8).
- The School adopted GASB 75 for the year ended June 30, 2017 and is accordingly reporting its share of the June 30, 2022 total OPEB liability calculated to be \$228,000 (see Note 10).
- Total revenues increased by approximately \$2,835,000 due mainly to an increase in local education agency assistance of \$1,500,000 and federal sources of 1,300,000.
- At the close of the current fiscal year, the School reports an ending general fund balance of \$21,765,492. This balance was the result of a \$7,680,058 surplus for the year ended June 30, 2021.
- The School's unrestricted cash balance at June 30, 2022 was \$19,092,077, representing an increase of \$5,041,057 from June 30, 2021.

## Overview of the Financial Statements

The discussion and analysis is intended to serve as an introduction to the School's basic financial statements. The School's basic financial statements as presented comprise four components: Management's Discussion and Analysis (this section), the basic financial statements, supplementary information, and single audit requirements.

## Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the School's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the School's assets, deferred outflows of resources, liabilities and deferred inflows of resources, with the difference between the components (assets and deferred outflows of resources, less liabilities and deferred inflows of resources) reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the School is improving or deteriorating.

The *statement of activities* presents information showing how the School's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows.

The government-wide financial statements report on the function of the School that is principally supported by subsidies from school districts whose constituents attend the School.

# Achievement House Charter School Management's Discussion and Analysis June 30, 2022

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## Overview of the Financial Statements (Continued)

### **Fund Financial Statements**

A *fund* is a group of related accounts that are used to maintain control over resources that have been segregated for specific activities or purposes. The School, like governmental type entities, utilizes fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The School's two kinds of funds, governmental and proprietary, use different accounting approaches.

Most of the School's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified accrual accounting*, which measures cash and all other *financial* assets that can readily be converted to cash. Such information is useful in assessing the School's financing requirements. In particular, *fund balance* may serve as a useful measure of a government's net resources available for spending for program purposes at the end of the fiscal year.

### **Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

### **Supplementary Information**

The governmental fund budgetary comparison schedule is presented for purposes of additional analysis.

### **Government-Wide Financial Analysis**

Management has adopted Governmental Accounting Standards Board (GASB) Statement 34 which requires a comparative analysis of current and prior periods.

	2022	2021
<b>Assets</b>		
Current assets	\$ 23,649,427	\$ 15,800,217
Noncurrent assets	3,145,643	805,618
	26,795,070	16,605,835
 <b>Deferred Outflows of Resources</b>	 728,812	 722,702



**Achievement House Charter School  
Management's Discussion and Analysis  
June 30, 2022**

**Government-Wide Financial Analysis (Continued)**

<b>Liabilities</b>		
Current liabilities	2,212,155	1,615,890
Long-term liabilities	5,740,936	5,187,893
	<u>7,953,091</u>	<u>6,803,783</u>
<b>Deferred Inflows of Resources</b>	<u>1,724,000</u>	<u>2,872,000</u>
<b>Net Position</b>	<u>\$ 17,846,791</u>	<u>\$ 7,652,754</u>

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the School, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$17,846,791 as of June 30, 2022, an increase of \$10,194,037 from June 30, 2021.

The School's revenues are predominately local school district's funds based on the student enrollment. For the year ended June 30, 2022, the School's total revenue of \$21,315,900 exceeded expenditures of \$11,121,863 by \$10,194,037, an increase of \$183,868 as compared to the preceding year.

	<u>2022</u>	<u>2021</u>
<b>Revenues</b>		
Program revenues		
Local educational agency assistance	\$ 19,092,077	\$ 17,585,932
State sources	46,004	22,836
Federal sources	2,116,039	829,835
General revenues		
Other sources	61,780	42,120
Total revenues	<u>21,315,900</u>	<u>18,480,723</u>
<b>Expenditures</b>		
Instruction	5,532,886	4,225,126
Support services	4,864,689	3,953,842
Noninstructional services	46,185	21,855
Depreciation and amortization	590,362	269,731
Interest expense	87,741	-
Total expenditures	<u>11,121,863</u>	<u>8,470,554</u>
Change in net position	10,194,037	10,010,169
Net position, beginning	7,652,754	(2,357,415)
Net position, ending	<u>\$ 17,846,791</u>	<u>\$ 7,652,754</u>

# Achievement House Charter School Management's Discussion and Analysis June 30, 2022

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## Governmental Fund

The focus of the School's *governmental fund* is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the School's financing requirements. In particular, *fund balance* may serve as a useful measure of a government's net resources available for spending for program purposes at the end of the fiscal year.

The School's governmental fund (the General Fund) reported an ending fund balance of \$21,765,492.

## Budget Variations

The actual revenues represent an increase from budgeted revenues of \$7,035,900 due mainly to increases in local educational agency assistance of \$5,592,077 federal sources of \$1,380,212, state source of \$31,831 and other sources of \$31,780.

Actual expenditures increased \$3,034,433 from the budget due to increases (decreases) as follows:

Instructional services	\$ (707,161)
Support services	484,410
Noninstructional services	31,185
Capital outlay	2,880,387
Debt service	345,612
	<hr/>
	\$ 3,034,433

The variances in capital outlay and debt services are the result of the School adopting GASB Statement No. 87, *Leases* (see Note 6). The adoption was not reflected in the budget for the year ended June 30, 2022.

## Capital Asset and Debt Administration

### Capital Assets

As of June 30, 2022, the School's investment in capital assets for its governmental activities totaled \$1,193,113 (net of accumulated depreciation and amortization). This investment in capital assets includes computer equipment, furniture and fixtures, vehicle, building and leasehold improvements.

Major capital assets purchases during the year included computer equipment of \$861,531 and a vehicle of \$50,722.

### Right to Use Leased Assets

During the year ended June 30, 2022, the School adopted new accounting guidance, GASB Statement No. 87, *Leases*. As of June 30, 2022, the School's right to use leased assets totaled \$1,902,530 (net of accumulated amortization). Additional information on the School's right to use leased assets can be found in Note 6 of this report.

### Long-Term Debt

The School's lease liabilities were \$1,809,156 at June 30, 2022 (see Note 6).

# Achievement House Charter School Management's Discussion and Analysis June 30, 2022

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## **Economic Factors and Next Year's Budgets and Rates**

The School's primary source of revenue, the per student subsidy provided by local school districts, will increase by approximately 5% due to anticipated stable enrollment and increases in the regular education and special education tuition rates of 2%-5%. The School had an average daily membership (ADM) of 981 in 2020-2021 and 1,064 in 2021-2022. The School began utilizing federal COVID grant funds in 2020-2021 and will continue to do so through 2023-2024. While this additional revenue is a positive factor, it is balanced by the dynamic of school districts deducting their own COVID grant fund expenditures from the charter school tuition rate calculation.

## **Future Events that will Financially Impact the School**

Except as listed in the above economic factors, there are no known additional future events that will financially impact the school.

## **Contacting the School's Financial Management**

The financial report is designed to provide interested parties a general overview of the School's finances. Questions regarding any of the information provided in this report should be addressed to the Business Office, Achievement House Charter School, 102 Pickering Way, 2nd Floor, Exton PA 19341.

**Achievement House Charter School**  
**Statement of Net Position**  
**June 30, 2022**

	Governmental Activities
<b>Assets</b>	
Cash and cash equivalents	\$ 20,630,978
Local educational agencies receivable, net of allowance for doubtful accounts	1,627,169
Federal subsidies receivable	1,196,482
State subsidies receivable	19,474
Prepaid expenses	175,324
Property and equipment, net	1,193,113
Right to use leased assets, net	1,902,530
Deposits	50,000
Total assets	26,795,070
<b>Deferred Outflows of Resources</b>	
Deferred outflows of resources	728,812
<b>Liabilities</b>	
Accounts payable	279,138
Local educational agencies payable	341,179
Accrued expenses	1,313,618
Long-term debt	
Due within one year	278,220
Due after one year	1,530,936
Net OPEB liability	228,000
Net pension liability	3,982,000
Total liabilities	7,953,091
<b>Deferred Inflows of Resources</b>	
Deferred inflows resources	1,724,000
<b>Net Position</b>	
Invested in capital assets, net of related debt	1,286,487
Unrestricted	16,560,304
Total net position	\$ 17,846,791

**Achievement House Charter School  
Statement of Activities  
Year Ended June 30, 2022**

<b>Functions</b>	<b>Expenses</b>	<b>Program Revenues</b>		<b>Net (Expense) Revenue and Changes in Net Position</b>
		<b>Charges for Services</b>	<b>Operating Grants and Contributions</b>	<b>Governmental Activities</b>
<b>Governmental Activities</b>				
Instruction	\$ 5,532,886	\$ 9,655,770	\$ 2,162,043	\$ 6,284,927
Support services	4,864,689	9,436,307	-	4,571,618
Noninstructional services	46,185	8,303	-	(37,882)
Depreciation and amortization	590,362	-	-	(590,362)
Interest expense	87,741	-	-	(87,741)
Total governmental activities	<u>\$ 11,121,863</u>	<u>\$ 19,100,380</u>	<u>\$ 2,162,043</u>	10,140,560
<b>General Revenues</b>				
				<u>53,477</u>
<b>Change in net position</b>				10,194,037
<b>Net Position - Beginning of Year</b>				<u>7,652,754</u>
<b>Net Position - End of Year</b>				<u>\$ 17,846,791</u>

**Achievement House Charter School  
Balance Sheet-Governmental Funds  
June 30, 2022**

	General Fund
<b>Assets</b>	
Cash and cash equivalents	\$ 20,630,978
Local educational agencies receivable, net of allowance for doubtful accounts	1,627,169
Federal subsidies receivable	1,196,482
State subsidies receivable	19,474
Prepaid expenses	175,324
Deposits	50,000
Total assets	\$ 23,699,427
<b>Liabilities</b>	
Accounts payable	\$ 279,138
Local educational agencies payable	341,179
Accrued expenses	1,313,618
Total liabilities	1,933,935
<b>Fund Balances</b>	
Nonspendable	225,324
Assigned	17,000,000
Unassigned	4,540,168
Total fund balances	21,765,492
	\$ 23,699,427

**Achievement House Charter School  
Reconciliation of the Balance Sheet of Governmental Funds  
To the Statement of Net Position  
June 30, 2022**

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**Total Fund Balance for Governmental Funds** \$ 21,765,492

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. These assets consist of:

Computer equipment	2,141,845	
Furniture and fixtures	62,096	
Vehicles	84,229	
Leasehold improvements	16,900	
Accumulated depreciation and amortization	<u>(1,111,957)</u>	
		1,193,113

Right to use leased assets used in governmental activities are not financial resources and therefore are not reported in the funds:

Right to use leased assets	1,968,134	
Accumulated amortization	<u>(65,604)</u>	
		1,902,530

Long-term liabilities that pertain to governmental funds are not due and payable in the current period and therefore are not reported as fund liabilities. All liabilities, both current and long-term, are reported in the statement of net position. Long-term liabilities at year end consist of:

Lease liabilities		(1,809,156)
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In the statement of activities, certain operating expenses - pension and OPEB, are measured by the amounts contributed towards future retirement during the current year. In the governmental funds, however, expenditures for these items are measured by the amount of financial resources used. These amounts represent the net pension liability, net OPEB liability and deferred outflows and inflows of resources during the current period.

Pension	(4,857,753)	
OPEB	<u>(347,435)</u>	
		<u>(5,205,188)</u>

**Total Net Position of Governmental Activities** **\$ 17,846,791**

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**Achievement House Charter School  
Statement of Revenues, Expenditures, and Changes in Fund Balance-  
Governmental Funds  
Year Ended June 30, 2022**

	General Fund
<b>Revenues</b>	
Local educational agency assistance	\$ 19,092,077
Federal sources	2,116,039
State sources	46,004
Other sources	61,780
Total revenues	21,315,900
<b>Expenditures</b>	
Instruction	6,286,788
Support services	6,143,897
Noninstructional services	46,185
Capital outlay	2,880,387
Debt service	345,612
Total expenditures	15,702,869
<b>Excess of Revenues Over Expenditures</b>	5,613,031
<b>Other Financing Sources</b>	
Lease liabilities issued	2,067,027
<b>Net Change in Fund Balance</b>	7,680,058
<b>Fund Balance - Beginning of Year</b>	14,085,434
<b>Fund Balance - End of Year</b>	\$ 21,765,492



**Achievement House Charter School  
Reconciliation of the Statement of Revenues, Expenditures, and  
Changes in Fund Balances of Governmental Funds to the  
Statement of Activities  
Year Ended June 30, 2022**

**Net Change in Fund Balances - Total Governmental Funds** \$ 7,680,058

Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation and amortization expense. This is the amount by which capital outlays exceeds depreciation in the current period.

Capital outlays	912,253	
Depreciation and amortization expense	<u>(524,758)</u>	387,495
Right to use leased assets	1,968,134	
Amortization expense	<u>(65,604)</u>	1,902,530

The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction has any effect on net position. This amount is the net effect of these differences in the treatment of long-term debt and related items.

Lease liabilities assumed	(2,067,027)	
Principal payments on long-term debt	<u>257,871</u>	(1,809,156)

Some expenses reported in the statement of activities do not require the use of current financial resources and are not reported as expenditures in governmental funds:

Change in pension expense	1,984,737	
Change in OPEB expense	<u>48,373</u>	2,033,110

**Change in Net Position of Governmental Activities** \$ 10,194,037

# Achievement House Charter School

## Notes to Financial Statements

### June 30, 2022

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#### **Note 1. Background and Summary of Significant Accounting Policies**

Achievement House Charter School (the School) is organized as a nonprofit corporation in Pennsylvania to operate a charter school in accordance with Pennsylvania Act 22 of 1997. The mission of the School is to leverage technology on behalf of students who need a more personalized approach to education to maximize their potential and meet the highest performance standards. This mission is accomplished through a uniquely individualized learning program that combines the best in virtual education with very real connections among students, family, teachers, and the community. The School's charter expired June 30, 2017 and the School has timely filed their renewal application. The Pennsylvania Department of Revenue (PDE) has contracted Temple University to conduct the academic review and PFM to conduct the financial review. This is in addition to the reviews that were done by the 15 member PDE team in 2016. There was no follow up to the 2016 review until the spring of 2022 when Temple and PFM requested updated information and documents and conducted a site visit. There has been no follow up as of May 2023.

The financial statements of the School have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the School's accounting policies are described below.

#### **Government-Wide and Fund Financial Statements**

The government-wide financial statements (the statement of net position and the statement of activities) report on the School as a whole. The statement of activities demonstrates the degree to which the direct expenses of the School's function are offset by program revenues.

The fund financial statements (governmental fund balance sheet and statement of governmental fund revenues, expenditures and changes in fund balance) report on the School's general fund.

#### **Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

Government-Wide Financial Statements:

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred regardless of the timing of the related cash flows. Grants and similar items are recognized as soon as all eligibility requirements imposed by the provider have been met.

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the School considers revenues to be available if they are collected within 60 days of the end of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

# Achievement House Charter School

## Notes to Financial Statements

### June 30, 2022

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#### **Note 1. Background and Summary of Significant Accounting Policies (Continued)**

##### **Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)**

The funds utilized by the School and brief descriptions of their accounting purposes are as follows:

*Governmental Fund* - The fund listed below is the fund through which most governmental functions are furnished.

*General Fund* – The General Fund is the operating fund of the School and accounts for all revenues and expenditures of the School.

Amounts reported as program revenues include a per-student subsidy from local school districts as well as federal and state grants. Internally dedicated resources are reported as general revenues rather than as program revenues.

