

PENNSYLVANIA LEADERSHIP CS

Charter School Annual Report | 2022 - 2023

School Profile

LEA Name

Pennsylvania Leadership CS

AUN

124150004

Address 1

1332 Enterprise Dr

Address 2**City**

West Chester

State

PA

Zip Code

19380

Chief Administrator Name

Mr Mark Allen

Chief Administrator Email

mgallen@palcs.org

Chief Administrator Phone

(610)701-3333-1051

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

Dr. Karla Johnson

Principal Email

kjohnson11@palcs.org

Principal Phone

(610) 701-3333

Extension

1151

Authorizing District(s)

Cyber Charter - PDE is Authorizing Entity (**CHECKED**)

Upload Current Charter (PDF only)

PALCS_Charter.pdf

Governance and Staff

Board of Trustees Members

Name	Office	Check if New Member
Mr. Brian Ney	Board Chair	(CHECKED)
Mr. Tom Wilcox	Board Vice Chair, Secretary	(CHECKED)
Ms. Jocelyn Evans	Board Member	(CHECKED)
Mr. Gary Dougherty - resigned in April 2023	Board Member	
Mr. Dan Truitt	Board Treasurer	
Mr. John McGinnis - resigned in September 2022	Board Member	(CHECKED)

Explanation of Board of Trustees Changes

Mr. Gary Dougherty was elected Board Chair in June 2022. Dr. Brian Shuffler and Ms. Carolyn Welsh resigned as board members in June 2022. Mr. Dan Truitt was elected Board Treasurer in June 2022. Ms. Jocelyn Evans was appointed to serve on the Board in August 2022. Mr. John McGinnis was appointed to the Board in August 2022 and resigned from the Board in September 2022. Mr. Brian Ney was appointed Vice Chair and Secretary of the Board in September 2022. Mr. Gary Dougherty resigned from Board Chair in January 2023 and continued to serve as a Board member until April 2023 when he resigned. Mr. Brian Ney was appointed Board Chair in January 2023. Mr. Thomas Wilcox was appointed Vice-Chair and Secretary of the Board in January 2023. Mr. Dan Truitt remained Board Treasurer throughout the 2022-2023 school year.

Board of Trustees Meeting Schedule

Location	Date	Time
1332 Enterprise Drive	2022-07-01	1:00pm

1332 Enterprise Drive	2022-07-15	1:00pm
1332 Enterprise Drive	2022-08-25	5:30pm
1332 Enterprise Drive	2022-09-22	5:30pm
1332 Enterprise Drive	2022-10-20	5:30pm
1332 Enterprise Drive	2022-11-17	5:30pm
1332 Enterprise Drive	2022-12-15	5:30pm
1332 Enterprise Drive	2023-01-19	5:30pm
1332 Enterprise Drive	2023-02-16	5:30pm
1332 Enterprise Drive	2023-03-16	5:30pm
1332 Enterprise Drive	2023-04-19	5:30pm
1332 Enterprise Drive	2023-05-30	5:30pm
1332 Enterprise Drive	2023-06-15	5:30pm

Upload Board Minutes

2022July1_Minutes.pdf

July 15, 2022 Board Minutes.pdf

Board Minutes for August 25 2022.pdf

Board Minutes for September 22 2022.pdf

PALCS Board of Directors Minutes for October 20 2022.pdf

Attachment A - PALCS Board of Directors Public Minutes for November 17, 2022.pdf

PALCS Board of Directors Public Minutes for December 15, 2022 - Revised Edition 12.15.22.pdf

PALCS Board of Directors Public Minutes for January 19, 2023 (2).pdf

PALCS Board of Directors Public Minutes for February 16, 2023 (1) (1).pdf

Attachment A - PALCS Board of Directors Public Minutes for March 16, 2023 (1).pdf

PALCS Board of Directors Public Agenda for April 19, 2023 - Revised Edition 04.19.23 (1).pdf

PALCS Board of Directors Public Minutes for May 30, 2023.pdf

PALCS Board of Directors Public Agenda for June 15, 2023 (5).pdf

Leadership Team

Name	Title/Position	Check if New Member
Mark Allen	Chief Executive Officer	(CHECKED)
Dr. Karla Johnson	Chief Academic Officer	(CHECKED)
Joseph M Calabretta	Fiscal Management Officer	(CHECKED)
Carrie Longstreth	Other	(CHECKED)

Seth Heiland	Human Resource Officer	
Mark Murray	Other	
Dr. Courtney Kofeldt	Other	(CHECKED)
Dr. Michelle Efthimiadou	Director of Special Education	(CHECKED)
Shavaun McGinty	Other	
Zofia Swiatek	Other	
Cara Atmajian	Other	
Cheryl Clothier	Principal	
Darlene Garrow	Assistant Principal	
Alex Rausch	Principal	(CHECKED)

Christina Strellec	Assistant Principal	
Michael Logue	Principal	
David Juliano	Assistant Principal	
Christopher Stiles	Principal	
Dr. Steven Dziekonski	Principal	(CHECKED)
Michelle Costello	Other	

Explanation of Leadership Changes

Dr. Karla Johnson was promoted from Principal of the Middle School to Chief Academic Officer (formally called Director of Academics). Joseph M. Calabretta was hired as Chief Financial officer. Carrie Longstreth was promoted from Career and Technical Education Coordinator to the Director of Student Services replacing Carlos Castillo. Dr. Steve Dziekonski was hired as the Head Administrator for the Center for Performing and Fine Arts. Alexander Rausch was promoted from Assistant Principal of the Middle School to Principal. Christina Strellec was promoted from Middle School Life Skills teacher to Assistant Principal of the Middle School. Michelle Efthimiadou was promoted from High School Special Education teacher to Supervisor of Special Education. Michelle Costello resigned in June 2023.

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

Form 414_2022-23_0c8583ec.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 Following Year
Chief Executive Officer	1	0	1	0	0	1
Chief Administrative Officer	1	1	1	0	0	1
Principal	4	4	1	0	0	4
Assistant Principal	3	3	1	0	0	3
Classroom Teacher (including Master Teachers)	270	262	0	0	16	247
Specialty Teacher (including Master Teachers)	20	20	1	0	3	17
Special Education Teacher (including Master Teachers)	29	29	1	0	0	30
Special Education Coordinator	1	1	0	0	0	1
Counselor	15	15	0	0	0	15
Psychologist	0	0	0	0	0	0

School Nurse	5	5	0	0	0	5
IT Director	1	1	0	0	0	1
Business Administrator	1	0	0	0	1	0
ISD, Curriculum Developers, Tech Support	18	0	0	0	0	18
HR Manager	1	1	0	0	0	1
Student Support Manager, Facilities Manager	7	0	0	0	0	7
Business Office, Administrative Support Staff, Teaching Assistants	83	0	0	0	0	84
Other						
Totals	460	342	6	0	20	435

There were no substantial differences. (CHECKED)

Fiscal Matters

Major Fundraising Activities

Currently, no major planned fundraising activities.

Fiscal Solvency Policies

Spending is controlled by the budget, which is prepared departmentally with input from all managers, reviewed by the CEO and approved by the Board of Directors. Cash balances are monitored so funds are available to pay obligations as they come due. Periodic financial statements are produced monthly during the year and provided to Management and the Board so revenues and expenditures can be monitored and year-end projections modified as necessary.

Accounting System

As of July 1, 2022, the accounting function is distributed between in-house staff (school district billing, accounts payable, payroll, cash receipts, budgeting, and reporting) and Charter Choices, Inc., a third party company that provides services to charter schools (reporting, budgeting).

Preliminary Statements of Revenues, Expenditures & Fund Balances

Attached

Upload Statements of Revenues, Expenditures & Fund Balances

!Financials_20230630 (1).pdf

Financial Audit Basics

Audit Firm

Rainer & Company

Date of Last Audit

2022-12-20

Fiscal Year Last Audited

June 30, 2022

Explanation of the Report

There were no findings.

Upload Financial Audit Document(s)

PA Leadership June 30, 2022 final.pdf

Financial Audit Citations

Financial Audit Citations Description	Response
There were no findings.	There were no findings.

Federal Programs Consolidated Review

Federal Programs Consolidated Review Document(s)

Yes

Upload Available Federal Programs Consolidated Review Document(s)

FedMonitor.pdf

Title I Status

Yes

Title I First Year Status

No

Date of Last Federal Programs Consolidated Review

2021-04-26

School Years Reviewed

2019-2020 Titles I, II, IV

Federal Programs Consolidated Review Report

2019-2020 Monitoring Assessment.pdf

Consolidated Review/Annual Report

Attached.

Federal Programs Consolidated Review Citations

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

Special Education

Special Education Support Services

Position Title	Building(s) Name and Location for Charter Schools	Caseload	Low Age	High Age
Learning Support	PA Leadership Charter School	620	6	18
Life Skills	PA Leadership Charter School	59	6	18
Speech	PA Leadership Charter School	61	6	18

Special Education Contracted Services

Title	Amt. of Time per Week in Days or Hours	Operator	# of Students
Speech Therapy	146	Therapy Source	180
Physical Therapy	10	Therapy Source	11
Occupational Therapyp	106	Therapy Source	128
BCBA/BSC	20	Therapy Source	10
Tutoring	330	Therapy Source	112
Instructional Aide	32	Therapy Source	1
Counseling	46	Therapy Source	78
Reading Specialist	103	Therapy Source	59

Social Skills	35	Therapy Source	59
ABA	11.5	Hope Learning Center	2
Assistive Technology Devices Support	1	Hope Learning Center	1
BCBA	2.75	Hope Learning Center	2
Instructional Aide	52	Hope Learning Center	2
Occupational Therapy Consult	.25	Hope Learning Center	1
Physical Therapy	1.5	Hope Learning Center	1
Speech	4	Hope Learning Center	3
Social Skills Group	3	EOS Therapy	2
Physical Therapy	2	Baby Steps Therapy	1
Occupational Therapy	4	Baby Steps Therapy	1
Speech Therapy	1	Baby Steps Therapy	1
BSC	6.25	Soaring Abilities	2

Physical Therapy	.75	Therapy Bridges	1
Speech	2	Therapy Bridges	1
Occupational Therapy	2	Therapy Bridges	1
Tutoring/ Special Education Teacher	2	Jump Start	1
Instructional Aide	20	Journey Center	1
BCBA/BSC	1	Journey Center	1
BCBA	2	Connecting the Pieces	1
Orientation and Mobility	1	CCIU	1
Vision Support	1.75	CCIU	2
Hearing Support	0.25	CCIU	2
Visually Impaired Support	0.25	LIU	1
Orientation & Mobility	0.5	LIU	1
BCBA	1	Rachel Becker	1
Hearing Support	0.5	Bucks IU	2

Special Education Cyclical Monitoring

Date of Last Special Education Cyclical Monitoring

2019-02-27

Upload Link to Report (Optional)

Special Education Cyclical Monitoring Report

Pennsylvania Leadership CS - Executive Summary 2018.pdf

Administrative Procedures for Internal Controls of IEP Development

Annual IEP Process 22-23.docx.pdf

Special Education Personnel Development

Autism

Training not offered.

BehaviorSupport

Training not offered.

Paraprofessional

Training not offered.

Transition

Description of Training			
Transition into High School			
Lead Person/Position		Year of Training	
Dr. Michelle Efthimiadou		2023	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
0.5	1	PA Leadership Charter School	Parents, Staff, Students

Training Date Complete

2023-05-10

05.10.2023.txt

22_23 Speaker Series_59daf9f3.pdf

Training Date Complete

2023-01-10

01.10.23.docx_cfce491c.pdf

2022-2023 SPED Weekly Meeting Attendance - Regular Meeting Attendance (1).pdf

ScienceofLiteracy

Description of Training			
Language Live Training for Like Skills: This training provided an overview of how teachers can support literacy development using the Language! Live program			
Lead Person/Position		Year of Training	
Language! Live (Voyager Sopris Learning) Representative		2023	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
7	1	Language! Live (Voyager Sopris Learning)	Middle School Life Skills teacher and middle school reading specialists

Training Date Complete

2022-08-25

Attendance 08.25.22.pdf

LanguageLiveOverview.pdf

ParentTraining

Description of Training			
Act 158: Keystone Pathways to Graduation			
Lead Person/Position		Year of Training	
Michael Logue/ PALCS High School Principal		2022	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
0.5	1	PA Leadership Charter School	Special Education Parents

Training Date Complete

2022-10-12

22_23 Speaker Series.pdf

10.20.22SpeakerSeries.pdf

Training Date Complete

2022-11-09

22_23 Speaker Series_d621f9c2.pdf

11.09.22SpeakerSeries.pdf

Training Date Complete

2022-12-14

22_23 Speaker Series_adc93246.pdf

12.14.2022.txt

Training Date Complete

2023-01-11

22_23 Speaker Series_1ab4fda6.pdf

01.11.2023.txt

IEPDevelopment

Description of Training			
IEP Development			
Lead Person/Position		Year of Training	
Kelly Renfer, IEP Compliance Monitor; Victoria P, IEP Compliance Monitor		2022	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
0.5	1	PA Leadership Charter School	Special Education Department

Training Date Complete

2022-10-18

Revision IEP Process 22-23.docx.pdf

2022-2023 SPED Weekly Meeting Attendance - Regular Meeting Attendance.pdf

Special Education Program Profile

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Larissa Show	Multiple	Full-time (1.0)	07/13/2023 03:30 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Speech And Language Support		
Support Sub-Type		
Speech And Language Support		
Level of Support		Case Load
Itinerant (20% or Less)		61
Identify Classroom	Classroom Location	Age Range
School District	Multiple	6 to 18
Age Range Justification		FTE %
Grade levels K-12		0.94

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Ashley Putignano	Multiple	Full-time (1.0)	07/13/2023 03:09 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Life Skills Support		
Support Sub-Type		
Life Skills Support (Grades K-6)		
Level of Support		Case Load
Full-Time (80% or More)		8
Identify Classroom	Classroom Location	Age Range
School District	Multiple	6 to 18
Age Range Justification		FTE %
n/a		0.67

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
--------	--------------------	----------------------------------	---------

Merissa Pardus	Secondary	Full-time (1.0)	07/13/2023 03:10 PM
----------------	-----------	-----------------	---------------------

Building Name		
Pennsylvania Leadership CS		
Support Type		
Life Skills Support		
Support Sub-Type		
Life Skills Support (Grades 7-12)		
Level of Support		Case Load
Full-Time (80% or More)		10
Identify Classroom	Classroom Location	Age Range
School District	Secondary	14 to 18
Age Range Justification		FTE %
		0.67

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Alison Malkasian	Secondary	Full-time (1.0)	07/13/2023 03:11 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Life Skills Support		
Support Sub-Type		
Life Skills Support (Grades 7-12)		
Level of Support		Case Load
Full-Time (80% or More)		8
Identify Classroom	Classroom Location	Age Range
School District	Secondary	14 to 18
Age Range Justification		FTE %
		0.53

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Alexis Boyce	Secondary	Full-time (1.0)	07/13/2023 03:16 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Life Skills Support		
Support Sub-Type		
Life Skills Support (Grades 7-12)		
Level of Support	Case Load	
Full-Time (80% or More)	10	
Identify Classroom	Classroom Location	Age Range
School District	Secondary	14 to 18
Age Range Justification	FTE %	
	0.67	

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Christina Strellec	Secondary	Full-time (1.0)	07/13/2023 03:16 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Life Skills Support		
Support Sub-Type		
Life Skills Support (Grades K-6)		
Level of Support	Case Load	
Full-Time (80% or More)	8	
Identify Classroom	Classroom Location	Age Range
School District	Secondary	7 to 10
Age Range Justification	FTE %	
	0.67	

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Holly Makin	Multiple	Full-time (1.0)	07/13/2023 03:16 PM

Building Name

Pennsylvania Leadership CS		
Support Type		
Life Skills Support		
Support Sub-Type		
Life Skills Support (Grades K-6)		
Level of Support		Case Load
Full-Time (80% or More)		7
Identify Classroom	Classroom Location	Age Range
School District	Multiple	7 to 9
Age Range Justification		FTE %
		0.58

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Brynn Cose	Elementary	Full-time (1.0)	07/13/2023 03:16 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Life Skills Support		
Support Sub-Type		
Life Skills Support (Grades K-6)		
Level of Support		Case Load
Full-Time (80% or More)		8
Identify Classroom	Classroom Location	Age Range
School District	Elementary	6 to 8
Age Range Justification		FTE %
		0.67

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Deborah Kulp-Woodruff	Secondary	Full-time (1.0)	07/13/2023 03:17 PM

Building Name		
Pennsylvania Leadership CS		

Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support	Case Load	
Itinerant (20% or Less)	34	
Identify Classroom	Classroom Location	Age Range
School District	Secondary	14 to 18
Age Range Justification		FTE %
		0.68

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
James Lasay	Secondary	Full-time (1.0)	07/13/2023 03:17 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support	Case Load	
Itinerant (20% or Less)	29	
Identify Classroom	Classroom Location	Age Range
School District	Secondary	14 to 18
Age Range Justification		FTE %
		0.58

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Shelby McGeehin	Secondary	Full-time (1.0)	07/13/2023 03:18 PM

Building Name	
Pennsylvania Leadership CS	
Support Type	
Learning Support	
Support Sub-Type	

Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		31
Identify Classroom	Classroom Location	Age Range
School District	Secondary	14 to 18
Age Range Justification		FTE %
		0.62

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Ellen Laurelli	Secondary	Full-time (1.0)	07/13/2023 03:18 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		33
Identify Classroom	Classroom Location	Age Range
School District	Secondary	14 to 18
Age Range Justification		FTE %
		0.66

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Michelle Efthimiadou	Secondary	Full-time (1.0)	07/13/2023 03:18 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		

Level of Support		Case Load
Itinerant (20% or Less)		29
Identify Classroom	Classroom Location	Age Range
School District	Secondary	14 to 18
Age Range Justification		FTE %
		0.58

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Amber Harp	Secondary	Full-time (1.0)	07/13/2023 03:19 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		29
Identify Classroom	Classroom Location	Age Range
School District	Secondary	14 to 18
Age Range Justification		FTE %
		0.58

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Sarah Schultz	Secondary	Full-time (1.0)	07/13/2023 03:31 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		33
Identify Classroom	Classroom Location	Age Range

School District	Secondary	14 to 18
Age Range Justification		FTE %
		0.66

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Ryan McCartney	Secondary	Full-time (1.0)	07/13/2023 03:20 PM

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

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Bryan Michaels	Secondary	Full-time (1.0)	07/13/2023 03:21 PM

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

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Tamara Clevenger	Secondary	Full-time (1.0)	07/13/2023 03:21 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		16
Identify Classroom	Classroom Location	Age Range
School District	Secondary	14 to 18
Age Range Justification		FTE %
		0.32

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Lisa Vanderlaag	Secondary	Full-time (1.0)	07/13/2023 03:21 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		32
Identify Classroom	Classroom Location	Age Range
School District	Secondary	14 to 18
Age Range Justification		FTE %
		0.64

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Thomas Doyle	Secondary	Full-time (1.0)	07/13/2023 03:22 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		31
Identify Classroom	Classroom Location	Age Range
School District	Secondary	14 to 18
Age Range Justification		FTE %
		0.62

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Morgan Lynch	Elementary	Full-time (1.0)	07/13/2023 03:22 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		17
Identify Classroom	Classroom Location	Age Range
School District	Elementary	9 to 12
Age Range Justification		FTE %
		0.34

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Lisa Roak-Tincani	Multiple	Full-time (1.0)	07/13/2023 03:23 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		25
Identify Classroom	Classroom Location	Age Range
School District	Secondary	13 to 15
Age Range Justification		FTE %
		0.5

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Julianna McAleer	Multiple	Full-time (1.0)	07/13/2023 03:23 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		21
Identify Classroom	Classroom Location	Age Range
School District	Secondary	13 to 15
Age Range Justification		FTE %
		0.42

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Jennifer Homka	Multiple	Full-time (1.0)	07/13/2023 03:24 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support	Case Load	
Itinerant (20% or Less)	26	
Identify Classroom	Classroom Location	Age Range
School District	Secondary	13 to 15
Age Range Justification	FTE %	
	0.52	

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Elizabeth Hitesman	Multiple	Full-time (1.0)	07/13/2023 03:24 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support	Case Load	
Itinerant (20% or Less)	26	
Identify Classroom	Classroom Location	Age Range
School District	Secondary	13 to 15
Age Range Justification	FTE %	
	0.52	

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Loren Focht	Multiple	Full-time (1.0)	07/13/2023 03:25 PM

Building Name

Pennsylvania Leadership CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		23
Identify Classroom	Classroom Location	Age Range
School District	Secondary	13 to 15
Age Range Justification		FTE %
		0.46

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Jennifer Bathe	Multiple	Full-time (1.0)	07/13/2023 03:26 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		20
Identify Classroom	Classroom Location	Age Range
School District	Secondary	13 to 15
Age Range Justification		FTE %
		0.4

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Lauren Williams	Elementary	Full-time (1.0)	07/13/2023 03:26 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Learning Support		

Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		24
Identify Classroom	Classroom Location	Age Range
School District	Elementary	9 to 12
Age Range Justification		FTE %
		0.48

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Caitlin Dukes	Elementary	Full-time (1.0)	07/13/2023 03:26 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		23
Identify Classroom	Classroom Location	Age Range
School District	Elementary	9 to 12
Age Range Justification		FTE %
		0.46

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Danielle Caratello	Elementary	Full-time (1.0)	07/13/2023 03:27 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load

Itinerant (20% or Less)		24
Identify Classroom	Classroom Location	Age Range
School District	Elementary	7 to 9
Age Range Justification		FTE %
		0.48

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Sean Murray	Elementary	Full-time (1.0)	07/13/2023 03:27 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		11
Identify Classroom	Classroom Location	Age Range
School District	Elementary	6 to 8
Age Range Justification		FTE %
		0.22

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Mary Black	Elementary	Full-time (1.0)	07/13/2023 03:28 PM

Building Name		
Pennsylvania Leadership CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		20
Identify Classroom	Classroom Location	Age Range
School District	Elementary	6 to 8

Age Range Justification	FTE %
	0.4

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Lare Becker	Elementary	Full-time (1.0)	07/13/2023 01:55 PM

Building Name	
Pennsylvania Leadership CS	
Support Type	
Learning Support	
Support Sub-Type	
Learning Support	
Level of Support	Case Load
Itinerant (20% or Less)	23
Identify Classroom	Classroom Location
School District	Elementary
Age Range	6 to 8
Age Range Justification	FTE %
	0.46

Facilities and Agreements

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

Fixed Asset Description	Location	Capital Expenditure
Addition of Bathroom to Nurse Office at Advanced Ideas Center Building	1585 Paoli Pike West Chester, PA 19380	\$75,725.51
Carpet Install - Enterprise Building	1332 Enterprise Drive, West Chester, Pa 19380	\$233,700.00
Security Cameras from Gridless Power	1332 Enterprise Drive 1585 Paoli Pike 211 Carter Dr Suite C, West Chester, PA 19382	\$274,857.69
Computer and Equipment Purchases	1332 Enterprise Drive, West Chester, PA 19380	\$1,065,321.38
New Van Purchase	1332 Enterprise Drive, West Chester, PA 19380	\$60,803.00
Delco Storm & Sewer Service	1332 Enterprise Drive, West Chester, PA 19380	\$57,000.00

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 has been renting office space in Western PA, in Harmar Township, known as The Landings, for several years. We will continue to occupy this space in the coming year, but we are transitioning to a larger space, also in Harmar Township, to accommodate increased staff. The building is located at 1001 Commerce Drive.

Memorandum of Understanding

Organization	Purpose
Chester County IU	Title III Consortium MOU
Franklin and Marshall	PA College Advisory Corps - College and Financial Aid Advisor
Westtown East Goshen Police Department	MOU with Legal Law Enforcement Agency - Enterprise, AIC, and 1645
Harmar Township Police Department	MOU with Legal Law Enforcement Agency - Pittsburgh
West Goshen Police Department	MOU with Legal Law Enforcement Agency - CPFA

Upload of Memorandum of Understanding Document(s)

Title III CCIU Consortium - EL MOU 22-23 PALCS.pdf

PALCS PCAC MOU 22-23.pdf

2023 MOU Pittsburgh.pdf

2023 MOU WEGO.pdf

2023 MOU West Goshen.pdf

Articulation Agreements

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

Management Survey

Charter School Management Survey

Charter School Name

Pennsylvania Leadership CS

Point of Contact Name

Mark Allen

Point of Contact Telephone Number

6107013333

Extension

1051

Point of Contact Email

mgallen@palcs.org

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

BoardAffirmation2223.pdf

Date of Approval

2023-07-20

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

Mark G. Allen

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

Mark G. Allen

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

Mark G. Allen

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

Mark G. Allen

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

Mark G. Allen

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

Mark G. Allen

COMMONWEALTH OF PENNSYLVANIA

CHARTER

to operate a public school known as
Pennsylvania Leadership Charter School

Pursuant to the authority vested in the Pennsylvania Department of Education under the Public School Code of 1949, as amended, and specifically under 24 P.S. §17-1741-A, the Board of Trustees of the Pennsylvania Leadership Charter School is hereby granted renewal of its Charter to operate a public cyber charter school located in West Chester, Pennsylvania, for the period commencing on July 1, 2007 and ending on June 30, 2012. The renewal of this Charter was approved by the Pennsylvania Department of Education on July 2, 2007.

It is specifically understood and agreed between the signatories hereto that:

1) the Board of Trustees shall operate the cyber charter school in accordance with the provisions of 24 P.S. §§17-1741-A - 17-1751-A, any amendments thereto enacted during the term of this charter and any regulations or standards applicable to cyber charter schools;

2) the granting of this Charter is specifically contingent upon operation of the cyber charter school in strict adherence to the terms of the Renewal Application submitted by the Board of Trustees on or about October 1, 2006. Said Renewal Application is attached hereto as **Appendix A** and is incorporated herein by reference as if fully set forth;

3) this Charter and the Appendix attached hereto constitute a legally binding agreement for the term set forth above and the terms of said agreement cannot be changed absent a written amendment to this Charter;

4) this Charter may be renewed for additional periods of five years duration and upon any such renewal, a new charter shall be executed by the parties; and

5) this Charter can only be terminated in accordance with the provisions of applicable law.

WHEREFORE, the undersigned, intending to be legally bound hereby set their hands this 16th day of NOVEMBER 2007.

ATTEST:

Eileen Rothrock

Eileen Rothrock

Eileen Rothrock

Eileen Rothrock

Note: Shannon Royer has resigned from the PALCS board of trustees
Shannon E. Royer, Member

ATTEST:

BOARD OF TRUSTEES

Bill Middleton
Bill Middleton, President

Donald L. Drain
Donald L. Drain, Treasurer/Secretary

Terence Farrell
Terence Farrell, Member

Pete Caso
Pete Caso, Member

PENNSYLVANIA DEPARTMENT OF
EDUCATION

Gerald L. Zahorchak
Gerald L. Zahorchak, Secretary

PA Leadership Charter School Board Meeting Agenda

1332 Enterprise Drive, West Chester, PA 19382

Starting Time: 1:22 PM

Ending Time: 1:45 PM

Opening activities:

1. Call to order – Chairman of the Board of Directors
2. Public Notice: Public notice was given for this meeting in accordance with Act 93 of 1998, Section 1.
3. The Board met this afternoon in Executive Session to discuss personnel, legal and real estate matters.

Note: All meetings are on the **third Friday of the month**. Agenda will be posted on www.palcs.org website. Locate “Organization” in the toolbar and click “School Board Meetings and Board Members.”

Roll call:

Board Members

- Gary Dougherty, President gdougherty2@palcs.org
- Tom Curyto tcuryto@palcs.org
- Brian Ney bney@palcs.org
- Dan Truitt dtruitt@palcs.org

Counsel

- Andrew Lehr, Esq.--absent alehr@palcs.org
- Jim McErlane, Esq. jmcerlane@lambmcerlane.com
- Kevin McKenna, Esq. --absent kmckenna@mckennalawllc.com

Staff

- Mark Allen mgallen@palcs.org
- Seth Heiland sheiland@palcs.org
- Mark Murray mmurray@palcs.org
- Carlos Castillo.--absent ccastillo@palcs.org
- Other _____

4. Pledge of Allegiance
5. Additions, deletions or modifications to the Agenda
6. Additions, deletions or modifications to the Minutes

7. Comments from the Public will be heard at the end of the meeting. There will be no department reports at this meeting.

8. **Motion:** Be it resolved that the PA Leadership Charter School Board of Directors shall approve the minutes from the Board of Directors meeting from June 17, 2022 (See Attachment A).

First: Tom Curyto
Second: Brian Ney
Vote: Unanimous

9. **Motion:** Be it resolved that the PA Leadership Charter School Board of Directors shall acknowledge the retirement of CEO, Dr. James Hanak and Director of Operations Eileen Bowers and thank them for their service.

First: Brian Ney
Second: Tom Curyto
Vote: Unanimous

10. **Motion:** Be it resolved that the PA Leadership Charter School Board of Directors shall accept Mark Allen as CEO, effective immediately.

First: Dan Truitt
Second: Brian Ney
Vote: Unanimous

11. **Motion:** Be it resolved that the PA Leadership Board of Directors elect Dan Truitt to be the Treasurer of the PALCS Board of Directors, effective immediately.

First: Brian Ney
Second: Tom Curyto
Vote: Unanimous

12. **Motion:** Be it resolved that the PA Leadership Charter School Board of Directors shall approve the removal of Dr Hanak as a signer for all banks, credit accounts, and investment accounts.

First: Brian Ney
Second: Dan Truitt
Vote: Unanimous

- 13. Motion:** Be it resolved that the PA Leadership Charter School Board of Directors shall approve the removal of Eileen Bowers as a signer for all banks, credit accounts, and investment accounts.

First: Dan Truitt
Second: Brian Ney
Vote: Unanimous

- 14. Motion:** Be it resolved that the PA Leadership Charter School Board of Directors shall approve the removal of John Wingerter as a signer for all banks, credit accounts, and investment accounts.

First: Dan Truitt
Second: Brian Ney
Vote: Unanimous

- 15. Motion:** Be it resolved that the PA Leadership Charter School Board of Directors shall approve Mark Allen as a signer for all banks, credit accounts, and investment accounts.

First: Dan Truitt
Second: Brian Ney
Vote: Unanimous

- 16. Motion:** Be it resolved that the PA Leadership Charter School Board of Directors shall approve Gary Dougherty as a signer for all banks, credit accounts, and investment accounts.