##### **Method of Accounting**

The School has adopted the provision of Statement No. 34 (“Statement 34”) of the Governmental Accounting Standards Board “*Basic Financial Statements – and Managements’ Discussion and Analysis – for State and Local Governments.*” Statement 34 established standards for external financial reporting for all state and local governmental entities, which includes a statement of net position and a statement of activities. It requires the classification of net position into three components – invested in capital assets, net of related debt; restricted; and unrestricted. These calculations are defined as follows:

- Invested in capital assets, net of related debt – This component of net position consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds are not included in the calculation of invested in capital assets, net of related debt. Rather, that portion of the debt is included in the same net assets component as the unspent proceeds.
- Restricted – This component of net position consists of constraints placed on asset use through external constraints imposed by creditors such as through debt covenants, grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.
- Unrestricted net position – This component of net position typically includes unrestricted liquid assets.

When both restricted and unrestricted resources are available for use, it is the School's policy to use restricted resources first, then unrestricted resources as they are needed for the included program.

##### **Fund Balances - Governmental Funds**

The School follows the provisions of GASB No. 54, Fund Balance Reporting and Governmental Type Definitions, which requires the classification of the School's fund balance into five components: nonspendable, restricted, committed, assigned, and unassigned. These classifications are defined as follows:

# Achievement House Charter School

## Notes to Financial Statements

### June 30, 2022

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#### **Note 1. Background and Summary of Significant Accounting Policies (Continued)**

##### **Fund Balances - Governmental Funds (Continued)**

- Nonspendable - includes amounts that cannot be spent because they are either not spendable in form or are legally or contractually required to be maintained intact. The School classified prepaid expenses and security deposits as being nonspendable as these items are not expected to be converted to cash.
- Restricted - included amounts restricted by external sources, such as creditors or grantors, or by constitutional provision or enabling legislation.
- Committed - includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Board of Trustees.
- Assigned - includes amounts that the School intends to use for a specific purpose, but do not meet the definition of restricted or committed fund balance. The School assigned \$2,000,000 for future expenditures associated with rising state pension costs, \$2,000,000 for curriculum development, \$1,000,000 for technology hardware needs, \$1,000,000 for facility costs, \$7,000,000 for special education revenue reduction contingency and \$4,000,000 for regular education revenue reduction contingency.
- Unassigned - includes all amounts that are not included in other spendable classifications.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the School considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the School considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Board of Trustees has provided otherwise in its commitment or assignment actions.

##### **Budgets and Budgetary Accounting**

Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. An annual budget is adopted for the General Fund.

The Budgetary Comparison Schedule should present both the original and the final appropriated budgets for the reporting period.

##### **Use of Estimates**

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

##### **Concentration of Credit Risk**

Periodically, the School may maintain deposits in excess of the Federal Deposit Insurance Corporation's limit of \$250,000 with financial institutions. Under Pennsylvania Act 72, financial institutions pledge collateral on a pooled basis to secure public deposits in excess of FDIC insurance limits. The School's accounts are covered by this Act.

# Achievement House Charter School

## Notes to Financial Statements

### June 30, 2022

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#### **Note 1. Background and Summary of Significant Accounting Policies (Continued)**

##### **Cash and Cash Equivalents**

For purposes of the Statement of Cash Flows, the School's cash and cash equivalents is considered to be cash on hand and demand deposits.

##### **Deferred Outflows/Inflows of Resources**

The statement of net position includes four components: assets, deferred outflows of resources, liabilities, and deferred inflows of resources.

Deferred outflows of resources represent a consumption of net assets that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then.

Deferred inflows of resources represent an acquisition of net assets that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

##### **Capital Assets**

Capital assets, which include property, plant and equipment, are reported in the government-wide financial statements. All capital assets are capitalized at cost and updated for additions and retirements during the year. The School does not possess any infrastructure. Improvements are capitalized; the cost of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not. The School established a threshold of \$1,500 for capitalization of depreciable assets. Similar items purchased in the same timeframe and items related to the same project or purchase can be pooled together for capitalization and depreciation.

Capital assets of the School are depreciated using the straight-line method over the useful lives of the assets; computer equipment (3 years), furniture and equipment (7 years) and a vehicles (5 years). Leasehold improvements and capital leases are amortized over the term of their respective useful lives or lease terms as determined by the School.

##### **Lease Assets**

Lease assets are valued at the minimum future lease payments. Amortization is based on the lease term (6 years for building).

##### **Advertising Costs**

All costs associated with advertising and promotions are recorded as expenditures in the year incurred.

##### **Income Tax Status**

The School is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Service Code. The School adopted the provisions of ASC 740-10, Accounting for Uncertainty in Income Taxes. Management evaluated the School's tax positions and concluded that the School had taken no uncertain tax positions that require adjustment to the financial statements to comply with the provisions of this guidance. The School files a Return of Organizations Exempt from Income Tax annually. The School's returns for 2019, 2020, and 2021 are subject to examination by the IRS, generally for three years after they were filed.

# Achievement House Charter School

## Notes to Financial Statements

### June 30, 2022

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#### **Note 1. Background and Summary of Significant Accounting Policies (Continued)**

##### **Pensions**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Public School Employees' Retirement System (PSERS) and additions to/deductions from PSERS's fiduciary net position have been determined on the same basis as they are reported by PSERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms investments are reported at fair value.

##### *General Information About the Pension Plan*

##### **Plan Description**

PSERS is a governmental cost-sharing multi-employer defined benefit pension plan that provides retirement benefits to public school employees of the Commonwealth of Pennsylvania. The members eligible to participate in the System include all full-time public school employees, part-time hourly public school employees who render at least 500 hours of service in the school year, and part-time per diem public school employees who render at least 80 days of service in the school year in any of the reporting entities in Pennsylvania. PSERS issues a publicly available financial report that can be obtained at [www.psers.state.pa.us](http://www.psers.state.pa.us).

##### **Benefits Provided**

PSERS provides retirement, disability, and death benefits. Members are eligible for monthly retirement benefits upon reaching (a) age 62 with at least 1 year of credited service; (b) age 60 with 30 or more years of credited service; or (c) 35 or more years of service regardless of age. Act 120 of 2010 (Act 120) preserves the benefits of existing members and introduced benefit reductions for individuals who become new members on or after July 1, 2011. Act 120 created two new membership classes, Membership Class T-E (Class T-E) and Membership Class T-F (Class T-F). To qualify for normal retirement, Class T-E and Class T-F members must work until age 65 with a minimum of 3 years of service or attain a total combination of age and service that is equal to or greater than 92 with a minimum of 35 years of service. Benefits are generally equal to 2% or 2.5%, depending upon membership class, of the member's final average salary (as defined in the Code) multiplied by the number of years of credited service. For members whose membership started prior to July 1, 2011, after completion of five years of service, a member's right to the defined benefits is vested and early retirement benefits may be elected. For Class T-E and Class T-F members, the right to benefits is vested after ten years of service.

Participants are eligible for disability retirement benefits after completion of five years of credited service. Such benefits are generally equal to 2% or 2.5%, depending upon membership class, of the member's final average salary (as defined in the Code) multiplied by the number of years of credited service, but not less than one-third of such salary nor greater than the benefit the member would have had at normal retirement age. Members over normal retirement age may apply for disability benefits.

Death benefits are payable upon the death of an active member who has reached age 62 with at least one year of credited service (age 65 with at least three years of credited service for Class T-E and Class T-F members) or who has at least five years of credited service (ten years for Class T-E and Class T-F members). Such benefits are actuarially equivalent to the benefit that would have been effective if the member had retired on the day before death.

**Achievement House Charter School  
Notes to Financial Statements  
June 30, 2022**

**Note 1. Background and Summary of Significant Accounting Policies (Continued)**

**Pensions (Continued)**

**Contributions**

Member Contributions:

The contribution rates based on qualified member compensation for virtually all members is presented below:

Member Contribution Rates				
Membership Class	Continuous Employment Share	Defined Benefit (DB) Contribution Rate	DC Contribution Rate	Total Contribution Rate
T-C	Prior to July 22, 1983	5.25%	N/A	5.25%
				6.25%
T-C	On or after July 22, 1983	6.25%	N/A	6.25%
T-D	Prior to July 22, 1983	6.50%	N/A	6.50%
T-D	On or after July 22, 1983	7.50%	N/A	7.50%
T-E	On or after July 1, 2011	7.50% base rate with shared risk provision	N/A	7.50%
T-F	On or after July 1, 2011	10.30% base rate with shared risk provision	N/A	10.30%
T-G	On or after July 1, 2019	5.50% base rate with shared risk provision	2.75%	8.25%
T-H	On or after July 1, 2019	4.50% base rate with shared risk provision	3.00%	7.50%
DC	On or after July 1, 2019	N/A	7.50%	7.50%

Shared Risk Program Summary				
Membership Class	Defined Benefit (DB) Base Rate	Shared Risk Increment	Minimum	Maximum
T-E	7.50%	+/- 0.50%	5.50%	9.50%
T-F	10.30%	+/- 0.50%	8.30%	12.30%
T-G	5.50%	+/- 0.75%	2.50%	8.50%
T-H	4.50%	+/- 0.75%	1.50%	7.50%

Employer Contributions:

The School's contractually required contribution rate for fiscal year ended June 30, 2022 was 33.99% of covered payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the School were \$487,106 for the year ended June 30, 2022.

**Other Postemployment Benefits**

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Public School Employees' Retirement System (PSERS) and additions to/deductions from PSERS's fiduciary net position have been determined on the same basis as they are reported by PSERS. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

# Achievement House Charter School

## Notes to Financial Statements

### June 30, 2022

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#### **Note 1. Background and Summary of Significant Accounting Policies (Continued)**

##### **Other Postemployment Benefits (Continued)**

###### *General Information about the Health Insurance Premium Assistance Program*

##### Health Insurance Premium Assistance Program

The System provides Premium Assistance which is a governmental cost sharing, multiple-employer other postemployment benefit plan (OPEB) for all eligible retirees who qualify and elect to participate. Employer contribution rates for Premium Assistance are established to provide reserves in the Health Insurance Account that are sufficient for the payment of Premium Assistance benefits for each succeeding year. Effective January 1, 2002 under the provisions of Act 9 of 2001, participating eligible retirees are entitled to receive premium assistance payments equal to the lesser of \$100 per month or their out-of-pocket monthly health insurance premium. To receive premium assistance, eligible retirees must obtain their health insurance through either their school employer or the PSERS' Health Options Program. As of June 30, 2020 there were no assumed future benefit increases to participating eligible retirees.

##### Premium Assistance Eligibility Criteria

Retirees of the System can participate in the Premium Assistance program if they satisfy the following criteria:

- Have 24.5 or more years of service, or
- Are a disability retiree, or
- Have 15 or more years of service and retired after reaching superannuation age, and
- Participate of the HOP or employer-sponsored health insurance program.

##### Pension Plan Description

PSERS is a governmental cost-sharing multiple-employer defined benefit pension plan that provides retirement benefits to public school employees of the Commonwealth of Pennsylvania. The members eligible to participate in the System include all full-time public school employees, part-time hourly public school employees who render at least 500 hours of service in the school year, and part-time per diem public school employees who render at least 80 days of service in the school year in any of the reporting entities in Pennsylvania. PSERS issues a publicly available financial report that can be obtained at [www.psers.pa.gov](http://www.psers.pa.gov).

##### Benefits Provided

Participating eligible retirees are entitled to receive premium assistance payments equal to the lesser of \$100 per month or their out-of-pocket monthly health insurance premium. To receive premium assistance, eligible retirees must obtain their health insurance through either their school employer or the PSERS' Health Options Program. As of June 30, 2022 there were no assumed future benefit increases to participating eligible retirees.

##### Employer Contributions

The School's contractually required contribution rate for the fiscal year ended June 30, 2022 was 0.80% of covered payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the OPEB plan from the School were \$11,465 for the year ended June 30, 2022.



# Achievement House Charter School

## Notes to Financial Statements

### June 30, 2022

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#### **Note 1. Background and Summary of Significant Accounting Policies (Continued)**

##### **Recently Adopted Accounting Pronouncements**

###### Leases

In June 2017, the GASB issued GASB Statement No. 87, "Leases" ("GASB 87"). The primary objective of the Statement is to enhance the relevance and consistency of information about government's leasing activities by requiring lessees to recognize certain lease assets and lease liabilities on the balance sheet that were previously classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. The Statement also requires disclosures related to the timing, significance, and purpose of a government's leasing arrangements. Under the Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. The standard is effective for fiscal years beginning after June 15, 2021, as per GASB Statement No. 95, which extended the effective date for 18 months.

Effective July 1, 2021, the School changed its method of recognizing operating lease expense in its financial statements to conform with GASB 87. As a result, the cumulative effect of applying the new method retroactively as of July 1, 2021 was the recording of a lease asset and lease liability of \$2,067,027.

###### Subscription-Based Information Technology Arrangements

In May 2020, the GASB issued GASB Statement No. 96, "Subscription-Based Information Technology Arrangements." This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements ("SBITA") for government end users ("governments"). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosure regarding a SBITA. The Statement is effective for fiscal years beginning after June 15, 2022. The School is currently evaluating the Statement and its impact on the financial statements.

#### **Note 2. Cash and Cash Equivalents**

The School's cash and cash equivalents balance at June 30, 2022, was \$20,630,978. The actual amount of cash on deposit in the School's bank accounts at June 30, 2022 was \$20,639,213. Of the amount held at the bank, \$489,695 was insured by the Federal Deposit Insurance Corporation (FDIC) and \$20,149,518 was uninsured and collateralized with securities held by the pledging bank's trust department, not in the School's name.

##### Custodial Credit Risk-Deposits

Custodial credit risk is the risk that in the event of a bank failure, the School's uninsured deposits may not be returned. The School does not have a policy for custodial credit risk.

**Achievement House Charter School**  
**Notes to Financial Statements**  
**June 30, 2022**

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**Note 3. Receivables**

Receivables as of June 30, 2022 consist primarily of subsidies from local, federal and state authorities. All federal and state subsidies receivables are considered collectible due to the stable condition of these programs. The School recorded a reserve of \$25,000 to provide for possible uncollectible receivables from certain school districts. The \$25,000 was applied against Local educational agency assistance revenue on the Statement of Revenues, Expenditures and Changes in Fund Balance-Governmental Funds and Program Revenues on the Statement of Activities for the year ended June 30, 2022.

**Note 4. Capital Assets**

Capital asset activity for the year ended June 30, 2022 was as follows:

	July 1, 2021	Additions	Deletions	June 30, 2022
Computer equipment	\$ 1,280,314	\$ 861,531	\$ -	\$ 2,141,845
Furniture and fixtures	62,096	-	-	62,096
Vehicle	33,507	50,722	-	84,229
Leasehold improvements	16,900	-	-	16,900
	1,392,817	912,253	-	2,305,070
Accumulated depreciation & amortization	587,199	524,758	-	1,111,957
	\$ 805,618	\$ 387,495	\$ -	\$ 1,193,113

Depreciation and amortization expense was \$524,758 for the year ended June 30, 2022.

**Note 5. Funding**

The School receives funding from local public school districts on a monthly basis based on enrollment. The rate of funding per student is determined on an annual basis. The School also receives funding for various federal programs listed on the Schedule of Expenditures of Federal Awards.

**Note 6. Leasing Arrangements**

Lease Assets

A summary of the lease asset activity during the year ended June 30, 2022 is as follows:

**Achievement House Charter School  
Notes to Financial Statements  
June 30, 2022**

**Note 6. Leasing Arrangements (Continued)**

	Balance, 7/1/2021	Additions	Dispositions	Balance, 6/30/2022
Lease Assets:				
Building	\$ -	\$ 1,968,134	\$ -	\$ 1,968,134
Less: Accumulated amortization	-	65,604	-	65,604
Lease assets, net	\$ -	\$ 1,902,530	\$ -	\$ 1,902,530

Amortization expense was \$65,604 for the year ended June 30, 2022.