First: Dan Truitt
Second: Tom Curyto
Vote: Unanimous

- 17. Motion:** Be it resolved that the PA Leadership Charter School Board of Directors shall approve Dan Truitt as a signer for all banks, credit accounts, and investment accounts.

First: Gary Dougherty
Second: Brian Ney
Vote: Unanimous

18. Motion: Be it resolved that the PA Leadership Charter School Board of Directors shall approve the closing of the following bank account and transfer funds to First Resource Operating Account #8981:

- First Resource #3402 (Former PPP account)—current balance: \$108,467.80

First: Dan Truitt
Second: Brian Ney
Vote: Unanimous

19. Motion: Be it resolved that the PA Leadership Charter School Board of Directors shall approve the closing of the following bank account and transfer funds to First Resource Operating Account #8981:

- TD Bank #4209 (Former Operating account)—current balance: \$74,403.65

First: Dan Truitt
Second: Brian Ney
Vote: Unanimous

20. Motion: Be it resolved that the PA Leadership Charter School Board of Directors shall approve the closing of the following bank accounts and transfer funds to First Resource Operating Account #8981:

- TD Bank #7297 (Money Market account)—current balance: \$285,480.93 (average monthly interest of \$12)

First: Dan Truitt
Second: Tom Curyto
Vote: Unanimous

21. Motion: Be it resolved that the PA Leadership Charter School Board of Directors shall approve the closing of the following bank accounts and transfer funds to First Resource Operating Account #8981:

- C & N Bank #4338 (Money Market account)—current balance: \$924,688.14

First: Dan Truitt
Second: Tom Curyto
Vote: Unanimous

22. Motion: Be it resolved that the PA Leadership Charter School Board of Directors shall approve the closing of the following bank accounts and transfer funds to First Resource Operating Account #8981:

- Key Bank #1320 (Regular Checking account)—current balance: \$100,161.44

First: Dan Truitt
Second: Brian Ney
Vote: Unanimous

23. Motion: Be it resolved that the PA Leadership Charter School Board of Directors shall approve the liquidation of the Charles Schwab account.

First: Dan Truitt
Second: Tom Curyto
Vote: Unanimous

**Emergency approval was given at the executive session on Thursday, June 23, 2022 for Jim McErlane to oversee the execution of the bond sales effective immediately.

24. Motion: Be it resolved that the PA Leadership Charter School Board of Directors shall approve the transfer up to \$30 million dollars out of First Resource into a PDE approved investment bank, to be determined.

First: Dan Truitt
Second: Tom Curyto
Vote: Unanimous

25. Motion: Be it resolved that the PA Leadership Charter School Board of Directors shall approve the conveyance of all real estate owned by FRIENDS of PALCS to PALCS.

First: Brian Ney
Second: Dan Truitt
Vote: Unanimous

26. Motion: Be it resolved that the PA Leadership Charter School Board of Directors shall approve the increase of Directors & Officers Liability insurance to \$10 million.

First: Tom Curyto
Second: Brian Ney
Vote: Unanimous

27. **Motion:** Be it resolved that the PA Leadership Charter School Board of Directors shall approve Seth Heiland as a signer for all banks, credit accounts, and investment accounts.

First: Tom Curyto
Second: Brian Ney
Unanimous

28. **Motion:** Be it resolved that the PA Leadership Charter School Board of Directors shall add Casey Lutz as a signer on the American Express credit card for approved school purchasing. The statement shall be reviewed by the CEO each month prior to payment.

First: Dan Truitt
Second: Brian Ney
Unanimous

29. **Motion:** Be it resolved that the PA Leadership Charter School Board of Directors shall approve Brian Ney to be the board secretary effective immediately.

First: Gary Dougherty
Second: Dan Truitt
Unanimous

Public Comments:

Adjournment:

30. **Motion:** Be it resolved that the meeting of the PA Leadership Charter School Board of Directors shall adjourn.

First: Brian Ney
Second: Dan Truitt
Vote: Unanimous

PA Leadership Charter School Board Meeting Minutes—July 15, 2022

1332 Enterprise Drive, West Chester, PA 19382

Starting Time: 12:59 PM

Ending Time: 2:19 PM

Opening activities:

1. Call to order – Chairman of the Board of Directors
2. Public Notice: Public notice was given for this meeting in accordance with Act 93 of 1998, Section 1.
3. The Board met this afternoon in Executive Session to discuss personnel, legal and real estate matters.

Note: All meetings are on the **third Friday of the month**. Agenda will be posted on www.palcs.org website. Locate “Organization” in the toolbar and click “School Board Meetings and Board Members.”

Upcoming Board Meetings:

- Friday, September 16, 2022
- Friday, October 21, 2022
- Friday, November 18, 2022
- Friday, January 20, 2023
- Friday, February 17, 2023
- Friday, March 17, 2023
- Friday, May 19, 2023
- Friday, June 16, 2023

Roll call:

Board Members

- Gary Dougherty, President --present gdougherty2@palcs.org
- Brian Ney--present bney1@palcs.org
- Dan Truitt--present dtruitt2@palcs.org

Counsel

- Andrew Lehr, Esq.--absent alehr@palcs.org
- Jim McErlane, Esq. -- absent jmcerlane@lambmcerlane.com
- Kevin McKenna, Esq--absent kmckenna@mckennalawllc.com

Staff

- Mark Allen--present mgallen@palcs.org
- Seth Heiland--present on zoom sheiland@palcs.org
- Mark Murray--present mmurray@palcs.org
- Carlos Castillo--present ccastillo@palcs.org
- Other Josh Polleck attending in the place of Kevin McKenna, Casey Lutz, Meredith Heckenberger, Roger Masch

4. Pledge of Allegiance
5. Additions, deletions or modifications to the Agenda
6. Additions, deletions or modifications to the Minutes
7. Comments from the Public will be heard at the end of the meeting.
8. Swearing in of the new CEO and Board members.

9. **Motion:** Be it resolved that the PA Leadership Charter School Board of Directors shall approve the minutes from the Board of Directors meeting from July 1, 2022.

First: Brian Ney
Second: Dan Truitt
Discussion: None
Vote: Unanimous

10. **Motion:** Be it resolved that the PA Leadership Charter School Board of Directors shall accept the financial report submitted by Mark Allen and Roger Masch and direct the CEO to pay the bills (as the money becomes available)

First: Brian Ney
Second: Dan Truitt
Discussion: Roger Masch gave financial report.
Vote: Unanimous

11. **Motion:** Be it resolved that the Pennsylvania Leadership Charter School Board of Directors shall accept the resignation of Board member Thomas Curyto, effective immediately, and thank him for his service to the school.

First: Dan Truitt
Second: Brian Ney
Discussion: Resigned for personal reasons. Thanked him for his service on the board.
Vote: Unanimous

- 12. Motion:** Be it resolved that the Pennsylvania Leadership Charter School Board of Directors shall appoint John D. McGinnis, Ph.D. to serve on the Board of Directors, effective August 1.

First:Dan Truitt

Second:Brian Ney

Discussion: Dan is looking forward to John's financial experience on the board.

Vote:Unanimous

- 13. Motion:** Be it resolved that the Pennsylvania Leadership Charter School Board of Directors shall appoint Thomas R. Wilcox, III, Esq., MBA to serve on the Board of Directors, effective July 18, 2022.

First:Brian Ney

Second:Gary Dougherty

Discussion:

Vote:Unanimous

- 14. Motion:** Be it resolved as follows:

1. The Pennsylvania Leadership Charter School Board of Directors shall appoint the Pennsylvania School District Liquid Asset Fund (PSDLAF) Group as its primary provider of banking services, depository, and investment management.
2. The Pennsylvania Leadership Charter School Board of Directors authorizes and directs the PALCS administration to take such action and to execute and deliver such documents as are necessary and appropriate to implement this Resolution, including opening such accounts as may be beneficial to the School with entities within the PSDLAF Group.

First:Dan Truitt

Second:Gary Dougherty

Discussion:

Vote:Unanimous

- 15. Motion:** Be it resolved that the Pennsylvania Leadership Charter School Board of Directors shall approve the attached Petty Cash policy. (See attachment A)

First:Dan Truitt

Second: Brian Ney

Discussion: Mark Allen discussed how this is a policy that is included in the accounting manual.

Vote:Unanimous

- 16. Motion:** Be it resolved that the Pennsylvania Leadership Charter School Board of Directors shall authorize the attached draft of PALCS' Accounting Manual of Policies and Procedures to be vetted by a certified public accounting firm with experience in school finance. (See attachment B)

First: Brian Ney

Second: Gary Dougherty

Discussion: Business office will verify policies follow state standard and be reviewed by a CPFA.

Vote: Unanimous

- 17. Motion:** Be it resolved that the Pennsylvania Leadership Charter School Board of Directors shall authorize PALCS staff to enter into an agreement with the CPA firm of Rainer & Company to conduct the school's annual audit.

First: Brian Ney

Second: Dan Truitt

Discussion: Audit will occur in August.

Vote: Unanimous

- 18. Motion:** Be it resolved that the Pennsylvania Leadership Charter School Board of Directors shall renew the attached Workers Compensation policy pending clarification of discount. (See attachment C)

First: Gary Dougherty

Second: Brian Ney

Discussion: Seth Heiland (Director of HR) will follow up on discount.

Vote: Unanimous

- 19. Motion:** Be it resolved that the Pennsylvania Leadership Charter School Board of Directors shall approve the 2022-2023 Health Insurance renewal with Cigna and Metlife insurance companies (see attachment D), with premium costs to the school of as follows:

a. Total Cost = \$4,370,225.46

b. Cigna Health Insurance = \$3,922,332.54

c. Metlife Dental Insurance = \$242,278.54

d. Metlife Life and Disability Insurance = \$205,614.38

First: Dan Truitt

Second: Gary Dougherty

Discussion: Benefits cost fit within our budget

Vote: Unanimous

- 20. Motion:** Be it resolved that the Pennsylvania Leadership Charter School Board of Directors shall engage the firm of Post & Schell, P.C. to advise on pending contract and separation issues.

First: Dan Truitt
Second: Gary Dougherty
Discussion: Contract advice consulting.
Vote: Unanimous

- 21. Motion:** Be it resolved that the Pennsylvania Leadership Charter School Board of Directors shall approve the following two Special Education positions to provide additional layers of support to our students (See attachments):
- Special Education Direct Instructional Support (Reading) Teacher
 - Special Education Direct Instructional Support (Math) Teacher

First: Brian Ney
Second: Dan Truitt
Discussion: Bridge the gap between life skills students and SPED students in mainstream classroom.
Vote: Unanimous

- 22. Motion:** Be it resolved that the Pennsylvania Leadership Charter School Board of Directors shall approve the following salary adjustments, effective July 11, 2022, to accurately reflect the scope of position and organizational responsibility. (See attachment)

First: Brian Ney
Second: Gary Dougherty
Discussion: Staff appreciates recognition.
Vote: Unanimous

- 23. Motion:** Be it resolved that the Pennsylvania Leadership Charter School Board of Directors shall approve an additional Special Education Life Skills teacher position.

First: Brian Ney
Second: Dan Truitt
Discussion: Legally required.
Vote: Unanimous.

- 24. Motion:** Be it resolved that the Pennsylvania Leadership Charter School Board of Directors shall approve the title of Director of Academics shall be changed to Chief Academic Officer.

First: Gary Dougherty
Second: Brian Ney
Discussion:
Vote: Unanimous

- 25. Motion:** Be it resolved that the Pennsylvania Leadership Charter School Board of Directors shall approve the additional stipends outlined in attachment.

First: Brian Ney

Second: Gary Dougherty

Discussion: Mark Allen provided to the board the stipends available. Based on number of hours expected for those activities staff oversees.

Vote: Unanimous

Public Comments:

Adjournment:

- 26. Motion:** Be it resolved that the meeting of the PA Leadership Charter School Board of Directors shall adjourn.

First: Dan Truitt

Second: Brian Ney

Discussion:

Vote: Unanimous

PA Leadership Charter Public School Board Meeting

Minutes—August 25, 2022

1332 Enterprise Drive, West Chester, PA 19382

Starting Time: 6:51 p.m.

Ending Time: 8:12 p.m.

Zoom Link: <https://palcscommunity.zoom.us/j/310891587>

Public Notice :

Agenda will be posted on www.palcs.org website. Locate Administration from the main menu and select "School Board."

Upcoming Board Meetings - a new evening schedule is being proposed today.

Opening :

1. Call to order - President of the Board of Directors
 - a. Public Notice: Public notice was given for this meeting in accordance with Act 93 of 1998, Section 1.
 - b. The Board met earlier this evening in Executive Session to discuss personnel, legal and real estate matters.
 - c. In all citations below, "PALCS" is used to indicate The Pennsylvania Leadership Charter School.
2. Roll Call:

<u>Present</u>	<u>Board Members</u>	<u>Contact</u>
<input checked="" type="checkbox"/>	Gary Dougherty, President	gdougherty2@palcs.org
<input checked="" type="checkbox"/>	Brian Ney, Secretary	bney1@palcs.org
<input checked="" type="checkbox"/>	Dan Truitt, Treasurer	dtruitt2@palcs.org
<input checked="" type="checkbox"/>	John McGinnis	jmcginnis1@palcs.org
<input checked="" type="checkbox"/>	Tom Wilcox	twilcox@palcs.org
<u>Present</u>	<u>Counsel</u>	<u>Contact</u>
<input checked="" type="checkbox"/>	Andrew Lehr, Esq.	alehr@palcs.org
<input checked="" type="checkbox"/>	Jim McErlane, Esq.	jmcerlane@lambmcerlane.com
<input checked="" type="checkbox"/>	Kevin McKenna, Esq.	kmckenna@mckennalawllc.com
<u>Present</u>	<u>Staff</u>	<u>Contact</u>
<input checked="" type="checkbox"/>	Mark Allen, CEO	mgallen@palcs.org
<input checked="" type="checkbox"/>	Seth Heiland, Dir. of HR	sheiland@palcs.org
<input checked="" type="checkbox"/>	Mark Murray, Dir. of IT	mmurray@palcs.org
<input checked="" type="checkbox"/>	Carlos Castillo, Dir. of Student Services	ccastillo@palcs.org
<input checked="" type="checkbox"/>	Karla Johnson, Chief Academic Officer	kjohnson11@palcs.org
<input type="checkbox"/>	Courtney Kofeldt Grove, Dir. of Online Learning	ckofeldt@palcs.org

Invited Guests

X _____
 Jocelyn Evans
□ _____
□ _____

3. Pledge of Allegiance
4. Additions, deletions or modifications to the Agenda
5. Additions, deletions or modifications to the Minutes

Note: Comments from the Public will be heard at the end of the meeting.

Additional Note: There will be no Academic Department reports at this meeting.

6. **Motion:** Resolved, that the PALCS Board of Directors shall approve the [Minutes](#) from the Board of Directors meeting from July 15, 2022.

First: Brian Ney

Second: Dan Truitt

Discussion: None (previously reviewed by the Board)

Vote: Passed with four approves (Dougherty, Ney, Truitt, McGinnis), and one abstention (Wilcox)

7. **Motion:** Resolved, that the PALCS Board of Directors shall : (i) indemnify any current Board member or Officer and hold him/her harmless from any claims or liability for acts or decisions made by him/her while performing services for PALCS and its affiliates to the greatest extent permitted by applicable law and above and beyond any coverage provided by insurance, except for the event of Board member or Officer's gross negligence or willful misconduct; and (ii) include coverage for Board member and Officer under any insurance obtained by PALCS insuring officers and directors of PALCS against any such liability. To the greatest extent permitted by applicable law, PALCS shall, upon receipt of any undertaking that may be required by applicable law, pay as incurred all expenses, including reasonable attorney's fees and costs of court approved settlements, actually incurred by Board member in connection with the defense of or settlement of any claim or liability for which Board member is or may be entitled to indemnification hereunder or under applicable law. PALCS shall direct its attorney(s) to draft such an indemnification grant in accordance with all legal compliance therein.

First: Tom Wilcox

Second: Dan Truitt

Discussion: This will be reflected in the by-laws.

Vote: Passed unanimously

8. **Motion:** Resolved, that the PALCS Board of Directors shall appoint Jocelyn Evans to serve on the Board of Directors, effective immediately.

First: Tom Wilcox

Second: Brian Ney

Discussion: None (previously introduced to the Executive Committee)

Vote: Passed unanimously

9. **Motion:** Resolved, that the PALCS Board of Directors shall adopt the following revised regular meeting schedule for the school year 2022-2023. [Reference: [Attachment A](#)]

First: Brian Ney

Second: Tom Wilcox

Discussion: None

Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)

10. **Motion:** Resolved, that the PALCS Board of Directors shall accept the financial report submitted by Mark Allen and Roger Masch, and direct the CEO to pay bills (as the money becomes available). [Reference: Attachments [B](#), [C](#), [D](#), and [E](#)]

First: Gary Dougherty

Second: Dan Truitt

Discussion: None (previously discussed in Executive Committee)

Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)

11. **Motion:** Resolved, that the PALCS Board of Directors shall authorize the CEO and accounting staff to move money into interest-bearing accounts at First Resource Bank and the Pennsylvania School District Liquid Asset Fund, as directed by the Board of Directors.

First: Brian Ney

Second: Dan Truitt

Discussion: At this time we will move forward per Dan Truitt's recommendations to invest in a 12-month CD in PA School District liquid asset fund (US Treasury backed), and in a 6-month CD in PA School District liquid asset fund, as well as an amount in an insured, interest-bearing account at First Resource Bank.

Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)

12. **Motion:** Resolved, that the PALCS Board of Directors shall authorize transfer of real estate from Friends of PALCS to PALCS, and shall further authorize the dissolution of the Friends of PALCS.

First: Brian Ney

Second: Dan Truitt

Discussion: None (previously discussed in Executive Committee)

Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)

13. **Motion:** Resolved, that the PALCS Board of Directors shall adopt the attached revised By-Laws dated August 25, 2022, pending final legal review. [Reference: [Attachment F](#)]

First: Tom Wilcox

Second: Gary Dougherty

Discussion: None (previously discussed in Executive Committee)

Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)

14. **Motion:** Resolved, that the PALCS Board of Directors shall schedule Act 55 Basic Board training and Act 55 Advanced Training no later than September 15, 2022:

First: Brian Ney

Second: Dan Truitt

Discussion: None

Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)

15. **Motion:** Resolved, that the PALCS Board of Directors shall adopt the attached Accounting Manual of Policies and Procedures that has been reviewed by the Board and by outside accountants. [Reference: [Attachment G](#)]

First: Gary Dougherty

Second: Brian Ney

Discussion: JLP and Associates, LLC, completed a comprehensive review of the manual as of 8/25/22.

Vote: Passed with four approves (Dougherty, Ney, Truitt, McGinnis) and two abstentions (Wilcox, Evans)

16. **Motion:** Resolved, that the PALCS Board of Directors shall authorize the CEO, in consultation with McKenna Snyder LLC, resolve prior administrative claims with school districts rising from the 2016-2017 and 2017-2018 school year.

First: Brian Ney

Second: Dan Truitt

Discussion: None

Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)

17. **Motion:** Resolved, that the PALCS Board of Directors shall increase Directors and Officers Liability insurance to a minimum of \$5 million coverage.

First: Brian Ney

Second: Dan Truitt

Discussion: None

Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)

18. **Motion:** Resolved, that the PALCS Board of Directors shall approve the attached A-TSI plan for school improvement to be submitted to the Pennsylvania Department of Education (PDE). [Reference: [Attachment H](#)]

First: Dan Truitt

Second: Brian Ney

Discussion: None (previously shared with the Board)

Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)

19. **Motion:** Resolved, that the PALCS Board of Directors shall approve the attached Health and Safety Plan for the 2022-2023 school year, to be updated as necessary. [Reference: [Attachment I](#)]

First: Brian Ney

Second: Tom Wilcox

Discussion: None (previously shared with the Board)

Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)

20. **Motion:** Resolved, that the PALCS Board of Directors shall approve the attached Guidelines for Instructional Staff for the 2022-2023 school year. [Reference: [Attachment J](#)]

First: Brian Ney

Second: Gary Dougherty

Discussion: None (previously shared with the Board)

Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)

21. **Motion:** Resolved, that the PALCS Board of Directors shall approve the Academic Staff Evaluation of Professional Practice (AStEPP) Manual for the 2022-2023 school year for instructional staff evaluations. [Reference: [Attachment K](#)]

First: Tom Wilcox

Second: Dan Truitt

Discussion: None (previously shared with the Board)

Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)

22. **Motion:** Resolved, that the PALCS Board of Directors shall adopt the attached Vocational/Technical School Policy, to be effective August 25, 2022. [Reference: [Attachment L](#)]

First: Gary Dougherty

Second: Brian Ney

Discussion: None (previously shared with the Board)

Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)

23. **Motion:** Resolved, that the PALCS Board of Directors shall create the staff position of Director of Online Learning to ensure that PALCS remains on the cutting edge of online education and education technology innovation. [Reference: [Attachment M](#)]

First: Tom Wilcox

Second: Brian Ney

Discussion: None (previously presented to the Board)

Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)

24. **Motion:** Resolved, that the PALCS Board of Directors shall approve extending an offer of employment of Mitchell Bilker as Chief Financial Officer for The Pennsylvania Leadership Charter School, pending all reference checks. [Reference: [Attachment N](#)]

First: Brian Ney

Second: Dan Truitt

Discussion: None (Mr. Bilker met with the Board in Executive session)

Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)

25. **Motion:** Resolved, that the PALCS Board of Directors shall approve the following position adjustments:
- Dr. Karla Johnson, from Middle School Principal to Chief Academic Officer.
 - Dr. Courtney Kofeldt Grove, from Supervisor of Education Technology to Director of Online Learning.
 - Lindsay Kulp, from Executive Assistant to Accounts Payable Specialist.
 - Jenna Grauer, from Administrative Assistant to the High School Principal to Executive Assistant to the Chief Academic Officer.
 - Zealan Turner, from Executive Assistant to the Director of Academics to Executive Assistant to the Chief Executive Officer.
- First: Tom Wilcox
Second: Brian Ney
Discussion: None (previously shared with the Board)
Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)
26. **Motion:** Resolved, that the PALCS Board of Directors shall end the practice of extending “key benefits” (already discontinued) as outlined in the former CEO’s contract.
- First: Brian Ney
Second: Dan Truitt
Discussion: None (previously discussed in Executive Committee)
Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)
27. **Motion:** Resolved, that the PALCS Board of Directors shall end the long-term care provision for senior employees.
- First: Gary Dougherty
Second: Brian Ney
Discussion: None (previously discussed in Executive Committee)
Vote: Passed with four approves (Dougherty, Ney, Truitt, McGinnis) and two abstentions (Wilcox, Evans)
28. **Motion:** Resolved, that the PALCS Board of Directors shall approve the revised Director and Academic Leadership Team (ALT) benefits to reflect current employees within those categories. [Reference: [Attachment O](#)]
- First: Brian Ney
Second: Tom Wilcox
Discussion: None (previously shared with the Board)
Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)
29. **Motion:** Resolved, that the PALCS Board of Directors shall undertake a comprehensive review of Director and Academic Leadership Team (ALT) benefits that exist on top of the benefit structure provided to all employees.
- First: Brian Ney
Second: Gary Dougherty
Discussion: None

Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)

30. **Motion:** Resolved, that the PALCS Board of Directors shall discontinue providing Director and Academic Leadership Team (ALT) benefits to any employee who is not designated within those categories.

First: Brian Ney

Second: Tom Wilcox

Discussion: None (previously discussed in Executive Committee)

Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)

31. **Motion:** Resolved, that the PALCS Board of Directors shall approve PALCS's application for the 2022-2023 PCCD Safety and Security Grant for \$140,000 with \$70,000 being allocated for security upgrades to our physical locations and \$70,000 being allocated for the strengthening of our mental health supports. [Reference: [Attachment P](#)]

First: Dan Truitt

Second: Tom Wilcox

Discussion: None (previously discussed in Executive Committee)

Vote: Passed with five approves (Dougherty, Ney, Truitt, McGinnis, Wilcox) and one abstention (Evans)

Department Reports:

None.

Public Comments:

Sharon Sedlar- Please keep in mind that using marketing efforts can be criticized at great length by public charter school adversaries. I also wanted to make it known that your school has done wonders to help my child's [REDACTED]. Special recognition to Mike Logue and Shavaun McGinty. Also, it will be interesting to know how much push-back there is for increasing vo-tech avenues for our cyber students. We don't want to get our kids' hopes up.

Adjournment:

32. **Motion:** Resolved, that the meeting of the PALCS Board of Directors shall adjourn.

First: Dan Truitt

Second: Tom Wilcox

Discussion: None

Vote: Passed unanimously

PA Leadership Charter Public School Board Meeting

Minutes—October 20, 2022

1332 Enterprise Drive, West Chester, PA 19382

Starting Time: ____p.m.

Ending Time: ____p.m.

Zoom Link: <https://palcscommunity.zoom.us/j/310891587>

Public Notice :

Agenda will be posted on www.palcs.org website. Locate Administration from the main menu and select "School Board."

Upcoming Board Meetings - [PALCS Board Meeting Schedule 2022-2023](#)

Opening :

1. Call to order - President of the Board of Directors
 - a. Public Notice: Public notice was given for this meeting in accordance with Act 93 of 1998, Section 1.
 - b. The Board met earlier this evening in Executive Session to discuss personnel, legal and real estate matters.
 - c. In all citations below, "PALCS" is used to indicate The Pennsylvania Leadership Charter School.
2. Roll Call:

Present

_x____
_x____
_x____
_x____

Board Members

Gary Dougherty, Chair
Brian Ney, Vice Chair, Secretary
Dan Truitt, Treasurer
Tom Wilcox
Jocelyn Evans

Contact

gdougherty2@palcs.org
bney1@palcs.org
dtruitt2@palcs.org
twilcox@palcs.org
jevans8@palcs.org

Present

_x____

_x____

Counsel

Andrew Lehr, Esq.
Jim McErlane, Esq.
Kevin McKenna, Esq.

Contact

alehr@palcs.org
jmcerlane@lambmcerlane.com
kmckenna@mckennalawllc.com

Present

_x____
_x____
_x____
_x____
_x____

Staff

Mark Allen, CEO
Seth Heiland, Dir. of HR
Mark Murray, Dir. of IT
Carlos Castillo, Dir. of Student Services
Karla Johnson, Chief Academic Officer

Contact

mgallen@palcs.org
sheiland@palcs.org
mmurray@palcs.org
ccastillo@palcs.org
kjohnson11@palcs.org

Invited Guests

- Roger Masch, Charter Choices
- Daryl Waldrop, PALCS IT
- _____

- 3. Pledge of Allegiance
- 4. Additions, deletions or modifications to the Agenda
- 5. Additions, deletions or modifications to the Minutes

Note: Comments from the Public will be heard at the end of the meeting.

- 6. **Motion:** Resolved, that the PALCS Board of Directors shall approve the Minutes from the Board of Directors meeting from September 22, 2022 [[Attachment A](#)].

First: Dan Truitt
 Second: Tom Wilcox
 Discussion: None
 Vote: Passed unanimously

- 7. **Motion:** Resolved, that the PALCS Board of Directors shall appoint Tom Wilcox as Chair of the Board Nominating Committee.

First: Dan Truitt
 Second: Jocelyn Evans
 Discussion: None
 Vote: Wilcox abstains, Passed

- 8. **Motion:** Resolved, that the PALCS Board of Directors shall accept the financial report submitted by Mark Allen and Roger Masch, and direct the CEO to pay bills as the money becomes available. [[Attachment B](#), [Attachment C](#)].

First: Dan Truitt
 Second: Tom Wilcox
 Discussion:
 Vote: Passed unanimously

- 9. **Motion:** Resolved, that the PALCS Board of Directors shall approve the hiring of the following personnel:

- a. Orlando Lobo - Chief Financial Officer - \$120,000
- b. Katelyn Garnot - High School Academic Advisor - \$20/hour / \$41,600.00 Annually
- c. Jaclyn Stepnowski - Elementary School Art Teacher - \$45,400.00
- d. Sheila Walton - Middle School Business Technology Teacher - \$84,003.45

First: Dan Truitt
 Second: Brian Ney
 Discussion:
 Roll Call Vote:

Dougherty	Ney	Truitt	Wilcox	Evans
-	Aye	Aye	Aye	Aye

Result: Passed unanimously

10. **Motion:** Resolved, that the PALCS Board of Directors shall approve the creation of the position Supervisor of Communication [[Attachment D](#)].

First: Dan Truitt
 Second: Brian Ney
 Discussion:
 Roll Call Vote:

Dougherty	Ney	Truitt	Wilcox	Evans
-	Aye	Aye	Aye	Aye

Result: Passed unanimously

11. **Motion:** Resolved, that the PALCS Board of Directors shall approve the position change of Zealan Turner from Executive Assistant to the CEO and Right to Know Officer to the newly created position of Supervisor of School Communications, at a salary of \$80,000, effective immediately.

First: Jocelyn Evans
 Second: Dan Truitt
 Discussion:
 Roll Call Vote:

Dougherty	Ney	Truitt	Wilcox	Evans
-	Aye	Aye	Aye	Aye

Result: Passed unanimously

12. **Motion:** Resolved, that the PALCS Board of Directors shall approve the end of the \$6,000 Director Benefit, effective immediately.

First: Brian Ney
 Second: Tom Wilcox
 Discussion:
 Vote: Passed unanimously

13. **Motion:** Resolved, that the PALCS Board of Directors shall approve the updated *Procurement* policy [[Attachment E](#)].

First: Dan Truitt
Second: Tom Wilcox
Discussion:
Vote: Passed unanimously

14. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Accounts Payable* policy [[Attachment F](#)].

First: Brian Ney
Second: Jocelyn Evans
Discussion:
Vote: Passed unanimously

15. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Allowability of Costs* policy [[Attachment G](#)].

First: Tom Wilcox
Second: Dan Truitt
Discussion:
Vote: Passed unanimously

16. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Travel/Meal Reimbursement* policy [[Attachment H](#)].

First: Tom Wilcox
Second: Brian Ney
Discussion:
Vote: Passed unanimously

17. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Travel/Vehicle Use* policy [[Attachment I](#)].

First: Brian Ney
Second: Jocelyn Evans
Discussion:
Vote: Passed unanimously

18. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Disposal of Equipment, Supplies, and Textbook Supplies* policy [[Attachment J](#)].

First: Tom Wilcox
Second: Dan Truitt
Discussion:
Vote: Passed unanimously

19. **Motion:** Resolved, that the PALCS Board of Directors shall approve a one-year Data Mining contract with Agentis Technology for \$150,000.00 [[Attachment K](#)].

First: Dan Truitt

Second: Jocelyn Evans

Discussion: The contract consists of pay for both a Junior Database Programmer at \$44/hour and a Principal Consultant at \$146/hr. This contract is funded by our A-TSI federal grant. The purpose of the data mining work is to provide academic leadership actionable data to help drive initiatives such as targeted school improvement efforts, addressing pandemic-related learning loss, and our multi-tiered system of support. Examples of the data mining reports, actions taken, and rate of change in student performance and achievement can be found in the online attachment folder.

Vote: Passed unanimously

20. **Motion:** Resolved, that the PALCS Board of Directors shall approve the sale of approximately 240 computers to the Asset Upcycling Division of HP Financial Services [[Attachment L](#)].

First: Dan Truitt

Second: Tom Wilcox

Discussion: This sale is in accordance with our *Disposal of Equipment, Supplies, and Textbook Supplies* policy. Sale quote amount is \$19,000.

Vote: Passed unanimously

Note: The quote for last month's computer sale motion has changed from \$19,000 to 59,555.25. See [attachment ITO](#) for updated quote.

21. **Motion:** Resolved, that the PALCS Board of Directors shall approve the addition of a diversity statement to the Student-Parent Handbook, Guidelines for Instructional Staff, and other publications as appropriate.

- a. *"PALCS promotes equality of opportunity and supports the principles of inclusion and diversity for our students, employees and the communities we serve. It is our commitment to strive daily to create a space where all feel comfortable, supported and included."*

First: Tom Wilcox

Second: Dan Truitt

Discussion:

Vote: Passed unanimously

22. **Presentation:** *PALCSchool Technology Platform* [[Attachment M](#)]

23. **Report:** *Enrollment and Retention* [[Attachment N](#)]

Department Reports:

1. [Academic Department Report](#)
 - a. [USP Report](#)
 - b. [CPFA Report](#)
2. [Student Services Department Report](#)
3. [IT Department Report](#)

4. [HR Department Report](#)
5. [Online Learning Department Report](#)

Public Comments:

Adjournment:

24. **Motion:** Resolved, that the meeting of the PALCS Board of Directors shall adjourn.

First: Dan Truitt

Second: Jocelyn Evans

Discussion:

Vote: Passed unanimously

PA Leadership Charter Public School Board Meeting

Minutes—November 17, 2022

1332 Enterprise Drive, West Chester, PA 19382

Starting Time: 6:00 p.m.

Ending Time: 8:21 p.m.

Zoom Link: <https://palcscommunity.zoom.us/j/310891587>

Public Notice :

Agenda will be posted on www.palcs.org website. Locate Administration from the main menu and select "School Board."

Upcoming Board Meetings - [PALCS Board Meeting Schedule 2022-2023](#)

Opening :

1. Call to order - President of the Board of Directors
 - a. Public Notice: Public notice was given for this meeting in accordance with Act 93 of 1998, Section 1.
 - b. The Board met earlier this evening in Executive Session to discuss personnel, legal and real estate matters.
 - c. In all citations below, "PALCS" is used to indicate The Pennsylvania Leadership Charter School.
2. Roll Call:

Present

x

x

x

x

Board Members

Gary Dougherty, Chair

Brian Ney, Vice Chair, Secretary

Dan Truitt, Treasurer

Tom Wilcox

Jocelyn Evans

Contact

gdougherty2@palcs.org

bney1@palcs.org

dtruitt2@palcs.org

twilcox@palcs.org

jevans8@palcs.org

Present

x

Counsel

Andrew Lehr, Esq.

Jim McErlane, Esq.

Kevin McKenna, Esq.

Contact

alehr@palcs.org

jmcerlane@lambmcerlane.com

kmckenna@mckennalawllc.com

Present

x

x

x

x

x

Staff

Mark Allen, CEO

Seth Heiland, Dir. of HR

Mark Murray, Dir. of IT

Carlos Castillo, Dir. of Student Services

Karla Johnson, Chief Academic Officer

Contact

mgallen@palcs.org

sheiland@palcs.org

mmurray@palcs.org

ccastillo@palcs.org

kjohnson11@palcs.org

Invited Guests

- Roger Masch, Charter Choices
- Joshua Pollock - McKenna Snyder
- _____

3. Pledge of Allegiance

4. Additions, deletions or modifications to the Agenda

a. Agenda modifications - November, 2022

- i. Mark Allen has requested that Motion 13 be withdrawn from the Agenda as it references a policy (*Admission of Students Through the Lottery Process Policy*) that is not needed at this time.

Motion Carried

5. Additions, deletions or modifications to the Minutes

a. Minutes modifications - October, 2022

- i. The quote for last month's computer sale motion (#20) has changed from \$19,000 to 59,555.25. See [attachment ITO](#) for updated quote.

First: Dan Truitt

Second: Tom Wilcox

Discussion:

Vote: Passed unanimously

Note: Comments from the Public will be heard at the end of the meeting.

6. **Motion:** Resolved, that the PALCS Board of Directors shall approve the Minutes from the Board of Directors meeting on October 20, 2022 [[Attachment A](#)].

First: Tom Wilcox

Second: Dan Truitt

Discussion:

Vote: Passed unanimously

7. **Motion:** Resolved, that the PALCS Board of Directors shall accept the financial report submitted by Mark Allen and Roger Masch, and direct the CEO to pay bills as the money becomes available. [[Attachment B](#), [Attachment C](#)].

First: Dan Truitt

Second: Brian Ney

Discussion:

Vote: Passed unanimously

8. **Motion:** Resolved, that the PALCS Board of Directors shall approve the hiring of the following personnel:

- a. Brigitte Rottman - CPFA Day Sub

- b. Ashley Putignano - MS SPED Life Skills Teacher - \$64,765.35
- c. Larissa Show - Speech Pathologist - \$63,665.00
- d. James Lasay - HS SPED Resource Teacher - \$62,575.21
- e. Stephanie Ward - MS Math 6 Teacher - \$62,575.21

First: Tom Wilcox

Second: Brian Ney

Discussion:

Roll Call Vote: Passed unanimously

Dougherty	Ney	Truitt	Wilcox	Evans
Yes	Yes	Yes	Yes	Not present

Result:

9. **Motion:** Resolved, that the PALCS Board of Directors shall approve the following position adjustments:
- a. Tammara Clevenger, from HS SPED Resource Teacher to SPED IEP Coordinator (\$65,000).
 - b. Christina Strellec, from MS SPED Life Skills Teacher to MS Assistant Principal (\$80,000)

First: Tom Wilcox

Second: Brian Ney

Discussion:

Roll Call Vote: Passed unanimously

Dougherty	Ney	Truitt	Wilcox	Evans
Yes	Aye	Aye	Aye	Not present

Result:

10. **Motion:** Resolved, that the PALCS Board of Directors shall approve the updated *Cash Management Policy* [[Attachment D](#)].

First: Tom Wilcox

Second: Brian Ney

Discussion:

Vote: Passed unanimously

11. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Bullying Prevention and Intervention Policy* [[Attachment E](#)].

First: Brian Ney

Second: Dan Truitt
Discussion:
Vote: Passed unanimously

12. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Enrollment Policy* [[Attachment F](#)].

First: Dan Truitt
Second: Brian Ney
Discussion:
Vote: Passed unanimously

- ~~13. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Admission of Students Through the Lottery Process Policy* [[Attachment C](#)].~~

~~First:
Second:
Discussion:
Vote:~~

14. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Dual Enrollment Agreements with Institutions of Higher Education Policy* [[Attachment H](#)].

First: Tom Wilcox
Second: Brian Ney
Discussion:
Vote: Passed unanimously

15. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Religious Exemption from Curriculum Assignments Policy* [[Attachment I](#)].

First: Brian Ney
Second: Gary Dougherty
Discussion:
Vote: Passed unanimously

16. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Coverage Pay for Budgeted Open Positions Policy* [[Attachment J](#)].

First: Gary Dougherty
Second: Dan Truitt
Discussion:
Vote: Passed unanimously

17. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *School Fundraising Policy* [[Attachment K](#)].

First: Gary Dougherty

Second: Brian Ney
Discussion:
Vote: Passed unanimously

18. **Motion:** Resolved, that the PALCS Board of Directors shall approve the purchase of 600 laptop computers and 600 headsets totaling \$434,478.00 [[Attachment L](#)].

First: Gary Dougherty
Second: Brian Ney
Discussion: The purpose is to replenish inventory. The vendor is HP Inc. Hardware quotes are through the NASPO Valuepoint cooperative purchasing program in alignment with our [Procurement Policy](#).
Vote: Passed unanimously

19. **Motion:** Resolved, that the PALCS Board of Directors shall approve the purchase of 400 portable monitors totaling \$55,200.00 [[Attachment M](#)].

First: Tom Wilcox
Second: Dan Truitt
Discussion: This purchase is to be made with ESSER III funding and the purpose is to support our staff onsite/remote hybrid work model. The vendor is Virtucom. A public [Request for Quote](#) (RFQ) was placed in early October of this year, and a sealed bidding process followed in alignment with our [Procurement Policy](#).
Vote: Passed unanimously

20. **Presentation:** *Overview of Canvas and Ed Tech Programs*, by Dr. Courtney Kofeldt Grove, Director of Online Learning

Department Reports:

1. [Academic Department Report](#)
 - a. [USP Report](#)
 - b. [CPFA Report](#)
2. [Student Services Department Report](#)
3. [IT Department Report](#)
4. [HR Department Report](#)
5. [Online Learning Department Report](#)

Public Comments:

Adjournment:

21. **Motion:** Resolved, that the meeting of the PALCS Board of Directors shall adjourn.

First: Gary Dougherty

Second: Brian Ney

Discussion:

Vote: Passed unanimously

PA Leadership Charter Public School Board Meeting

Minutes—December 15, 2022

1332 Enterprise Drive, West Chester, PA 19382

Starting Time: 6:35 p.m.

Ending Time: 8:35 p.m.

Zoom Link: <https://palcscommunity.zoom.us/j/310891587>

Public Notice :

Agenda will be posted on www.palcs.org website. Locate Administration from the main menu and select "School Board."

Upcoming Board Meetings - [PALCS Board Meeting Schedule 2022-2023](#)

Opening :

1. Call to order - Chair of the Board of Directors
 - a. Public Notice: Public notice was given for this meeting in accordance with Act 93 of 1998, Section 1.
 - b. The Board met earlier this evening in Executive Session to discuss personnel, legal and real estate matters.
 - c. In all citations below, "PALCS" is used to indicate The Pennsylvania Leadership Charter School.
2. Roll Call:

Present

Board Members

Contact

Gary Dougherty, Chair
Brian Ney, Vice Chair, Secretary
Dan Truitt, Treasurer
Tom Wilcox
Jocelyn Evans

gdougherty2@palcs.org
bney1@palcs.org
dtruitt2@palcs.org
twilcox@palcs.org
jevans8@palcs.org

Present

Counsel

Contact

Andrew Lehr, Esq.
Jim McErlane, Esq.
Kevin McKenna, Esq.

alehr@palcs.org
jmcerlane@lambmcerlane.com
kmckenna@mckennalawllc.com

Present

Staff

Contact

Mark Allen, CEO
Seth Heiland, Dir. of HR
Mark Murray, Dir. of IT
Carlos Castillo, Dir. of Student Services
Karla Johnson, Chief Academic Officer

mgallen@palcs.org
sheiland@palcs.org
mmurray@palcs.org
ccastillo@palcs.org
kjohnson11@palcs.org

Invited Guests

- Roger Masch, Charter Choices
- Joshua Pollak,
- _____

3. Pledge of Allegiance
4. Additions, deletions or modifications to the Agenda

Motion: Resolved, that the PALCS Board of Directors shall approve a revised agenda for this meeting with additional motions included below in Red.

First: Tom Wilcox
Second: Jocelyn Evans
Discussion:
Vote: Passed unanimously

5. Additions, deletions or modifications to the Minutes
 - a. We would like to November Minutes to reflect that Orlando Lobo was in attendance at the November board meeting.

Note: Comments from the Public will be heard at the end of the meeting.

6. **Motion:** Resolved, that the PALCS Board of Directors shall approve the Minutes from the Board of Directors meeting on November 17, 2022 [[Attachment A](#)].

First: Tom Wilcox
Second: Jocelyn Evans
Discussion:
Vote: Passed unanimously

7. **Motion:** Resolved, that the PALCS Board of Directors shall accept the financial report submitted by Orlando Lobo and Roger Masch, and direct the CEO to pay bills as the money becomes available [[Attachment B](#), [Attachment C](#)].

First: Tom Wilcox
Second: Jocelyn Evans
Discussion:
Vote: Passed unanimously

8. **Motion:** Resolved, that the PALCS Board of Directors shall approve the draft of the 2022-2023 Board of Directors Handbook [[Attachment D](#)].

First: Gary Dougherty
Second: Jocelyn Evans
Discussion: Based on a template from McKenna Snyder, this is a draft of the last remaining piece of the high priorities that the PDE has requested from us.
Vote: Passed unanimously

9. **Motion:** Resolved, that the PALCS Board of Directors shall approve the draft of the Board Member Description of Duties and Responsibilities [[Attachment E](#)].

First: Gary Dougherty

Second: Jocelyn Evans

Discussion: Part of the relevance of this document is made towards the pursuit of new Board members, and to help them understand the position expectations

Vote: Passed unanimously

10. **Motion:** Resolved, that the PALCS Board of Directors shall approve the following position adjustments:

- a. Shane Kelly, from ES Academic Advisor to Executive Assistant to the CEO (\$25/hr).
- b. Paula DiPaolo, from MS Reading Specialist to ES Instructional Coach.

First: Tom Wilcox

Second: Jocelyn Evans

Discussion:

Roll Call Vote:

Dougherty	Ney	Truitt	Wilcox	Evans
Yes	-	-	Yes	Yes

Result: Passed unanimously

11. **Motion:** Resolved, that the PALCS Board of Directors shall approve the settlement agreement with the Haverford School District pertaining to the 2016-2017 school year reconciliation, and the Board authorizes and directs the School's CEO to execute all necessary documents to effectuate the settlement.

First: Gary Dougherty

Second: Tom Wilcox

Discussion:

Vote: Passed unanimously

12. **Motion:** Resolved, that the PALCS Board of Directors shall approve membership in the Pennsylvania Coalition of Public Charter Schools (PCPCS), at an annual cost of \$15,817.

First: Jocelyn Evans

Second: Tom Wilcox

Discussion:

Vote: Passed unanimously

13. **Motion:** Resolved, that the PALCS Board of Directors shall approve a renewed contract with Pugliese and Associates for the calendar year 2023, with a monthly premium of \$5,000 (\$60,000 per annum) ([Attachment F](#)).

First: Tom Wilcox

Second: Jocelyn Evans

Discussion:

Vote: Passed unanimously

14. **Motion:** Resolved, that the PALCS Board of Directors shall approve a contract with Charter Connect to provide communication and marketing services, including search engine optimization, Google ad placement, and related services, total costs not to exceed \$50,000 ([Attachment G](#)).

First: Tom Wilcox - pending legal review

Second: Jocelyn Evans

Discussion: Charter Connect works exclusively with charter schools, and they are extremely reasonably priced.

Vote: Passed unanimously

15. **Motion:** Resolved, that the PALCS Board of Directors shall approve the updated *Attendance Policy* ([Attachment H](#)).

First: Gary Dougherty

Second: Jocelyn Evans

Discussion:

Vote: Passed unanimously

16. **Motion:** Resolved, that the PALCS Board of Directors shall approve the updated *Conflict of Interest Policy* ([Attachment I](#)).

First: Jocelyn Evans

Second: Tom Wilcox

Discussion:

Vote: Passed unanimously

17. **Motion:** Resolved, that the PALCS Board of Directors shall approve the updated *Acceptable Use and Internet Policy* ([Attachment J](#)).

First: Gary Dougherty

Second: Tom Wilcox

Discussion:

Vote: Passed unanimously

18. **Motion:** Resolved, that the PALCS Board of Directors shall approve the updated *Records Management, Retention and Destruction Policy* ([Attachment K](#)).

First: Tom Wilcox

Second: Jocelyn Evans
Discussion:
Vote: Passed unanimously

19. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Electronic Records and Signatures Policy* [[Attachment L](#)].

First: Gary Dougherty
Second: Jocelyn Evans
Discussion:
Vote: Passed unanimously

20. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Extracurricular Activities Policy* [[Attachment M](#)].

First: Jocelyn Evans
Second: Gary Dougherty
Discussion:
Vote: Passed unanimously

21. **Motion:** Resolved, that the PALCS Board of Directors shall approve a sub nurse rate of \$240.00 per day.

First: Gary Dougherty
Second: Tom Wilcox
Discussion:
Vote: Passed unanimously

22. **Motion:** Resolved, that the PALCS Board of Directors shall approve shall approve a renewal agreement with MicroFocus. Renewal includes licensing for user directory, staff email, device management software and some network related software licensing. Total cost is \$24,441.00 ([Attachment N](#)).

First: Gary Dougherty
Second: Jocelyn Evans
Discussion:
Vote: Passed unanimously

23. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *PALCSchool Mobile App Policy* ([Attachment O](#)).

First: Jocelyn Evans
Second: Tom Wilcox
Discussion: Distribution of the app is done through application stores, Google Play and Apple App stores. A requirement of both of these app stores is to have both a privacy policy and terms and conditions for the mobile app.
Vote: Passed unanimously

24. **Motion:** Resolved, that the PALCS Board of Directors shall approve the consolidated audit created by Rainer & Company, and further direct that a signed statement be submitted to the Pennsylvania Department of Education no later than December 31, 2022, certifying that the audited financial statements have been properly audited pursuant to the Public School Code, and that in the independent auditor's professional opinion, the financial information submitted in the annual financial report was materially consistent with the audited financial statements ([Attachment P](#)).

First: Gary Dougherty

Second: Jocelyn Evans

Discussion:

Vote: Passed unanimously

25. **Insurance Summary:** [PALCS Insurance Summary 2022-2023](#)

26. **Presentation: *Overview of Agentis Development Projects and Data Mining Initiative***, by Mark Murray, PALCS Director of Information Technology, Rick Merrell, CEO of Agentis, Daryl Waldrop, PALCS IT Systems Development Manager

Department Reports:

1. [Academic Department Report](#)
 - a. [USP Report](#)
 - b. [CPFA Report](#)
2. [Student Services Department Report](#)
3. [IT Department Report](#)
4. [HR Department Report](#)
5. [Online Learning Department Report](#)
6. Business and Accounting Department Report (no report this month)

Public Comments:

Adjournment:

27. **Motion:** Resolved, that the meeting of the PALCS Board of Directors shall adjourn.

First: Gary Dougherty

Second: Jocelyn Evans

Discussion:

Vote: Passed unanimously

PA Leadership Charter School Public Board Meeting

Minutes—January 19, 2023

1332 Enterprise Drive, West Chester, PA 19382

Starting Time: 6:30 p.m.

Ending Time: 8:15 p.m.

Zoom Link: <https://palcscommunity.zoom.us/j/310891587>

Public Notice :

Agenda will be posted on www.palcs.org website. Locate Administration from the main menu and select "School Board."

Upcoming Board Meetings - [PALCS Board Meeting Schedule 2022-2023](#)

Opening :

1. Call to order - Chair of the Board of Directors
 - a. Public Notice: Public notice was given for this meeting in accordance with Act 93 of 1998, Section 1.
 - b. The Board met earlier this evening in Executive Session to discuss personnel, legal and real estate matters.
 - c. In all citations below, "PALCS" is used to indicate The Pennsylvania Leadership Charter School.
2. Roll Call:

<u>Present</u>	<u>Board Members</u>	<u>Contact</u>
<u> x </u>	Gary Dougherty, Chair	gdougherty2@palcs.org
<u> x </u>	Brian Ney, Vice Chair, Secretary	bney1@palcs.org
<u> x </u>	Dan Truitt, Treasurer	dtruitt2@palcs.org
<u> x </u>	Tom Wilcox	twilcox@palcs.org
<u> </u>	Jocelyn Evans	jevans8@palcs.org
<u>Present</u>	<u>Counsel</u>	<u>Contact</u>
<u> x </u>	Andrew Lehr, Esq.	alehr@palcs.org
<u> </u>	Jim McErlane, Esq.	jmcerlane@lambmcerlane.com
<u> x </u>	Kevin McKenna, Esq.	kmckenna@mckennalawllc.com
<u>Present</u>	<u>Staff</u>	<u>Contact</u>
<u> x </u>	Mark Allen, CEO	mgallen@palcs.org
<u> x </u>	Seth Heiland, Dir. of HR	sheiland@palcs.org
<u> x </u>	Mark Murray, Dir. of IT	mmurray@palcs.org
<u> x </u>	Carlos Castillo, Dir. of Student Services	ccastillo@palcs.org
<u> </u>	Karla Johnson, Chief Academic Officer	kjohnson11@palcs.org
<u> </u>	Courtney Kofeldt Grove, Dir. of Online Learning	ckofeldt@palcs.org

Invited Guests

- Roger Masch, Charter Choices
- Carrie Longstreth (New Director of Student Services)
- Cara Atmajian Kemp (Supervisor of Curriculum)

3. Pledge of Allegiance
4. Additions, deletions or modifications to the Agenda
5. Additions, deletions or modifications to the Minutes

Note: Comments from the Public will be heard at the end of the meeting.

6. **Motion:** Resolved, that the PALCS Board of Directors shall approve the Minutes from the Board of Directors meeting on December 15, 2022 [[Attachment A](#)].

First: Brian Ney

Second: Tom Wilcox

Discussion: Dan Truitt abstains from this vote as he was not present at the last meeting

Vote: Passed

7. **Motion:** Resolved, that the PALCS Board of Directors shall accept the financial report submitted by Orlando Lobo and Roger Masch, and direct the CEO to pay bills as the money becomes available [[Attachment B](#), [Attachment C](#)].

First: Dan Truitt

Second: Brian Ney

Discussion:

Vote: Passed unanimously

8. **Motion:** Resolved, that the PALCS Board of Directors shall accept the resignation of Gary Dougherty as Chair of the Board, effective immediately. [Note: this motion applies solely to Mr. Dougherty's position as Board Chair.]

First: Gary Dougherty

Second: Dan Truitt

Discussion: Presentation of plaque honoring Gary Dougherty's commitment and service to the school.

Vote: Passed unanimously

9. **Motion:** Resolved, that the PALCS Board of Directors shall appoint Brian Ney as Chair of the PALCS Board of Directors, effective immediately.

First: Dan Truitt

Second: Tom Wilcox

Discussion:

Vote: Passed unanimously

10. **Motion:** Resolved, that the PALCS Board of Directors shall appoint Thomas Wilcox as Vice-Chair and Secretary of the PALCS Board of Directors, effective immediately.

First: Dan Truitt

Second: Gary Dougherty

Discussion:

Vote: Passed unanimously

11. **Motion:** Resolved, that the PALCS Board of Directors shall approve the allocation of \$15,000,000 in First Resource Bank into Certificates of Deposit accounts split equally in 3-month, 6-month, 9-month and 12-month periods, at the best prevailing interest rates. The signatories of these accounts are Dan Truitt (Board Treasurer) and Mark Allen (Chief Executive Officer).

First: Tom Wilcox

Second: Brian Ney

Discussion:

Vote: Passed unanimously

12. **Motion:** Resolved that the PALCS Board of Directors agrees to settle all claims for the 2016-2017 school year including the release of all claims by PALCS and through the 2020-2021 school year with the following School Districts:

Radnor Township School District \$3,975.00

Docket No. BBFM 00-2017-489

Tredyffrin-Easttown School District \$1,558.00

Docket No. BBFM 00-2017-541

Upper Dublin School District \$ 633.23

Docket No. BBFM 00-2017-554

Upper Moreland School District \$ 229.38

Docket No. BBFM 00-2017-556

First: Dan Truitt

Second: Gary Dougherty

Discussion:

Vote: Passed unanimously

13. **Motion:** Resolved, that the PALCS Board of directors shall approve the hiring of the following personnel:

- a. James Lasay - High School Special Education Teacher - \$62, 575.21

- b. Autumn Phillips - CPFA Day Sub - \$21.87/hour
- c. Molly Goslin - IEP Writer - \$22.50/hour
- d. Stephanie Ward - Middle School Math Teacher - \$62,575.21
- e. Elizabeth Elder - Middle School Reading Specialist - \$54,795.40

First: Brian Ney

Second: Dan Truitt

Discussion:

Roll Call Vote: Passed unanimously

Dougherty	Ney	Truitt	Wilcox	Evans
yes	yes	yes	yes	not present

14. **Motion:** Resolved, that the PALCS Board of Directors shall approve the following position adjustments

- a. Carrie Longstreth, from Career and Technical Ed Coordinator to Director of Student Services - \$100,000

First: Gary Dougherty

Second: Dan Truitt

Discussion: The board met Carrie and spoke with her during the executive session.

Roll Call Vote: Passed unanimously

Dougherty	Ney	Truitt	Wilcox	Evans
yes	yes	yes	yes	Not present

15. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Child Abuse Identification and Reporting Policy* [[Attachment D](#)]

First: Tom Wilcox

Second: Dan Truitt

Discussion:

Vote: Passed unanimously

16. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Child Sexual Abuse Prevention and Mandatory Reporting Policy* [[Attachment E](#)]

First: Dan Truitt

Second: Gary Dougherty

Discussion:

Vote: Passed unanimously

17. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Confidentiality Policy* [[Attachment F](#)]

First: Gary Dougherty

Second: Dan Truitt

Discussion:

Vote: Passed unanimously

18. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Dating Violence Policy* [[Attachment G](#)]

First: Gary Dougherty

Second: Dan Truitt

Discussion:

Vote: Passed unanimously

19. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Title IX Policy* [[Attachment H](#)]

First: Dan Truitt

Second: Tom Wilcox

Discussion: Has been vetted by an education attorney

Vote: Passed unanimously

20. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Student Teacher Program Policy* [[Attachment I](#)]

First: Gary Dougherty

Second: Dan Truitt

Discussion:

Vote: Passed unanimously

21. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Coverage Pay for Budgeted Open Positions Policy* [[Attachment J](#)]

First: Tom Wilcox

Second: Dan Truitt

Discussion:

Vote: Passed unanimously

22. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Homeless Student Policy* [[Attachment K](#)]

First: Brian Ney
Second: Gary Dougherty
Discussion:
Vote: Passed unanimously

23. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Parent and Family Engagement Policy* [[Attachment L](#)]

First: Tom Wilcox
Second: Dan Truitt
Discussion:
Vote: Passed unanimously

24. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Wellness Policy* [[Attachment M](#)]

First: Brian Ney
Second: Gary Dougherty
Discussion:
Vote: Passed unanimously

25. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Literary Novels, Plays, and Textbook Approval Policy* [[Attachment N](#)]

First: Gary Dougherty
Second: Dan Truitt
Discussion:
Vote: Passed unanimously

26. **For Review:** Charter School Reports [[Attachment O](#)]

27. **Discussion:** ESSER Notification of Low Risk

28. **Discussion:** A-TSI Designation

29. **Discussion:** Communications and Marketing Update.

30. **Presentation:** An Overview of Curriculum, Curriculum Maps, and Courses at PALCS by Cara Atmanjian, Supervisor of Curriculum and Instruction

Department Reports:

1. [Academic Department Report](#)
 - a. [USP Report](#)
 - b. [CPFA Report](#)
2. Student Services Department Report (no report this month)
3. [IT Department Report](#)
4. [HR Department Report](#)
5. [Online Learning Department Report](#)
6. Business and Accounting Department Report (no report this month)

Public Comments:

Adjournment:

31. **Motion:** Resolved, that the meeting of the PALCS Board of Directors shall adjourn.

First: Tom Wilcox

Second: Gary Dougherty

Discussion:

Vote: Passed unanimously

PA Leadership Charter School Public Board Meeting

Agenda—February 16, 2023

1332 Enterprise Drive, West Chester, PA 19382

Starting Time: 6:36 p.m.

Ending Time: 8:13 p.m.

Zoom Link: <https://palcscommunity.zoom.us/j/310891587>

Public Notice :

Agenda will be posted on www.palcs.org website. Locate Administration from the main menu and select "School Board."

Upcoming Board Meetings - [PALCS Board Meeting Schedule 2022-2023](#)

Opening :

1. Call to order - Chair of the Board of Directors
 - a. Public Notice: Public notice was given for this meeting in accordance with Act 93 of 1998, Section 1.
 - b. The Board met earlier this evening in Executive Session to discuss personnel, legal and real estate matters.
 - c. In all citations below, "PALCS" is used to indicate The Pennsylvania Leadership Charter School.
2. Roll Call:

Present

x
x
x
x
x

Board Members

Brian Ney, Chair
Tom Wilcox, Vice Chair, Secretary
Dan Truitt, Treasurer
Gary Dougherty
Jocelyn Evans

Contact

bney1@palcs.org
twilcox@palcs.org
dtruitt2@palcs.org
gdougherty2@palcs.org
jevans8@palcs.org

Present

x
-
-

Counsel

Andrew Lehr, Esq.
Jim McErlane, Esq.
Kevin McKenna, Esq.

Contact

alehr@palcs.org
jmcerlane@lambmcerlane.com
kmckenna@mckennalawllc.com

Present

x
-
x
x
x

Staff

Mark Allen, CEO
Seth Heiland, Dir. of HR
Mark Murray, Dir. of IT
Carrie Longstreth, Dir. of Student Services
Karla Johnson, Chief Academic Officer

Contact

mgallen@palcs.org
sheiland@palcs.org
mmurray@palcs.org
clongstreth@palcs.org
kjohnson11@palcs.org

Invited Guests

- Roger Masch, Charter Choices
- Zofia Swiatek, Supervisor of Federal Programs
- Dr. Rhonda McClenton
- Amy Theorin
- Joshua Pollock, Esq

- 3. Pledge of Allegiance
- 4. Additions, deletions or modifications to the Agenda

Motion: Resolved, that the PALCS Board of Directors shall approve a revised agenda for this meeting with additional motions included below in Red.

First: Gary Dougherty

Second: Tom Wilcox

Discussion:

Vote: Passed unanimously

- 5. Additions, deletions or modifications to the Minutes

Note: Comments from the Public will be heard at the end of the meeting.