Lease Liabilities

The lease agreement is summarized as follows:

Description	Date	Payment Terms	Payment Amount	Interest Rate	Total Lease Liability	Balance, 6/30/2022
Building lease	7/1/2021	78 months	variable	4.50%	\$ 2,067,027	\$ 1,809,156

The following is a schedule of minimum lease payments as of June 30, 2022:

Year Ended June 30,	Principal	Interest	Total
2023	\$ 278,220	\$ 75,720	\$ 353,940
2024	299,503	62,765	362,268
2025	321,764	48,832	370,596
2026	345,048	33,876	378,924
2027	369,401	17,851	387,252
2028	195,220	2,570	197,790
	\$ 1,809,156	\$ 241,614	\$ 2,050,770

**Note 7. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At June 30, 2022, the School reported a liability of \$3,982,000 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by rolling forward the System's total pension liability as of June 30, 2020 to June 30, 2021. The School's proportion of the net pension liability was calculated utilizing the employer's one-year reported covered payroll as it relates to the total one-year reported covered payroll. At June 30, 2022, the School's proportion was 0.0097% percent, which was a decrease of .0002% from its proportion measured as of June 30, 2021.

## Achievement House Charter School Notes to Financial Statements June 30, 2022

### Note 7. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

At June 30, 2022, the School reported a liability of \$3,982,000 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by rolling forward the System's total pension liability as of June 30, 2020 to June 30, 2021. The School's proportion of the net pension liability was calculated utilizing the employer's one-year reported covered payroll as it relates to the total one-year reported covered payroll. At June 30, 2022, the School's proportion was 0.0097%, which was a decrease of .0002% from its proportion measured as of June 30, 2021.

For the year ended June 30, 2021, the School recognized pension expense of \$1,497,631. At June 30, 2021, the School reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Net difference between projected and actual investment earnings	\$ 193,000	\$ 1,515,000
Difference between projected and actual experience	3,000	52,000
Difference between employer contributions and proportionate share of total contributions	8,141	-
Contributions subsequent to the measurement date	487,106	-
	\$ 691,247	\$ 1,567,000

The \$487,106 reported as deferred outflows of resources related to pensions resulting from School contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

	Year Ending June 30:	
	2023	\$ (697,868)
	2024	(362,023)
	2025	(99,554)
	2026	(203,623)
	2027	209

### Changes in Actuarial Assumptions

The total pension liability as of June 30, 2021 was determined by rolling forward the System's total pension liability as of the June 30, 2020 actuarial valuation to June 30, 2021 using the following actuarial assumptions, applied to all periods included in the measurement:

# Achievement House Charter School

## Notes to Financial Statements

### June 30, 2022

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#### Note 7. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

##### Changes in Actuarial Assumptions (Continued)

- Valuation Date – June 30, 2020
- Actuarial cost method - Entry Age Normal - level % of pay.
- Investment return - 7.00%, includes inflation at 2.50%.
- Salary growth - Effective average of 4.50%, comprised of inflation of 2.50% and 2.00% for real wage growth and for merit or seniority increases.
- Mortality rates were based on a blend of 50% PubT-2010 and 50% PubG-2010 Retiree Tables for Males and Females, adjusted to reflect PSERS' experience and projected using a modified version of the MP-2020 Improvement Scale.
- The discount rate used to measure the Total Pension Liability decreased from 7.25% as of June 30, 2020 to 7.00% as of June 30, 2021
- Demographic and economic assumptions approved by the Board for use effective with the June 30, 2021 actuarial valuation:
  - Salary growth rate – decreased from 5.00% to 4.50%.
  - Real wage growth and merit or seniority increases (components for salary growth) – decreased from 2.75% and 2.25% to 2.50% and 2.00%, respectively.
  - Mortality rates – Previously based on the RP-2014 Mortality Tables for Males and Females, adjusted to reflect PSERS' experience and projected using a modified version of the MP-2015 Mortality Improvement Scale. Effective with the June 30, 2021 actuarial valuation, mortality rates are based on a blend of 50% PubT-2010 and 50% PubG-2010 Retiree Tables for Males and Females, adjusted to reflect PSERS' experience and projected using a modified version of the MP-2020 Improvement Scale.

The actuarial assumptions used in the June 30, 2021 valuation were based on the results of an actuarial experience study that was performed for the five-year period ending June 30, 2020.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which the best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. The ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

The pension plan's policy in regard to the allocation of invested plan assets is established and may be amended by the Board. Plan assets are managed with a long-term objective of achieving and maintaining a fully funded status for the benefits provided through the pension.

**Achievement House Charter School  
Notes to Financial Statements  
June 30, 2022**

**Note 7. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)**

**Changes in Actuarial Assumptions (Continued)**

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Global public equity	27.00%	5.2%
Private equity	12.00%	7.3%
Fixed income	35.00%	1.8%
Commodities	10.00%	2.0%
Absolute return	8.00%	3.1%
Infrastructure/MLPs	8.00%	5.1%
Real estate	10.00%	4.7%
Cash	3.00%	0.1%
Financing (LIBOR)	-13.00%	0.0%
	100.00%	

The above was the Board's adopted asset allocation policy and best estimates of geometric real rates of return for each major asset class as of June 30, 2021.

**Discount Rate**

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity of the School's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following presents the net pension liability, calculated using the discount rate of 7.00%, as well as what the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.00%) or 1-percentage-point higher (8.00%) than the current rate:

	1% Decrease 6.00%	Current Discount Rate 7.00%	1% Increase 8.00%
School's proportionate share of the net pension	\$ 5,227,000	\$ 3,982,000	\$ 2,933,000

**Pension Plan Fiduciary Net Position**

Detailed information about PSERS' fiduciary net position is available in PSERS Comprehensive Annual Financial Report which can be found on the System's website at [www.psers.pa.gov](http://www.psers.pa.gov).

**Achievement House Charter School  
Notes to Financial Statements  
June 30, 2022**

**Note 7. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)**

**Changes in Actuarial Assumptions (Continued)**

Payables to the Plan

As of June 30, 2022, \$182,000 was payable to the plan for contractually required liabilities.

**Note 8. OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

At June 30, 2022, the School reported a liability of \$228,000 for its proportionate share of the net OPEB liability. The net OPEB liability was measured as of June 30, 2021 and the total OPEB liability used to calculate the net OPEB liability was determined by rolling forward the System's total OPEB liability as of June 30, 2020 to June 30, 2021. The School's proportion of the net OPEB liability was calculated utilizing the employer's one-year reported covered payroll as it relates to the total one-year reported covered payroll. At June 30, 2022, the School's proportion was .0097%, which was a decrease of .0002% from its proportion measured as of June 30, 2021.

For the year ended June 30, 2021, the School recognized OPEB expense of \$36,908. At June 30, 2021, the School reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in proportion	\$ -	\$ 154,000
Changes of assumptions	24,000	3,000
Net difference between projected and actual investment earnings	2,000	-
Difference between employer contributions and proportionate share of total contributions	101	-
Contributions subsequent to the measurement date	11,465	-
	\$ 37,566	\$ 157,000

The \$11,465 reported as deferred outflows of resources related to OPEB resulting from School contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended June 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

# Achievement House Charter School

## Notes to Financial Statements

### June 30, 2022

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**Note 8. OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)**

	Year Ending June 30:	
	2023	\$ (46,974)
	2024	(47,017)
	2025	(23,991)
	2026	(10,000)
	2027	(4,018)
	2028	1,000

**Actuarial Assumptions**

The Total OPEB Liability as of June 30, 2022, was determined by rolling forward the System's Total OPEB Liability as of June 30, 2020 to June 30, 2021 using the following actuarial assumptions, applied to all periods included in the measurement:

- Actuarial cost method - Entry Age Normal - level % of pay.
- Investment return - 2.18% - S&P 20 Year Municipal Bond Rate.
- Salary growth - Effective average of 4.5%, comprised of inflation of 2.50% and 2.00% for real wage growth and for merit or seniority increases.
- Premium Assistance reimbursement is capped at \$1,200 per year.
- Assumed Healthcare cost trends were applied to retirees with less than \$1,200 in premium assistance per year.
- Mortality rates were based on a blend of 50% PubT-2010 and 50% PubG-2010 Retiree Tables for Males and Females, adjusted to reflect PSERS' experience and projected using a modified version of the MP-2020 Improvement Scale.
- Participation rate:
  - Eligible retirees will elect to participate Pre age 65 at 50%
  - Eligible retirees will elect to participate Post age 65 at 70%

The actuarial assumptions used in the June 30, 2021 valuation were based on the results of an actuarial experience study that was performed for the five-year period ending June 30, 2015.

The following assumptions were used to determine the contribution rate:

- The results of the actuarial valuation as of June 30, 2018 determined the employer contribution rate for fiscal year 2020.
- Cost Method: Amount necessary to assure solvency of Premium Assistance through the third fiscal year after the valuation date.
- Asset valuation method: Market Value.
- Participation rate: 63% of eligible retirees are assumed to elect premium assistance.
- Mortality Tables for Males and Females, adjusted to reflect PSERS' experience and projected using a modified version of the MP-2015 Mortality Improvement Scale.



# Achievement House Charter School

## Notes to Financial Statements

### June 30, 2022

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#### Note 8. OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)

##### Actuarial Assumptions (Continued)

Investments consist primarily of short-term assets designed to protect the principal of the plan assets. The expected rate of return on OPEB plan investments was determined using the OPEB asset allocation policy and best estimates of geometric real rates of return for each asset class.

The OPEB plan's policy in regard to the allocation of invested plan assets is established and may be amended by the Board. Under the program, as defined in the retirement code employer contribution rates for Premium Assistance are established to provide reserves in the Health Insurance Account that are sufficient for the payment of Premium Assistance benefits for each succeeding year.

OPEB - Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Cash	79.8%	0.1%
US Core Fixed Income	17.5%	0.7%
Non-US Developed Fixed	2.7%	-0.3%
	100%	

The above was the Board's adopted asset allocation policy and best estimates of geometrical real rates of return for each major asset class as of June 30, 2021.

##### Discount rate

The discount rate used to measure the Total OPEB Liability was 2.18%. Under the plan's funding policy, contributions are structured for short term funding of Premium Assistance. The funding policy sets contribution rates necessary to assure solvency of Premium Assistance through the third fiscal year after the actuarial valuation date. The Premium Assistance account is funded to establish reserves that are sufficient for the payment of Premium Assistance benefits for each succeeding year. Due to the short-term funding policy, the OPEB plan's fiduciary net position was not projected to be sufficient to meet projected future benefit payments, therefore the plan is considered a "pay-as-you-go" plan. A discount rate of 2.18% which represents the S&P 20 year Municipal Bond Rate at June 30, 2021 was applied to all projected benefit payments to measure the total OPEB liability.

##### Sensitivity of the System Net OPEB Liability to Change in Healthcare Cost Trend Rates

Healthcare cost trends were applied to retirees receiving less than \$1,200 in annual Premium Assistance. As of June 30, 2020, retirees Premium Assistance benefits are not subject to future healthcare cost increases. The annual Premium Assistance reimbursement for qualifying retirees is capped at a maximum of \$1,200. As of June 30, 2020, 93,693 retirees were receiving the maximum amount allowed of \$1,200 per year. As of June 30, 2020, 688 members were receiving less than the maximum amount allowed of \$1,200 per year. The actual number of retirees receiving less than the \$1,200 per year cap is a small percentage of the total population and has a minimal impact on Healthcare Cost Trends as depicted below.

**Achievement House Charter School  
Notes to Financial Statements  
June 30, 2022**

**Note 8. OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)**

**Actuarial Assumptions (Continued)**

The following presents the System net OPEB liability for June 30, 2021, calculated using current Healthcare cost trends as well as what the System net OPEB liability would be if health care cost trends were 1 percentage point lower or 1 percentage point higher than the current rate:

	Dollar Amounts in Thousands		
	Current Trend		
	1% Decrease	Trend Rate	1% Increase
System net OPEB liability	\$ 228,000	\$ 228,000	\$ 228,000

**Sensitivity of the School's proportionate share of the net OPEB liability to changes in the discount rate**

The following presents the net OPEB liability, calculated using the discount rate of 2.18%, as well as what the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower (1.18%) or 1-percentage point higher (3.18%) than the current rate:

	1% Decrease	Current Discount	1% Increase
	1.18%	2.18%	3.18%
School's proportionate share of the net OPEB liability	\$ 262,000	\$ 228,000	\$ 201,000

**OPEB plan fiduciary net position**

Detailed information about PSERS' fiduciary net position is available in PSERS Comprehensive Annual Financial Report which can be found on the System's website at [www.psers.pa.gov](http://www.psers.pa.gov).

**Note 9. Grants**

The School participates in numerous state and federal grant programs, which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the School has not complied with the rules and regulations governing the grants, refunds of any money received may be required and the collectability of any related receivable at June 30, 2022 may be impaired. In the opinion of the School, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies.

**Achievement House Charter School**  
**Notes to Financial Statements**  
**June 30, 2022**

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**Note 10. Retirement Plan**

In addition to the PSERS plan, the School provides an alternative plan for employees that do not participate in PSERS through the Achievement House Cyber Charter School 403(b) Plan. Non-PSERS employees participate from the date of employment, with a mandatory minimum contribution of 5%. The School will match the employees' contributions dollar for dollar up to 5% of their compensation. The School's contributions to the plan for the year ended June 30, 2022 approximated \$252,000.

**Note 11. Risk Management**

The School is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The School carries commercial insurance for such risks. There has been no significant reduction in insurance coverage of the School's policies.

**Note 12. Litigation**

The School is, from time to time, involved in claims and lawsuits incidental to its operations. In the opinion of the administration and legal counsel, at this time, the ultimate resolution of these matters will not have an adverse effect of the financial position of the School.

## **Required Supplementary Information**

**Achievement House Charter School  
Governmental Fund Budgetary Comparison Schedule  
Year Ended June 30, 2022**

	<u>Budgeted Amounts</u>		Actual	Variance With Budget
	Original	Final	Revenues/ Expenditures	
<b>Revenues</b>				
Local educational agency assistance	\$ 13,500,000	\$ 13,500,000	\$ 19,092,077	\$ 5,592,077
Federal sources	735,827	735,827	2,116,039	1,380,212
State sources	14,173	14,173	46,004	31,831
Other sources	30,000	30,000	61,780	31,780
	<u>14,280,000</u>	<u>14,280,000</u>	<u>21,315,900</u>	<u>7,035,900</u>
Total revenues				
<b>Expenditures</b>				
Instruction	6,993,949	6,993,949	6,286,788	(707,161)
Support service	5,659,487	5,659,487	6,143,897	484,410
Noninstructional services	15,000	15,000	46,185	31,185
Capital outlay	-	-	2,880,387	2,880,387
Debt service	-	-	345,612	345,612
	<u>12,668,436</u>	<u>12,668,436</u>	<u>15,702,869</u>	<u>3,034,433</u>
Total expenditures				
<b>Excess of Revenue Over Expenditures</b>	1,611,564	1,611,564	5,613,031	4,001,467
<b>Other Financing Sources</b>				
Lease liabilities issued	-	-	2,067,027	2,067,027
	<u>1,611,564</u>	<u>1,611,564</u>	<u>7,680,058</u>	<u>6,068,494</u>
<b>Net Change in Fund Balance</b>				
<b>Fund Balance, Beginning</b>	14,085,434	14,085,434	14,085,434	-
	<u>\$ 15,696,998</u>	<u>\$ 15,696,998</u>	<u>\$ 21,765,492</u>	<u>\$ 6,068,494</u>
<b>Fund Balance, Ending</b>				

See accompanying notes to financial statements.