- 6. **Welcome:** Amy Theorin and Dr. Rhonda McClenton

- 7. **Motion:** Resolved, that the PALCS Board of Directors shall approve the Minutes from the Board of Directors meeting on January 19, 2023 [[Attachment A](#)].

First: Dan Truitt

Second: Jocelyn Evans

Discussion:

Vote: Passed unanimously

- 8. **Motion:** Resolved, that the PALCS Board of Directors shall accept the financial report submitted by Mark Allen and Roger Masch, and direct the CEO to pay bills as the money becomes available [[Attachment B](#), [Attachment C](#)].

First: Gary Dougherty

Second: Dan Truitt

Discussion:

- A. In the last financial report for the January 19, 2023 Board meeting, there were two vendor payments showing in the Aging Report as 60-91 days. These vendor's were McKenna Snyder LLC and Imburgia, Dan. This was an anomaly, as the vast majority of our vendors are paid within 30-45 days.
- B. In the case of the McKenna Snyder bill, there was a delay due to a missed invoice and errors on the original purchase order, in addition to the wait time for

the Board to sign off. In the case of Dan Imburgia, the request for payment was done incorrectly and needed to be fixed by the vendor in order to issue payment.

C. Both payments have been taken care of.

Vote: Passed unanimously

9. **Motion:** Resolved, that the PALCS Board of Directors shall approve the addition of Board Chair Brian Ney as signer on all bank accounts, and remove Gary Dougherty as signer since he is no longer Board Chair.

First: Gary Dougherty

Second: Jocelyn Evans

Discussion:

Vote: Passed unanimously

10. **Motion:** Resolved, that the PALCS Board of Directors shall approve the hiring of the following personnel:

- a. Julie Shirley - High School Business Technology Teacher - \$48,685.00
- b. Katrina MacNeil - School Nurse Day Substitute - \$30/hour
- c. Laura Moran - School Nurse Day Substitute - \$30/hour

First: Dan Truitt

Second: Tom Wilcox

Discussion:

Roll Call Vote: Passed Unanimously

Dougherty	Ney	Truitt	Wilcox	Evans
x	x	x	x	x

11. **Motion:** Resolved, that the PALCS Board of Directors shall approve the following position adjustments

- a. Kelley Renfer, from Assistant IEP Compliance Monitor to IEP Compliance Monitor - \$65,000.00
- b. Carlos Castillo, from Director of Student Services to Middle School Spanish Teacher - \$84,003.45
- c. Michelle Efthimiadou, from High School Special Education Teacher to Supervisor of Special Education - \$90,700.00

First: Brian Ney

Second: Dan Truitt

Discussion:

Roll Call Vote: Passed Unanimously

Dougherty	Ney	Truitt	Wilcox	Evans
x	x	x	x	x

12. **Motion:** Resolved, that the PALCS Board of Directors shall approve the 2023-2024 school year calendar ([Attachment D](#))

First: Jocelyn Evans

Second: Dan Truitt

Discussion: 2 Holidays for Judiasim, Christianity, and Islam as well as 1 Indian Holiday.

Vote: Passed unanimously

13. **Motion:** Resolved, that the PALCS Board of Directors shall approve the Chapter 339 School Counseling Plan ([Attachment E](#))

First: Gary Dougherty

Second: Brian Ney

Discussion:

Vote: Passed unanimously

14. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Procedures for Managing Equipment Policy* ([Attachment F](#))

First: Dan Truitt

Second: Gary Dougherty

Discussion: Dan Truitt recommends a provision be made for a threshold of minimum dollar amount for equipment left in field.

Vote: Passed as amended.

15. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Bullying and Hazing Prevention and Intervention Policy* ([Attachment G](#))

First: Brian Ney

Second: Jocelyn Evans

Discussion:

Vote: Passed unanimously

16. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *New Course Adoption Policy* ([Attachment H](#))

First: Gary Dougherty

Second: Dan Truitt

Discussion:

Vote: Passed unanimously

17. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Positive Behavior Supports Policy* ([Attachment I](#))

First: Tom Wilcox

Second: Jocelyn Evans
Discussion:
Vote: Passed unanimously

18. **Motion:** Resolved, that the PALCS Board of Directors shall approve the *Volunteer Policy* ([Attachment J](#))

First: Gary Dougherty
Second: Dan Truitt
Discussion: Add 'bylaws' to the final disclaimer near the bottom of the Policy after 'Charter'.
Vote: Passed as amended

19. **Motion:** Resolved, that the PALCS Board of Directors shall approve the New Course Proposals for 2023-2024 ([Attachment L](#))

First: Brian Ney
Second: Gary Dougherty
Discussion:
Vote: Passed unanimously

20. **Motion:** Resolved, that the PALCS Board of Directors shall approve a renewed annual contract with Audacy for \$350,000. ([Attachment M](#))

First: Gary Dougherty
Second: Jocelyn Evans
Discussion: We have been working with Audacy for the last five years and feel confident that they are most suited company to continue delivering the services that support our steady increase of public interest, including search engine marketing, search engine optimization, Facebook and Instagram marketing activity, Amazon Demand Side Platform (DSP) Online Video (OLV), and Amazon DSP Display. By focusing our contracted services with Audacy on the marketing services that have proven to be the most effective, yielding the highest return on investment, we will be saving \$340,726.00
Vote: Passed unanimously

21. **Motion:** Resolved, that the PALCS Board of Directors shall approve a contract with PipeDream for \$147,500. ([Attachment N](#))

First: Tom Wilcox
Second: Gary Dougherty
Discussion: We believe that PipeDream is uniquely qualified to aid our mission of increasing enrollment and increasing retention by rebuilding our website, messaging and enrollment process, developing and implementing a marketing automation strategy, implementing a Customer Relationship Management (CRM) system, and developing lower and mid-funnel marketing strategies for optimized conversion rates over the course of under two years.
Vote: Passed unanimously

22. **Motion:** Resolved that the PA Leadership Charter School Board of Directors shall approve a purchase from Gridless Power for a Multi-Building Security Camera and Environmental Alarm Sensor System. Public request for \$344,661.43. ([Attachment O](#))

First: Tom Wilcox

Second: Jocelyn Evans

Discussion: Price proposals were made through newspaper and on our public website. Quotation from Gridless Power is for our four West Chester buildings and is based on COSTARS Contract # 040-E22-191. This purchase is in accordance with our school's Procurement Policy as the request for quotation was publicly posted and the chosen quote is based on COSTARS bidding

*The Board is now voting to give Mark Allen the executive power to sign for a 5-year contract, if available and reasonable. If not, Mark Murray will bring this motion back to the Board in March for reconsideration.

Vote: Passed as amended

23. **Motion:** Resolved, that the PALCS Board of Directors shall authorize the CEO and Director if IT to buy out the existing 13 lease schedules with HP Financial Services. Total buy-out amount is \$2,483,650.64. ([Attachment P](#))

First: Dan Truitt

Second: Tom Wilcox

Discussion: Amend the motion to authorize the buyout after a conversation about renegotiation of pay-out return.

Vote: Passed as amended

24. **Discussion:** Statement of Financial Interest Forms

25. **Presentation:** An overview of Federal Programs, by Zofia Swiatek, Supervisor of Federal Programs ([Attachment Q](#))

Department Reports:

1. [Academic Department Report](#)
 - a. [USP Report](#)
 - b. [CPFA Report](#)
2. [Student Services Department Report](#)
3. [IT Department Report](#)
4. [HR Department Report](#)
5. [Online Learning Department Report](#)
6. Business and Accounting Department Report (no report issued this month)
7. [School Communications Report](#)

Public Comments:

Ahmed Bakran- He is very glad we were receptive to his proposal to add Muslim holidays to the school year calendar and the accommodation of he and his family's beliefs.

Nicole Diamani- Thanks the board for recognizing and approving the motion to add Eid holidays to the calendar

Asiya and Mr. Bowman- Thanks the board for the addition of the EID holidays.

Sabzar Mir- Thanks the board for the Addition of EID holidays as well as the inclusion and opportunity for students to celebrate their faith.

Adjournment:

26. **Motion:** Resolved, that the meeting of the PALCS Board of Directors shall adjourn.

First: Gary Dougherty

Second: Dan Truitt

Discussion:

Vote: Passed unanimously

PA Leadership Charter School Public Board Meeting

Minutes—March 16, 2023

1332 Enterprise Drive, West Chester, PA 19382

Starting Time: 6:31 p.m.

Ending Time: 7:28 p.m.

Zoom Link: <https://palcscommunity.zoom.us/j/310891587>

Public Notice :

Agenda will be posted on www.palcs.org website. Locate Administration from the main menu and select "School Board."

Upcoming Board Meetings - [PALCS Board Meeting Schedule 2022-2023](#)

Opening :

1. Call to order - Chair of the Board of Directors
 - a. Public Notice: Public notice was given for this meeting in accordance with Act 93 of 1998, Section 1.
 - b. The Board met earlier this evening in Executive Session to discuss personnel, legal and real estate matters.
 - c. In all citations below, "PALCS" is used to indicate The Pennsylvania Leadership Charter School.

2. Roll Call:

<u>Present</u>	<u>Board Members</u>	<u>Contact</u>
x ___	Brian Ney, Chair	bney1@palcs.org
x ___	Tom Wilcox, Vice Chair, Secretary	twilcox@palcs.org
x ___	Dan Truitt, Treasurer	dtruitt2@palcs.org
x ___	Gary Dougherty	gdougherty2@palcs.org
___	Jocelyn Evans	jevans8@palcs.org
<u>Present</u>	<u>Counsel</u>	<u>Contact</u>
x ___	Andrew Lehr, Esq.	alehr@palcs.org
___	Jim McErlane, Esq.	jmcerlane@lambmcerlane.com
x ___	Kevin McKenna, Esq.	kmckenna@mckennalawllc.com
<u>Present</u>	<u>Staff</u>	<u>Contact</u>
__x__	Mark Allen, CEO	mgallen@palcs.org
__x__	Seth Heiland, Dir. of HR	sheiland@palcs.org
__x__	Mark Murray, Dir. of IT	mmurray@palcs.org
___	Carrie Longstreth, Dir. of Student Services	clongstreth@palcs.org
__x__	Karla Johnson, Chief Academic Officer	kjohnson11@palcs.org
__x__	Courtney Kofeldt Grove, Dir. of Online Learning	ckofeldt@palcs.org

Invited Guests

- Roger Masch, Charter Choices
- Dr. Rhonda McClenton
- Amy Theorin

3. Pledge of Allegiance
4. Additions, deletions or modifications to the Agenda
5. Additions, deletions or modifications to the Minutes

Note: Comments from the Public will be heard at the end of the meeting.

6. **Motion:** Resolved, that the PALCS Board of Directors shall approve the Minutes from the Board of Directors meeting on February 16, 2023 [[Attachment A](#)].

First: Tom Wilcox
Second: Gary Dougherty
Discussion:
Vote: Passed

7. **Motion:** Resolved, that the PALCS Board of Directors shall accept the financial report submitted by Mark Allen and Roger Masch, and direct the CEO to pay bills as the money becomes available [[Attachment B](#), [Attachment C](#)].

First: Dan Truitt
Second: Tom Wilcox
Discussion:
Vote: Passed

8. **Motion:** Resolved, that the PALCS Board of Directors shall accept the 990 Forms filed on behalf of The Pennsylvania Leadership Charter School and Friends of PA Leadership Charter School. ([Attachment D](#), [Attachment E](#))

First: Dan Truitt
Second: Gary Dougherty
Discussion:
Vote: Passed

9. **Motion:** Resolved, that the PALCS Board of Directors shall approve the hiring of the following personnel:
 - a. Robert Brown - Supervisor of Standardized Testing - \$55,000.00
 - b. Jennifer Licate - Career and Technical Education Coordinator \$70,000.00

First: Gary Dougherty
Second: Dan Truitt
Discussion:
Roll Call Vote:

Dougherty	Ney	Truitt	Wilcox	Evans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	absent

10. **Motion:** Resolved, that the PALCS Board of Directors shall approve the Social Media and Networking Guidelines Policy ([Attachment F](#))

First: Tom Wilcox
Second: Dan Truitt
Discussion:
Vote: Passed

11. **Motion:** Resolved, that the PALCS Board of Directors shall approve the Time and Effort Policy ([Attachment G](#))

First: Tom Wilcox
Second: Gary Dougherty
Discussion:
Vote: Passed

12. **Motion:** Resolved, that the PALCS Board of Directors shall approve the Field Trip and Extended Stay Trip Policy ([Attachment H](#))

First: Gary Dougherty
Second: Dan Truitt
Discussion:
Vote: Passed

13. **Motion:** Resolved, that the PALCS Board of Directors shall approve the Name Change Policy ([Attachment I](#))

First: Gary Dougherty
Second: Dan Truitt
Discussion:
Vote: Passed

14. **Motion:** Resolved, that the PALCS Board of Directors shall approve the Refugee/Immigrant/Undocumented Student Policy ([Attachment J](#))

First: Tom Wilcox
Second: Dan Truitt
Discussion:
Vote: Passed

15. **Motion:** Resolved, that the PALCS Board of Directors shall approve the Administration of Medication and Medical Marijuana Policy ([Attachment K](#))

First: Tom Wilcox

Second: Brian Ney

Discussion:

Vote: Passed

16. **Discussion:** [Employee Evaluation and Performance Review Policy](#)

17. **Presentation:** [An overview of Professional Development](#) by Amanda Addlesberger and Team

Department Reports:

1. [Academic Department Report](#)
 - a. [USP Report](#)
 - b. [CPFA Report](#)
2. [Student Services Department Report](#)
3. [IT Department Report](#)
4. [HR Department Report](#)
5. [Online Learning Department Report](#)
6. Business and Accounting Department Report (no report issued this month)
7. [School Communications Report](#)

18. **Motion:** Resolved, that the PALCS Board of Directors shall accept the resignation of Gary Dougherty and thank him for his service.

First: Brian Ney

Second: Tom Wilcox

Discussion:

Vote: Passed

Public Comments:

Adjournment:

19. **Motion:** Resolved, that the meeting of the PALCS Board of Directors shall adjourn.

First: Tom Wilcox

Second: Dan Truitt

Discussion:

Vote: Passed

PA Leadership Charter School Public Board Meeting

Agenda—April 19, 2023

1332 Enterprise Drive, West Chester, PA 19382

Starting Time: ____p.m.

Ending Time: ____p.m.

Zoom Link: <https://palcscommunity.zoom.us/j/310891587>

Public Notice :

Agenda will be posted on www.palcs.org website. Locate Administration from the main menu and select "School Board."

Upcoming Board Meetings - [PALCS Board Meeting Schedule 2022-2023](#)

Opening :

1. Call to order - Chair of the Board of Directors
 - a. Public Notice: Public notice was given for this meeting in accordance with Act 93 of 1998, Section 1.
 - b. The Board met earlier this evening in Executive Session to discuss personnel, legal and real estate matters.
 - c. In all citations below, "PALCS" is used to indicate The Pennsylvania Leadership Charter School.

2. Roll Call:

<u>Present</u>	<u>Board Members</u>	<u>Contact</u>
____	Brian Ney, Chair	bney1@palcs.org
____	Tom Wilcox, Vice Chair, Secretary	twilcox@palcs.org
____	Dan Truitt, Treasurer	dtruitt2@palcs.org
____	Jocelyn Evans	jevans8@palcs.org
<u>Present</u>	<u>Counsel</u>	<u>Contact</u>
____	Andrew Lehr, Esq.	alehr@palcs.org
____	Jim McErlane, Esq.	jmcerlane@lambmcerlane.com
____	Kevin McKenna, Esq.	kmckenna@mckennalawllc.com
<u>Present</u>	<u>Staff</u>	<u>Contact</u>
____	Mark Allen, CEO	mgallen@palcs.org
____	Seth Heiland, Dir. of HR	sheiland@palcs.org
____	Mark Murray, Dir. of IT	mmurray@palcs.org
____	Carrie Longstreth, Dir. of Student Services	clongstreth@palcs.org
____	Karla Johnson, Chief Academic Officer	kjohnson11@palcs.org
____	Courtney Kofeldt Grove, Dir. of Online Learning	ckofeldt@palcs.org

Invited Guests

- Roger Masch, Charter Choices _____
- _____
- _____

3. Pledge of Allegiance
4. Additions, deletions or modifications to the Agenda

Motion: Resolved, that the PALCS Board of Directors shall approve a revised agenda for this meeting with additional motions included below in Red.

First:

Second:

Discussion:

Vote:

5. Additions, deletions or modifications to the Minutes

Note: Comments from the Public will be heard at the end of the meeting.

6. **Motion:** Resolved, that the PALCS Board of Directors shall approve the Minutes from the Board of Directors meeting on March 16, 2023 [[Attachment A](#)].

First:

Second:

Discussion:

Vote:

7. **Motion:** Resolved, that the PALCS Board of Directors shall accept the financial report submitted by Mark Allen and Roger Masch, and direct the CEO to pay bills as the money becomes available [[Attachment B](#)].

First:

Second:

Discussion:

Vote:

8. **Motion:** Resolved, that the PALCS Board of Directors shall approve the hiring of the following personnel:

- a. Jennifer Licate - Career and Technical Education Coordinator - \$70,000.00
- b. Morgan Lynch - Elementary School Special Education Teacher - \$53,199.41
- c. Jocelyn Nastuck - High School Special Education Teacher - \$60,528.36
- d. Julia Samuelson - HR Administrative Assistant - \$20.00/hr
- e. Jackie Mehalick - Accounting Specialist - \$50,000.00
- f. Andrea Cottom - Middle School Special Education Teacher - \$84,003.45
- g. Joseph Calabretta - Chief Financial Officer (CFO) - \$140,000.00

First:

Second:
Discussion:
Roll Call Vote:

Ney	Truitt	Wilcox	Evans

9. **Motion:** Resolved, that the PALCS Board of Directors shall approve the settlement with the Upper Dublin School District pertaining to 2016-2017 outstanding school district claims. ([Attachment C](#))

First:
Second:
Discussion:
Vote:

10. **Motion:** Resolved, that the PALCS Board of Directors shall approve the settlement with the Upper Moreland School District pertaining to 2016-2017 outstanding school district claims. ([Attachment D](#))

First:
Second:
Discussion:
Vote:

11. **Motion:** Resolved, that the PALCS Board of Directors shall approve the settlement with the Radnor Township School District pertaining to 2016-2017 outstanding school district claims. ([Attachment E](#))

First:
Second:
Discussion:
Vote:

12. **Motion:** Resolved, that the PALCS Board of Directors shall approve the settlement with the Tredyffrin-Easttown School District pertaining to 2016-2017 outstanding school district claims. ([Attachment F](#))

First:

Second:
Discussion:
Vote:

13. **Motion:** Resolved, that the PALCS Board of Directors shall approve the updated Name Change Policy ([Attachment G](#))

First:
Second:
Discussion:
Vote:

14. **Motion:** Resolved, that the PALCS Board of Directors shall approve the updated Promotion and Retention Policy ([Attachment H](#))

First:
Second:
Discussion:
Vote:

15. **Motion:** Resolved, that the PALCS Board of Directors shall approve the updated Parent and Family Engagement Policy ([Attachment I](#))

First:
Second:
Discussion:
Vote:

16. **Motion:** Resolved, that the PALCS Board of Directors shall approve Employee Evaluation and Performance Review Policy ([Attachment J](#))

First:
Second:
Discussion:
Vote:

17. **Motion:** Resolved, that the PALCS Board of Directors shall approve the proposed Literary Novels and Plays for General Curriculum ([Attachment K](#))

First:
Second:
Discussion:
Vote:

18. Motion: Resolved, that the PALCS Board of Directors shall approve the proposed 2023 Summer reading list additions ([Attachment L](#))

First:

Second:

Discussion:

Vote:

19. Motion: Resolved, that the PALCS Board of Directors shall approve the purchase of two vehicles. ([Attachment M](#)) ([Attachment N](#))

First:

Second:

Discussion:

Vote:

20. Motion: Resolved, that the PALCS Board of Directors shall approve the purchase of computers, printers, headsets for students and staff totaling \$604,408.00.

First:

Second:

Discussion: The purpose is to replenish inventory and support our ongoing computer refresh cycle for students and staff. The vendor is HP Inc. Hardware quotes are through the COSTARS Contract Number: 003-E22-595, making this purchase inline with our [Procurement Policy](#). This purchase is within the Information Technology Budget for 22-23. Hardware quote is attachment [IT001](#).

Vote:

21. Motion: The PALCS Board of Directors shall approve the proposed agreement from Lehigh Valley Technical Institute for the 2023-2024 school year. ([Attachment O](#))

First:

Second:

Discussion:

Vote:

22. Discussion: [2022-2023 Vendor List](#)

23. Review of 03/29/23 "Swatting" Hoax and Safety Next Steps

24. **Presentation:** An overview of Staff development and HR Update

Department Reports:

1. [Academic Department Report](#)
 - a. [USP Report](#)
 - b. [CPFA Report](#)
2. [Student Services Department Report](#)
3. [IT Department Report](#)
4. [HR Department Report](#)
5. [Online Learning Department Report](#)
6. Business and Accounting Department Report (no report issued this month)
7. [School Communications Report](#)

Public Comments:

Adjournment:

25. **Motion:** Resolved, that the meeting of the PALCS Board of Directors shall adjourn.

First:

Second:

Discussion:

Vote:

PA Leadership Charter School Public Board Meeting

Minutes—May 30, 2023

1332 Enterprise Drive, West Chester, PA 19382

Starting Time: 6:30 p.m.

Ending Time: 8:25 p.m.

Zoom Link: <https://palcscommunity.zoom.us/j/310891587>

Public Notice :

Agenda will be posted on www.palcs.org website. Locate Administration from the main menu and select "School Board."

Upcoming Board Meetings - [PALCS Board Meeting Schedule 2022-2023](#)

Opening :

1. Call to order - Chair of the Board of Directors
 - a. Public Notice: Public notice was given for this meeting in accordance with Act 93 of 1998, Section 1.
 - b. The Board met earlier this evening in Executive Session to discuss personnel, legal and real estate matters.
 - c. In all citations below, "PALCS" is used to indicate The Pennsylvania Leadership Charter School.

2. Roll Call:

Present

Board Members

Contact

x ___

Brian Ney, Chair

bney1@palcs.org

x ___

Tom Wilcox, Vice Chair, Secretary

twilcox@palcs.org

x ___

Dan Truitt, Treasurer

dtruitt2@palcs.org

x ___

Jocelyn Evans

jevans8@palcs.org

Present

Counsel

Contact

x ___

Andrew Lehr, Esq.

alehr@palcs.org

x ___

Jim McErlane, Esq.

jmcerlane@lambmcerlane.com

x ___

Kevin McKenna, Esq.

kmckenna@mckennalawllc.com

Present

Staff

Contact

x ___

Mark Allen, CEO

mgallen@palcs.org

x ___

Seth Heiland, Dir. of HR

sheiland@palcs.org

x ___

Mark Murray, Dir. of IT

mmurray@palcs.org

x ___

Carrie Longstreth, Dir. of Student Services

clongstreth@palcs.org

x ___

Karla Johnson, Chief Academic Officer

kjohnson11@palcs.org

x ___

Courtney Kofeldt Grove, Dir. of Online Learning

ckofeldt@palcs.org

x ___

Joseph Calabretta

jcalabretta@palcs.org

Invited Guests

- Roger Masch, Charter Choices _____
- _____
- _____

3. Pledge of Allegiance
4. Additions, deletions or modifications to the Agenda

Motion: Resolved, that the PALCS Board of Directors shall approve a revised agenda for this meeting with additional motions and/or attachments included below in Red.

First: Brian Ney
Second: Dan Truitt
Discussion:
Vote: Passed unanimously

5. Additions, deletions or modifications to the Minutes

6. **PUBLIC COMMENTS:**

7. **Introduction:** New Hires:

- a. Jennifer Licate - Career and Technical Education Coordinator
- b. Julia Samuelson - Human Resources Administrative Assistant
- c. Jackie Mehalick - Accounting Specialist

8. **Motion:** Resolved, that the PALCS Board of Directors shall approve the Minutes from the Board of Directors meeting on April 19, 2023 [[Attachment A](#)].

First: Dan Truitt
Second: Tom Wilcox
Discussion:
Vote: Passed unanimously

9. **Motion:** Resolved, that the PALCS Board of Directors shall accept the financial report submitted by Mark Allen and Roger Masch, and direct the CEO to pay bills as the money becomes available [[Attachment B](#)].

First: Tom Wilcox
Second: Jocelyn Evans
Discussion:
Vote: Passed unanimously

10. **Motion:** Resolved, that the PALCS Board of Directors shall join the charter school insurance consortium through Sovereign Insurance Group, with premiums and coverage outlined in the attached Executive Summary and Quotes. ([Attachment C](#)) ([Attachment D](#)) ([Attachment E](#)) ([Attachment F](#)) ([Attachment G](#)) ([Attachment H](#)) ([Attachment I](#))

First: Dan Truitt

Second: Jocelyn Evans

Discussion: Presentation by Stephanie Haas of Sovereign Insurance Group

Vote: Passed unanimously

11. **Motion:** Resolved, that the PALCS Board of Directors shall approve the hiring of the following personnel:

- a. Jackie Mehalick - Accounting Specialist - \$50,000
- b. Eryn Casey - High School Administrative Assistant - \$20.00/hour
- c. Veronica Mattaboni - USP Day Substitute - \$21.87/hour
- d. Joseph Calabretta - Chief Financial Officer - \$140,000

First: Jocelyn Evans

Second: Dan Truitt

Discussion:

Roll Call Vote: Passed unanimously

Ney	Truitt	Wilcox	Evans
X	X	X	X

12. **Motion:** Resolved, that the PALCS Board of Directors shall approve Chief Financial Officer Joseph Calabretta as a signer for all banks, credit accounts, and investment accounts.

First: Tom Wilcox

Second: Dan Truitt

Discussion:

Vote: Passed unanimously

13. **Motion:** Resolved that the PA Leadership Charter School Board of Directors shall approve a Consulting Agreement with Agentis Technologies for one year at an hourly rate of \$153.00, for a total not to exceed 6000 hours totalling \$918,000, to be paid on a monthly basis. [[Attachment J](#)]

First: Dan Truitt

Second: Brian Ney

Discussion: As per the agreement, Agentis will design, develop, test and implement software enhancements to our school's education management system. Agreement runs from July 1, 2023 to June 30, 2024. This agreement falls under the Non Competitive Proposal section of our [Procurement Policy](#),

specifically it is an item that is a renewal of existing services and is available from a single source due to Agentis's intimate knowledge of our mission, operations and infrastructure.

Vote: Passed unanimously

14. **Motion:** Resolved, that the PALCS Board of Directors shall approve the proposed additional textbooks for the general curriculum. [[Attachment K](#)]

First: Tom Wilcox

Second: Jocelyn Evans

Discussion:

Vote: Passed unanimously

15. **Motion:** Resolved, that the PALCS Board of Directors shall approve the updated Promotion and Retention Policy [[Attachment L](#)]

First: Jocelyn Evans

Second: Dan Truitt

Discussion: The policy was just approved in April, but there was a clause that was missing regarding students being retained due to excessive absences. There is language in the Attendance Policy that states that we can consider retaining a student who has missed more than 20 days of school. This wording should be in both policies.

We have added the wording from the Attendance Policy to the Promotion and Retention Policy. I have also highlighted which area is being added:

https://docs.google.com/document/d/1gDD4HERThLhYRAOaaF-smPQI7s_tIN5mvLN-0YaeaXM/edit

Vote: Passed unanimously

16. **Motion:** Resolved, that the PALCS Board of Directors shall approve the English Language Development (ELD) Policy. [[Attachment M](#)]

First: Tom Wilcox

Second: Dan Truitt

Discussion:

Vote: Passed unanimously

17. **Motion:** Resolved, that the PALCS Board of Directors shall approve the 2023-2024 Student Parent Handbook. ([Attachment N](#))

First: Tom Wilcox

Second: Jocelyn Evans

Discussion:

Vote: Passed unanimously

18. **Motion:** Resolved, that the PALCS Board of Directors shall approve the 2023-2024 Guidelines for Instructional Staff. [[Attachment Q](#)]

First: Brian Ney

Second: Jocelyn Evans

Discussion:

Vote: Passed unanimously

19. **Motion:** Resolved, that the PALCS Board of Directors shall approve the 2023-2024 Academic Staff Evaluation of Professional Practice Manual. [[Attachment P](#)]

First: Dan Truitt

Second: Tom Wilcox

Discussion:

Vote: Passed unanimously

20. **Motion:** Resolved, that the PALCS Board of Directors shall approve the 2023-2024 PALCS Summer Academic Program Handbook. ([Attachment Q](#))

First: Tom Wilcox

Second: Brian Ney

Discussion:

Vote: Passed unanimously

21. **Motion:** Resolved, that the PALCS Board of Directors shall approve the 2023-2024 Instructor Step Salary Scale, with an effective start date for the new salaries of August 7, 2023, to coincide with the payroll start of the new school year for teachers. ([Attachment R](#))

First: Jocelyn Evans

Second: Brian Ney

Discussion: This instructor step salary scale allows us to be truly competitive, with a starting teacher salary of \$50,000 on a scale that goes all the way up to \$99,734.30. Also of note is the fact that we have introduced interim steps between bachelors and masters (BS+24, roughly equivalent to a Level II), as well as between masters and PhD (MS+18 or BS+54)

Vote: Passed unanimously

22. **Motion:** Resolved, that the PALCS Board of Directors shall approve the 2023-2024 PALCS School Administrator Salary Scale, with an effective start date of June 26, 2023, to coincide with the first pay period of the 2023-2024 fiscal year. ([Attachment S](#))

First: Brian Ney

Second: Dan Truitt

Discussion: For the first time ever, we are introducing an eight-step scale for Principals, ALT Supervisors, Chiefs, and Directors. This will help align our pay philosophy in a more cohesive structure.

Vote: Passed unanimously

23. **Motion:** Resolved, that the PALCS Board of Directors shall approve new baseline (starting) salaries by position. ([Attachment T](#))

First: Brian Ney

Second: Dan Truitt

Discussion: Once again, we are attempting to establish a baseline for starting salaries across multiple positions.