# Achievement House Charter School Schedule of the School's Proportionate Share of the Net Pension Liability and Contributions

Last 10 Fiscal Years\*

## Schedule of the School's Proportionate Share of the Net Pension Liability PSERS Measurement Date

<b>Fiscal Year</b>	<b>PSERS Net Pension Liability</b>		<b>School's Covered Employee Payroll</b>	<b>School's Proportionate Share of NPL as a % of Covered- Employee Payroll</b>	<b>Plan Fiduciary Net Position as a % of Total Pension Liability</b>
	<b>School's Proportion</b>	<b>School's Proportionate Share</b>			
6/30/2013	0.0355%	\$ 14,532,000	\$ 4,561,478	318.58%	54.49%
6/30/2014	0.0445%	\$ 17,614,000	\$ 5,672,312	310.53%	57.24%
6/30/2015	0.0425%	\$ 18,409,000	\$ 5,474,017	336.30%	54.36%
6/30/2016	0.0263%	\$ 13,033,000	\$ 3,405,398	382.72%	50.14%
6/30/2017	0.0193%	\$ 9,532,000	\$ 2,570,633	370.80%	51.84%
6/30/2018	1.4500%	\$ 6,961,000	\$ 1,952,683	356.48%	54.00%
6/30/2019	1.2100%	\$ 5,661,000	\$ 1,669,835	339.02%	55.66%
6/30/2020	0.9900%	\$ 4,875,000	\$ 1,384,240	352.18%	54.32%
6/30/2021	0.9700%	\$ 3,982,000	\$ 1,365,657	291.58%	63.67%

## Schedule of School Contributions

<b>Fiscal Year</b>	<b>Contractually Required Contributions</b>	<b>Contributions Recognized by PSERS</b>	<b>Contribution Deficiency (Excess)</b>	<b>Covered- Employee Payroll</b>	<b>Contributions</b>
					<b>as a % of Total Covered- Employee Payroll</b>
6/30/2015	\$ 1,060,757	\$ 1,060,757	\$ -	\$ 5,474,017	19.38%
6/30/2016	\$ 849,396	\$ 849,396	\$ -	\$ 3,405,398	24.94%
6/30/2017	\$ 688,487	\$ 688,487	\$ -	\$ 2,570,633	26.78%
6/30/2018	\$ 608,898	\$ 608,898	\$ -	\$ 1,952,683	31.18%
6/30/2019	\$ 547,081	\$ 547,081	\$ -	\$ 1,669,835	32.76%
6/30/2020	\$ 437,198	\$ 437,198	\$ -	\$ 1,384,240	31.58%
6/30/2021	\$ 466,829	\$ 466,829	\$ -	\$ 1,365,657	34.18%

\* This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is complete, available information is presented.

# Achievement House Charter School Schedule of the School's Proportionate Share of the Net OPEB Liability and Contributions

Last 10 Fiscal Years\*

## Schedule of the School's Proportionate Share of the Net OPEB Liability PSERS Measurement Date

<b>Fiscal Year</b>	<b>PSERS Net OPEB Liability</b>		<b>School's Covered Employee Payroll</b>	<b>School's Proportionate Share of OPEB as a % of Covered- Employee Payroll</b>	<b>Plan Fiduciary Net Position as a % of Total OPEB Liability</b>
	<b>School's Proportion</b>	<b>School's Proportionate Share</b>			
6/30/2016	0.0263%	\$ 566,000	\$ 3,405,398	16.62%	5.47%
6/30/2017	0.0193%	\$ 393,000	\$ 2,570,633	15.29%	5.73%
6/30/2018	1.4500%	\$ 302,000	\$ 1,952,683	15.47%	5.56%
6/30/2019	0.0121%	\$ 257,000	\$ 1,669,835	15.39%	5.56%
6/30/2020	0.9900%	\$ 214,000	\$ 1,384,240	15.46%	5.69%
6/30/2021	0.9700%	\$ 228,000	\$ 1,365,657	16.70%	5.30%

## Schedule of School Contributions

<b>Fiscal Year</b>	<b>Contractually Required Contributions</b>	<b>Contributions Recognized by PSERS</b>	<b>Contribution Deficiency (Excess)</b>	<b>Covered- Employee Payroll</b>	<b>Contributions as a % of Total Covered- Employee Payroll</b>
6/30/2018	\$ 15,923	\$ 15,923	\$ -	\$ 1,952,683	0.82%
6/30/2019	\$ 13,929	\$ 13,929	\$ -	\$ 1,669,835	0.83%
6/30/2020	\$ 11,009	\$ 11,009	\$ -	\$ 1,384,240	0.80%
6/30/2021	\$ 11,423	\$ 11,423	\$ -	\$ 1,365,657	0.84%

\* This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is complete, available information is presented.

# Achievement House Charter School

## Notes to Required Supplementary Information

### Year Ended June 30, 2022

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#### **Note 1. Changes in Benefit Terms**

None.

#### **Note 2. Changes in Assumptions**

##### Pensions

The Discount Rate decreased from 7.25% to 7.00%. The inflation assumption was decreased from 2.75% to 2.50%. Payroll growth assumption decreased from 3.50% to 3.25%.

Salary growth changed from an effective average of 5.00%, which was comprised of inflation of 2.75% and real wage growth and for merit or seniority increases of 2.25%, to an effective average of 4.50%, comprised of 2.50% and 2.00% for real wage growth and for merit or seniority increases.

Mortality rates were modified from the RP-2014 Mortality Tables for Males and Females to a blended table based on 50% PubT-2010 Employee (Total Teacher dataset) and 50% PubG-2010 (Total General Employees data), adjusted to reflect PSERS' experience and projected using a modified version of the MP-2020.

For disabled annuitants the rates were modified from the RP-2014 Mortality Tables for Males and Females to Pub-2010 Disability Mortality Non-Safety Headcount Weighted Table, adjusted to reflect PSERS' experience and projected using a modified version of the MP-2020.

##### OPEB

The Discount Rate decreased from 2.66% to 2.18%. The inflation assumption was decreased from 2.75% to 2.50%. Payroll growth assumption decreased from 3.50% to 3.25%.

Salary growth changed from an effective average of 5.00%, which was comprised of inflation of 2.75% and real wage growth and for merit or seniority increases of 2.25%, to an effective average of 4.50%, comprised of 2.50% and 2.00% for real wage growth and for merit or seniority increases.

Mortality rates were modified from the RP-2014 Mortality Tables for Males and Females to a blended table based on 50% PubT-2010 Employee (Total Teacher dataset) and 50% PubG-2010 (Total General Employees data), adjusted to reflect PSERS' experience and projected using a modified version of the MP-2020.

For disabled annuitants the rates were modified from the RP-2014 Mortality Tables for Males and Females to Pub-2010 Disability Mortality Non-Safety Headcount Weighted Table, adjusted to reflect PSERS' experience and projected using a modified version of the MP-2020.



## **Other Reports Required by Government Auditing Standards**



**Independent Auditor's Report on Internal Control  
Over Financial Reporting and on Compliance and  
Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with Government Auditing Standards**

To the Board of Trustees  
Achievement House Charter School  
Exton, Pennsylvania

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of Achievement House Charter School (the School) as of and for the year ended June 30, 2022 and the related notes to the financial statements, which collectively comprise the School's basic financial statements and have issued our report thereon, dated June 6, 2023.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion of the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*SD Associates P.C.*

Certified Public Accountants  
Elkins Park, Pennsylvania

June 6, 2023

## **Single Audit Requirements**

**Achievement House Charter School  
Schedule of Expenditures of Federal Awards  
Year Ended June 30, 2022**

Federal Grantor/ Pass-Through Grantor	Federal Assistance Listing Number	Pass- Through Grantor's Number	Grant Period	Accrued (Deferred) Revenue 7/1/2021	Total Received for the Year	Revenue Recognized	Federal Expenditures	Accrued (Deferred) Revenue 6/30/2022
U.S. Department of Education								
<u>Pass-Through PA Department of Education</u>								
Title I - Improving Basic Programs	84.010	013-221050	7/22/21-9/30/22	\$ -	\$ 287,332	\$ 383,561	\$ 383,561	\$ 96,229
Title I - Improving Basic Programs	84.010	013-211150	7/9/20-9/30/21	33,417	33,417	-	-	-
Title I - Program Improvement Set Aside	84.010	042-211050	7/22/21-9/30/22	-	-	82,244	82,244	82,244
Title I - Program Improvement Set Aside	84.010	042-201050	9/10/20-9/30/21	20,336	20,336	-	-	-
				53,753	341,085	465,805	465,805	178,473
Title II - Improving Teacher Quality	84.367	020-211050	7/22/21-9/30/22	-	24,784	33,702	33,702	8,918
Title II - Improving Teacher Quality	84.367	020-211050	7/9/20-9/30/21	3,435	3,435	-	-	-
Title IV - Student Support and Academic Enrichment	84.424	144-221050	7/22/21-9/30/22	-	17,236	19,900	19,900	2,664
Title IV - Student Support and Academic Enrichment	84.424	144-211050	7/9/20-9/30/21	2,795	2,795	-	-	-
COVID-19 Relief Funding:								
CARES Act-Elementary and Secondary School Emergency Relief Fund	84.425D	200-201050	3/13/20-9/30/22	7,232	23,897	16,665	16,665	-
CARES Act-Elementary and Secondary School Emergency Relief Fund	84.425D	200-211050	3/13/20-9/30/23	-	386,317	546,015	546,015	159,698
American Rescue Plan-Elementary and Secondary School Emergency Relief	84.425U	223-211050	3/13/20-9/30/24	-	143,746	619,410	619,410	475,664
American Rescue Plan-Elementary and Secondary School Emergency Relief 7% Reserve	84.425U	225-211050	3/13/20-9/30/24	-	23,840	46,558	46,558	22,718
<b>Total COVID-19 Relief Funding</b>				<b>7,232</b>	<b>577,800</b>	<b>1,228,648</b>	<b>1,228,648</b>	<b>658,080</b>
<u>Pass-Through Chester County Intermediate Unit</u>								
Title III - Language Instruction For English Learners	84.365	N/A	7/1/21-9/30/22	-	-	3,560	3,560	3,560
Title III - Language Instruction For English Learners	84.365	N/A	7/1/20-9/30/21	3,564	2,823	-	-	741
				3,564	2,823	3,560	3,560	4,301
COVID-19 Relief Funding-American Rescue Plan								
Individuals with Disabilities Education Act Part B	84.027	N/A	7/1/21-6/30/23	-	-	65,559	65,559	65,559
Individuals with Disabilities Education Act Part B	84.027	N/A	7/1/21-9/30/22	-	-	271,828	271,828	271,828
Individuals with Disabilities Education Act Part B	84.027	N/A	7/1/20-9/30/21	66,133	66,133	-	-	-
<u>Pass-Through Pennsylvania Training and Technical Assistance Network</u>								
Individuals with Disabilities Education Act Part B	84.027	N/A	7/1/21-6/30/22	-	7,500	15,000	15,000	7,500
<b>Total Special Education Cluster</b>				<b>66,133</b>	<b>73,633</b>	<b>352,387</b>	<b>352,387</b>	<b>344,887</b>
<b>Total U.S. Department of Education/Federal Awards</b>				<b>\$ 136,912</b>	<b>\$ 1,043,591</b>	<b>\$ 2,104,002</b>	<b>\$ 2,104,002</b>	<b>\$ 1,197,323</b>

See notes to schedule of expenditures of federal awards.

# Achievement House Charter School

## Notes to Schedule of Expenditures of Federal Awards

### Year Ended June 30, 2022

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#### **Note 1. Basis of Presentation**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Achievement House Charter School (the School) under programs of the federal government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the School.

#### **Note 2. Summary of Significant Accounting Policies**

- (1) Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.
- (2) Pass-through entity identifying numbers are presented where available.

#### **Note 3. Indirect Cost Rate**

The School has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.



**Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance**

To the Board of Trustees  
Achievement House Charter School  
Exton, Pennsylvania

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Achievement House Charter School's (the School) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2022. The School's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Achievement House Charter School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the regulations of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's federal programs.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control Over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance.

Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.



Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

*SD Associates P.C.*

Certified Public Accountants  
Elkins Park, Pennsylvania

June 6, 2023

# Achievement House Charter School Schedule of Findings and Questioned Costs Year Ended June 30, 2022

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## A. Summary of Audit Results

1. The Independent Auditor's Report expresses an unmodified opinion on the basic financial statements of Achievement House Charter School.
2. No material weaknesses or significant deficiencies relating to the audit of the financial statements are reported in the Report on Compliance and on Internal Control over Financial Reporting.
3. No instances of noncompliance material to the financial statements of Achievement House Charter School which would be required to be reported in accordance with *Government Auditing Standards* were disclosed during the audit.
4. No material weaknesses or significant deficiencies relating to the audit of major federal award programs is reported in the Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance.
5. The independent auditors' report on compliance for the major federal award programs for Achievement House Charter School expresses an unmodified opinion.
6. There were no audit findings, which were required to be reported in accordance with 2 CFR section 200.516(a).
7. The program tested as a major program was Education Stabilization Fund, Federal Assistance Listing Number 84.425.
8. The threshold for distinguishing Types A and B programs was \$750,000.
9. Achievement House Charter School did not qualify as a low-risk auditee.

## B. Findings-Financial Statement Audit

None.

## C. Findings and Questioned Costs-Major Federal Award Programs Audit

None.



# **Executive Summary BSE Compliance Monitoring Review of the Achievement House Cyber CS**

## **PART I SUMMARY OF FINDINGS**

### **A. Review Process**

Prior to the Bureau's monitoring the week of March 27, 2023, the Achievement House Cyber CS was formally notified of the dates the onsite review would be conducted. Notice and invitation to comment was also provided to the Local Task Force on Right-to-Education. The charter school was informed of its responsibility to compile various reports, written policies, and procedures to document compliance with requirements.

While onsite, the monitoring team employed a variety of techniques to gain an in depth understanding of the charter school's program operations. This included:

- Interviews of charter school administrative and instructional personnel
- Review of policies, notices, plans, outcome and performance data, special education forms and formats, and data reports used and compiled by the charter school (Facilitated Self-Assessment)
- Comprehensive case studies (including classroom observations, student file reviews, and interviews of parents and general and special education teachers).

### **B. General Findings**

In reaching compliance determinations, the Bureau of Special Education (BSE) monitoring teams apply criteria contained in federal and state special education regulations. Specifically, these are:

- Individuals with Disabilities Education Improvement Act of 2004
- 22 Pa. Code Chapter 711
- 34 CFR Part 300

This report focuses on compliance with regulatory requirements and also contains descriptive information (such as interview and survey results) intended to provide feedback to assist in program planning.

### **C. Overall Findings**

#### **1. FACILITATED SELF ASSESSMENT (FSA)**

The team reviewed the FSA submitted by the charter school and conducted onsite verification activities of the information submitted in the FSA. The onsite verification activities included review of policies, notices, procedures, and file reviews.

<b>FSA</b>	<b>In Compliance</b>	<b>Out of Compliance</b>
Assistive Technology and Services; Hearing Aids	2	0
Positive Behavior Support Policy	1	0
Child Find (Annual Public Notice and General Dissemination Materials)	1	0
Confidentiality	1	0
Dispute Resolution (Due process hearing decision implementation)	0	0
Exclusions: Suspensions and Expulsions (Procedural Requirements)	0	0
Independent Education Evaluation	1	0
Least Restrictive Environment (LRE)	1	0
Provision of Extended School Year Services	1	0
Provision of Related Service Including Psychological Counseling	1	0
Parent Training	1	0
Public School Enrollment	1	0
Surrogate Parents (Students Requiring)	1	0
Personnel Training	1	0
Intensive Interagency Approach	0	0
Summary of Academic Achievement and Functional Performance/Procedural Safeguard Requirements for Graduation	1	0
SPP/APR Indicator 13 (Transition)	1	0
Disproportionate Representation that is the Result of Inappropriate Identification	1	0

<b>IMPROVEMENT PLAN REQUIRED*</b>	<b>Yes</b>	<b>No</b>
Effective Use of Dispute Resolution	0	0
Graduation Rates (SPP)	1	0
Dropout Rates (SPP)	0	1
Suspensions (Rates)	0	0
Least Restrictive Environment (LRE) (SPP)	0	1
Participation in PSSA and PASA (SPP)	1	0
Participation in Charter-Wide Assessment	0	1
Public School Enrollment	0	1
Disproportionate Representation that is the Result of Inappropriate Identification	0	1

\*This determination is based on the data used for the monitoring. More recent data provided by the LEA may demonstrate that the LEA does not require an improvement plan for this topic. Please refer to the Corrective Action Verification/Compliance and Improvement Plan for final guidance.