Vote: Passed unanimously

24. **Motion:** Resolved, that the PALCS Board of Directors shall approve the 2023-2024 staff additions. ([Attachment U](#))

First: Dan Truitt

Second: Jocelyn Evans

Discussion: Until we see a significant increase in student enrollment, we are attempting to be conservative with new positions. Nevertheless, there are certain positions that are key to the work we want to accomplish next year.

Vote: Passed unanimously

25. **Motion:** Resolved, that the PALCS Board of Directors shall approve the following title changes. ([Attachment V](#))

First: Tom Wilcox

Second: Brian Ney

Discussion: The vast majority of these changes (greater than 95%) are minor adjustments as we seek to streamline and formalize positions that may have developed organically (with equally organic titles) over the years. We are attempting to match what is in Paycom with official titles on Position Descriptions, the PALCS Phone List, et. al.

Vote: Passed unanimously

26. **Motion:** Resolved, that the PALCS Board of Directors shall approve the 2023-2024 salary adjustments, with an effective start date of June 26, 2023, to coincide with the first pay period of the 2023-2024 fiscal year. ([Attachment W](#))

First: Jocelyn Evans

Second: Dan Truitt

Discussion: For employees who are not on a salary scale, the majority will receive a 3.5% increase, or, an adjustment based on the new starting salaries

being proposed. There are also some targeted increases to reflect the scope of certain positions.

Vote: Passed unanimously

27. **Motion:** Resolved, that the PALCS Board of Directors shall approve the purchase of Navigate 360 for emergency management and visitor management. ([Attachment X](#)) ([Attachment Y](#))

First: Brian Ney

Second: Dan Truitt

Discussion: The purpose is to replace Raptor Emergency Management and Visitor Management to support our ongoing efforts to ensure school safety for students and staff. Navigate 360 will allow for staff to account for themselves and students in a timely manner. Adding the emergency management and visitor management systems with our current Threat Assessment system will allow PALCS to have one platform for all of our safety needs. Navigate 360 also encompasses document tracing for reporting to the state, kept year to year and provides guidelines to ensure accountability. Navigate 360 also allows for communication to occur via whole group (by building or all buildings at once) or specific group (building response team, administration).

Vote: Passed unanimously

28. **Discussion:** [Orientations Report](#)

29. **Presentation:** An Overview of Staff Development Part II

30. [PALCS Staff Shout-Outs 2023-2024](#)

Department Reports:

1. [Academic Department Report](#)
 - a. [USP Report](#)
 - b. [CPFA Report](#)
2. [Student Services Department Report](#)
3. [IT Department Report](#)
4. [HR Department Report](#)
5. [Online Learning Department Report](#)
6. Business and Accounting Department Report (no report issued this month)
7. [School Communications Report](#)

Adjournment:

31. **Motion:** Resolved, that the meeting of the PALCS Board of Directors shall adjourn.

First: Dan Truitt

Second: Tom Wilcox

Discussion:

Vote: Passed unanimously

PDE-414		Pennsylvania Leadership Charter School			2022-2023 (Date of Report)				
Complete the following information for all professional staff members.									
Staff No.	Name of employee (List all names in alphabetical order)	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	Number of Hours Worked in Assignmmt	Percentage of Time in Certified Position	Percentage of Time in Areas Not Certified	
1	Abreu, Laura	Yes	Spanish PK-12 Elementary K-6 - Instructional II	HS	Spanish	FT	100	0	
2	Addlesberger, Amanda	Yes	Mid-Level English 6-9 Elementary K-6 - Instructional II	MS	Middle School Data and Intervention Specialist	FT	100	0	
3	Akintoye, Katie	Yes	Elementay K-6 Mid-Level Math 6-9 Mid-Level Science 6-9 - Instructional II	MS	Science Grade 6	FT	100	0	
4	Allen, Samantha	Yes	Elementary & Secondary School Counselor PK-12 - Instructional II	ES GUID	School Counselor Grade 5	FT	100	0	
5	Amanullah, Jennifer	Yes	School Nurse PK-12 Education Specialist I	K-12	School Nurse	FT	100	0	
6	Anderson, Heather	Yes	Bus-Computer-Info Tech PK-12 and Technology Education PK-12 - Instructional II; Inst Technology Specialist PK-12 - Educational Specialist II	HS	AP Computer Science - Computer Aided Design - Energy Power Transportation Technology - Introduction to Computer Aided Design Manufacturing Construction and Robotics Technology - Resigned 11/28/2022	FT	100	0	
7	Andress, Edith	Yes	Biology 7-12 Chemistry 7-12 General Science 7-12 - Instructional II	HS	Chemistry	FT	100	0	
8	Antar, Yassara	Yes	Physics 7-12 Mathematics 7-12 - Instructional II	HS	Physics - Probability - Statistics	FT	100	0	
9	Antonucci, Patrick	Yes	Mathematics 7-12 - Instructional II	HS	Algebra 1 - AP Calculus - AP Statistics - Survey of Calculus	FT	100	0	
10	Ashe, Patricia	Yes	Mathematics 7-12 - Instructional II	HS	Consumer Math - Geometry	FT	100	0	
11	Atmajian (Kemp), Cara	Yes	English 7-12 - Instructional II	K-12 - Leadership	Supervisor of Curriculum	FT	100	0	
12	Ault, Megan	Yes	Elementary K-6 - Instructional II	ES	Grade 3	FT	100	0	
13	Baiada (DeCosmo), Kimberly	Yes	Elementary K-6 - Instructional I	ES	Grade 3	FT	100	0	
14	Barch, Amy	Yes	Elementary K-6 Reading Specialist - Instructional II	ES	Grade 1	FT	100	0	
15	Barlat, Benedicte	Yes	Spanish PK-12 French PK-12 - Instructional II	HS	French	FT	100	0	
16	Baskwill, Jeffrey	Yes	Mathematics 7-12 - Instructional II	USP	USP AP Statistics - USP Geometry - USP Sports and Wellness Enrichment	FT	100	0	
17	Bathe, Jennifer	Yes	Ment and/or Phys Hanicapped K-12 - Instructional II	SpEd MS	Resource Teacher	FT	100	0	
18	Bauer, Haley	Yes	English 7-12 - Instructional I	HS	English Grade 9 - Mythology	FT	100	0	
19	Becker, Lara	Yes	Special Education N-12 - Instructional II	SpEd ES	Resource Teacher	FT	100	0	
20	Bennett, Lisa	Yes	Music K-12 - Instructional II	CPFA	Vocal Music	FT	100	0	
21	Bergmaier, Michelle	Yes	Grades PK-4 - Instructional I	ES	Kindergarten	FT	100	0	
22	Berman, Adam	Yes	Biology 7-12 Chemistry 7-12 Physics 7-12 Earth and Space Science 7-12 Technology Education PK-12 - Instructional II	HS	Physics - Intro to Engineering - Intro to Computer Science - AP Computer Science - Earth Space Science	FT	100	0	
23	Bernardini(Johnson), Kathleen	Yes	Citizenship 7-12 - Instructional II	USP	USP Contemporary World History-Honors - USP AP U.S. History	FT	100	0	
24	Black, Mary	Yes	Special Education N-12 Early Childhood N-3 - Instructional II	SpEd ES	Resource Teacher - Resigned 4/21/2023	FT	100	0	
25	Bloemker, Christine	Yes	English 7-12 Social Studies 7-12 Reading Specialist PK-12 - Instructional II	MS	English Language Arts Grade 7	FT	100	0	
26	Boccasini, Sarah	Yes	Early Childhood N-3 Elementary K-6 Special Education PK-12 Mid-Level English 6-9 Reading Specialist PK-12 - Instructional II	MS	Reading Specialist	FT	100	0	
27	Bonfadini, Joseph	Yes	Social Studies 7-12 - Instructional I	HS	U.S. Government - World History	FT	100	0	
28	Borusky, Ryan	Yes	Social Studies 7-12 - Instructional II	MS	American Nation Grade 8	FT	100	0	
29	Boyce, Alexis	Yes	Elementary K-6 Special Education PK-12 Mid Level Mathematics 6-9 Reading Specialist PK-12 - Instructional II	SpEd HS	Resource Teacher	FT	100	0	
30	Bradley, Michele	Yes	Health & Physical Educ PK-12 - Instructional II; Special Education 7-12- Instructional II	MS	Health Safety Physical Education	FT	100	0	
31	Brauch, April	Yes	Elementary and Secondary School Counselor PK--12 Secondary - Educational Specialist I School Counselor 7-12 - Educational Specialist II	K-12 GUID	504 Coordinator	FT	100	0	
32	Bredin, Dana	Yes	Art PK-12 - Instructional II	MS	History of Art - Art Appreciation	FT	100	0	
33	Brice, Melissa	Yes	English 7-12 Mid-Level Citiz. Ed 6-9 - Instructional II	HS	English Grades 9 & 10	FT	100	0	
34	Bridgewater, Paula	Yes	Mathematics 7-12- Instructional I	HS	Algebra 1 - Pre-Algebra	FT	100	0	
35	Brooks, Nicole	Yes	Grades PK-4 - Instructional I	ES	Grade 2	FT	100	0	
36	Brown, Amy	Yes	Mid Level Mathematics 6-9 Mid Level English 6-9 Elementary K-6 - Instructional II	MS	Math Grade 7	FT	100	0	

Staff No.	Name of employee (List all names in alphabetical order)	Areas of Certification Type of Certificate	Grades Teaching or Serving	All Areas of Assignmnet Subject Areas Teaching or Services Provided	Number of Hours Worked in Assignment	Number of Hours Worked in Assignmmt	Percentage of Time in Certified Position	Percentage of Time in Areas Not Certified
37	Brown, Melissa	Yes	Emergency Permit: All Instructional Areas PK-12	USP	Day Substitute	PT	100	0
38	Brown, Taylor	Yes	Emergency Permit: Dance 7-12	CPFA	Day Substitute	PT	100	0
39	Burns, Caitlin	Yes	Grades 4-8 (All subjects 4-6 Mathematics 7-8) - Instructional II	MS	Math Grade 6 - Culinary Group	FT	100	0
40	Butler, Edward	Yes	Elementary K-6 - Instructional I	ES	Grade 5	FT	100	0
41	Calandra, Troy	Yes	Speech Language Pathologist	SpEd K-12	Speech Case Manager	PT	100	0
42	Calvitto, Patricia	Yes	Elementary and Secondary School Counselor PK-12 - Instructional I	ES GUID	School Counselor Grades K-3	FT	100	0
43	Campi, Bridget	Yes	Elementary K-6 Reading Specialist PK-12- Instructional II	ES	Kindergarten	FT	100	0
44	Caratello, Danielle	Yes	Special Education PK-8- Instructional I; Grades PK-4 Instructional II	SpEd ES	Resource Teacher	FT	100	0
45	Carey, Lisa	No	Communications/Media Stud Dance - College Major - Qualified as per charter regulations	CPFA	Dance	FT	0	100
46	Carr, Francis	Yes	Communications 7-12 English 7-12 - Instructional II	MS	English Language Arts Grade 8	FT	100	0
47	Castillo, Carlos	Yes	Spanish PK-12 - Instructional II; Principal PK-12 - Administrative I	MS	Director of Student Services, returned to teaching 2/6/2023 - Spanish	FT	100	0
48	Castle, Jamie	Yes	Biology 7-12 Chemistry 7-12 - Instructional II	USP	USP AP Biology - USP AP Chemistry - USP Human Anatomy & Physiology	FT	100	0
49	Cerynik, Linda	Yes	Elementary K-6 Grades 4-8 (All subjects 4-6, English Language Arts and Reading 7-8) English 7-12- Instructional I	USP	USP American Literature-Honors - USP Seminar Language Arts	FT	100	0
50	Clevenger, Tammara	Yes	Social Studies 7-12 Special Education 7-12 - Instructional II	SpEd K-12	IEP Coordinator	FT	100	0
51	Clothier, Cheryl	Yes	Elementary K-6 - Instructional II Health & Physical Educ; Principal K-12 - Administrative II	ES - Leadership	Elementary Principal	FT	100	0
52	Cognetti, Lee	Yes	English 7-12 - Instructional II	USP	Seminar Language Arts II & III	FT	100	0
53	Cole, Tiffany	Yes	Early Childhood N-3 Elementary K-6 Mid-Level Mathematics 6-9 Reading Specialist PK-12 - Instructional II English as a Second Language (ESL) PK-12- Program Specialist II	MS	Math Grade 6 - Rosetta Stone	FT	100	0
54	Conrad, Genevieve	Yes	Special Education PK-8 Grades PK-4 Grades 5-6 - Instructional II	ES	Grade 4	FT	100	0
55	Constable, Kathryn	Yes	Reading Specialist PK-12 Ment and/or Phys Handicapped K-12 - Instructional II	HS	High School Data and Intervention Specialist	FT	100	0
56	Cooper, Steven	Yes	Elementary K-6 - Instructional II	ES	Grade 5	FT	100	0
57	Corroa, Ann	Yes	Emergency Permit: Dance 7-12	CPFA	Day Substitute	PT	100	0
58	Cose, Brynn	Yes	Special Education PK-8- Instructional I; Grades PK-4 Instructional II	SpEd ES	Resource Teacher	FT	100	0
59	Costanzi, Maria	Yes	Mathematics 7-12 - Grades 4-8 (All subjects 4-6, Mathematics 7-8) - Instructional I	MS	Math Grade 7	FT	100	0
60	Costello, Michele	Yes	IEP COORDINATOR Special Education N-12 English 7-12 Mid-Level Science 6-9 Social Studies 7-12 Biology 7-12 - - Instructional II - Superv Special Education PK-12	SpEd - Leadership	Assistant Supervisor of Special Education - Resigned 6/9/2023	FT	100	0
61	Council, Jonathan	No	Video Productions degree - Qualified as per charter regulations	CPFA	Video Production Teacher	FT	0	100
62	Craig, Pamela	Yes	Elementary K-6 - Science, Technology, Engineering & Math (STEM) Ed PK-12 - Instructional II	ES	Grade 5	FT	100	0
63	Crisafio, Julie	Yes	French PK-12 - Instructional II	HS	French	FT	100	0
64	Crowley, Sarah	Yes	English 7-12 - Instructional I	HS	Literature & Composition - Mythology - English Grade 9 - resigned 8/7/2022	FT	100	0
65	Cruz, Ashley	Yes	English 7-12 - Instructional I	HS	English Grades 10 & 12 - Journalism - Keystone Review Literature	FT	100	0
66	Culleiton, Brynn	Yes	Elementary K-6 - Instructional I	ES	Kindergarten	FT	100	0
67	Currie, Zachary	Yes	English 7-12 - Instructional I	HS	English Grade 9 - Film As Literature	FT	100	0
68	Dale, Jacqueline	Yes	Elementary K-6 - Instructional II	ES	Grade 4	FT	100	0
69	Daley, Lori	Yes	Elementary K-6 - Ment and/or Phsy Handicapped K-12 Grades 4-8 (All subject 4-6, Social Studies 7-8) Grades 4-8 (All subject 4-6, English Language Arts and Reading 7-8) Grades 4-8 (All subject 4-6, Science 7-8) - Instructional I	MS	English Grades 6	FT	100	0
70	Daniel, Holly	Yes	English as a Second Language (ESL) PK-12 - Program Specialist Japanese PK-12 - Instructional II	K-12 ESL	English as a Second Language - Rosetta Stone	FT	100	0
71	Danke, Jesse	Yes	Special Education N-12 - Instructional II	SpEd MS / HS	Special Education - Direct Math Support	FT	100	0
72	Day, Kristina	Yes	Early Childhood N-3 Elementary K-6 - Instructional II	ES	Reading Specialist Grades 3-5	FT	100	0

Staff No.	Name of employee (List all names in alphabetical order)	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	Number of Hours Worked in Assignmmt	Percentage of Time in Certified Position	Percentage of Time in Areas Not Certified
73	DeJoseph, Erin	Yes	Social Studies 7-12 Citizenship 7-12 - Instructional II English as a Second Language ESL PK-12 - Program Specialist	HS	Economics - Street Law - AP Microeconomics - Student Government Human Geography	FT	100	0
74	Demi, Debra	Yes	Mathematics 7-12 - Instructional II	USP	USP Algebra II-Honors - USP Seminar Pre-Algebra	FT	100	0
75	Devinney, Mollie	Yes	Biology 7-12- Instructional II	MS	Science Grade 8	FT	100	0
76	DeZelaya, Andrea	Yes	Spanish PK-12 - Program Specialist ESL PK-12 - Instructional II	HS	Spanish	FT	100	0
77	DiCamillo, John	Yes	Elementary K-6 - Instructional II	MS	Social Studies Grade 6	FT	100	0
78	DiCicco, Bob	Yes	Mathematics 7-12 Mid-Lev Mathematics 6-9 Mid-Lev English 6-9 Elementary K-6 - Instructional II	HS	Algebra I - Consumer Math	FT	100	0
79	DiCioccio, Gary	Yes	Phyics 7-12 Chemistry 7-12 General Science 7-12 Instructional II	USP	USP Astronomy-Honors - USP Chemistry-Honors - USP Seminar Physical Science - USP STEM MS Enrichment - Resigned 6/10/2023	FT	100	0
80	DiFerdinando, Lauren	Yes	Elementary School Counselor K-6 Secondary School Counselor 7-12 - Educational Specialist II	MS GUID	Middle School Counselor Grades 6-8	FT	100	0
81	Ding, Jennifer	Yes	Mathematics 7-12 - Instructional I	USP	USP Math Counts MS Enrichment - USP Geography Bee MS Enrichment - USP PreCalculus & Trigonometry-Honors - USP Seminar Pre-Algebra	FT	100	0
82	Dinh, Mai	Yes	Grades PK-4 - Instructional II	ES	Grade 4	FT	100	0
83	DiPaolo, Jill	Yes	Elementary K-6 Special Education PK-12 - Instructional II Elementary School Counselor K-6 Secondary School Counselor 7-12 - Educational Specialist II	HS GUID	High School Counselor Grade 10	FT	100	0
84	DiPaolo, Paula	Yes	Elementary K-6 Early Childhood N-3 Reading Specialist PK-12 Intructional Coach PK-12 - Instructional II	ES	Instructional Coach - Voyages Through Reading A & B	FT	100	0
85	Disciullo, Anne	Yes	Mathematics 7-12 - Instructional II	HS	Algebra II - Mathematical Thinking	FT	100	0
86	Donegan, Jessica	Yes	Elementary K-6 Mid-Level English 6-9 Mid-Level Mathematics 6-9 Reading Specialist K-12 - Instructional II	ES	Grade 4	FT	100	0
87	Doogan, Daniel	Yes	Social Studies- Instructional II	HS	AP U.S. History - U.S. Government - United States History	FT	100	0
88	Dougherty, Julie	Yes	Early Childhood N-3 Elementary K-6 - Instructional II	ES	Math Interventionist Grades 5	FT	100	0
89	Dougherty, Reilly	Yes	Grades PK-4 - Instructional I	ES	Grade 1	FT	100	0
90	Doyle, Thomas	Yes	Citizenship 7-12 - Spcial Education 7-12 - Instructional I	SpEd HS	Resource Teacher	FT	100	0
91	Dukes, Caitlin	Yes	Grades PK-4 Special Education PK-8 - Instructional I	SpEd ES	Resource Teacher - Resigned 6/14/2023	FT	100	0
92	Duncan, Toni	No	Dance; Marketing - Qualified as per charter regulations	CPFA	Dance	FT	0	100
93	Dziekonski, Steven	Yes	Music PK-12 - Instructional I	CPFA - Leadership	CPFA Head Administrator	FT	0	100
94	Efthimiadou, Michelle	Yes	Elementary K-6 English 7-12 Mentally and/or Physically Handicapped K-12 Mid-Level Mathematics 6-9 Reading Specialist PK-12 Instructional II - Supvr Special Education	SpEd K-12 - Leadership	Resource Teacher - promoted to Supervisor or SpEd on 2/6/2023	FT	100	0
95	Elder, Elizabeth	Yes	Grades PK-4 Reading Specialist PK-12 - Instructional II	MS	Reading Specialist	FT	100	0
96	Esposito, Salvatore	Yes	Health & Physical Education PK-12 - Instructional II	ES	Health, Safety, and Physical Education	FT	100	0
97	Fabrizio, Cristen	Yes	Elementary K-6 - Instructional II	ES	Grade 4	FT	100	0
98	Ferris, Elizabeth	Yes	Elementary K-6 - Instructional II	ES	Grade 4	FT	100	0
99	Flynn, Emily	Yes	Special Education PK-8 Grades PK-4 - Instructional I	ES	Grade 1	FT	100	0
100	Focht, Loren	Yes	Special Education N-12 Elementary K-6 - Instructional II	SpEd MS	Resource Teacher	FT	100	0
101	Fontanes, Lisa	Yes	Elementary K-6 Instructional I	ES	Grade 5	FT	100	0
102	Foster, Devin	Yes	Earth and Space Science, General Science 7-12 Instructional I	HS	Earth Space Science College Prep - Astronomy	FT	100	0
103	Francisco, Amanda	Yes	Special Education N-12 Elementary K-6 - Instructional II	SpEd HS	Resource Teacher - Math Intervention	FT	100	0
104	Freiko, Janee	Yes	Music PK-12 - Instructional II	MS	Music	FT	100	0
105	Fuiman, Joseph	Yes	Art K-12 - Instructional II	CPFA	Art	FT	100	0
106	Garrow, Darlene	Yes	Principal K-12 - Administravite I; Special Education N-12, Early Childhood N-3 - Instructional II	ES - Leadership	Elementary Assistant Principal	FT	100	0
107	Gerstle, Ashley	Yes	English 7-12 - Social Studies 7-12 - English as Second Language - Intrstuctional II	MS	World Studies Grade 7 - ESL Resource	FT	100	0

Staff No.	Name of employee (List all names in alphabetical order)	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	Number of Hours Worked in Assignmmt	Percentage of Time in Certified Position	Percentage of Time in Areas Not Certified
108	Gerstle, David	Yes	Social Studies 7-12 - Instructional II	MS	World Studies Grade 7	FT	100	0
109	Giampietro, Megan	Yes	Mid-Level Science 6-9, Art PK-12, Mid-Level Citiz. Ed 6-9, Social Studies 7-12, Technology Education PK-12, Biology 7-12, General Science 7-12 - Instructional II - Principal K-12 - Administrative	HS	Eath and Space Science - Earth and Speace Science College Prep - Nature Study - Zoology	FT	100	0
110	Gore, Sophia	No	TheatArt - Qualified as per charter regulations	CPFA	Theatre	FT	0	100
111	Goslin, Marilyn	Yes	Elementary K-2 Special Education PK-12 English 7-12 - Instructional II	SpEd K-12	IEP Writer - Temporary	PT	100	0
112	Gould, Taylor	Yes	Bus-Computer-Info Tech PK-12 Computer Science 7-12 - Instructional I	HS	Business Law - Business Management - Principles of Marketing - Technology Concepts	FT	100	0
113	Greene, Lisa	Yes	Englsh 7-12- Instructional I	MS	Language Arts Grade 6	FT	100	0
114	Greenfield, Jason	No	Drama/TheatArt/Stage - College Major - Qualified as per charter regulations	CPFA	Theatre	FT	0	100
115	Gregory, Sheri	Yes	Elementary K-6 Mid-level English 7-9 Library Science K-12 English 7-12 - Instructional II; English as a Second Language (ESL) K-12 - Program Specialist	MS	Language Arts Grades 7	FT	100	0
116	Greiser, Wayne	Yes	Bus-Computer-InfoTech PK-12 Elementary K-6 - Instructional I	HS	Computer Aided Design - Intro to Computer Aided Design - Energy Power and Transportation Technology - Game Design Development - Google Applications - Intro to the Stock Market - Social Media	FT	100	0
117	Griffel, Erica	Yes	Elementary K-6 Reading Specialist K-12 - Instructional II	ES	Grade 4	FT	100	0
118	Gross, Barbara	Yes	Bus-Computer-Info Tech PK-12; Family-Consumer Sci PK-12 - Instructional II	MS	Adaptive Business - Business Comm & Critical Thinking - Fundamentals of Comp Science -Travel and Tourism	FT	100	0
119	Guerrero, Melissa	Yes	Art PK-12 - Instructional II	HS	Adaptive Art - Arts Basics - Art of Architecture - Art & Culture: Ancient Civilizations to Medieval Times - Art & Culture: Modern to Contemporary Times - Art & Culture: Renaissance to Modern Times	FT	100	0
120	Gustafson, Jason	Yes	Health & Physical Educ PK-12 - Instructional II	ES	Health, Safety, and Physical Education	FT	100	0
121	Hammond, Katelyn	Yes	Elementary K-6 - Instructional II	HS	Instructional Coach	FT	100	0
122	Harmantzis, Nicholas	Yes	Music PK-12 - Instructional I	CPFA	Music	FT	100	0
123	Harp, Amber	Yes	Social Studies 7-12 Ment and/or Phys Handicapped K-12 - Instructional II	SpEd HS	Resource Teacher	FT	100	0
124	Harrigan, Shannon	Yes	Social Studies 7-12 English 7-12 - Instructional II	HS	World History College Prep - AP Psychology - Psychology	FT	100	0
125	Harris, Kristin	Yes	Early Childhood N-3 - Instructional II	ES	Grade 2	FT	100	0
126	Hartzell, Tammy	Yes	School Nurse - Educational Specialist II	K-12	School Nurse	FT	100	0
127	Hayden, Christopher	Yes	Health & Physical Education - Instructional I	HS	Health, Safety, and Physical Education	FT	100	0
128	Henley, Kevin	Yes	English 7-12 Social Studies 7-12 - Instructional II	HS	Economics - English 10 & 11 - SAT/ACT Preparatory Course	FT	100	0
129	Hitesman, Elizabeth	Yes	Special Education PK-12 English 7-12 - Instructional II	SpEd MS	Resource Teacher	FT	100	0
130	Hocker, Hannah	Yes	Elementary K-6 - Instructional II English as a Second Language ESL PK-12 - Program Specialist	ES	Grade 1	FT	100	0
131	Holden, Brian	Yes	Social Studies 7-12 - Instructional II	HS	Sociology - World History - U.S. History	FT	100	0
132	Homka, Jennifer	Yes	Early Childhood N-3 - Special Education PK-12 - Elementary K-6 - Instructional I	SpEd - MS	Resource Techer	FT	100	0
133	Hopson, Martin	Yes	English 7-12 - Instructional II	USP	USP AP English Language Composition - USP Film as Literature - USP Honors Poetry Seminar	FT	100	0
134	Humbert, Heather	Yes	Art PK-12 - Instructional II	ES	Elementary Art	FT	100	0
135	Humnick, Rachel	Yes	Elementary & Secondary School Counselor PK-12 - Educational Specialist I - English 7-12 - Grades 4-8 (All subjects 4-6, English Language Arts and Reading 7-8) - Instructional II	USP GUID	USP School Counselor	FT	100	0
136	Inners, Timothy	Yes	Social Studies 7-12 - General Science 7-12 - Mid-Level Science 6-9 - Elementary K-6 - Biology 7-12 - Chemistry 7-12 - Instructional II	HS	Biology - Physical Science	FT	100	0
137	Intelicato, Emily	Yes	General Science 7-12 - Instructional II	HS	Marine Science - Forensic Science - Physical Science	FT	100	0
138	Jackson, Sarah	Yes	Health & Physical Educ PK-12 - Instructional I	HS	Health, Safety, and Physical Education	FT	100	0
139	Jackson (Malkasian), Alison	Yes	Special Education PK-12 Elementary K-6 - Instructional II	SpEd HS	Resource Teacher	FT	100	0
140	Jackson, Tessa	Yes	Earth and Space Science, General Science 7-12 Instructional II	MS	Science Grade 7	FT	100	0
141	Johnson, Karla	Yes	Principal PK-12 - Administrative II; Physics 7-12 -Instructional II	K-12 - Leadership	Chief Academic Officer	FT	100	0
142	Juliano, David	Yes	Social Studies 7-12 - Instructional II; Principal PK-12 - Administrative I	HS - Leadership	High School Assistant Principal - Governing States & Localities	FT	100	0