**2. FILE REVIEW (Student case studies)**

The education records of randomly selected students participating in special education programs were studied to determine whether the charter school complied with essential requirements.

The status of compliance of the Achievement House Cyber CS is as follows:

<b>Sections of the FILE REVIEW</b>	<b>In Compliance</b>	<b>Out of Compliance</b>	<b>NA</b>
Essential Student Documents Are Present and Were Prepared Within Timelines	76	6	78
Evaluation/Reevaluation: Process and Content	216	3	561
Individualized Education Program: Process and Content	533	30	237
Procedural Safeguards: Process and Content	113	0	7
<b>TOTALS</b>	<b>938</b>	<b>39</b>	<b>883</b>

### 3. TEACHER AND PARENT INTERVIEWS

Interviews were conducted with parents and teachers of students selected by the BSE for the sample group. The goal is to determine if the charter school involves parents and professionals in required processes (e.g., evaluation, IEP development), whether programs and services are being provided, and whether the charter school provides training to enhance knowledge. Parent and teacher satisfaction with the special education program is also generally assessed.

	<b># Yes Responses</b>	<b># No Responses</b>	<b># of Other Responses</b>
Program Implementation: General Ed Teacher Interviews	233	14	89
Program Implementation: Special Ed Teacher Interviews	283	11	116
Program Implementation: Parent Interviews	140	14	73
<b>TOTALS</b>	<b>656</b>	<b>39</b>	<b>278</b>

### 4. CLASSROOM OBSERVATIONS

Observations are conducted in classrooms of students selected by the BSE for the sample group.

	<b># Yes Responses</b>	<b># No Responses</b>	<b># of Other Responses</b>
Classroom Observations	0	0	0

### 5. EDUCATIONAL BENEFIT REVIEW

	<b>In Compliance</b>	<b>Out of Compliance</b>
Educational Benefit Review		X

## PART II CORRECTIVE ACTION PROCESS

PART I of this report presented an overall summary of findings. In the Appendix to the report, we have provided the detailed findings for each of the criteria of the compliance monitoring document, i.e. FSA, File Reviews, Interviews and Classroom Observations. The detailed report of findings includes:

- Criteria Number
- Statements of all requirements
- Whether each requirement was met, not met, not applicable or other
- Statements of corrective action required for those criteria not met. ***Criteria not met that require corrective action by the charter school are gray-shaded.***

***Charter schools are advised that in accordance with requirements of the Individuals with Disabilities Education Act, all noncompliance must be corrected as soon as possible but in no case later than one year from the date of the monitoring report.*** The BSE is required to verify timely correction of noncompliance, and must report annually to the federal government and the public on this requirement.

Upon receipt of this report, the charter school should review the corrective action and improvement planning required. The report is formatted so that findings from all components of the monitoring are consolidated by topical area. The report lists the finding, and whether corrective action is required. For certain types of findings, corrective action will be prescribed, and will not vary from charter school to charter school. For example, if the finding is that the charter school lacks a specific required policy, it is reasonable to have the BSE prescribe a standardized remedy and timeline for correcting this deficiency. However, the majority of corrective action activities will be individually designed by the charter school based on their own unique circumstances and goals. Consistent with IDEA's general supervision requirements for states, BSE must approve all proposed corrective action.

With respect to the File Review, because students were selected at random, findings are generalized to the entire population of students with disabilities. During the corrective action review, the BSE Advisor will select students at random and will review updated data, i.e. records that were developed subsequent to the monitoring. Consequently, the charter school should approach corrective action on a systemic basis. As indicated above, the charter school is also required to correct student specific noncompliance identified during monitoring under the ICAP process. If there has been a finding of noncompliance in the Educational Benefit Review component, the individual students are identified to the charter school and, because of the significance of the provision of a free appropriate public education (FAPE) to these students; the charter school must take immediate corrective action.

The BSE Adviser will schedule an onsite visit with the charter school within 60 days following issuance of the monitoring report. The BSE Adviser, charter school, and PaTTAN staff will develop a Charter School Corrective Action Verification/Compliance and Improvement Plan. PaTTAN and IU staff are available to assist the charter school.

Upon conclusion of the corrective action process, the charter school will be notified of its successful completion of the monitoring process.

*Special Education Procedures 2022-2023*

Page 2	Scheduling an IEP Meeting Checklist 2022-2023
Page 3	Facilitating an IEP Meeting Checklist 2022-2023
Page 4	Post IEP Meeting Checklist 2022-2023
Page 5	Initial Evaluations Checklist 2022-2023
Page 6	New Student Checklist 2022-2023
Page 7	Out of State Student Checklist 2022-2023
Page 8-9	OVR Checklist 2022-2023
Page 10	Progress Report Checklist 2022-2023
Page 11	Re-Evaluations with New Testing Checklist 2022-2023
Page 12	Re-Evaluation: Review of Records Checklist 2022-2023
Page 13-14	Related Service Guidelines 2022-2023

## Scheduling an IEP Meeting Checklist (2022-2023)

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### \*IEP Revision Meetings:

- For IEP Truancy & Graduation Revisions a formal IEP Meeting is Required
- Related Service IEP Revision Meetings: Discuss with LEA first prior to IEP Revision

### Procedures:

- Contact Parent(s) and/or Guardian(s) of Student to Determine Days and Times of Availability
  - Avoid settling on one date/time, ask for days of week & mornings or afternoons
- Use Scheduling Assistant in Microsoft Outlook: Check LEA & Regular Ed. Availability
  - Check with LEA prior to scheduling an IEP with available date(s)
  - Confirm Date/Time with 1 General Education Teacher
  - Avoid Scheduling During Future Ready, Staff Meetings, and Inservice Days (Check Master Calendar for Block Out Dates)
- Create an IEP Invite (Example: Refer to Template for IEP Invites)
  - Attendees: LEA, Parent(s)/Guardian(s), Student (If 14 years of age during duration of IEP, Special Education Teacher, General Education Teachers on Schedule, School Counselor, Mentor, Related Service Provider(s) if applicable, OVR (if release form has been signed, approved, and returned)
  - Location of Meeting
    - Microsoft Teams Meeting (Unless extenuating circumstance that requires a phone conference)
- Create a Procedural Safeguards Letter (for ALL IEP Meetings & IEP Revisions)
- AHCCS Staff & Related Service Providers Outlook Invite
  - Specify Date, Time, & Location
  - Include Link for IEP Teacher Input Form
  - Attach IEP Invite
- 3 Attempts to Invite Parent(s) &/or Guardian(s) & Student to IEP Meeting
  - 1<sup>st</sup> Attempt: Parent(s) &/or Guardian(s) & Student Outlook Invite
    - Attach IEP Invite, Procedural Safeguards Letter & Notice
  - 2<sup>nd</sup> Attempt: Phone Call to Parent(s) &/or Guardian(s)
  - 3<sup>rd</sup> Attempt: Your Choice (Snail Mail Invite)
- Master Special Education Calendar (Link in Schoology SE Group Resources)
  - Student's First Initial & Last Name & LEA
- Provide IEP Draft and/or PPT at least 24 Hours in Advance to IEP Team Meeting Invitees
  - IEP Draft Watermark (Option in IEPWriter)
  - **\*Note: Do not provide NOREP in Advance**
- Create an IEP Team Meeting PPT for Virtual Meeting



## *Facilitating an IEP Meeting Checklist (2022-2023)*

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### **Reminders:**

- Special Education Case Manager & attendees: Please be on the video during the meeting.
- All IEP Meetings Held in Microsoft Teams
- Provide Link to Virtual Meeting in IEP Invite
- Specify LEA in the Master Special Education Calendar

### **Procedures:**

- Welcome PPT Loaded Prior to Start Time for IEP Meeting
  - Include a place for IEP Team Members to Write Positive Comments
- IEP Draft and/or PPT, IEP Invite, NOREP, Procedural Safeguards Letter, and Ten-Day Waiver
- Beginning the IEP Meeting:
  - Introductions
  - Review Positive Comments
  - Staff Input
    - Excuse Staff Upon Completion with Exception of 1 General Education Teacher & LEA
- Review Draft of IEP via IEP Draft or PPT (Must include each component of IEP)
  - Summarize Each Component
- Conclusion of IEP Meeting:
  - Action Items, Roles, & Deadlines
  - Follow Up Meeting Needed?
  - Signatures: Collect during IEP meeting on all forms (IEP Signature Page, NOREP, IEP Invite, Procedural Safeguards, and Ten-Day Waiver)

### **No IEP meetings:**

- **During school-wide office hours on Friday from 2:00-3:00**
- **In-Service Days**
- **Teacher Work-Days (Grading Days)**
- **Future Ready**
- **During school-wide meetings, and/or Professional Development Days**
- **During Stand-Up Meetings**

## *Post IEP Meeting Checklist (2022-2023)*

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### **Procedures:**

- Make Changes to IEP Draft & Docs to Reflect IEP Team Decisions: Within 3 School Days
- Review IEP Draft & Docs for Errors (Compare w/ IEP Template in Schoology Special Ed. Group)
- Add to finalization spreadsheet: All IEP Docs Are Ready for Your Review within 3 School Days of IEP Meeting
  - If Revisions Are Noted by Your Finalizer: Fix Within 1 School Day, Re-Send
- New Related Services: Complete and submit a Related Service Request Form (in Schoology Special Ed. Group), Email Beth Anne if you would like a copy
- Add Follow-Up Agenda Items to Outlook (if applicable)
- Document Any Essential Item(s) in Ed Insight (if applicable)
- Send Beth Anne Signed Docs from IEP Meeting (IEP Signature Page, NOREP, IEP Invite, Procedural Safeguards' Notice, Ten-Day Waiver: If applicable)
- Once Docs Are Finalized: Email Parent(s) and/or Guardian(s) Final Copies of IEP Docs via Email
- Document in Ed Insight date finalized documents were emailed to Parent(s) and/or Guardian(s)

## *Initial Evaluations Checklist (2022-2023)*

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- ❖ **Initial Evaluations:** Special Education Case Managers will be notified when the initial evaluation has been completed and found eligible for special education.

Upon Receiving New Student Assignment W/ Initial Evaluation:

- IEP Invite: Schedule Meeting Within 30 Calendar Days of the Date of the Report & 10 School Days After Date Report was Provided to Parent/Guardian (Unless Waiver is Signed)
  - The 30-day deadline will be specified in the email

## *New Student Checklist (2022-2023)*

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- Procedures:**
  - Receipt of Notification Email from Beth Anne with attached intake form & other communication notes
    - Example: “\_\_\_\_\_ is now in IEP Writer and updated in Power School. The attached intake form and other communication notes is for his/her new case manager, \_\_\_\_\_.”
  - Within 24 Hours:
    - Welcome Message & Welcome Phone Call
      - Contact Information: Access through Power School
      - Use Welcome Message Template found in Schoology
      - Document in Ed Insight
    - Review Student’s IEP, ER &/or RR in IEP Writer
      - Notify teachers of any unique accommodations required
    - Review Student Intake Form & IEP to Determine a Need for Related Services
      - Complete Related Service Request Form & Email to Beth Anne
  - Within 3 Days:
    - Email Parent & Student the Following Items:
      - OVR Info Email & Release Form
      - Parent & Student Transition Surveys
      - Current Transition Newsletter
      - Add to SE Dept. Parent/Guardian Schoology Page
    - Schedule IEP Meeting: Within 10 Days Following Student Completion of Launchpad
      - Complete a 30 Day NOREP:
        - If IEP is current and you think you need more time to assess the student complete a 30-calendar day NOREP
        - This would provide 30 calendar days following student completion of Launchpad
          - **Exception:** If student has upcoming deadline for their IEP or RR that deadline takes precedence regardless of Launchpad Orientation Completion status. This will be noted on the Student Intake form.
  - Send IEP Invite
    - Follow “Scheduling an IEP Meeting Procedures”

## *Out of State Student Checklist (2022-2023)*

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- ❖ **Out of State Students:** Trina will complete a PTE Consent Form upon intake. Beth Anne will begin the evaluation process once parental/guardian consent has been obtained. The SE Case Manager will email the Evaluation Report to the parent with a cover letter upon finalization. Beth Anne will notify the Special Ed. Case Manager.

While Waiting for Evaluation to be Completed...

- Create a PWN/NOREP: Indicate services that will be provided until an evaluation has been completed
- IEP Invite: Schedule Meeting Within 30 Calendar Days of the Date of the Report & 10 School Days After Date Report was Provided to Parent/Guardian (Unless Waiver is Signed)

## OVR Checklist: 2022-2023

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OVR Shared Spreadsheet: [22-23 Tracker.xlsx](#)

### Reminders:

- **14 Years & Up: Complete an OVR Waiver Form (Schoology Special Ed.)**
  - Required for OVR eligibility consideration (2 Years to Exit)
  - PETS Services (Pre-Employment Transition Services: 14 & up)
  - Early OVR Services (7<sup>th</sup> grade and up)
- **2 Years to Exit: Complete Pre-OVR Application (Directions in Schoology Special Ed.)**
  - Special Education Case Manager will provide this to parent(s) and/or guardian(s) & student
- **OVR is willing to attend IEP Meetings**
- **It is not guaranteed a student will qualify for OVR services however any student with any type of documented disability does qualify for PETS services**

### Procedures;

- For students 14 years of age during the duration of an IEP must have an OVR statement on the IEP Invite and post-secondary transition section of the IEP
- Send an OVR Release Form, Letter (Attached) to all Students & Info Brochure
  - If student is anticipated to graduate in 2 years or less include the OVR Pre-Application
- Document on the OVR Shared Spreadsheet date release form was mailed, return date (if applicable), approval or disapproval (if applicable)
  - Document if parent(s) and/or guardian(s) or student completes the OVR Pre-Application
- Only For Students Who Parent and/or Guardian Returned OVR Release Form & Approved:** Send IEP Invite to [RA-LIOVR-CYB-IEP-INV@pa.gov](mailto:RA-LIOVR-CYB-IEP-INV@pa.gov) for students aged 14 and older
  - Include the following:
    - Student First & Last Name
    - D.O.B.
    - Grade Level
    - If the student has a primary disability of Blindness or Visual Impairment
    - Any previous OVR involvement
    - School District of Residence
    - Zip code of Residence

- Cyber School Contact Information (name, phone, email)
- Date of IEP Meeting & Location, include link
- Signed OVR Release Form from Parent and/or Guardian

**\*Sample OVR Letter**

Dear Parent(s) and/or Guardian(s),

I have attached an Office for Vocational Rehabilitation (OVR) Permission Slip to allow the school to invite OVR to your child's IEP meeting. This OVR Permission Slip also allows your child to participate in Pre-Employment Transition Services here at Achievement House Cyber Charter School provided by OVR. OVR is a free agency that can provide a wide range of supports for your child. I encourage parent(s) and/or guardian(s) to approve the permission slip to allow OVR to attend your child's IEP meeting to discuss what type of services they may be able to provide your child. OVR has provided students with scholarships after high school, a job coach, employment skills training, financial and academic supports while attending a technical, trade, or college after high school, and a variety of other supports.

Please reach out if you have any questions about OVR or the process to have your child considered for eligibility for services. I am attaching some information to this email about OVR. If your child is graduating high school in two years or less, please feel free to fill out the OVR Pre-Application. I am more than willing to help you through each step of the process.

Thank you,

{Special Education Teacher Name}

{Phone Number(s)}

{Email}

## Progress Report Checklist (2022-2023)

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**Deadlines: Provide PDF Reports to Your LEA via Email for all Students on Your Caseload**

**Quarterly Progress Report Dates:**

	Start Date	Mid Quarter	End Date	Progress Report Workday	Progress Report Deadline
<b>Quarter 1</b>	August 31	September 30	November 4	November 10	November 16
<b>Quarter 2</b>	November 7	December 22	January 20	January 30	February 3
<b>Quarter 3</b>	January 23	February 24	March 31	April 4	April 13
<b>Quarter 4</b>	April 3	May 5	June 9	June 1	June 9

**Reminders:**

- **Every student must have progress monitoring data each quarter for each goal**
- **Revise goals that are not feasible to collect data**
- **Assure goals fit AHCCS' program & services**
- **Do not rely on tutors & PCAs to complete progress monitoring data for academic related goals. It ultimately falls on the Special Ed. Case Manager.**
- **If Related Service Providers (OT, Speech, Counseling, etc.) do not input progress reports in IEPWriter by the given deadline notify Beth Anne & Trina ([bstork@achievementcharter.com](mailto:bstork@achievementcharter.com), [tkauff@achievementcharter.com](mailto:tkauff@achievementcharter.com))**

**Self-Checklist for Goals;**

- Tri-weekly data (at minimum)
- Must be relevant to specific goal
  - Example: If based on AIMSWeb points, complete an AIMSWeb probe
  - Example: If based on three consecutive assignments provide data that shows three consecutive assignments w/ points & grades earned
- Dates must accompany each progress monitoring data point
- If based on assignments: Include assignment names w/ points
- Document dates attempted to progress monitor, and mode of contact(s)
- Document intervention(s) for goals students are not showing progression
- Progress report letter to parent(s) &/or guardian(s)
- IEP revision for goals met (Provide list to LEA, do not need to complete a formal IEP Meeting), follow typical IEP revision procedures (See Schoology Special Education Group)
  - Implement a new goal to reflect new baseline
- Submit progress reports by deadline (stated above)
  - Make corrections within 2 school days: Send to LEA for final approval
- If unable to print progress reports at office send to [bstork@achievementcharter.com](mailto:bstork@achievementcharter.com)



## *Re-Evaluations w/ New Testing Checklist (2022-2023)*

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### ❖ **Re-Evaluation With New Testing:**

#### **(Advised to Begin 5 Months in Advance of Deadline if possible)**

- New Testing Recommended by Special Ed. Case Manager
  - May Want to Consider New Testing if...
    - Previous re-evaluation did not have new testing
    - If student is struggling with existing supports in place
    - Demonstrating signs of another disability category
- New Testing Requested by Parents
  - Special Ed. Case Manager: Complete a Referral to Beth Anne within 24 Hours of Request by Parent/Guardian
  - 60 Day Timeline Begins Upon Receipt of Signed Permission to Re-Evaluation w/ New Testing
    - The Re-Evaluation Report & IEP Meeting Must Fit Within this Window

#### **Procedures:**

- Assure Date of Report Meets 2 and/or 3 Year Deadline for Re-Evaluation
  - 2 Year Deadline: Students w/ Intellectual Disability
  - 3 Year Deadline: Students Without A Documented Intellectual Disability
- Complete a Referral Form via the link in Schoology (Special Ed. Group Resources)
  - Trina: Will complete a PTRE Consent form
  - If Parents Do NOT Sign: We will have to complete a Review of Records
  - If Parents Do Sign: The 60 Day Timeline Begins Date Received by Beth Anne
    - Beth Anne: Contacts Evaluators & Either Beth Anne or the Evaluator will Request Information from Special Ed. Case Manager
    - Upon Completion of Re-Evaluation W/ New Testing the Evaluator will Place Report in IEP Writer & Notify Case Manager
- Send Re-Evaluation Report to Parent/Guardian Along with IEP Invite & Procedural Safeguards' Notice
  - IEP Invite: Schedule Meeting Within 30 Calendar Days of the Date of the Report & 10 School Days After Date Report was Provided to Parent/Guardian (Unless Waiver is Signed)

## *Re-Evaluation-Review of Records Checklist (2022-2023)*

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- ❖ **Review of Records: For students who do not require further testing, and did not previously have a Review of Records for their last 2 -or- 3-year (Re) Evaluation, \*Does not require parent permission**

### **Procedures:**

- Locate the Review of Records Template in the Special Education Schoology Group
- Create Review of Records in IEP Writer w/ Alignment to Template
- Assure Date of Report Meets 2 &/or 3 Year Deadline for Re-Evaluation
  - 2 Year Deadline: Students w/ Intellectual Disability
  - 3 Year Deadline: Students Without A Documented Intellectual Disability
- Send to LEA for Review
  - Correct Revisions w/In 1 day, Resend
- Once Approved by LEA: Send Review of Records to Parent via Email Along with IEP Invite & Procedural Safeguards' Notice
  - IEP Invite: Schedule Meeting Within 30 Calendar Days of the Date of the Report & 10 School Days After Date Report was Provided to Parent/Guardian (Unless Waiver is Signed)
- \*ROR – You can complete an IEP revision versus a formal meeting, if desired and/or agreed upon by the parent/guardian.

## 2022-2023 Related Service Guidelines

*Please note:*

- ❖ *Unique situations will be reviewed on an individual basis during IEP team meetings*
- ❖ *Review the Student Intake Form to determine a need for services upon enrollment*
- ❖ *Complete a referral for each new service for newly identified & enrolled students*

### **Related Service Procedures**

- ❖ *The implementation of related services will be discussed during IEP team meetings.*
- ❖ *Please review the Student Intake Form to determine a need for services upon enrollment. If the student has a service, please submit a related service referral through the Schoology Special Ed. Department page after talking with the parent/guardian and/or student to see if they wish to continue their service here at Achievement House. Either way, we will document in the IEP to show that we will continue to offer the service.*
- ❖ *A discussion with the IEP team must occur for **all** new related services prior to completing an IEP revision and submitting a referral.*
- ❖ *A discussion with the IEP team must occur before changing the frequency and/or duration of a related service.*

### **Frequency &/or Duration of Services**

- ❖ *We do not have a set frequency/duration a student should start with. It should be based on data, the recommendation given in an evaluation, or what the student was previously receiving at their prior district. All decisions are individualized based on a student's academic and/or functional need.*

### **Related Services & Measurable Annual Goals**

- ❖ *You must have a measurable annual goal to accompany a related service. This allows the IEP team to determine if the related service is helping a student progress, and if any changes in the type of service, duration, or frequency are needed.*
- ❖ *The Special Education Teacher is responsible for collaborating with the related service provider to assure the measurable annual goal meets compliance guidelines.*

### **Setting**

- ❖ *Related services can be provided virtually and/or in the home setting.*

### **Bi-Weekly Contacts w/ Related Service Providers**

- ❖ *Bi-weekly contacts with related service providers are required to check on how a student is progressing with the service.*

- ❖ *Please refer to the related service spreadsheet in the department's Schoology group page in the resource section for contact information for each provider.*

***Communication w/ Director of Special Education &/or Special Ed. Coordinator***

- ❖ *Contact the Director of Special Education &/or Special Ed. Coordinator regarding any parent/guardian and/or student concerns regarding related services.*

## Artificial Intelligence Overview

Presenters: Elements of AI/Minna Learn

### **Agenda:**

3-2-2023

- What is AI?
- AI Problem Solving
- Real World AI
- Machine Learning
- Neural Networks
- Implications

**AHCCS Attendees:** AHCCS Special Education & Regular Education Staff

## PASA Training

Presenters: PASA/DLM Staff

### **Agenda:**

01-04-2023

- 2022-2023 PASA Important Dates/Timeline
- Getting Ready Training
- Eligibility Criteria
- PA Training & Technical Assistance Network
- Contact Information

**AHCCS Attendees:** AHCCS Special Education Staff

## Safe In Home Supports

Presenters: David Thom / ARC of Chester County

### **Agenda:**

10-12-2022

### **Overview of the Program & Community Options**

Individualized In-Home Supports (IHS) focuses on providing individuals with disabilities support based on their abilities and interests.

The Arc of Opportunity provides choices for individuals with disabilities to live in a home where they will be comfortable, whether in a private apartment, the home of a family member or caregiver, or a group home. The program supports people who have brain injuries, physical, intellectual or developmental disabilities, autism, and seniors.

**AHCCS Attendees:** Mike Kass, Transition Coordinator

## Special Needs Trusts

Presenters: ARC of Chester County

### **Agenda:**

3-1-2023

- What is a trust?
- How do I know if I need it?
- Funding a Trust
- Parameters

**AHCCS Attendees:** Mike Kass, Transition Coordinator



## Autism & the Predictive Mind

Presenters: Dr. Peter Vermeulen/AEP

### **Agenda:**

10-19-2022

AGENDA 8:30 – 10:00: From a stimulus-response model to predictions: a description of the predictive mind, prediction and prediction errors 10:00 – 10:15: break 10:15 – 11:45: The predictive mind in autism: what are the scientific findings and how can they change the autism interventions 11:45 – 12:15: lunch 12:15 – 1:45: The predictive mind and sensory issues in autism: hyper- and hypo-reactivity 1:45 – 2:00: break 2:00 – 3:10: The predictive mind and social communication issues in autism: pushing the context button 3:10 – 3:30: Q&A – discussion

**AHCCS Attendees:** Faith Maben, Special Ed. Teacher

# **Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training**

Presenters: PA Child Welfare Resource Center Staff/Pitt University

**Agenda: (3-hour overview to recertify educators)**

September 6, 2022

- Who is a Mandated Reporter?
- What is a Mandated Reporter?
- What is Child Abuse?
- Legal Definitions & Categories of Abuse
- Indicators of Abuse
- Mandated Reporting Obligations
- Report Procedures/Contacts
- Protections for Those Who Report
- Liabilities for Failing to Report

**AHCCS Attendees:** AHCCS Special Education & Regular Education Staff (Who are not currently certified)

## Conflict Resolution Skills

Presenters: PATTAN

**Agenda:** Discuss conflict management skills, Explain how we deal with conflict determines the outcome, Identify positive ways to handle conflict

9-29-2022

**AHCCS Attendees:** Jennifer Coia

IEP Institute Refresher on Behavior in the IEP

Presenters: CCIU Staff

**Agenda:**

10-17-2022

- Functional Behavioral Assessment
- NOREP Versus Permission to Re-Evaluate Consent Form
- Positive Behavior Support Plan
- Related Services
- Questions/Concerns

**AHCCS Attendees:** Sherri Emrich, SE T.O.S.A.

Digital Interactive Notebook  
Presenters: Jodi Byrne & CCIU

**Agenda:**

2-6-2023

- What is a Digital Interactive Notebook?
- Digital Interactive Notebook page examples
- Resources
- Purpose
- Questions/Concerns

**AHCCS Attendees:** AHCCS Special Education & Regular Education Staff

## CareerSafe Training

Presenters: Sharyn Fisher/Career Safe

### **Agenda:**

09-16-2022

- Overview of CareerSafe
- CareerSafe Cert for Students
- OSHA Training Options

**AHCCS Attendees:** Mike Kass, Transition Coordinator

## Life Planning

Presenters: Michelle Leahy

**Agenda:** Discuss planning for student's futures after high school-disability, SSI, trusts

10-20-2022

**AHCCS Attendees:** Mike Kass, Transition Coordinator

## Nuts & Bolts of Job Coaching

Presenters: PATTAN

**Agenda: (5 hours online training – Schoology)**

10-10-2022

### Objectives

At the end of this training, participants will be able to:

- Describe the responsibilities and competencies needed to support transition-aged students build work-related skills in community-based settings
- Identify relevant Labor Laws and implications when supporting students in employment settings
- Apply and implement strategies to provide community-based employment education to students with disabilities
- Reflect on personal skills and practices to identify strengths and areas for growth

**AHCCS Attendees:** Eva Thierry



## SSI SSDI Disability Benefits

Presenters: Jodi Byrne

### **Agenda:**

02-22-2023

- Overview of Social Security Disability Benefits
- Criteria
- Definition of Disability
- Benefits Eligibility Screening Tool
- Appeal Request
- Questions/Concerns

**AHCCS Attendees:** Mike Kass, Transition Coordinator

## Achieve 3000 Training

Presenters: Achieve 3000, Molly Lupino

### **Agenda: (1-hour)**

10-12-2022

- Overview of Achieve 3000
- Understanding Lexile Levels
- Using Data to Develop Interventions
- Assigning Lessons
- Allowing Choice
- Questions/Concerns

**AHCCS Attendees:** AHCCS Special Education & Regular Education Staff

## Micro-Level Writing Strategy

Presenters: Jennifer Collins

### **Agenda:**

09-29-2022

This session will focus on the use of instructional strategies to support micro-level writing instruction at the secondary level (grades 4-12) for students who struggle with writing skills. While handwriting, keyboarding, and spelling will be discussed, emphasis will focus on how to explicitly teach sentence analysis and construction using the “Identify-Expand-Combine- and Create” strategy. Other strategies, including the use of grammar building charts and sentence unscrambling, will be presented.

**AHCCS Attendees:** Laura Franks, Special Education Teacher

## Pete & C Training

Presenters: Vary dependent on session attended

### **Agenda:**

#### **02-13-2023 – 02-15-2023**

- Attendee & Exhibitor Registration
- Sunday Concurrent Sessions
- Vendor Presentations/Hospitalities
- Welcome Reception
- Keynote
- Exhibits Open
- Sessions A-D
- Member Organizations' Events
- Session E
- PA Invention Convention
- Session F
- Dedicated Exhibit Time
- Session G-I
- Tuesday Night Event
- Session J-L
- Keynote

**AHCCS Attendees:** Faith Maben, Life Skills Teacher

## Plagiarism, Copyright, and Public Domain

Presenters: CCIU

### **Agenda:**

2-8-2023

- Definitions of Plagiarism, Copyright, and Domain
- Legal Information

**AHCCS Attendees:** AHCCS Special Education & Regular Education Staff

## Teaching Digital Citizenship Training

Presenters: Common Sense Educator

### **Agenda:**

6-15-2023

- Top Concerns for Schools
- 21<sup>st</sup> Century Skills
- Training for Educators
- Family Outreach

**AHCCS Attendees:** Jocelyn Bryson, Special Ed. Teacher

**Special Education Department**  
**2022-2023 Parent Training Series**

(Posted on the AHCCS SE Department Parent & Student Schoology Group page)

*All live workshops will occur **at 1:30 & 7:00 PM via the following link.***

<https://us.bbcollab.com/guest/d718236c19c04a969f4e884c72f17989>

**August 30, 2022**

- Welcome Letter to Parent(s)/Guardian(s)
- You Tube Video Training: “Overview of AHCCS Special Education Programs”
  - **Agenda:**
    - **Special Education Department Contacts & Resources**
    - **Schoology Parent & Student Pages**
    - **AHCCS Special Education Parent Advisory & Student Advisory Committees**
    - **Emotional Support Program**
    - **Life Skills Program**
    - **Learning Support Program**
    - **Other programs & services offered.**
    - **Questions/Concerns – Contact Information**
  - **Attendance: Unable to record attendance for this type of training**
- You Tube Video Training: “Office of Vocational Rehabilitation (OVR)”
  - **Agenda:**
    - **OVR Overview**
    - **Types of Services & Programs Offered**
    - **County Contacts**
    - **Pre-Application Process**
    - **Questions/Concerns – Contact Information**
  - **Attendance: Unable to record attendance for this type of training**
- Quarter 1 Newsletter – Emailed to parent(s) and/or guardian(s) and student

**September 14, 2022**

- Email:

- You Tube Video Training: “Parent/Guardian Role in the IEP Meeting”
  - **Agenda:**
    - **Purpose of the IEP Meeting**
    - **IEP Team**
    - **Self-advocating for Your Child**
    - **Breakdown of IEP components & Look “fors”**
    - **Specially Designed Instruction**
    - **Related Services**
    - **Frequency of IEP Meetings**
    - **Questions/Concerns – Contact Information**
  - **Attendance: Unable to record attendance for this type of training**
- You Tube Video Training: “Academic Truancy: What should I do if my child refuses to complete schoolwork?”
  - **Agenda:**
    - **Mid-quarter & End-of-Quarter Deadline**
    - **Schoology Parent View**
    - **Related Services’ Support**
    - **Functional Behavioral Assessment**
    - **Re-Evaluation**
    - **Positive Reinforcement**
    - **Questions/Concerns – Contact Information**
  - **Attendance: Unable to record attendance for this type of training**

**October 20, 2022**

Email:

You Tube Video Training: “Special Education Case Manager & Mentor: Who are they? How can they help me?”