Staff No.	Name of employee (List all names in alphabetical order)	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	Number of Hours Worked in Assignmmt	Percentage of Time in Certified Position	Percentage of Time in Areas Not Certified
143	Kaelin, Rebecca	Yes	Bus-Computer-Info Tech PK-12 - Instructional II	HS	Business Accounting - Introduction to Business - Introduction to Computer Aided Design - Microsoft Office	FT	100	0
144	Kang, Dawn	Yes	Mathematics 7-12 - Instructional II	MS	Math Grade 8	FT	100	0
145	Kaplan, Julie	Yes	Social Studies 7-12 - Instructional II	HS	U.S. History - AP Psychology - World History Honors	FT	100	0
146	Karus (Peterson), Erin	Yes	Elementary K-6 Ment and/or Phys Handicapped K-12	SpEd MS	Resource Teacher - Resigned 10/20/2022	FT	100	0
147	Kelly, Katharine	Yes	Soical Studies 7-12 - Instructional I	MS	Social Studies Grade 6 - World Studies Grade 7	FT	100	0
148	Kinneary, Linda	Yes	School Nurse PK-12 - Educational Specialist II	K-12	Health Services Supervisor	FT	100	0
149	Kirk, Jessica	Yes	Elementary School Counselor K-6 Secondary School Counselor 7-12 - Educational Specialist II	ES GUID	School Counselor K-3	FT	100	0
150	Knox, Diana	Yes	Early Childhood N-3 Elementary K-6 Reading Specialist PK-12 - Instructional II	ES	Kindergarten	FT	100	0
151	Kobasic, Meredith	Yes	Elementary K-6 Special Education PK-12 Reading Specialist PK-12 - Instructional II	SpEd HS/MS	Resource Teacher	FT	100	0
152	Kofeldt, Courtney	Yes	English 7-12 - Instructional II - Educational Technology	K-12 - Leadership	Director of Online Learning	FT	100	0
153	Kotch, Nicole	Yes	Health & Physical Education - Instructional II	HS	Health Safety and Physical Education	FT	100	0
154	Kulp-Woodruff, Deborah	Yes	Ment and/or Phys Handicapped K-12 - Instructional II	SpEd HS	Supervisor of Special Education - returned to teaching 1/24/2023 - Resource Teacher	FT	100	0
155	Laing, Rachel	Yes	Grades PK-4 Special Education PK-8 - Instructional I	ES	Kindergarten	FT	100	0
156	Lasay, James	Yes	Special Education PK-12 - Instructional II	SpEd HS	Resource Teacher	FT	100	0
157	Laurelli, Ellen	Yes	Elementary K-6 Mid-Level English 6-9 Special Education PK-12 Reading Specialist PK-12 - Instructional II	SpEd HS	Resource Teacher	FT	100	0
158	Laureys, Kristin	Yes	Biology 7-12 Chemistry 7-12 - Instructional I	HS	AP Biology - Anatomy & Physiology - Biology Honors	FT	100	0
159	Leidner, Anna	Yes	Grades PK-4 - Instructional I	ES	Grade 3 - Resigned 12/30/2022	FT	100	0
160	Leone, Jennifer	Yes	Elementary K-6 Mid-Level Science 6-9 - Instructional II	MS	Science Grade 6	FT	100	0
161	Letikas (Algeo), M Bridget	Yes	Mid-Level Mathematics 6-9 - Health & Physical Educ PK-12 - Technology Education PK-12 - Instructional I	MS	Voyages Through Math A Grade 7	FT	100	0
162	Lewis, Hannah	Yes	English as a Second Language PK-12 English 7-12 Social Studies 7-12 - Instructional II	HS	AP Language & Composition - Language Arts Grade 9 & 11	FT	100	0
163	Lineman, Justin	Yes	Grades PK-4 - Instructional I	ES	Kindergarten - Resigned 12/31/2022	FT	100	0
164	Logue, Michael	Yes	Principal PK-12 - Administrative II; Social Studies 7-12 - Instructional II	HS - Leadership	High School Principal - Governing States & Localities	FT	100	0
165	Loladze, Aimee	Yes	Biology 7-12 - Instructional II	USP	USP Seminar Earth & Space - USP Seminar Physical Science - USP Robotics MS Enrichment	FT	100	0
166	Lynch, Morgan	Yes	Grades PK-4 Special Education PK-8 - Instructional I	SpEd ES	Resource Teacher	FT	100	0
167	Lynch-McCulloch	No	Day Sub - Qualified as per Charter Regulations	CPFA	Day Substitute	PT	0	100
168	MacNeil, Katrina	Yes	Registered Nurese - RN License	K-12	School Nurse Day Sub	PT	100	0
169	Madison, Eric	Yes	Mathematics - Instructional II	HS	Algebra II - Geometry - SAT/ACT Preparatroy	FT	100	0
170	Mahoney, Kelsey	Yes	Elementary K-6 Mid-Level English 6-9 Mid Level Mathematics 6-9 Mid-Level Science 6-9 - Instructional II	MS	Math Grade 8	FT	100	0
171	Majersky, Maria	Yes	Mathematics 7-12 - Instructional II	HS	Algebra II - Pre-Calculus	FT	100	0
172	Makin, Holly	Yes	Special Education N-12 Elementary K-6 - Instructional II	SpEd MS	Resource Teacher	FT	100	0
173	Malvestuto, Andrea	Yes	Elementary School Counselor K-6, Secondary School Counselor 7-12 - Educational Specialist II	ES GUID	School Counselor 6-8	FT	100	0
174	Maniscalco, Stephen	Yes	Health& Physical Educ PK-12 - Instructional II	ES	Health Safety & Physical Education Elementary	FT	100	0
175	Marks, Christine	Yes	General Science 7-12 - Instructional I; Secondary School Counselor 7-12 - Educational Specialist II	MS GUID	School Counselor 6-8	FT	100	0
176	Markward, John	Yes	Physics 7-12 Chemistry 7-12 - Instructional II	USP	USP AP Physics - USP Chemistry-Honors - USP Physics-Honors - USP STEM	FT	100	0
177	Martin, Megan	Yes	English 7-12 Social Studies 7-12 Citizenship 7-12 - Instructional II	MS	Language Arts Grade 7	FT	100	0
178	Martini, Marissa	Yes	Social Studies 7-12 English 7-12 - Instructional I	MS	American Nation Grade 8	FT	100	0
179	Mattaboni, Veronica	Yes	Emergency Permit: LT Sub with Educational Obligation English 7-12	USP	Seminar Language Arts II - Resigned 8/7/2022	PT	100	0
180	Mazzio, Lauren	Yes	Elemntary & Secondary School Counselor PK-12 - Education Specialist I	CPFA GUID	CPFA Gudiance Counseleor	FT	100	0

Staff No.	Name of employee (List all names in alphabetical order)	Areas of Certification Type of Certificate	Grades Teaching or Serving	All Areas of Assignmnet Subject Areas Teaching or Services Provided	Number of Hours Worked in Assignment	Number of Hours Worked in Assignmmt	Percentage of Time in Certified Position	Percentage of Time in Areas Not Certified
181	McAleer, Julianna	Yes	Special Education PK-8- Instructional I; Grades PK-4 Instructional II; Autism PK-12-Endorsement	SpEd MS	Resource Teacher	FT	100	0
182	McCain, Megan	Yes	Elementary & Secondary School Counselor PK-12 - Education Specialist II - Principal PK-12 - Administrative I	ES GUID	School Counselor Grade 4	FT	100	0
183	McCartney, Ryan	Yes	Social Studies 7-12 Special Education 7-12 - Instructional II	SpEd HS	Resource Teacher	FT	100	0
184	McConnell, Ryan	Yes	Mathematics 7-12 - Instructional I	HS	Algebra I	FT	100	0
185	McCunney, Michelle	Yes	Art PK-12 - Instructional II	MS	Adaptive Art - Art in the Digital Age - History of Art	FT	100	0
186	McGeehin (Smyers), Shelby	Yes	English 7-12 Special Education PK-12 - Instructional II	SpEd HS	Resource Teacher	FT	100	0
187	McGinty, Shavaun	Yes	Elementary School Counselor K-6 - Educational Specialist II	GUID - Leadership	Supervisor of Guidance Department	FT	100	0
188	McGoldrick, Victoria	Yes	Elementary K-6 - Instructional II	ES	Grade 3	FT	100	0
189	McMahon, Nicole	Yes	Special Education PK-8 Grades PK-4 - Instructional I	SpEd ES	Resource Teacher - Resigned 8/12/2022	FT	100	0
190	McNeila, Amber	Yes	English 7-12 - Instructional I	MS	Language Arts Grade 8	FT	100	0
191	Michaels, Bryan	Yes	Special Education PK-12 Elementary K-6 - Instructional II	SpEd HS	Resource Teacher	FT	100	0
192	Miller, Katherine	Yes	Mathematics 7-12 - Instructional II	MS	Math Grade 7 - Acelerated Math Grade 7	FT	100	0
193	Mirpuri, Nikita	Yes	Special Educational PK-8; Grades PK-4 - Instructional I	SpEd MS	Contracted Resource Teacher	PT	100	0
194	Molina, Brianna	Yes	General Science 7-12 - Instructional I	MS	Science Grades 7	FT	100	0
195	Moose, Jessica	Yes	Elementary & Secondary School Counselor PK-12 - Instructional I	HS GUID	School Counselor Grade 12	FT	100	0
196	Moran, Kelly	Yes	Elementary K-6 - Instructional I	ES	Grade 2	FT	100	0
197	Moran, Laura	Yes	Registered Nurese - RN License	K-12	School Nurse Day Sub	PT	100	0
198	Morris, Samuel	Yes	Citizenship 7-12 - Instructional I	USP	USP Seminar Liberty & Democracy - USP AP Psychology	FT	100	0
199	Morrow (Pettina), Victoria	Yes	English 7-12 Special Education 7-12 -Instructional II	SpEd HS	IEP Compliance Monitor - Resinged 1/27/2023	FT	100	0
200	Morton, Jessica	Yes	Grades PK-4 - Instructional I	ES	Grade 2	FT	100	0
201	Mullen, Chrystina	Yes	Earth and Space Science 7-12 Mid-Level Science 6-9 Biology 7-12 - Instructional II	HS	Biology Honors - Environmental Science	FT	100	0
202	Muller, Kelley	Yes	Elementary K-6 Mid-level English 6-9 Mid-level Mathematics 6-9 - Instructional II	MS	Math Interventionist	FT	100	0
203	Murphy, Ashley	Yes	English 7-12 Special Education 7-12 Reading Specialist PK-12 - Instructional II	K-12 SpEd	IEP Coordinator - Resigned 10/21/22	FT	100	0
204	Murray, Sean	Yes	Elementary K-6 Special Education PK-8 Special Education Expansion 7-12 - Instructional I	SpEd HS	Resource Teacher - Resigned 9/16/22	FT	100	0
205	Newingham, Alexis	Yes	Biology 7-12 - Instructional II	HS	Biology - Botany	FT	100	0
206	Okcuoglu, Daphne	Yes	Art PK-12 - Instructional II	CPFA	Art	FT	100	0
207	Olson, Brenda	Yes	Elementary K-6 Mid-Level English 7-9 - Instructional II	ES	Grade 5 - Resigned 12/30/2022	FT	100	0
208	Packer, Cory	Yes	Elementary K-6 - Instructional II	ES	Grade 5	FT	100	0
209	Paffas, Basil	Yes	Social Studies 7-12 English 7-12 - Instructional II	HS	U.S. Government -U.S. Government Honors - Intro to Philosophy	FT	100	0
210	Palmer, William	Yes	Mathematics 7-12 Physics 7-12 Chemistry 7-12 - Instructional II	HS	Algebra -I Consumer Math - Geometry	FT	100	0
211	Palushaj, Kristina	Yes	Grades 4-8 (All Subjects 4-6 Mathematics 7-8 Science 7-8) - Instructional II	MS	Math/Science Grades 7-8	FT	100	0
212	Pardus, Merissa	Yes	Special Education PK-12 Early Childhood N-3 - Instructional II	SpEd HS	Resource Teacher	FT	100	0
213	Park, Ewan	Yes	Social Studies - Instructional II; Principal K-12 - Administrative	USP	AP Economics Micro USP - USP American Law & International Relations - USP AP European History - USP AP Compartative Government and Politics - USP Socratic Seminar	FT	100	0
214	Patterson, Melissa	Yes	Grades 4-8 (All Subjects 4-6, Science 7-8)- Instructional I; Grades 4-8 (All subjects 4-6, Mathematics 7-8)- Instructional II	MS	Math/Science Grade 6 - Math Grade 6	FT	100	0
215	Paul, Leslie	Yes	English as a Second Language (ESL) PK-12 Art PK-12 - Instructional II	ES	Art Grades K-5 - Resigned 8/16/2022	FT	100	0
216	Peccina, Nicolette	Yes	Grades PK-4 - Instructional I	ES	Grade 1 - Resigned 8/9/2022	FT	100	0
217	Perez, Audrey	Yes	Chemistry 7-12- Instructional II; General Science- Instructional II	HS	AP Chemistry - Chemistry Honors - General Science	FT	100	0
218	Perri, Emily	Yes	Elementary K-6 - Instructional II	ES	Grade 1	FT	100	0
219	Petro, Robert	Yes	Biology Chemistry General Science Earth and Space Science Social Studies7-12 - Instructional II	USP	USP MS Space Exploration Enrichment - Resigned 8/10/2022	FT	100	0

Staff No.	Name of employee (List all names in alphabetical order)	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	Number of Hours Worked in Assignmmt	Percentage of Time in Certified Position	Percentage of Time in Areas Not Certified
220	Pettit, Todd	Yes	English 7-12 Mid-Lev Citiz Ed 6-9 - Instructional II	HS	English 10 - Creative writing - Shakespeare Studies	FT	100	0
221	Pettitt (Willis), Brooke	Yes	Citizenship 7-12 English 7-12 Special Education 7-12 - Instructional II	MS	Middle School Instructional Coach	FT	100	0
222	Pfaff, Megan	Yes	Elementary K-6 Reading Specialist PK-12 - Instructional II	ES	Grade 3	FT	100	0
223	Piccione, Joseph	Yes	Social Studies Mid-level Mathematics 7-9 General Science - Instructional II	HS	U.S. History - U.S. History II - AP World History	FT	100	0
224	Portney, Bobbi	Yes	Mid-Level Mathematics - Elementary K-6	USP	UPS Algebra I-Honors - USP Seminar Foundations of Mathematical Thinking	FT	100	0
225	Preddy, Megan	Yes	Biology 7-12 - Instructional II	HS	Biology	FT	100	0
226	Priar, Heather	Yes	Elementary & Secondary School Counselor PK-12- Educational Specialist II	HS GUID	School Counselor Grade 11	FT	100	0
227	Propato, Gabriella	Yes	English 7-12 - Instructional I	HS	English Grade 11 - Creative Writing	FT	100	0
228	Propfe, Tyler	Yes	Music PK-12 - Instructional I	ES	Music Grades K-5	FT	100	0
229	Provini, Maira	Yes	School Social Worker - Education Specialist I	SpEd K-12	Social Worker	FT	100	0
230	Przeworski, Katherine	Yes	Biology 7-12 - Instructional II	USP	USP Biology-Honors - USP Honors Biology - USP AP Environmental Science - USP Art MS Enrichment - USP Science Fair Enrichment	FT	100	0
231	Putignano, Ashley	Yes	Elementary K-6 Special Education PK-12 - Instructional II	SpEd MS/HS	Resource Teacher	FT	100	0
232	Putt, Jeffrey	Yes	Accounting 7-12 Marketing 7-12 Marketing-Dist Ed Tchr Coord 7-12 Data Processing 7-12 Bus-Computer-Info Tech Instructional II; Principal PK-12 - Administrative I	HS	AP Computer Science - Coding in HTML and CSS - Graphic Communications - Mobile Programming - Programming in C++ - Manufacturing Construction and Robotics Technology	FT	100	0
233	Quigley, Chistopher	Yes	Grades PK-4 - Instructional I	ES	Grade 2	FT	100	0
234	Rattman, Kristy	Yes	Elementary K-6 - Instructional II Elementary and Secondary School Counselor PK-12 - Education Specialist I English as Second Language (ESL) PK-12 - Program Specialist	ES	Grade 2	FT	100	0
235	Rausch, Alex	Yes	MS Asst Principal English 7-12 Mid-level Citiz. Ed 6-9 - Instructional II Principal Certification PK-12	MS - Leadership	Assitant Middle School Principal - promoted to Middle School Principal on 9/8/2022	FT	100	0
236	Reading, Danielle	Yes	Elementary K-6 - Instructional II	ES	Grade 3	FT	100	0
237	Regan, Coleen	Yes	Mid-Level Mathematics 6-9 English 7-12 Social Studies 7-12 English as a Second Language (ESL) PK-12 Library Science PK-12 - Instructional II	USP	USP British Literature-Honors - USP Seminar Language Arts II	FT	100	0
238	Reigner, Kevin	Yes	Elementary K-6 Mid-Level English 6-9 Mid-Level Mathematics 6-9 Mid-Level Science 6-9 - Instructional II	MS	Middle School Instructional Coach - Science Grade 8	FT	100	0
239	Reiher, Daniel	Yes	Grades PK-4 - Grades 5-6 - English 7-12 - Social Studies 7-12 - Grades 4-8 (All subjects 4-6, Mathematics 7-8) - Grades 4-8 (All subjects 4-6, Science 7-8)	HS	U.S. Government - AP Government and Politics - AP U.S. History	FT	100	0
240	Renfer, Kelley	Yes	Social Studies 7-12 Special Education 7-12 - Instructional II	SpEd K-12	Assistant IEP Compliance Monitor - promoted to IEP Compliance Monitor on 1/30/2023	FT	100	0
241	Ricciardi, Kimberly	Yes	Art K-12 Family-Consumer Sci K-12 - Instructional II	CPFA	Food Science -Child Development -Art	FT	100	0
242	Roak-Tincani, Lisa	Yes	Special Education PK-8 Grades PK-4 - Instructional I	SpEd MS	Resource Teacher	FT	100	0
243	Robinson, AnneMarie	Yes	Art K-12 - Instructional II	CPFA	Art	FT	100	0
244	Robinson, Erica	Yes	Grades PK-4 - Instructional I	ES	Grade 5	FT	100	0
245	Roggio, Abigail	Yes	Reading Specialist K-12 Elementary K-6 - Instructional II	MS	Reading Specialist	FT	100	0
246	Rosle, Kathryn	Yes	English 7-12 - Instructional II	HS	English 9 College Prep - English 9 Honors - Children's Literature -	FT	100	0
247	Roth, Merridith	Yes	Health & Physical Educ PK-12 - Instructional I	HS	Health Safety and Physical Education - Resigned 1/27/2023	FT	100	0
248	Rottman, Brigitte	Yes	Emergency Permit: Music PK-12	CPFA	Day Substitute	PT	0	100
249	Saldutti, Nico	Yes	Grades PK-4 - Instructional II	ES	Math Interventionist Grades 3-4	FT	100	0
250	Salvo, Lisa	Yes	Elementary K-6 - Instructional I	ES	Grade 3	FT	100	0
251	Sarno, Amy	Yes	English 7-12 - Instructional II	MS	Remedial Middle School Program Coordinator	FT	100	0
252	Scapellati, Jennifer	Yes	English 7-12 - Instructional II	MS	Language Arts Grade 8 - ELA Grade 8	FT	100	0
253	Schelling, Jennifer	Yes	Elementary K-6 Reading Specialist PK-12 - Instructional II	ES	Data and Intervention Specialist	FT	100	0
254	Schellinger, Erik	Yes	English 7-12 Social Studies 7-12 - Instructional II	HS	Psychology - World History - World History Honors	FT	100	0

Staff No.	Name of employee (List all names in alphabetical order)	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	Number of Hours Worked in Assignmmt	Percentage of Time in Certified Position	Percentage of Time in Areas Not Certified
255	Schultz, Sarah	Yes	Social Studies 7-12 Special Education 7-12 - Instructional II	SpEd HS	Resource Teacher	FT	100	0
256	Sensening, Connor	Yes	English 7-12 - Instructional I	HS	African-American Literature- Writer's Workshop - AP Literature & Composition - English 12	FT	100	0
257	Sessa, Lakryn	Yes	Grades PK-4 - Instructional	ES	Kindergarten	FT	100	0
258	Sforza, Taylor	Yes	Grades PK-4 - Instructional	ES	Grade 1	FT	100	0
259	Shaw, William	Yes	Music PK-12 - Instructional I	MS	Music	FT	100	0
260	Shirley, Julie	Yes	Business-Comupter-Tech Info PK-12	HS	AP Computer Science - Computer Aided Design - Manufacturing Construction and Robotics Technology	FT	100	0
261	Show, Larissa	Yes	School Speech & Language Pathologist PK-12 - Education Specialist I	SpEd K-12	Speech Pathologist	FT	100	0
262	Siegler, Alana	Yes	Franch PK-12 - Instructional I	MS	French	FT	100	0
263	Sikora, Stephanie	Yes	Family-Consumer Sci PK-12 Bus-computer-Info Tech PK-12 - Instructional II	MS	Technology Exploration I Technology Exploration II - Coding in HTML	FT	100	0
264	Slusser, Daniel	Yes	Health & Physical Educ PK-12 - Instructional II	MS	Health Safety and Physical Education	FT	100	0
265	Smith, Danielle	Yes	Elementary K-6 Mid-Level English 6-9 Special Education PK-12 Reading Specialist PK-12 - Instructional II	ES	Reading Specialist Grades K-2	FT	100	0
266	Smith, Jeff	Yes	Mathematics 7-12 Mid-Level Mathematics 6-9 Elementary K-6 ReadingSpecialist PK-12 Special Education PK-12 Bus-Computer-Info Tech PK-12 - Instructional II	HS	Algebra I - Pre-Algebra	FT	100	0
267	Smith, Kimberly	Yes	Biology 7-12 - Instrutional I	MS	Science Grade 8	FT	100	0
268	Snyder, Kelly	Yes	Early Childhood N-3 Elementary K-6 Reading Specialist PK-12 - Instructional II	ES	Reading Specialist	FT	100	0
269	Snyder, Resa	Yes	Grades PK-4 - Instructional I	ES	Grade 3	FT	100	0
270	Solnosky, Adam	Yes	Health & Physical Educa PK-12 - Instructional I	MS	Health Safety and Physical Education	FT	100	0
271	Sommar, Albert	Yes	Mathematics 7-12 Physics 7-12 Technology Education PK-12 - Instructional II	USP	USP AP Calculus AB - USP AP Calculus BC - USP Differential Calculus-Honors - USP Linear Algebra - USP Multivariable Calculus	FT	100	0
272	Speer, Ericka	No	Dance Education - Qualified as per charter regulations	CPFA	Dance	FT	0	100
273	Staszak (Duke), Shannon	Yes	French K-12 - Elementary K-6 - Mid-Level Science 7-9 - Mid-Level English 7-9 - Instructional II	ES	Grade 4	FT	100	0
274	Stefanski, MaryBeth	Yes	Secondary School Counselor - Educational Specialist II	USP GUID	USP School Counselor	FT	100	0
275	Steines, Elisabeth	Yes	Art PK-12 - Instructional II	HS	Art	FT	100	0
276	Stepnowski, Jaclyn	Yes	Art PK-12 - Instructional I	ES	Art	FT	100	0
277	Stiles, Christopher	Yes	Principal K-12 - Administrative II; Social Studies 7-12 Spanish K-12 - Instructional II	USP - Leadership	Principal of University Scholars Program	FT	100	0
278	Strellec, Christina	Yes	English 7-12 Social Studies 7-12 Grades PK-4 Special Education 7-12 Special Education Expansion PK-8 - Instructional II - Enlgish as a Second Language (ESL) PK-12 - Administrative I	MS - Leadership	Resource Teacher - Promoted to Assistant MS Principal 11/14/2022	FT	100	0
279	Sumner, Shannon	Yes	English 7-12 - Instructional I	MS	Language Arts Grade 6	FT	100	0
280	Surden, Jessica	Yes	Music PK-12 - Instrictional I	ES	Music Grades K-5	FT	100	0
281	Surine, Douglas	Yes	Mathematics 7-12 Bus-Computer-InfoTech PK-12 - Instructional II	HS	Algebra I - Geometry-Honors	FT	100	0
282	Suski, Amy	Yes	Elementary K-6 TechnologyEducation PK-12 - Instructional I	ES	Coding and Technology Grades K-5	FT	100	0
283	Takac, Kristina	Yes	Mathematics 7-12 - Instructional II - Emergency Permit effective 1/1/2023-7/31/2023	HS	Algebra I - Geometry-College Prep - Keystone Review Algebra I - Drivers Education	FT	100	0
284	Todd, Melina	Yes	Ment and/or Phys Handicapped K-12 - Instructional II	SpEd HS	Resource Teacher - Resigned 8/7/2022	FT	100	0
285	Todorovac, Erin	Yes	English 7-12 - Instructional II	USP	USP American Literature-Honors - USP AP English Literature & Composition - USP Creative Writing-Honors - USP Dramatic Arts MS Enrichment	FT	100	0
286	Tonici, Melissa	Yes	Spanish PK-12 - Instructional II	HS	Spanish	FT	100	0
287	Tope, Laura	Yes	Biology 7-12 - Instructional II	MS	Science Grade 7	FT	100	0
288	Townsend, John	No	Theatre Degree - Qualified as per Charter Regulations	CPFA	Music	FT	0	100
289	Ulrich, Jennifer	Yes	Spanish PK-12 - Instructional II	MS	Spanish	FT	100	0
290	Urbine, Colleen	Yes	Elementary K-6 Special Education PK-12 - Instructional II - Educational Specialist I	ES	Grade 2	FT	100	0

Staff No.	Name of employee (List all names in alphabetical order)	Areas of Certification Type of Certificate	Grades Teaching or Serving	All Areas of Assignjment Subject Areas Teaching or Services Provided	Number of Hours Worked in Assignment	Number of Hours Worked in Assignmmt	Percentage of Time in Certified Position	Percentage of Time in Areas Not Certified
291	Vanderlaag, Lisa	Yes	Elementary K-6 Special Education PK-12 English 7-12 - Instructional II	SpEd HS	Resource Teacher	FT	100	0
292	VanEtten, Michael	Yes	Elementary K-6 Mid-Level Mathematics 6-9 Mid-Level English 6-9 - Instructional II	ES	Math Interventionist Grades K-2	FT	100	0
293	VanHassent, Daniel	Yes	Social Studies 7-12- Instructional II	HS	AP Human Geography - Psychology - World History-College Prep	FT	100	0
294	Verner (Case), Lauren	Yes	Mid-Level Math 6-9 Elementary K-6 Mid-Level Science 6-9 - Instructional II	MS	Voyages Through Math A Grade 8	FT	100	0
295	Victorius, Emily	Yes	Elementary K-6 Reading Specialist PK-12 - Instructional II	ES	Grade 2	FT	100	0
296	Vogel, Ashley	Yes	Music PK-12 - Instructional II	HS	Music	FT	100	0
297	Voyten, Shawn	Yes	Special Education PK-12 Social Studies 7-12 - Instructional II	MS	Language Arts & Social Studies Grades 7-8	FT	100	0
298	Walker, Rebecca	Yes	Elementary & Secondary School Counselor PK-12- Educational Specialist II	HS GUID	School Counselor Grade 12	FT	100	0
299	Walsh, Julianne	Yes	English 7-12 Social Studies 7-12- Instructional II	HS	English Grades 10-12 - Gender in Media and Literature - Creative Writing	FT	100	0
300	Walton, Benjamin	Yes	English 7-12 - Instructional II; Principal PK-12 Administrative I	HS	English 12 - College Preg English - Public Speaking	FT	100	0
301	Walton, Sheila	Yes	Reading Specialist PK-12 Elementary K-6 Bus-Computer-InfoTech PK-12 - Instructional II	MS	Fundamentals of Computer Science - Technology Exploration II	FT	100	0
302	Waltz, Kristen	Yes	Social Studies 7-12 - Instructional II	USP	USP Seminar World Cizilizations I & II - USP Mock Trial Team	FT	100	0
303	Ward, Stephanie	Yes	Mathematics 7-12 - Instructional I - Administrative I	MS	Math Grade 6	FT	100	0
304	Weller, Abigail	Yes	Englsh 7-12 0 Instructional II	HS	English Grade 11 - College Preg English Grade 11	FT	100	0
305	Wentzel, Ryan	Yes	Social Studies 7-12 - Instructional I	USP	USP AP U.S. Government & Politics - AP U.S. Govenment & Politics - USP Mock Trial MS Enrichment - USP Seminar Liberty & Democracy - USP Seminar World Civilizations II	FT	100	0
306	Werner, Danielle	Yes	Elementary K-6 Special Education PK-12 - Instructional II	ES	Grade 5	FT	100	0
307	West, Thomas	Yes	Music PK-12 - Instructional II	CPFA	Music	FT	100	0
308	Whisler, Vicki	Yes	English 7-12 Library Science PK-12 - Instructional II	HS	English Grade 9 - AP Literature and Composition	FT	100	0
309	Wilkins, Joshua	Yes	Mathematics 7-12 - Instructional I	HS	Algebra I & II	FT	100	0
310	Wilkocz, Christopher	Yes	Elementary K-6 - Instructional II	MS	Social Studies Grade 6	FT	100	0
311	Williams, Lauren	Yes	Elementary K-6 Special Education PK-12 Reading Specialist P-12 - Instructional II English as a Second Language (ESL) PK-12- Program Specialist I	SpEd ES	Resource Teacher	FT	100	0
312	Wilson {Lier}, Irene	Yes	English as a Second Language PK-12 Elementary K-6 Mid-Level Math - Intstructional II	ES	Grade 1	FT	100	0
313	Wilson, Sherrie	Yes	Speech Correction K-12 - Instructional II	K-12	Speech Therapist - Resigned 8/12/2022	FT	100	0
314	Worrell, Raymond	Yes	Biology 7-12 Chemistry 7-12 - Instructional II	HS	Biology - Resigned 8/11/2022	FT	100	0
315	Yori, Cynthia	Yes	Grades PK-4 - Instructional I - Grades 5-6 - Instructional II	ES	Grade 5	FT	100	0
316	Yund, Nick	Yes	Citizenship 7-12 Social Studies 7-12 Grades 4-8 (All subjects 4-6 Social Studies 7-8) - Instructional I	MS	American Nation Grade 8 - American Nation Advanced -	FT	100	0
317	Zuri, William	Yes	Mathematics 7-12 - Instructional II	MS	Math Grade 8	FT	100	0
Total Number of Administrators (do not include CEO) __ 14				CEO (certified) ____				
Total Number of Teachers __ 263				Counselors __ 15				
				School Nurses __ 5				
				Others __ 20				
Total Number of Professional Staff __ 317								

PA Leadership Charter School

Financial Statements

Year Ended

June 30, 2023

Table of Contents

	Page(s)
Narrative	1 - 2
Financial Summary	3
Performance and Liquidity Metrics	4 - 7
Comparative Balance Sheet	8
Statement of Revenues and Expenditures vs. Budget	9 - 11
Monthly Statement of Revenues and Expenditures	12
Accounts Payable Aging Report	13 - 14
Accounts Receivable Summary Report	15 - 23
Cash Disbursements and Credit Card Charges	24 - 35



July 11, 2023

Members of the Board of Trustees
Pennsylvania Leadership Charter School

This Summary and Management Report presents information we believe is important to you as members of the school board. We encourage you to review the sections of this report and would be pleased to furnish additional information as requested.

Monthly financial statements are intended to provide a snapshot at a specific point in time. As a result, they are subject to variances due to timing. The further into the fiscal year we are, the more these variances normalize.

- Financial statements for the fiscal year ended June 30, 2023 are presented.
- The June financial statements reflect a monthly surplus of approximately \$660,000, resulting in a surplus of approximately \$7.8 million for the fiscal year.
- The surplus was affected by some year-end adjustments recently posted, the more significant items being re-evaluation of prior year special education settlements, parent participation in ISP reimbursement, analysis of the full year of medical expense, and a true-up of school district billing on a per-student/per-day calculations vs. the monthly billing amounts.
- These financial statements are subject to change as audit preparation and field work continues. Generally, it can be expected that the surplus will decrease as this process continues because expense invoices will continue to be received as time goes on, expense accruals will be recalculated and re-evaluated, (which could increase or decrease the surplus), while income is generally calculated and recorded earlier and tends to remain static at this point.
- The school's liquidity, measured by both the current ratio and days cash on hand, remains strong, as it has for the several months since the liquid asset base was re-organized.