- **Agenda:**
  - **SE Case Manager Role & Supports**
  - **Mentor Role & Supports**
  - **Questions/Concerns – Contact Information**
- **Attendance: Unable to record attendance for this type of training**

You Tube Video Training: “Employment Options”

- **Agenda:**
  - **On-the-job Training Opportunities**
  - **Partial-Versus Full-Time Employment**
  - **Career Link**



- **Job Coach**
- **OVR**
- **MHID**
- **Questions/Concerns – Contact Information**
- **Attendance: Unable to record attendance for this type of training**

**November 7, 2022**

- Email:
  - You Tube Video Training: “Managing Difficult Behaviors”
    - **Attendance: Unable to record attendance for this type of training**
    - **Agenda:**
      - **What do difficult behaviors look like?**
      - **Strategies to Manage Difficult Behaviors**
      - **School Supports**
      - **Community Supports**
      - **Questions/Concerns – Contact Information**
  - You Tube Video Training: “Navigating the IEP”
    - **Attendance: Unable to record attendance for this type of training**
    - **Agenda:**
      - **Overview of the IEP**
      - **Parent Resources/Schoology Group Page**
      - **IEP Components**
      - **Questions/Concerns – Contact Information**
- Quarter 2 Newsletter:
- Open Office Hours: 7:30 AM to 3:30 PM
  - Link: <https://us.bbcollab.com/guest/d718236c19c04a969f4e884c72f17989>
  - **Attendance: No parents/guardians attended**
  - **Agenda: Dependent on parent(s) and/or guardian(s) needs)**
- Live Parent Workshop: “Supporting Your Child’s Mental Health Needs” (1:30 & 7:00 PM)
  - Link: <https://us.bbcollab.com/guest/d718236c19c04a969f4e884c72f17989>
  - **Attendance: No parents/guardians attended**
  - **Agenda:**
    - **Nation Statistics**
    - **Mental Health Diagnoses**
    - **Strategies & Supports in the School Setting**
    - **Strategies & Supports in the Home Setting**
    - **Questions/Concerns**

- **January 20, 2023 (Revised)**
  - Email:
    - You Tube Video Training: “Supporting Your Child’s Mental Health Needs”
      - **Attendance: Unable to record attendance for this type of training**
      - **Agenda:**
        - **Nation Statistics**
        - **Mental Health Diagnoses**
        - **Strategies & Supports in the School Setting**
        - **Strategies & Supports in the Home Setting**
        - **Questions/Concerns**
- **January 23, 2023**
  - Open Office Hours: 7:30 AM to 3:30 PM
    - Link: <https://us.bbcollab.com/guest/d718236c19c04a969f4e884c72f17989>
      - Attendance: No one attended
      - Agenda: Dependent on parents/guardians’ needs
  - Live Parent Workshop: “Managing Difficult Behaviors” (1:30 & 7:00 PM)
    - Link: <https://us.bbcollab.com/guest/d718236c19c04a969f4e884c72f17989>
      - **Attendance: Unable to record attendance for this type of training**
      - **Agenda:**
        - **What do difficult behaviors look like?**
        - **Strategies to Manage Difficult Behaviors**
        - **School Supports**
        - **Community Supports**
        - **Questions/Concerns – Contact Information**
- **February 3, 2023**
  - Email:
    - You Tube Video Training: Extended School Year Services (ESY)
      - **Attendance: Unable to record attendance for this type of training**
      - **Agenda:**
        - **Learning Support Program**
        - **Individualized ESY Plan**
        - **Related Services**
        - **Summer Contact Information**
        - **IT Support**
        - **Questions/Concerns – Contact Information Provided**
- **March 3, 2023**
  - Email:

- You Tube Video Training: “Community Agency Supports”
  - **Attendance: Unable to record attendance for this type of training**
  - **Agenda:**
    - **Overview of Community Vs. School Supports**
    - **Community Agency Services’ Funding**
    - **Psychological & Neurological Evaluations**
    - **Behavioral Health Consultant Services**
    - **Applied Behavioral Analysis Assistant**
    - **Mobile Therapy**
    - **TSS**
    - **Child Development Unit**
    - **Questions/Concerns – Contact Information Provided**
- **April 3, 2023**
  - Open Office Hours: 7:30 AM to 3:30 PM
    - Link: <https://us.bbcollab.com/guest/d718236c19c04a969f4e884c72f17989>
    - **Attendance: No one attended**
    - **Agenda: Dependent on parent/guardian needs**
  - Live Parent Workshop: “Independent Living: How Do I Prepare My Child?” (1:30 & 7:00 PM)
    - Link: <https://us.bbcollab.com/guest/d718236c19c04a969f4e884c72f17989>
      - **Attendance: No one attended**
      - **Agenda:**
        - **Overview of Independent Living Options**
        - **Community Supports & Options**
        - **Waivers**
        - **Proactive Vs. Reactive Planning**
        - **Hiram G. Andrews Center**
        - **Independent Living Checklist**
        - **Questions/Concerns – Contact Information Provided**
- **May 26, 2023**
  - Open Office Hours: 7:30 AM – 1:30 PM, 2:00 to 3:30 PM, 7:30-9:00 PM
    - Link: <https://us.bbcollab.com/guest/d718236c19c04a969f4e884c72f17989>
    - [Attendance: No on attended](#)
    - [Agenda: Dependent on parent/guardian needs](#)
  - Live Parent Workshop: “Employment Options” (1:30 & 7:00 PM)
    - Link: <https://us.bbcollab.com/guest/d718236c19c04a969f4e884c72f17989>
      - **Attendance: Unable to record attendance for this type of training**
      - **Agenda:**
        - **On-the-job Training Opportunities**
        - **Partial-Versus Full-Time Employment**

- **Career Link**
- **Job Coach**
- **OVR**
- **MHID**
- **Questions/Concerns – Contact Information**

**SE Parent & Student Advisory Committee Dates:**

- **January 31, February 28, March 30, April 25, May 30, June 13**

**Student Advisory Committee:**

**Agenda: Varied per meeting**

**Attendance: Committee consisted of 6 students**

**Parent Advisory Committee:**

**Agenda: Agenda would vary per meeting, however no one attended**

**Attendance: No one attended**

## CMCI Training

Presenters: Trina Knauff

### **Agenda:**

12-8-2022

- CMCI Overview
- Process & Procedures
- Focal Points
- SE Teachers' Responsibilities
- Reflection
- Questions/Concerns
- 

**AHCCS Attendees:** AHCCS Special Education Teachers

## Educational Benefit Review (EBR)

Presenters: CCIU

### **Agenda:**

12-1-2022

- Overview of the Educational Benefit Review Process
- Definition of Meaningful Benefit of Education
- Purpose of the EBR
- EBR Template
- Implementing the EBR Template
- Questions/Concerns

**AHCCS Attendees:** AHCCS Special Education Staff

## IEP Institute Refresher

Presenters: CCIU

### **Agenda:**

09-20-2022

- IEP Institute Supports & Contacts
- Overview of the IEP
- Reminders
- Questions/Concerns

**AHCCS Attendees:** Sherri Emrich, SE TOSA

## New Teacher Orientation – Writing Transition-Based IEPs

Presenters: Sherri Emrich & Trina Knauff

Dates/Agenda:

August 15, 2022 – August 19, 2022

- Overview of the AHCCS Templates (NOREP, IEP, IEP Invite)
- Overview of the AHCCS Process & Procedures
- Present Ed. Levels of Academic Performance
- Present Ed. Levels of Functional Performance
- Indicator 13 Requirements
- Transition Grid
- Measurable Annual Goal Components
- Specially Designed Instruction
- Extended School Year
- Calculating the LRE%
- Programming & Level of Placement

AHCCS Attendees: New Special Education Teachers



Model Memorandum of Understanding/Mutual Aid Agreement

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**MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN**

UWCHLAN TWP POLICE DEPT  
717 North Ship Road  
Exton, PA 19341

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(Law Enforcement Authority)

and

Achievement House Cyber Charter School  
102 Pickering Way, 2<sup>nd</sup> Floor  
Exton, PA 19341

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(School Entity)

September 14, 2022

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(Date)

**I. Join Statement of Concern**

**A. Parties**

The following Law Enforcement Authority or Authorities enter into and agree to adhere to the policies and procedures contained in this Memorandum of Understanding (hereinafter "Memorandum"):

Uwchlan Twp Police Dept. 717 North Ship Road, Exton, PA 19341

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The following School Entity or Entities enter into and agree to adhere to the policies and procedures contained in this Memorandum:

Achievement House Cyber Charter School  
102 Pickering Way, 2<sup>nd</sup> Floor, Exton, PA 19341

- B. The purpose of this Memorandum is to establish procedures to be followed when certain specific incidents – described in Section II below – occur on school property, at any school sponsored activity or any public conveyance providing transportation to

or from a school or school sponsored activity, including but not limited to a school bus.

- C. It is further the purpose of this Memorandum to foster a relationship of cooperation and mutual support between the parties hereto as they work together to maintain the physical security and safety of the School Entity. Thus, the School Entity may disclose personally identifiable information from an educational record of a student to the Law Enforcement Authority if a health or safety emergency exists and knowledge of that information is necessary to protect the health or safety of the student or other individuals. In determining whether a health or safety emergency exists, the School Entity may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the School Entity determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to the Law Enforcement Authority, if knowledge of that information is necessary for the Law Enforcement Authority to protect the health or safety of the student or other individuals. The School Entity must record the articulable and significant threat to the health or safety of a student or other individuals so that it can demonstrate – to parents, students and the Family Policy Compliance Office – what circumstances led it to determine that a health or safety emergency existed and why the disclosure was justified.

D. Priorities of the Law Enforcement Authority

1. Investigate all incidents reported to have occurred on school property, at any school sponsored activity or on any public conveyance providing transportation to or from a school or school sponsored activity, including but not limited to a school bus. The investigation of all reported incidents shall involve as little disruption of the school environment as is practicable.
2. Identify those responsible for the commission of the reported incident and, where appropriate, apprehend and prosecute those individuals. Identification and apprehension procedures shall involve as little disruption of the school environment as is practicable.
3. Assist the School Entity in the prevention of the incidents described in Section II of this document.

E. Priorities of the School Entity

1. Create safe learning environments, which support each student's well-being and opportunities to reach their full potential while balancing and protecting the rights of all students.
2. Establish and maintain cooperative relationships with the Law Enforcement Authority in the reporting and resolution of all incidents described in Section II of this document.

3. Foster partnerships with the Law Enforcement Authority for the education and guidance of students to create a school climate and knowledge base conducive to learning and personal growth.
4. Provide the Law Enforcement Authority with all relevant information and required assistance in the event of a reported incident.

#### F. Legal Authority

1. The parties to this Memorandum enter into this agreement in accordance with the provisions of the act of March 10, 1949 (P.L. 30, No. 14), as amended, 24 P.S. §§13-1301-A et seq. hereinafter "Safe Schools Act", requiring all school entities to develop a memorandum of understanding with local law enforcement which sets forth procedures to be followed when an incident involving an act of violence or possession of a weapon, as further specified in Section II of this document, by any person occurs on school property. Law enforcement protocols shall be developed in cooperation with local law enforcement and the Pennsylvania State Police. 24 P.S. §13-1303-A(c).
2. In so recognizing this legal authority, the parties acknowledge their respective duties pursuant to the Safe Schools Act and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities thereunder.

## II. Notification of Incidents to Law Enforcement

### A. Mandatory Notification

The School Entity shall immediately report by the most expeditious means possible to the Law Enforcement Authority the occurrence of any of the following incidents occurring on school property, at any school sponsored activity or on any public conveyance providing transportation to or from a school or school sponsored activity, including but not limited to a school bus:

1. The following offenses under 18 Pa. C.S (relating to crimes and offenses):
  - a. Section 908 (relating to prohibited offensive weapons).
  - b. Section 912 (relating to possession of weapon on school property).
    - i. As used in this Memorandum "weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, metal knuckles, billy club, blackjack, grenade, incendiary device and any other tool, instrument or implement capable of inflicting serious bodily injury.
    - ii. This reporting requirement does not apply to a weapon which is: (a) used, as part of a school-approved program, by an individual who is participating in the program; or (b) an unloaded weapon possessed by an individual while traversing school property for the purpose of obtaining

access to public or private lands used for lawful hunting if the entry on school premises is authorized by school authorities.

- c. Chapter 25 (relating to criminal homicide).
- d. Section 2701 (relating to simple assault).
- e. Section 2702 (relating to aggravated assault).
- f. Section 2706 (relating to terroristic threats).
- g. Section 2709 (relating to harassment).
- h. Section 2709.1 (relating to stalking).
- i. Section 2901 (relating to kidnapping).
- j. Section 2902 (relating to unlawful restraint).
- k. Section 3121 (relating to rape).
- l. Section 3122.1 (relating to statutory sexual assault).
- m. Section 3123 (relating to involuntary deviate sexual intercourse).
- n. Section 3124.1 (relating to sexual assault).
- o. Section 3124.2 (relating to institutional sexual assault).
- p. Section 3125 (relating to aggravated indecent assault).
- q. Section 3126 (relating to indecent assault).
- r. Section 3127 (relating to indecent exposure).
- s. Section 3301 (relating to arson and related offenses).
- t. Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.
- u. Section 3502 (relating to burglary).
- v. Section 3503(A) AND (B)(I)(V) (relating to criminal trespass).
- w. Section 3701 (relating to robbery).

- x. Section 3702 (relating to robbery of motor vehicle).
  - y. Section 5501 (relating to riot).
  - z. Section 6110.1 (relating to possession of firearm by minor).
2. The possession, use or sale of a controlled substance or drug paraphernalia as defined in "The Controlled Substance, Drug, Device and Cosmetic Act."
    - a. As used in this Memorandum, "controlled substance" shall include the possession, use or sale of controlled substances as defined in title act of April 14, 1972 (P.L. 233, No. 64) known as "The Controlled Substance, Drug, Device and Cosmetic Act" (hereinafter "Drug Act") including, but not limited to, marijuana, cocaine, crack cocaine, heroin, LSD, PCP, amphetamines, steroids and other substances commonly known as "designer drugs." *See* 35 P.S. §§ 780-101 *et seq.*
    - b. Included in this reporting provision shall be the possession, use or sale of drug paraphernalia, as defined in the Drug Act, including, but not limited to, hypodermic syringes, needles and, depending on the circumstances, rolling papers, as well as all other equipment or materials utilized for the purpose of ingesting, inhaling, or otherwise introducing controlled substances into the body. *See* 35 P.S. § 780-102.
  3. Attempts, solicitation or conspiracy to commit any of the offenses listed in subsections (1) and (2).
  4. An offense for which registration is required under 42 Pa. C.S. § 9795.1 (relating to registration).
  5. Purchase, consumption, possession or transportation of liquor or malt or brewed beverages by a person under 21 years of age. *See* 18 Pa. C.S. § 6308(a).

#### B. Discretionary Notification

The School Entity may report to the Law Enforcement Authority the occurrence of any of the following incidents occurring on school property, at any school sponsored activity or on any public conveyance providing transportation to or from a school or school sponsored activity, including but not limited to a school bus:

1. The following offenses under 18 Pa. C.S (relating to crimes and offenses):
  - a. Section 2705 (relating to recklessly endangering another person).

- b. Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.
  - c. Section 3503(b)(1)(i), (ii), (iii) and (iv), (b.1) and (b.2) (relating to criminal trespass).
  - d. Chapter 39 (relating to theft and related offenses).
  - e. Section 5502 (relating to failure of disorderly persons to disperse upon official order).
  - f. Section 5503 (relating to disorderly conduct).
  - g. Section 6305 (relating to sale of tobacco).
  - h. Section 6306.1 (relating to use of tobacco in schools prohibited).
2. Attempt, solicitation or conspiracy to commit any of the offenses listed in subsection (1).
- C. Notification of the Law Enforcement Authority when incident involves children with disabilities
- 1. In accordance with 34 CPR 300.535 nothing will prohibit the school entity from reporting a crime committed by a child with a disability to the Law Enforcement Authority or will prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a disability.
  - 2. The school entity, when reporting a crime committed by a child with a disability, must ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the Law Enforcement Authority to whom the incident was reported.
  - 3. The school entity, when reporting an incident under this section, may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by the Federal Educational Rights and Privacy Act (hereinafter "FERPA").
  - 4. If someone other than the school entity has reported an incident, which results in the student's arrest, the school entity may as allowable under FERPA release the student's records.

[Describe any specific procedures to be followed for incidents involving a student with a disability as required by 22 Pa. Code § 14.104 (relating to special education

plans)]

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D. Upon notification of the incident to the Law Enforcement Authority, the School Entity shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification:

1. Whether the incident is in-progress or has concluded.
2. Nature of the incident.
3. Exact location of the incident.
4. Number of persons involved in the incident.
5. Names and ages of the individuals involved.
6. Weapons, if any, involved in the incident.
7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
8. Injuries involved.
9. Whether EMS or the Fire Department were notified.
10. Identity of the school contact person.
11. Identity of the witnesses to the incident, if any.
12. All other such information as is known to the school authority which can be deemed relevant to the incident under investigation.

E. Additionally, in anticipation of the need for the Law Enforcement Authority to respond to incidents described herein, the School Entity shall furnish the Law Enforcement Authority with the following information:

1. Blueprints or floor plans of the school buildings;
2. Aerial photo, map or layout of the school campus, adjacent properties and surrounding streets or roads;
3. Location(s) of predetermined or prospective command posts;
4. Current teacher/employee roster;
5. Current student roster;
6. Current school yearbook;
7. School fire-alarm shutoff location and procedures;
8. School sprinkler system shutoff location and procedures;
9. Gas/utility line layouts and shutoff valve locations; and
10. Cable/satellite television shutoff location and procedures.

### **III. Law Enforcement Authority Response**

A. Depending on the totality of the circumstances, initial response by the Law Enforcement Authority shall include:

1. For incidents in progress:
  - a. Meet with contact person and locate scene of incident.
  - b. Stabilize incident.
  - c. Provide/arrange for emergency medical treatment, if necessary.
  - d. Control the scene of the incident
  - e. Secure any physical evidence at the scene.
  - f. Identify involved persons and witnesses.
  - g. Conduct investigation.
  - h. Exchange information.
  - i. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
  
2. Incidents not in progress:
  - a. Meet with contact person.
  - b. Recover any physical evidence.
  - c. Conduct investigation.
  - d. Exchange information.
  - e. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
  
3. Incidents involving delayed reporting
  - a. In the event that a reportable incident occurs on school property, at a school sponsored event, or on any public conveyance providing transportation to or from a school or school sponsored activity, including but not limited to a school bus, either after the conclusion of the school day or after the conclusion of the event at which the incident occurred, the School Entity shall report the incident to the Law Enforcement Authority immediately upon its notification.
  - b. If such incident is initially reported to the School Entity, the School Entity shall proceed as outlined in paragraphs II (A - C) above.
  - c. If the incident is initially reported to the Law Enforcement Authority, Law Enforcement Authority shall proceed directly with its investigation and shall immediately notify the School Entity of the incident, with all pertinent and reportable information, by the most expeditious means possible as if the reporting was not delayed.

#### B. Custody of Actors

1. Students identified as actors in reported incidents may be taken into custody at the discretion of the investigating law enforcement officer if:
  - a. the student has been placed under arrest;
  - b. the student is being placed under investigative detention;
  - c. the student is being taken into custody for the protection of the student; or
  - d. the student's parent or guardian consents to the release of the student to law enforcement custody.



2. The investigating law enforcement officer shall take all appropriate steps to protect the legal and constitutional rights of those students being taken into custody.

#### **IV. Assistance of School Entities**

##### **A. In Loco Parentis**

1. Teachers, Guidance Counselors, Vice Principals and Principals in the public schools have the right to exercise the same authority as to conduct and behavior over the pupils attending school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardian or persons in parental relation to such pupils may exercise over them.
2. School authorities' ability to stand in loco parentis over children does not extend to matters beyond conduct and discipline during school, school activities, or on any public conveyance providing transportation to or from school or school sponsored activity.

##### **B. Notification of Parent or Guardian**

1. Taking into consideration the totality of the circumstances, parents or guardians of students involved in acts of violence, possession of weapons, sexual assault, or the possession use or sale of a controlled substance or the underage possession of alcohol or intoxication from alcohol should be notified of the involvement as soon as possible.
2. The School Entity shall document attempts made to reach the parents or guardians of all victims, witnesses and suspects of incidents reportable to law enforcement authorities pursuant to the terms of this agreement.
3. Except in cases in which the suspect student has been injured and requires medical attention, the decision to notify a suspect's parents or guardians shall be a cooperative decision between school officials and law enforcement authorities.

##### **C. Scope of School Entity's Involvement**

1. Victims
  - a. The Law Enforcement Authority does not need to secure parental permission to interview a victim.
  - b. The School Entity shall promptly notify the parent or guardian of a victim when the Law Enforcement Authority interviews that victim. The Law Enforcement Authority shall follow department policies and procedures when interviewing a victim to ensure the protection of the victim's legal and constitutional rights.
  - c. In the event a victim is interviewed by Law Enforcement Authority on school property, guidance counselor or similar designated personnel shall be present during the interview.

2. Witnesses

- a. The Law Enforcement Authority does not need to secure parental permission to interview a witness to a reportable incident.
- b. The School Entity shall promptly notify the parent or guardian of a witness when the Law Enforcement Authority interviews that witness. The Law Enforcement Authority shall follow department policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.
- c. In the event a witness is interviewed by Law Enforcement Authority on school property, guidance counselor or similar designated personnel shall be present during the interview.

3. Suspects

- a. General Principles: Once the Law Enforcement Authority assumes primary responsibility for a matter, the legal conduct of interviews, interrogations, searches, seizures of property, and arrests are within the purview of the Law Enforcement Authority. The School Entity shall defer to the expertise of the Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect an interest of the School Entity.
- b. Custodial Interrogation
  - i. Depending upon the individual circumstances of the incident, a juvenile suspect may or may not be competent to waive his/her rights to consult with an interested adult and/or an attorney prior to interrogation by law enforcement authorities.
  - ii. The School Entity shall cooperate with the Law Enforcement Authority to secure the permission and presence of at least one parent or guardian of a student suspect before that student is interrogated by law enforcement authorities.
  - iii. In the event an interested adult cannot be contacted, the School Entity shall defer to the policies, procedures and direction of the investigating Law Enforcement Authority who shall act in a manner consistent with the protection of the student suspect's legal and constitutional rights.

4. Conflicts of Interest

- a. The parties to this Memorandum recognize that in the event that a School Entity employee, contractor, or other person acting on behalf of the School Entity is the subject of an investigation, a conflict of interest may exist between the School Entity and the adult suspect.
- b. Where the possibility of such a conflict exists, neither the individual that is the subject of the investigation nor any person acting as his/her subordinate or direct supervisor shall be present during Law Enforcement Authority's interviews of student co-suspects, victims or witnesses by the Law Enforcement Authority.

- c. Neither the individual who is the subject of the investigation, nor his/her subordinate(s) and/or direct supervisor(s) shall be informed of the contents of the statements made by student co-suspects, victims or witnesses, except at the discretion of the Law Enforcement Authority or as otherwise required by law.

#### D. Reporting Requirements and Exchange of Information

1. The Law Enforcement Authority shall be governed by the following reporting and information exchange guidelines:
  - a. Criminal History Record Information Act, 18 Pa. C.S. §§ 9101 et seq.
  - b. The prohibition against disclosures, specified in paragraph IV(C)(4) of this Memorandum.
2. When sharing information and evidence necessary for the Law Enforcement Authority to complete their investigation, the School Entity shall:
  - a. Comply with FERPA, 20 U.S.C. § 1232g and its implementing regulations at 34 C.F.R. §§ 99.1 et seq., and 22 Pa. Code §§ 12.31-12.33 and any amendments thereto.
  - b. Comply with the requirements of the Public-School Code of 1949, 24 P.S. §§ 13-1303-A and 13-1317.2 and any amendments thereto.
  - c. Complete reports as required by the Public-School Code of 1949, 24 P.S. § 13-1303-A and any amendments thereto.
3. All school entities are required submit an annual report, which will include violence statistics and reports to the Department of Education's Office of Safe Schools. This annual report must include all new incidents described in Section II (A) above. Prior to submitting the required annual report, each chief school administrator and each police department having jurisdiction over school property of the School Entity shall do the following:
  - a. No later than thirty days prior to the deadline for submitting the annual report, the chief school administrator shall submit the report to the police department with jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine its accuracy.
  - b. No later than fifteen days prior to the deadline for submitting the annual report, the police department shall notify the chief school administrator, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall indicate any discrepancies between the report and police incident data.
  - c. Prior to submitting the annual report, the chief school administrator and the police department shall attempt to resolve discrepancies between the report and police incident data. Where a discrepancy remains unresolved, the police department shall notify the chief school administrator and the office in writing.

- d. Where a police department fails to take action as required under clause (a) or (b), the chief school administrator shall submit the annual report and indicate that the police department failed to take action as required under clause (a) or (b).
- e. Where there are discrepancies between the School Entity's incident data and the police incident data, the following shall occur:
  - i. The Chief School Administrator and the Head of the Law Enforcement Agency, or their designee, shall meet in person at least once and exchange any written or other information that supports or contradicts the accuracy of the respective reports; and
  - ii. To the extent that the discrepancies remain after such meeting, the Annual Report shall indicate that discrepancies exist between the School Entity's incident data and that police incident data, and detail in writing such discrepancies.

## V. Media Relations

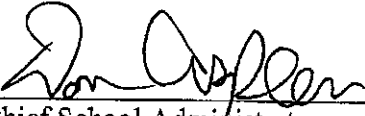
### A. Release of information

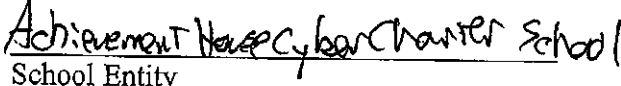
- 1. The release of information concerning incidents reportable to the Law Enforcement Authority pursuant to the terms of this Memorandum shall be coordinated between the Law Enforcement Authority and the School Entity.
- 2. The parties shall release as much information as is allowable by law with due deliberation given to the investigative considerations and the need to limit disruptions to school functions and protect the privacy of the students and staff involved.


## VI. General Provisions

- A. This Memorandum is not intended to and does not create any contractual rights or obligations between the signatory Law Enforcement Authority, the signatory School Entity, any additional signatory authorities or entities, or their respective officer, employees, agents or representatives.
- B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties, but in any event must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter.
- C. In the event of changes in state or federal law which necessitate changes to this Memorandum, the parties shall collaborate to amend this Memorandum to assure compliance by the parties with state and federal requirements.
- D. All parties to this Memorandum will communicate fully and openly with each other in order to resolve any problems that may arise in the fulfillment of the terms of this Memorandum.

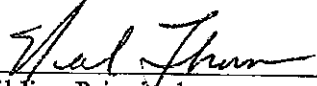
AND NOW, this 14 day of September 2022, the parties hereby acknowledge the foregoing as the terms and conditions of their understanding.

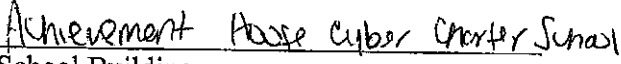
  
\_\_\_\_\_  
Chief School Administrator

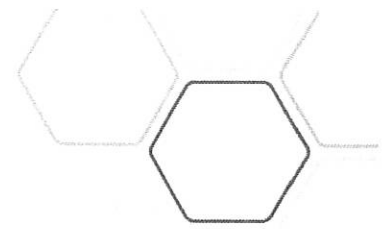
  
\_\_\_\_\_  
School Entity

  
\_\_\_\_\_  
Chief Law Enforcement Authority

  
\_\_\_\_\_  
Law Enforcement Authority

  
\_\_\_\_\_  
Building Principal

  
\_\_\_\_\_  
School Building



# Board Affirmation Statement

## Achievement House Cyber Charter School

102 Pickering Way, 2<sup>nd</sup> Floor, Exton, PA 19341

The purpose of this document is for the President of the governing board to affirm that the annual report information is accurate.

### Steps to Complete this Section:

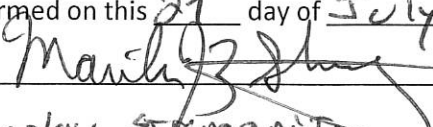
Note: Individual signatures required for each section.

1. Signature of President of the governing board and date signed for each section.
2. Upload Board Affirmation document which includes the Board President's signature and date signed.

## Charter Annual Report Affirmation

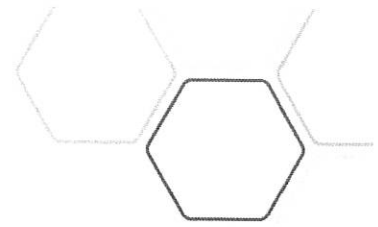
I verify that all information and records in this charter school annual report are complete and accurate.

Affirmed on this 27 day of July, 2023

By:  (Signature of Board President)

Marlon Stangarity (Print Name)

Atccs Board of Trustees



## 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).

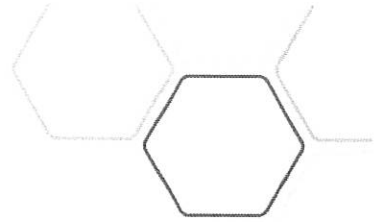
Additional information about charter schools is available on the Pennsylvania Department's website at: <http://www.education.state.pa.us>.

Affirmed on this 27 day of July, 2023

By: *Manick Strangar* (Signature of Board President)

Manick Strangar (Print Name)

Atccs Board of Trustees



## 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>.

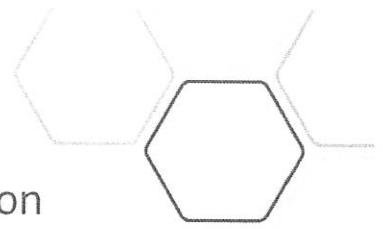
Affirmed on this 27 day of July, 2023  
By: *Mariela Strangarity* (Signature of Board President)  
Mariela Strangarity (Print Name)  
Attes Board of Trustees

## 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 on this 27 day of July, 2023  
By: *Mariela Strangarity* (Signature of Board President)  
Mariela Strangarity (Print Name)  
Attes Board of Trustees





## 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 on this 21 day of July, 2023

By:  (Signature of Board President)

maribel strangarity (Print Name)

AHCCS Board of Trustees



## Identification of Students with Specific Learning Disabilities using Response to Intervention Assurance/Affirmation

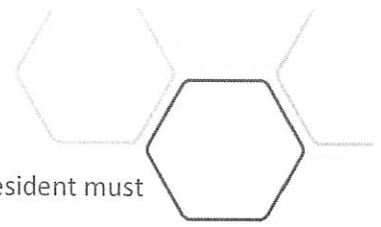
If the Charter School has received approval from PDE to utilize a Response to Intervention method to identify students with Specific Learning Disabilities, the Charter School will assure implementation with fidelity for the duration of this plan.

Affirmed on this 27 day of JULY, 2023

By: [Signature] (Signature of Board President)

MURIEL STRANGINITY (Print Name)

AHCS Board of Trustees



**Note:** Signature, Print Name and Board of Education are hard copy required (Board President must actually sign and complete).

Replace the following text in the header: LEA Name, Address, School Logo/Icon placeholder image.