Updates with Impacts or Relevance to the PA Charter School Community

Year-End Board Checklist:

As we wrap up the 2022-23 school/fiscal year, please keep the following items in mind:

- Fund Balance – if your school is carrying a fund balance of any material significance and/or if your school is finishing the year with a high-margin Net Income (e.g. 10% margin or higher), we recommend the Board adopt a resolution at your June meeting (if you have not done so already) committing a portion of that fund balance to a future purpose (i.e., “to address rising retirement contribution costs”, “to fund future debt service obligations”, “to address future capital improvement costs”, etc.). This is a simple process that can also easily be reversed or amended in the future as situations change or emerging needs of the school dictate.
- 990 Filing – the school’s auditors should have prepared and filed your school’s Form 990 (for the prior FY) with the IRS by this point in the year. Each Board Member should review this document carefully to ensure that it accurately discloses any information and activity pertaining to a related entity and/or any potential conflicts of interest involving Board Members.

Labor Market for Teachers Likely To Continue to Be a Challenge

- Article: “[Teachers Are Leaving PA Schools at Highest Rate on Record](#)” - 7.7% of the Pennsylvania teaching workforce, or 9,587 teachers, left their positions before or during the 22-23 school year. That’s up from the 6.2% attrition in 2022, and 5.4% in 2021, making it the highest-ever attrition rate on record.

Important Disclaimers:

Charter Choices is proud to serve with your school’s Business Department, providing high-quality accounting services and back-office support. On occasion, school leaders and boards will ask us to provide strategic advice on a range of issues. To be clear, however, **Charter Choices is not an investment advisory firm** and cannot offer an official opinion on PSERS or 403(b) (PSERS Alternative Plan) participation. Please consult your Employee Benefits, Retirement Services Broker, or other advisor for professional advice.

Similarly, Charter Choices does not provide legal advice. Please consult with your school’s solicitor (attorney) on all matters related to governance, charter school law, etc.

PA Leadership Charter School Financial Summary As of June 30, 2023		Benchmarks
Liquidity	Total Cash Available \$ 16,089,305	Cash on Hand (At least 60 days) Does not include liquidated investments. Med Risk: 1-2 Months (30-60 days) High Risk: <1 Months (30 days)
	Days cash on hand 105.79 Bank balances are FDIC-insured only up to \$250,000. The school has entered into an arrangement with its account depository institution to provide for the transfer of the excess cash balance into various other FDIC-insured institutions.	

Balance Sheet	Total Current Assets: \$ 18,596,006	Current Ratio (should be greater than 1.00) Low Risk: > 1.0 - 2.0 High Risk: < 1.0
	Total Current Liabilities: \$ 5,138,330	
	Current Ratio: 3.62	
	Does not include pension amounts	Debt Ratio (should be lower than 100%) Good: <100% Risky : >100% Percent of non-pension assets Percent of Projected Revenue
	Total Assets: \$ 101,755,040	
Total Liabilities (excluding pension) \$ 5,256,436		
Debt to Asset Ratio: 5%		
Fund balance Ratio: 42%		

Cash Balances by Month	June 30, 2022 \$ 42,807,024	Redemption of annuity Accelerated collections from school districts Purchase of CD's May is a 3-payroll month
	July 31, 2022 \$ 41,707,906	
	August 31, 2022 \$ 43,482,945	
	September 30, 2022 \$ 22,040,281	
	October 31, 2022 \$ 25,752,702	
	November 30, 2022 \$ 27,202,290	
	December 31, 2022 \$ 26,775,693	
	January 31, 2023 \$ 13,113,803	
	February 28, 2023 \$ 14,159,681	
	March 31, 2023 \$ 15,835,415	
	April 30, 2023 \$ 17,225,288	
	May 31, 2023 \$ 16,768,626	
June 30, 2023 \$ 16,089,305		

Revenues & Expenses		Actual	Budget	Variance
	Revenues:	\$ 63,297,718	\$ 68,492,629	\$ (5,194,911)
	Expenses:	\$ 55,512,239	\$ 66,050,707	\$ (10,538,468)
	Excess of Revenues over Expenses:	\$ 7,785,479	\$ 2,441,922	\$ 5,343,557
	Expenses as a percentage of Revenue	88%	96%	
		Actual	Budget	
	Enrollment	3,381	3,800	
	District Revenue Per student - Regular Ed	\$ 12,881	\$ 13,034	
	District Revenue Per student - Special Ed	\$ 33,194	\$ 32,488	
	Revenue per student	\$ 18,722	\$ 18,024	
Expenses per student	\$ 16,419	\$ 17,382		

Important Disclaimers

Charter Choices is proud to serve with your school's Business Department, providing high quality accounting services and back-office support. On occasion, school leaders and boards will ask us to provide strategic advice on a range of issues. To be clear, however, **Charter Choices is not an investment advisory firm.** Additionally, we cannot offer an official opinion on PSERS or 403(b) (PSERS Alternative Plan) participation. Please consult your Investment Broker or Employee Benefits or Retirements Services Broker for Professional advice. Similarly, Charter Choices does not provide legal advice. Please consult with your school's solicitor (attorney) on all matters related to governance, charter school law, etc.

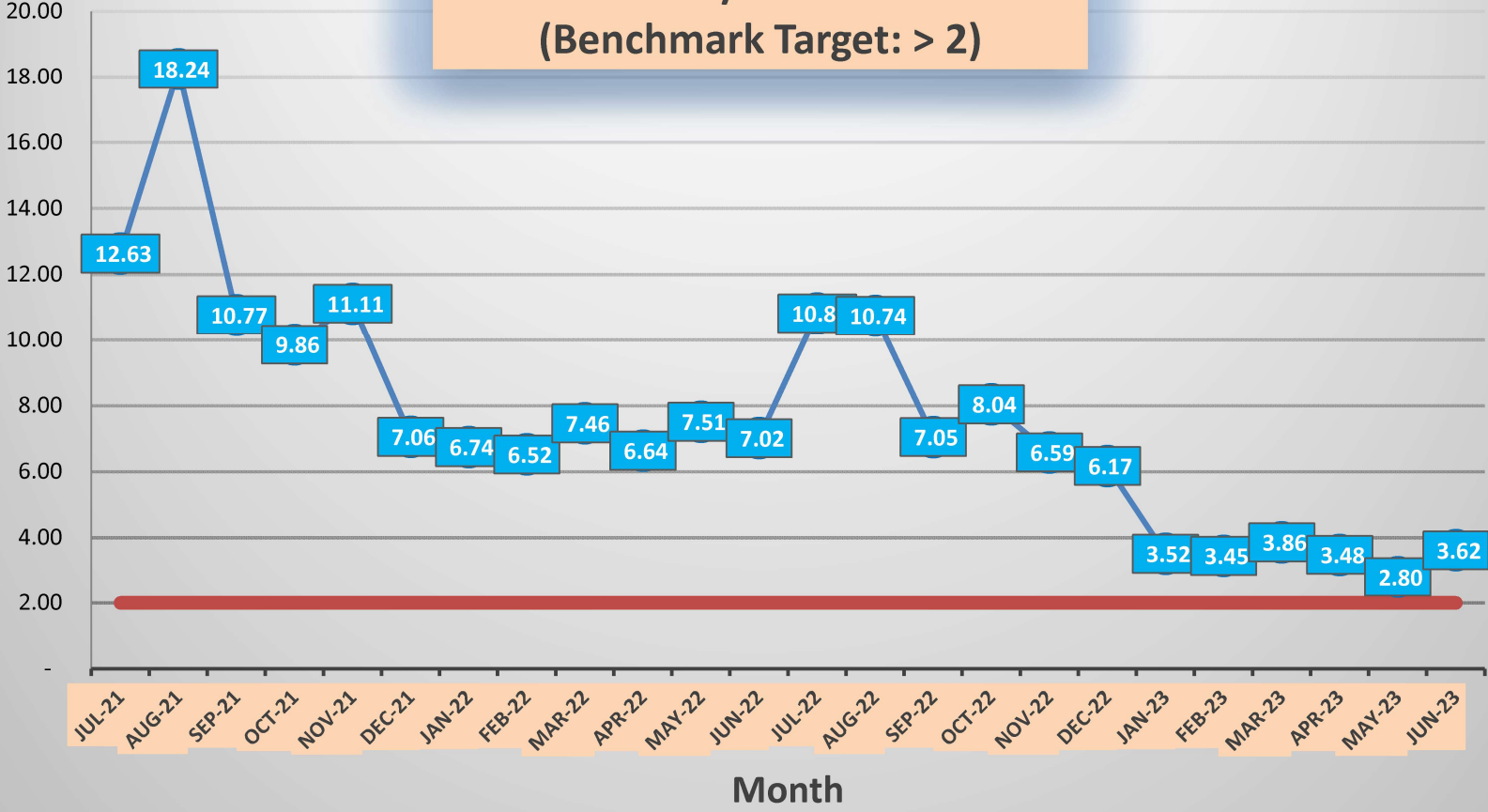
PA Leadership Charter School Projection vs. Budget



**PA Leadership Charter School
District Revenue Variances**

	<u>Actual Students Under Budget</u>	<u>Volume Variance</u>	<u>Rate Variance</u>	<u>Total</u>
Regular	-428	-5,512,986.68	1,960,075.19	-3,552,911.49
SPED	9	298,743.75	1,565,613.75	1,864,357.50
	<u>-419</u>	<u>-5,214,242.93</u>	<u>3,525,688.94</u>	<u>-1,688,553.99</u>
Average district rate increases during 2022-23			<u>vs. Budget</u>	<u>vs. Prior Year</u>
Regular			4.99%	-1.17%
SPED			8.52%	2.17%

**PA Leadership Charter School
Current Ratio
Current Assets / Current Liabilities
(Benchmark Target: > 2)**



**PA Leadership Charter School
Days Cash on Hand
(Benchmark Target: > 60)**



**PA Leadership Charter School
Comparative Balance Sheets
June 30, 2023 and June 30, 2022**

	[A] June 30, 2022 Audited	[B] June 30, 2023	[C] = [B] - [A] Increase (decrease)	Notes
ASSETS				
Current Assets				
Cash	\$ 42,807,024	\$ 16,089,305	\$ (26,717,719)	Reflects purchase of CDs and Liquid Asset Fund account
State Subsidies Receivable	67,810	67,810	-	
Local Subsidies Receivable	1,974,537	1,381,936	(592,601)	
Federal Grants Receivable	678,475	861,806	183,331	
Prepaid Expenses	53,566	194,809	141,243	
Other Receivables	399	340	(59)	
Total Current Assets	45,581,811	18,596,006	(26,985,805)	
Fixed Assets				
Property & Equipment	20,558,653	35,532,764	14,974,111	Reflects merger and dissolution of Friends of PA Leadership Charter School
Less: Accumulated Depreciation	(11,093,413)	(15,355,196)	(4,261,783)	Reflects merger and dissolution of Friends of PA Leadership Charter School
Net Fixed Assets	9,465,240	20,177,568	10,712,328	
Other Assets				
PSD Liquid Asset Fund	-	5,576,954	5,576,954	Purchase of approximately \$40 million in laddered US Treasury bills
Certificates of Deposit, including accrued interest	-	15,302,402	15,302,402	Purchase of \$15 million in laddered Certificates of Deposit in January
US Treasury Securities, at cost plus accrued interest	-	42,075,004	42,075,004	Purchase of approximately \$40 million in laddered US Treasury bills
Investments, at cost	24,695,365	-	(24,695,365)	Closing and transfer of Schwab funds to Liquid Asset Fund account
Unrealized loss	(431,442)	-	431,442	
Investments, at market value	24,263,923	62,954,360	38,690,437	
Directors' Benefits Funding	4,000,000	-	(4,000,000)	Account was redeemed in October and moved to the cash line.
Security Deposits	27,106	27,106	-	
Due from Friends of PA Leadership CS	7,541,185	-	(7,541,185)	Reflects merger and dissolution of Friends of PA Leadership Charter School
Deferred Outflows of Resources	4,129,706	4,129,706	-	
Total Other Assets	39,961,920	67,111,172	27,149,252	
TOTAL ASSETS	\$ 95,008,971	\$ 105,884,746	\$ 10,875,775	
LIABILITIES & NET ASSETS				
LIABILITIES				
Current Liabilities				
Accounts Payable and Accrued Expenses	\$ 2,229,813	\$ 1,741,231	\$ (488,582)	Will probably increase with effects of closing and audit
Accrued Payroll, Taxes, and Benefits	2,989,365	3,397,099	407,734	Accrual of this summer's pay (approx. \$130,000 per payroll).
Current portion of long-term debt	1,546,557	-	(1,546,557)	HP leases were paid-off early.
Total Current Liabilities	6,765,735	5,138,330	(1,627,405)	
Long-Term Liabilities and Other				
Long-Term Capital Lease Obligations	1,863,189	-	(1,863,189)	HP leases were paid-off early.
Accrued Compensated Absences	118,106	118,106	-	
Net pension liability	24,310,000	24,310,000	-	
Deferred Inflows of Resources	5,232,000	5,232,000	-	
Total Other Liabilities	31,523,295	29,660,106	(1,863,189)	
TOTAL LIABILITIES	38,289,030	34,798,436	(3,490,594)	
NET ASSETS				
Amount Provided for Pension	(25,412,294)	(25,412,294)	-	
Invested in capital assets, net of related debt	6,055,497	20,177,568	14,122,071	Reflects merger and dissolution of Friends of PA Leadership Charter School
Amount Provided for other longterm liabilities	(118,106)	(118,106)	-	
Nonspendable	7,568,290	27,106	(7,541,184)	Reflects merger and dissolution of Friends of PA Leadership Charter School
Committed for various future purposes	-	49,900,000	49,900,000	
Committed for future operating costs	9,300,000	-	(9,300,000)	
Committed for future PSERS costs	4,500,000	-	(4,500,000)	
Committed for future funding issues	23,000,000	-	(23,000,000)	
Committed for building purchase	1,290,098	-	(1,290,098)	
Unrestricted	30,536,456	26,512,036	(4,024,420)	
TOTAL NET ASSETS	56,719,941	71,086,310	14,366,369	
TOTAL LIABILITIES & NET ASSETS	\$ 95,008,971	\$ 105,884,746	\$ 10,875,775	
Balance Sheet Metrics				
Current Ratio	6.7	3.6		
Days Cash on Hand	312.4	105.8		

	A	B	C	D	E	F	G	H	I	U
1	PA LEADERSHIP CHARTER SCHOOL									
2	Statement of Revenues and Expenditures vs. Budget and Projection									
3	Year Ended June 30, 2023									
4										
5										
6										
7										
8	Regular Education			2,771		3,199		(428)		
9	Special Education			610		601		9		In a year of ADM reduction, SPED ADM remained.
10	Total Enrollment			3,381		3,800		(419)		ADM was 3,387 in April. Two additional special ed students were added in May.
11	INCOME									
12	Local Revenues									
13	District Revenues									
14	Regular Education	6944		\$ 35,709,342		\$ 39,245,636		\$ (3,536,294)		Reflects true-up adjustment to bring current
15	Special Education	6944		20,239,956		18,383,830		1,856,126		billings to reconciliation estimate
16	Prior year adjustments to districts	6944		(5,512)		-		(5,512)		
17	Total District Revenues			55,943,786		57,629,466		(1,685,680)		See district revenue variance chart
18	Interest Earned	6510		1,915,566		-		1,915,566		
19	Realized losses	6512		(568,887)		-		(568,887)		Reflects effect of annuity redemption
20	Unrealized Gain/Loss	6513		-		-		-		
21	Student Activity Revenues	6740		269		25,000		(24,731)		
25	Student Fees - Graduation	6741		-		35,000		(35,000)		
27	Miscellaneous Revenues	6990		196,340		35,000		161,340		Reflects adjustment of prior year settlements
28	Total Local Revenues			57,487,074		57,724,466		(237,392)		
29	Federal Grant Revenues									
30	Individuals with Disabilities	8512		521,762		477,216		44,546		
32	Title I	8514		981,862		1,583,736		(601,874)		Reflects current rate of expenditure
33	Title II	8515		98,218		118,229		(20,011)		
34	Title III	8516		1,800		3,500		(1,700)		
35	Title IV	8517		56,743		66,300		(9,557)		
36	Elem/Secondary Sch Emergency Relief (ESSERs)	8741		4,001,949		5,368,488		(1,366,539)		Reflects current rate of expenditure
37	PCCD	8749		80,500		-		80,500		
38	Total Federal Grant Revenues			5,742,834		7,617,469		(1,874,635)		
39	State Revenues									
40	Health Services	7330		67,810		41,465		26,345		
42	Total State Revenues			67,810		41,465		26,345		
43	Other Financing Sources									
44	Proceeds from Long-Term Debt	9200		-		3,109,229		(3,109,229)		Assuming no further leases
45	Total Other Financing Sources			-		3,109,229		(3,109,229)		
46	TOTAL INCOME			63,297,718		68,492,629		(5,194,911)		

	A	B	C	D	E	F	G	H	I	U
1	PA LEADERSHIP CHARTER SCHOOL									
2	Statement of Revenues and Expenditures vs. Budget and Projection									
3	Year Ended June 30, 2023									
4										
5										
6				[A] Actual - Unaudited		[B] YTD Budget		[C] = [A] - [B] \$ Over (Under) Budget		Notes related to major variances
7										
47	EXPENSES									
51				26,609,096		27,311,558		(702,462)		
52	Benefits									
54	Health Insurance	211		3,557,176		3,977,202		(420,026)		Budgeted increases generally exceed actuals, due to lag between budget preparation and contract renewal.
55	Dental Insurance	212		218,921		252,956		(34,035)		
56	SS Contributions	220		1,909,619		2,031,664		(122,045)		
57	Retirement-PSERS	230		2,703,198		2,724,929		(21,731)		
58	Retirement-PennServ	231		938,506		950,335		(11,829)		
59	Tuition Reimbursement	240		76,329		190,599		(114,270)		
60	Unemployment	250		70,948		71,593		(645)		
61	Workers' Compensation Insurance	260		150,829		143,666		7,163		
62	Group Insurance - Self Insurance	270		542,832		760,169		(217,337)		Reflects degree of usage of HRA plan
63	Other Employee Benefits	290		156,180		364,982		(208,802)		
64				10,324,538		11,468,095		(1,143,557)		
65	Professional Services:									
67	Accounting	301		288,687		324,590		(35,903)		
68	Legal	302		534,169		412,500		121,669		Reflects elevated legal expenses
69	Other Costs	303		-		2,000		(2,000)		
71	Professional Education Services	320		4,013,940		5,882,130		(1,868,190)		Reflects current rate of expenditure
72	Professional Development	324		219,639		485,077		(265,438)		
73	Contracted Education Services	329		140,681		32,875		107,806		
74	Other Professional Services	330		719,990		596,185		123,805		
75	Job Postings	334		35,259		4,200		31,059		
76	Professional IT Services	340		175,873		134,358		41,515		
77	Web Portal	341		971,178		934,400		36,778		
78				7,099,416		8,808,315		(1,708,899)		
79	Building Expenses:									
80	Purchased Property Services	400		-		8,050		(8,050)		
81	Cleaning Services	410		259,071		371,400		(112,329)		
82	Utilities	420		193,787		211,048		(17,261)		
83	Repairs/Maintenance	430		406,870		569,051		(162,181)		
84	Building Rental	440		557,097		1,979,186		(1,422,089)		Reflects Friends merger
85	Building Rental (Meeting Rooms and Other)	441		138,360		220,840		(82,480)		
86	Copier Leases	448		101,644		106,644		(5,000)		
87				1,656,829		3,466,219		(1,809,390)		

	A	B	C	D	E	F	G	H	I	U
1	PA LEADERSHIP CHARTER SCHOOL									
2	Statement of Revenues and Expenditures vs. Budget and Projection									
3	Year Ended June 30, 2023									
4										
5										
6				[A] Actual - Unaudited		[B] YTD Budget		[C] = [A] - [B] \$ Over (Under) Budget		Notes related to major variances
7										
88	Hardware Reimbursement	199		(69,351)		-		(69,351)		
89	Activity fees and other collections	199		(17,901)		-		(17,901)		
90	Hotel Rooms	480		106,769		112,775		(6,006)		
91	Student Transportation	510		202,691		251,814		(49,123)		
92	Insurance - General	520		225,020		200,000		25,020		
93	Communications	530		258,774		603,252		(344,478)		Budget doesn't reflect Erate reduction
94	Postage and Shipping	531		257,878		423,700		(165,822)		Reflects current rate of expenditure
95	Advertising	540		685,455		715,648		(30,193)		
96	Printing and Binding	550		10,127		26,550		(16,423)		
97	Tuition	560		286,559		250,000		36,559		
98	Travel	580		77,247		200,660		(123,413)		
99	Misc. Purchased Services	590		81,020		73,953		7,067		
100	Stipend - Rent	591		-		94,500		(94,500)		
101	Educational and Curriculum Supplies	600		238,084		286,579		(48,495)		
102	General / Office Supplies	610		205,750		381,010		(175,260)		
103	Software and Software Fees	618		163,367		263,207		(99,840)		
104	Food	630		53,912		160,006		(106,094)		
105	Books and Periodicals	640		331,391		962,544		(631,153)		Reflects current rate of expenditure
106	Educational Technology Software	650		377,109		677,354		(300,245)		Reflects current rate of expenditure
107	Equipment	750		1,981,713		4,128,700		(2,146,987)		Reflects current rate of expenditure
108	Dues and Fees	810		109,178		186,786		(77,608)		
109	Miscellaneous Expenses	820		4,425		15,000		(10,575)		
110	Internet Reimbursement	811		586,346		1,075,000		(488,654)		Reflects degree of parent participation
111	Board expenses	Var		46,188		-		46,188		
112	Interest	830		210,863		280,000		(69,137)		Reflects early pay-off of HP leases
113	Principal	850		3,409,746		1,898,598		1,511,148		Reflects early pay-off of HP leases
114	Reserve	900		-		1,728,884		(1,728,884)		Reserve funds not used
115	TOTAL EXPENSES			55,512,239		66,050,707		(10,538,468)		
116	CHANGE IN NET ASSETS			\$ 7,785,479		\$ 2,441,922		\$ 5,343,557		
117										
118										
119	FUNCTIONAL EXPENSES:									
120	ACADEMIC			\$ 39,342,812		\$ 45,710,433		\$ (6,367,621)		
121	STUDENT SERVICES			2,979,191		3,653,854		(674,663)		
122	IT			7,935,039		9,455,873		(1,520,834)		
123	MARKETING AND COMMUNICATIONS			691,982		705,348		(13,366)		
124	ADMINISTRATIVE			4,563,221		6,525,200		(1,961,979)		
125	ALL FUNCTIONAL CATEGORIES			\$ 55,512,245		\$ 66,050,708		\$ (10,538,463)		

	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	A	
1	PA Leadership Charter School																								
2	Statement of Revenues and Expenditures vs. Budget																								
3	July 2022 through June 2023																								
6									Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual		Variance		
7									Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Total Actual	YTD Budget	Actual v Budget		
8	Income/Expense																								
9	Income																								
10	6000 LOCAL REVENUES																								
11									9,074.52	12,535.48	59,685.44	123,917.40	147,901.69	113,682.26	30,251.01	27,407.66	543,439.76	210,130.93	401,895.71	235,644.23	1,915,566.09	0.00	1,915,566.09		
13									0.00	-9,605.09	-89,274.18	-470,007.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-568,886.87	0.00	-568,886.87	
14									53,803.55	-53,803.55	0.00	0.00	0.00	0.00	158,417.94	121,390.13	-279,808.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
17									10.00	0.00	0.00	10,491.18	0.00	-9,764.20	-67.97	-209.66	-1,029.29	-292.98	1,521.83	-390.03	268.88	25,000.00	-24,731.12		
18									0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	-35,000.00		
19									160.00	594.00	918.00	0.00	0.00	0.00	0.00	0.00	-18.00	0.00	0.00	0.00	0.00	1,654.00	25,285.00	-23,631.00	
25									3,069,540.76	2,930,720.23	2,876,209.70	3,162,673.72	2,992,359.42	3,041,842.30	3,044,025.88	3,096,794.32	3,080,325.53	3,065,931.02	3,039,956.07	2,308,963.20	35,709,342.15	39,245,635.98	-3,536,293.83		
26									1,583,147.67	1,540,344.82	1,403,905.59	1,624,227.70	1,726,850.27	1,747,456.50	1,772,169.39	1,849,795.60	1,823,308.31	1,842,839.47	1,803,356.80	1,522,553.44	20,239,955.56	18,383,830.08	1,856,125.48		
27									1,842.31	4,294.63	2,297.18	560.68	1,328.13	1,209.75	1,239.69	16,366.03	640.36	1,081.60	1,281.30	162,544.52	194,686.18	9,715.00	184,971.18		
28									0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
31									-10,495.00	0.00	0.00	0.00	-1,232.81	0.00	-166.32	-93,309.48	-18,410.03	111,953.95	6,823.36	-675.17	-5,511.50	0.00	-5,511.50		
33									4,707,083.81	4,425,080.52	4,253,741.73	4,451,863.08	4,867,206.70	4,894,426.61	5,005,869.62	5,018,234.60	5,148,448.57	5,231,643.99	5,254,835.07	4,228,640.19	57,487,074.49	57,724,466.06	-237,391.57		
37									0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	67,810.15	41,464.72	26,345.43		
39									0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	521,762.00	521,762.00	477,216.46	44,545.54		
41									128,923.10	133,031.76	58,205.73	182,680.06	37,976.15	53,832.54	50,849.07	44,411.17	44,844.07	88,458.82	92,198.25	66,451.58	981,862.30	1,583,736.24	-601,873.94		
42									23,215.05	10,359.81	7,190.62	2,913.78	1,500.00	4,234.66	11,481.96	9,030.20	8,168.96	5,126.26	9,317.90	5,678.96	98,218.16	118,226.60	-20,010.44		
43									0.00	0.00	0.00	1,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00	3,500.00	-1,700.00			
44									2,850.00	36,850.50	1,766.10	465.80	4,543.00	1,445.00	548.00	1,415.00	1,870.89	963.00	1,807.52	2,218.35	56,743.16	66,300.00	-9,556.84		
45									2,859.22	532.24	74,385.78	5,820.87	7,212.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90,810.74	0.00	90,810.74		
46									0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00	73,500.00	0.00	0.00	80,500.00	0.00	80,500.00		
48									177,243.76	181,781.22	17,102.08	83,106.79	83,967.24	124,415.27	82,490.09	81,432.08	81,185.36	82,552.82	120,709.11	81,295.21	1,197,281.03	1,245,924.58	-48,643.55		
49									0.00	0.00	382,258.81	164,148.25	207,976.18	340,323.79	208,282.15	186,402.32	181,459.39	204,429.16	279,907.63	212,276.10	2,367,463.78	3,791,452.79	-1,423,989.01		
51									84,957.97	4,439.75	10,466.32	5,490.38	3,615.38	8,888.07	4,917.38	10,615.38	3,615.38	2,348.32	8,622.03	3,615.38	151,591.74	236,507.86	-84,916.12		
52									0.00	53,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53,400.00	47,301.57	6,098.43		
53									0.00	0.00	0.00	4,402.00	6,801.40	9,585.98	3,961.62	6,052.00	6,342.00	4,728.00	8,844.20	2,338.60	53,055.80	47,301.57	5,754.23		
54									0.00	2,917.08	0.00	467.04	1,155.16	160.69	0.00	312.60	2,831.39	1,035.00	0.00	1,486.18	10,365.14	0.00	10,365.14		
55									0.00	18,600.00	75.00	202.20	0.00	7,803.95	0.00	0.00	36,300.00	0.00	0.00	15,000.00	77,981.15	0.00	77,981.15		
57									420,049.10	441,912.36	551,450.44	451,497.17	354,747.14	550,689.95	362,530.27	339,670.75	373,617.44	463,141.38	521,406.64	912,122.36	5,742,835.00	7,617,469.67	-1,874,634.67		
59									0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,109,228.64	-3,109,228.64		
61									5,127,132.91	4,866,992.88	4,805,192.17	4,903,360.25	5,221,953.84	5,445,116.56	5,368,399.89	5,357,905.35	5,522,066.01	5,694,785.37	5,776,241.71	5,208,572.00	63,297,719.64	68,492,629.09	-5,194,909.45		
64									1000 INSTRUCTION																
138									-133.86	228.98	11,662.76	-13,990.76	-9,388.83	-584.09	-13,207.53	-7,570.88	1,665.83	-6,226.47	18,030.57	2,651.31	-16,862.97	0.00	-16,862.97		
194									215,148.97	401,062.02	453,846.94	432,330.52	412,494.70	618,033.42	415,675.60	257,015.09	394,014.04	380,619.14	590,651.36	447,248.18	5,018,139.98	5,883,566.86	-865,426.88		
251									113,858.75	267,785.38	421,408.35	411,605.72	405,728.53	637,168.76	426,969.13	298,206.99	407,085.53	400,534.83	600,833.55	458,884.78	4,850,070.30	4,764,523.39	85,546.91		
309									174,465.12	421,950.82	625,332.94	581,934.39	590,913.20	904,511.54	609,256.65	507,288.64	591,394.90	560,793.16	860,365.72	658,762.72	7,086,969.80	7,293,586.63	-206,616.83		
367									70,640.39	132,805.72	223,357.24	201,141.27	198,437.57	214,993.14	105,629.36	182,317.24	178,894.87	279,196.50	239,051.44	2,322,738.63	2,601,614.76	-278,876.13			
424									57,185.43	118,324.30	229,041.05	191,273.91	203,716.04	267,200.17	215,832.92	197,971.58	199,365.38	183,402.41	258,476.53	229,851.56	2,351,641.28	2,333,787.85	17,853.43		
689									0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44,550.00	-44,550.00		
783									0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49,950.00	-49,950.00		
825									810.00	0.00	0.00	1,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,610.00	3,500.00	-890.00		
1020									236,185.41	689,470.38	398,443.37	335,206.95	341,550.82	522,073.64	408,513.49	336,711.17	391,618.81	362,923.85	529,365.70	452,114.01	5,004,177.60	7,136,753.21	-2,132,575.61		
1077									169,760.81	280,562.43	444,568.75	684,052.60	753,696.84	1,280,918.95	1,019,946.38	346,372.39	720,997.96	785,723.14	724,916.05	893,556.10	8,105,072.40	10,327,411.83	-2,222,339.43		
1118									3,189.95	3,392.94	11,645.91	351.79	259.98	2,413.10	1,165.88	230.19	30,947.30	98,220.99	184,514.96	-58,168.75	278,164.24	480,500.00	-202,335.76		
1120									1,041,110.97	2,315,582.97	2,819,307.31	2,825,706.39	2,897,408.85	4,528,009.38	3,299,145.66	2,041,854.53	2,919,406.99	2,945,330.43	4,046,350.94	3,323,951.35	35,003,165.77	40,919,744.53	-5,916,578.76		
1193									69,408.94	125,793.48	175,445.65	179,605.27	177,037												

A	B	C	D	E	F	G	H	I	J	K	L	M
1	PA Leadership Charter School											3:43 PM
2	A/P Aging Summary											07/10/2023
3	As of June 30, 2023											
4		Current	1 - 30	31 - 60	61 - 90	> 90						TOTAL
5	Therapy Source Inc.	388,387.03	0.00	0.00	0.00	0.00						388,387.03
6	IMC Construction	51,945.51	9,994.21	0.00	0.00	0.00						61,939.72
7	Showworks Audio Visual Inc.	27,717.75	0.00	0.00	0.00	0.00						27,717.75
8	Charter Choices, Inc.	18,506.25	0.00	0.00	0.00	0.00						18,506.25
9	Clean Right Building Services, Inc.	12,157.50	0.00	0.00	0.00	0.00						12,157.50
10	UPS - Enterprise Dr.	10,999.43	764.49	0.00	0.00	0.00						11,763.92
11	Penn Residential, Inc.	10,500.00	0.00	0.00	0.00	0.00						10,500.00
12	EAN Services, LLC (Toll Payments)	1,535.73	7,589.75	0.00	0.00	0.00						9,125.48
13	Chestnut Hill College	0.00	8,500.00	0.00	0.00	0.00						8,500.00
14	Canon Financial Services, Inc	8,470.37	0.00	0.00	0.00	0.00						8,470.37
15	Amazon Capital Services	7,846.12	0.00	0.00	0.00	0.00						7,846.12
16	Little Mendelson	7,792.00	0.00	0.00	0.00	0.00						7,792.00
17	Devereux	3,500.00	3,500.00	0.00	0.00	0.00						7,000.00
18	Great Valley Lockshop	226.00	6,400.66	0.00	0.00	0.00						6,626.66
19	G&L Student Transportation	6,570.00	0.00	0.00	0.00	0.00						6,570.00
20	Lamb McErlane PC	6,045.50	0.00	0.00	0.00	0.00						6,045.50
21	Solution Tree	5,600.00	0.00	0.00	0.00	0.00						5,600.00
22	Pugliese Associates	5,000.00	0.00	0.00	0.00	0.00						5,000.00
23	Kristen Herzel	4,950.00	0.00	0.00	0.00	0.00						4,950.00
24	PenServ Plan Services, Inc	4,796.18	0.00	0.00	0.00	0.00						4,796.18
25	Journey Center	4,771.25	0.00	0.00	0.00	0.00						4,771.25
26	Foundation Group	3,300.00	0.00	0.00	0.00	0.00						3,300.00
27	Verizon - 0001-90	2,692.73	0.00	0.00	0.00	0.00						2,692.73
28	Soaring Abilities	2,640.00	0.00	0.00	0.00	0.00						2,640.00
29	Robert Half	2,415.00	0.00	0.00	0.00	0.00						2,415.00
30	Hengst, Darren	2,400.00	0.00	0.00	0.00	0.00						2,400.00
31	Verizon - 4398-01	0.00	2,249.42	0.00	0.00	0.00						2,249.42
32	Verizon - 0001-70	2,119.06	0.00	0.00	0.00	0.00						2,119.06
33	EMC Home Improvement	2,028.00	0.00	0.00	0.00	0.00						2,028.00
34	Lafayette Supply	1,908.76	0.00	0.00	0.00	0.00						1,908.76
35	Allegheny Intermediate Unit	1,670.00	0.00	0.00	0.00	0.00						1,670.00
36	ISP reimbursements	174.50	0.00	40.00	0.00	0.00			1,279.11			1,493.61
37	Sir Speedy	1,478.00	0.00	0.00	0.00	0.00			0.00			1,478.00
38	Green Tree School	1,447.18	0.00	0.00	0.00	0.00			0.00			1,447.18
39	T&S Limousines	1,434.00	0.00	0.00	0.00	0.00			0.00			1,434.00
40	Republic Services-Allied	1,429.20	0.00	0.00	0.00	0.00			0.00			1,429.20
41	Rainer & Company	0.00	1,207.50	0.00	0.00	0.00			0.00			1,207.50
42	Pitney Bowes - 2149 W.C. Location	1,188.51	0.00	0.00	0.00	0.00			0.00			1,188.51
43	ISTE	1,180.00	0.00	0.00	0.00	0.00			0.00			1,180.00
44	GIOBI VoIP & Telecom LLC	0.00	1,160.00	0.00	0.00	0.00			0.00			1,160.00
45	Verizon - 3331	0.00	1,087.21	0.00	0.00	0.00			0.00			1,087.21
46	Uline	1,067.00	0.00	0.00	0.00	0.00			0.00			1,067.00
47	Home Depot - 6285	1,063.20	0.00	0.00	0.00	0.00			0.00			1,063.20
48	Verizon - 0524	1,040.02	0.00	0.00	0.00	0.00			0.00			1,040.02
49	Therapy Bridges, LLC	967.50	0.00	0.00	0.00	0.00			0.00			967.50
50	BHG Real Estate Wilkins & Associates	0.00	0.00	0.00	0.00	0.00			925.00			925.00
51	AT&T Mobility - 1835	918.99	0.00	0.00	0.00	0.00			0.00			918.99
52	R.H. Reinhardt Contractors	725.00	0.00	0.00	0.00	0.00			0.00			725.00
53	Verizon - 0001-82	528.00	0.00	0.00	0.00	0.00			0.00			528.00
54	Trumbull Printing	0.00	491.62	0.00	0.00	0.00			0.00			491.62
55	Herff-Jones	470.76	0.00	0.00	0.00	0.00			0.00			470.76
56	GV Anthony Co Inc	0.00	450.00	0.00	0.00	0.00			0.00			450.00
57	Pitney Bowes - 7857 Pittsburgh	449.61	0.00	0.00	0.00	0.00			0.00			449.61
58	Yoga & Ayurveda Center, LLC	0.00	0.00	0.00	0.00	0.00			395.00			395.00
59	Verizon - 8025	394.51	0.00	0.00	0.00	0.00			0.00			394.51
60	Criticare Home Health and Nursing	392.00	0.00	0.00	0.00	0.00			0.00			392.00
61	Pivotal Data Solutions	390.00	0.00	0.00	0.00	0.00			0.00			390.00
62	Verizon- 0001-57	384.35	0.00	0.00	0.00	0.00			0.00			384.35
63	Feeding Frenzy	0.00	383.50	0.00	0.00	0.00			0.00			383.50
64	Cavalcade of Bands	375.00	0.00	0.00	0.00	0.00			0.00			375.00
65	J&K Trash Removal, Inc.	357.38	0.00	0.00	0.00	0.00			0.00			357.38

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		PA Leadership Charter School											3:43 PM
2		A/P Aging Summary											07/10/2023
3		As of June 30, 2023											
4			Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL					
66		Oliver Mechanical	330.00	0.00	0.00	0.00	0.00	330.00					
67		West Chester University	328.00	0.00	0.00	0.00	0.00	328.00					
68		J.C. Ehrlich Co., Inc.	261.99	0.00	0.00	0.00	0.00	261.99					
69		AT&T Mobility - 6646	0.00	223.32	0.00	0.00	0.00	223.32					
70		Madsen, Inc.	219.30	0.00	0.00	0.00	0.00	219.30					
71		The Protection Bureau	203.23	0.00	0.00	0.00	0.00	203.23					
72		Blick Art	189.48	0.00	0.00	0.00	0.00	189.48					
73		5-Star Cleaning Services, LLC	0.00	0.00	0.00	0.00	175.00	175.00					
74		Carolina Biological Supply Co	166.95	0.00	0.00	0.00	0.00	166.95					
75		LearnWell Services	0.00	0.00	0.00	0.00	133.75	133.75					
76		AC Supply	0.00	129.62	0.00	0.00	0.00	129.62					
77		PTO TODAY	0.00	129.00	0.00	0.00	0.00	129.00					
78		Mango Technologies Inc.	0.00	0.00	102.71	0.00	0.00	102.71					
79		Verizon - 0001-32	97.99	0.00	0.00	0.00	0.00	97.99					
80		WCBA Shredding	90.00	0.00	0.00	0.00	0.00	90.00					
81		Verizon - 4362	88.46	0.00	0.00	0.00	0.00	88.46					
82		Wiggins Shredding Inc	80.00	0.00	0.00	0.00	0.00	80.00					
83		Verizon - 7138	71.17	0.00	0.00	0.00	0.00	71.17					
84		Purchase Power - 5536	62.15	0.00	0.00	0.00	0.00	62.15					
85		Valley Forge Security Center	0.00	0.00	0.00	0.00	60.00	60.00					
86		Resnick, Stephanie	53.44	0.00	0.00	0.00	0.00	53.44					
87		Waste Management - 22000 Ent Dr	53.25	0.00	0.00	0.00	0.00	53.25					
88		Print Tech Of Western Pa Llc	52.93	0.00	0.00	0.00	0.00	52.93					
89		Wilson Language Training Corporation	0.00	0.00	0.00	0.00	40.00	40.00					
90		Culligan of Pittsburgh	30.00	0.00	0.00	0.00	0.00	30.00					
91		Rubinstein's	0.00	0.00	0.00	0.00	-124.67	-124.67					
92		Trane U.S., Inc	-516.58	0.00	0.00	0.00	0.00	-516.58					
93		School Specialty LLC	0.00	0.00	0.00	0.00	-1,418.05	-1,418.05					
94		Hewlett-Packard Financial Services Co	0.00	0.00	0.00	0.00	-1,530.90	-1,530.90					
95		Pennsylvania Coalition Of Public Charter	0.00	-13,852.00	0.00	0.00	0.00	-13,852.00					
96		TOTAL	628,206.64	30,408.30	142.71	0.00	-65.76	658,691.89					

**Pennsylvania Leadership Charter School
Accounts Receivable Summary Report
School Year 2022-23 as of 06/30/2023**

District	AUN	Amounts Due			Amounts Paid				Net Due
		Regular Ed	Special Ed	Total Due	District	UniPay	Refunds	Total Paid	
Abington Heights SD	119350303	9,190.80	.00	9,190.80	8,616.38	.00	.00	8,616.38	574.42
Abington SD	123460302	134,024.42	29,438.92	163,463.34	133,601.78	.00	.00	133,601.78	29,861.56
Albert Gallatin Area SD	101260303	48,261.24	29,378.99	77,640.23	.00	71,170.21	.00	71,170.21	6,470.02
Allegheny Valley SD	103020603	71,910.71	.00	71,910.71	71,372.05	.00	.00	71,372.05	538.66
Allentown City SD	121390302	98,875.17	145,286.89	244,162.06	222,079.26	.00	.00	222,079.26	22,082.80
Altoona Area SD	108070502	36,858.44	106,257.23	143,115.67	135,100.05	.00	.00	135,100.05	8,015.62
Ambridge Area SD	127040703	.00	32,427.65	32,427.65	29,031.94	.00	.00	29,031.94	3,395.71
Annville-Cleona SD	113380303	17,891.45	7,945.69	25,837.14	30,215.80	.00	.00	30,215.80	-4,378.66
Antietam SD	114060503	24,486.24	.00	24,486.24	.00	22,445.72	.00	22,445.72	2,040.52
Apollo-Ridge SD	128030603	15,473.15	.00	15,473.15	15,473.11	.00	.00	15,473.11	.04
Armstrong SD	128030852	117,138.36	72,333.54	189,471.90	191,292.23	.00	.00	191,292.23	-1,820.33
Athens Area SD	117080503	14,409.07	.00	14,409.07	13,208.31	.00	.00	13,208.31	1,200.76
Avon Grove SD	124150503	203,483.75	134,144.63	337,628.38	350,312.66	.00	.00	350,312.66	-12,684.28
Avonworth SD	103020753	.00	18,089.54	18,089.54	.00	15,210.60	.00	15,210.60	2,878.94
Bald Eagle Area SD	110141003	.00	.00	.00	1,321.12	.00	1,321.12	.00	.00
Baldwin-Whitehall SD	103021102	26,352.71	4,295.13	30,647.84	36,677.30	.00	.00	36,677.30	-6,029.46
Bangor Area SD	120480803	12,537.31	.00	12,537.31	.00	11,597.21	.00	11,597.21	940.10
Beaver Area SD	127041203	.00	21,371.99	21,371.99	21,371.99	.00	.00	21,371.99	.00
Bedford Area SD	108051003	23,205.92	.00	23,205.92	23,205.92	.00	.00	23,205.92	.00
Belle Vernon Area SD	107650603	28,864.53	.00	28,864.53	.00	28,585.04	.00	28,585.04	279.49
Bellefonte Area SD	110141103	43,789.61	.00	43,789.61	46,661.06	.00	.00	46,661.06	-2,871.45
Bellwood-Antis SD	108071003	26,942.26	.00	26,942.26	.00	24,697.07	.00	24,697.07	2,245.19
Bensalem Township SD	122091002	65,980.29	26,300.48	92,280.77	87,943.94	.00	.00	87,943.94	4,336.83
Bentworth SD	101630903	7,588.66	.00	7,588.66	10,693.79	.00	3,576.88	7,116.91	471.75
Berlin Brothersvalley SD	108561003	12,911.46	.00	12,911.46	12,911.46	.00	.00	12,911.46	.00
Bermudian Springs SD	112011103	42,093.99	.00	42,093.99	44,059.73	.00	.00	44,059.73	-1,965.74
Bethel Park SD	103021252	176,174.81	68,385.64	244,560.45	186,567.65	.00	.00	186,567.65	57,992.80
Bethlehem Area SD	120481002	157,660.05	88,612.55	246,272.60	225,572.19	.00	.00	225,572.19	20,700.41
Bethlehem-Center SD	101631003	56,484.10	.00	56,484.10	37,656.07	.00	.00	37,656.07	18,828.03
Big Beaver Falls Area SD	127041503	.00	6,980.73	6,980.73	11,406.42	.00	.00	11,406.42	-4,425.69
Big Spring SD	115210503	34,829.08	39,130.36	73,959.44	70,791.71	.00	.00	70,791.71	3,167.73
Blackhawk SD	127041603	2,145.99	.00	2,145.99	1,954.46	.00	.00	1,954.46	191.53
Bloomsburg Area SD	116191203	25,104.36	21,438.23	46,542.59	46,542.59	.00	.00	46,542.59	.00
Blue Mountain SD	129540803	75,523.79	30,651.14	106,174.93	107,611.52	.00	.00	107,611.52	-1,436.59
Boyetown Area SD	114060753	254,199.96	353,098.64	607,298.60	.00	548,914.87	.00	548,914.87	58,383.73
Bradford Area SD	109420803	.00	22,775.94	22,775.94	22,775.94	.00	.00	22,775.94	.00
Brandywine Heights Area SD	114060853	19,303.44	.00	19,303.44	.00	18,864.41	.00	18,864.41	439.03
Brentwood Borough SD	103021453	60,397.98	35,005.33	95,403.31	89,465.23	.00	.00	89,465.23	5,938.08
Bristol Borough SD	122091303	12,421.73	.00	12,421.73	.00	11,386.59	.00	11,386.59	1,035.14
Bristol Township SD	122091352	129,448.12	84,433.62	213,881.74	.00	200,657.53	.00	200,657.53	13,224.21
Brookville Area SD	106330803	72,247.97	.00	72,247.97	73,490.80	.00	.00	73,490.80	-1,242.83
Brownsville Area SD	101260803	9,697.37	32,636.52	42,333.89	42,333.89	.00	.00	42,333.89	.00
Burgettstown Area SD	101631203	16,662.03	.00	16,662.03	.00	18,345.20	.00	18,345.20	-1,683.17
Burrell SD	107650703	26,580.48	45,621.78	72,202.26	72,202.26	.00	.00	72,202.26	.00
Butler Area SD	104101252	116,774.25	86,430.15	203,204.40	211,763.77	.00	.00	211,763.77	-8,559.37
California Area SD	101631503	.00	.00	.00	8,556.42	.00	.00	8,556.42	-8,556.42
Cambria Heights SD	108111203	14,529.67	.00	14,529.67	14,529.67	.00	.00	14,529.67	.00

**Pennsylvania Leadership Charter School
Accounts Receivable Summary Report
School Year 2022-23 as of 06/30/2023**

District	AUN	Amounts Due			Amounts Paid				Net Due
		Regular Ed	Special Ed	Total Due	District	UniPay	Refunds	Total Paid	
Cameron County SD	109122703	68,022.84	.00	68,022.84	.00	62,354.27	.00	62,354.27	5,668.57
Canon-McMillan SD	101631703	83,629.91	29,905.43	113,535.34	121,655.65	.00	.00	121,655.65	-8,120.31
Canton Area SD	117081003	.00	.00	.00	1,166.56	.00	.00	1,166.56	-1,166.56
Carbondale Area SD	119351303	3,121.39	.00	3,121.39	.00	2,268.45	.00	2,268.45	852.94
Carlisle Area SD	115211103	57,597.16	.00	57,597.16	57,597.16	.00	.00	57,597.16	.00
Carlynton SD	103021603	43,620.87	31,751.72	75,372.59	65,093.41	.00	.00	65,093.41	10,279.18
Catasauqua Area SD	121391303	12,724.86	.00	12,724.86	11,664.46	.00	.00	11,664.46	1,060.40
Centennial SD	122092002	67,587.33	154,836.43	222,423.76	206,085.67	.00	.00	206,085.67	16,338.09
Central Bucks SD	122092102	210,493.96	25,930.08	236,424.04	237,296.31	.00	.00	237,296.31	-872.27
Central Cambria SD	108111303	3,494.52	3,546.93	7,041.45	8,823.86	.00	.00	8,823.86	-1,782.41
Central Dauphin SD	115221402	154,016.28	29,339.16	183,355.44	168,511.47	.00	.00	168,511.47	14,843.97
Central Fulton SD	111291304	37,725.96	.00	37,725.96	37,725.96	.00	.00	37,725.96	.00
Central Greene SD	101301403	27,403.40	.00	27,403.40	27,403.44	.00	.00	27,403.44	-.04
Central Valley SD	127042003	.00	22,696.22	22,696.22	22,696.22	.00	.00	22,696.22	.00
Central York SD	112671303	50,183.48	61,864.13	112,047.61	115,735.43	.00	.00	115,735.43	-3,687.82
Chambersburg Area SD	112281302	196,823.36	34,527.67	231,351.03	222,100.45	.00	.00	222,100.45	9,250.58
Charleroi SD	101631803	34,585.35	.00	34,585.35	34,585.35	.00	.00	34,585.35	.00
Chartiers Valley SD	103021752	42,766.19	.00	42,766.19	41,652.00	.00	.00	41,652.00	1,114.19
Chartiers-Houston SD	101631903	40,194.94	22,335.23	62,530.17	62,449.56	.00	.00	62,449.56	80.61
Cheltenham SD	123461302	269,651.97	60,646.83	330,298.80	307,916.71	.00	.00	307,916.71	22,382.09
Chester-Upland SD	125231232	336,672.12	367,046.59	703,718.71	724,831.08	.00	.00	724,831.08	-21,112.37
Chestnut Ridge SD	108051503	11,220.55	.00	11,220.55	10,285.50	.00	.00	10,285.50	935.05
Chichester SD	125231303	265,936.06	101,167.91	367,103.97	373,291.42	.00	.00	373,291.42	-6,187.45
Clarion Area SD	106161203	15,910.27	14,787.70	30,697.97	39,234.32	.00	.00	39,234.32	-8,536.35
Clarion-Limestone Area SD	106161703	26,346.70	16,482.07	42,828.77	43,476.59	.00	.00	43,476.59	-647.82
Clearfield Area SD	110171003	77,533.32	31,114.39	108,647.71	99,593.73	.00	.00	99,593.73	9,053.98
Coalesville Area SD	124151902	732,450.76	549,924.44	1,282,375.20	1,293,990.79	.00	.00	1,293,990.79	-11,615.59
Cocalico SD	113361303	20,886.16	33,684.51	54,570.67	51,101.30	.00	.00	51,101.30	3,469.37
Colonial SD	123461602	95,683.61	102,117.86	197,801.47	209,270.99	.00	.00	209,270.99	-11,469.52
Columbia Borough SD	113361503	11,950.44	75,494.95	87,445.39	99,007.36	.00	.00	99,007.36	-11,561.97
Commodore Perry SD	104431304	67,939.56	.00	67,939.56	66,020.15	.00	.00	66,020.15	1,919.41
Conemaugh Valley SD	108111403	13,261.03	.00	13,261.03	13,261.03	.00	.00	13,261.03	.00
Conestoga Valley SD	113361703	86,591.86	.00	86,591.86	85,240.19	.00	.00	85,240.19	1,351.67
Conewago Valley SD	112011603	50,971.16	.00	50,971.16	.00	46,375.27	.00	46,375.27	4,595.89
Conneaut SD	105201033	31,742.68	93,159.31	124,901.99	109,121.61	.00	.00	109,121.61	15,780.38
Connellsville Area SD	101261302	48,230.57	19,488.89	67,719.46	72,392.36	.00	.00	72,392.36	-4,672.90
Conrad Weiser Area SD	114061103	42,465.00	.00	42,465.00	42,465.00	.00	.00	42,465.00	.00
Cornell SD	103022103	17,753.92	.00	17,753.92	.00	16,274.43	.00	16,274.43	1,479.49
Cornwall-Lebanon SD	113381303	63,206.50	44,303.33	107,509.83	.00	95,011.23	.00	95,011.23	12,498.60
Corry Area SD	105251453	21,612.81	.00	21,612.81	.00	28,956.06	.00	28,956.06	-7,343.25
Coudersport Area SD	109531304	53,414.96	.00	53,414.96	53,414.88	.00	.00	53,414.88	.08
Council Rock SD	122092353	212,594.43	80,756.87	293,351.30	293,061.65	.00	.00	293,061.65	289.65
Cranberry Area SD	106611303	14,131.85	4,501.35	18,633.20	15,101.07	.00	.00	15,101.07	3,532.13
Crawford Central SD	105201352	55,133.36	32,360.65	87,494.01	89,361.05	.00	.00	89,361.05	-1,867.04
Cumberland Valley SD	115211603	63,494.50	7,602.74	71,097.24	.00	68,426.84	.00	68,426.84	2,670.40
Curwensville Area SD	110171803	10,683.34	47,694.64	58,377.98	.00	52,690.15	.00	52,690.15	5,687.83
Dallas SD	118401603	154,803.76	29,524.63	184,328.39	.00	171,958.08	.00	171,958.08	12,370.31
Dallastown Area SD	112671603	27,645.70	30,800.83	58,446.53	58,695.26	.00	.00	58,695.26	-248.73
Daniel Boone Area SD	114061503	203,815.97	131,943.01	335,758.98	307,565.11	.00	.00	307,565.11	28,193.87
Danville Area SD	116471803	69,104.64	.00	69,104.64	58,038.05	.00	.00	58,038.05	11,066.59

**Pennsylvania Leadership Charter School
Accounts Receivable Summary Report
School Year 2022-23 as of 06/30/2023**

District	AUN	Amounts Due			Amounts Paid				Net Due
		Regular Ed	Special Ed	Total Due	District	UniPay	Refunds	Total Paid	
Deer Lakes SD	103022253	45,565.95	.00	45,565.95	45,565.95	.00	.00	45,565.95	.00
Delaware Valley SD	120522003	136,002.60	.00	136,002.60	124,669.71	.00	.00	124,669.71	11,332.89
Derry Area SD	107651603	72,201.74	.00	72,201.74	72,895.99	.00	.00	72,895.99	-694.25
Derry Township SD	115221753	60,872.93	.00	60,872.93	49,928.59	.00	.00	49,928.59	10,944.34
Donegal SD	113362203	12,549.26	.00	12,549.26	12,549.26	.00	.00	12,549.26	.00
Dover Area SD	112671803	6,128.49	.00	6,128.49	7,671.57	.00	.00	7,671.57	-1,543.08
Downingtown Area SD	124152003	722,528.29	249,872.86	972,401.15	973,527.33	.00	.00	973,527.33	-1,126.18
Dubois Area SD	106172003	33,904.41	24,495.68	58,400.09	58,400.09	.00	.00	58,400.09	.00
Dunmore SD	119352203	34,468.72	54,516.52	88,985.24	.00	84,956.55	.00	84,956.55	4,028.69
Duquesne City SD	103022503	3,798.67	.00	3,798.67	5,064.89	.00	.00	5,064.89	-1,266.22
East Allegheny SD	103022803	34,372.44	70,737.80	105,110.24	103,629.91	.00	.00	103,629.91	1,480.33
East Lycoming SD	117412003	41,375.00	7,610.62	48,985.62	48,010.06	.00	.00	48,010.06	975.56
East Penn SD	121392303	289,072.32	118,366.12	407,438.44	405,665.52	.00	.00	405,665.52	1,772.92
East Pennsboro Area SD	115212503	40,457.40	.00	40,457.40	39,734.94	.00	.00	39,734.94	722.46
East Stroudsburg Area SD	120452003	226,765.52	280,404.37	507,169.89	441,289.64	.00	.00	441,289.64	65,880.25
Eastern Lancaster County SD	113362303	86,070.14	29,640.61	115,710.75	115,425.54	.00	.00	115,425.54	285.21
Eastern Lebanon County SD	113382303	51,705.72	.00	51,705.72	51,705.72	.00	.00	51,705.72	.00
Eastern York SD	112672203	19,135.77	28,802.68	47,938.45	47,661.85	.00	.00	47,661.85	276.60
Easton Area SD	120483302	237,139.52	67,056.14	304,195.66	294,060.29	.00	.00	294,060.29	10,135.37
Elizabeth Forward SD	103023153	2,530.50	.00	2,530.50	6,918.42	.00	.00	6,918.42	-4,387.92
Elizabethtown Area SD	113362403	79,760.40	58,650.42	138,410.82	.00	126,876.58	.00	126,876.58	11,534.24
Ellwood City Area SD	104372003	65,956.40	.00	65,956.40	61,843.79	.00	.00	61,843.79	4,112.61
Ephrata Area SD	113362603	73,806.25	67,023.16	140,829.41	140,829.41	.00	.00	140,829.41	.00
Erie City SD	105252602	60,986.01	52,886.52	113,872.53	114,385.02	.00	.00	114,385.02	-512.49
Everett Area SD	108053003	24,884.08	.00	24,884.08	22,809.91	.00	.00	22,809.91	2,074.17
Exeter Township SD	114062003	50,940.12	150,869.60	201,809.72	219,838.42	.00	.00	219,838.42	-18,028.70
Fairfield Area SD	112013054	.00	.00	.00	6,947.57	.00	.00	6,947.57	-6,947.57
Farrell Area SD	104432503	20,272.56	.00	20,272.56	20,272.56	.00	.00	20,272.56	.00
Fleetwood Area SD	114062503	56,332.60	.00	56,332.60	52,237.20	.00	.00	52,237.20	4,095.40
Forbes Road SD	111292304	.00	.00	.00	1,393.90	.00	.00	1,393.90	-1,393.90
Forest Hills SD	108112203	10,579.19	.00	10,579.19	9,697.59	.00	.00	9,697.59	881.60
Fort Cherry SD	101632403	15,243.33	.00	15,243.33	.00	13,973.05	.00	13,973.05	1,270.28
Fort Leboeuf SD	105253553	12,373.82	27,514.98	39,888.80	.00	36,564.73	.00	36,564.73	3,324.07
Fox Chapel Area SD	103023912	79,362.65	121,991.64	201,354.29	200,490.80	.00	.00	200,490.80	863.49
Franklin Area SD	106612203	21,641.94	.00	21,641.94	22,872.48	.00	.00	22,872.48	-1,230.54
Franklin Regional SD	107652603	40,674.30	31,253.91	71,928.21	69,764.81	.00	.00	69,764.81	2,163.40
Frazier SD	101262903	10,407.35	29,458.94	39,866.29	.00	32,413.02	.00	32,413.02	7,453.27
Freeport Area SD	128033053	79,069.03	44,047.28	123,116.31	123,532.08	.00	.00	123,532.08	-415.77
Garnet Valley SD	125234103	176,463.21	109,266.13	285,729.34	.00	261,211.34	.00	261,211.34	24,518.00
Gateway SD	103024102	60,973.05	73,438.12	134,411.17	137,671.57	.00	.00	137,671.57	-3,260.40
General McLane SD	105253903	19,828.17	.00	19,828.17	21,403.47	.00	.00	21,403.47	-1,575.30
Gettysburg Area SD	112013753	82,961.86	16,360.55	99,322.41	104,808.10	.00	.00	104,808.10	-5,485.69
Governor Mifflin SD	114063003	11,062.54	94,980.23	106,042.77	104,648.34	.00	.00	104,648.34	1,394.43
Great Valley SD	124153503	454,021.80	416,550.70	870,572.50	895,201.58	.00	.00	895,201.58	-24,629.08
Greater Johnstown SD	108112502	139,984.88	51,733.20	191,718.08	201,988.36	.00	.00	201,988.36	-10,270.28
Greater Latrobe SD	107653102	62,057.21	21,769.42	83,826.63	61,387.77	.00	.00	61,387.77	22,438.86
Greater Nanticoke Area SD	118402603	1,827.47	.00	1,827.47	3,328.72	.00	.00	3,328.72	-1,501.25
Greencastle-Antrim SD	112283003	.00	8,782.39	8,782.39	11,053.98	.00	1,766.35	9,287.63	-505.24
Greensburg Salem SD	107653203	23,041.02	.00	23,041.02	5,760.25	17,280.77	.00	23,041.02	.00
Greenville Area SD	104432803	.00	.00	.00	.00	.00	.00	.00	.00

**Pennsylvania Leadership Charter School
Accounts Receivable Summary Report
School Year 2022-23 as of 06/30/2023**

District	AUN	Amounts Due			District	Amounts Paid			Net Due
		Regular Ed	Special Ed	Total Due		UniPay	Refunds	Total Paid	
Greenwood SD	115503004	8,593.13	.00	8,593.13	8,438.82	.00	.00	8,438.82	154.31
Grove City Area SD	104432903	70,911.84	.00	70,911.84	70,911.84	.00	.00	70,911.84	.00
Hamburg Area SD	114063503	73,295.25	37,806.19	111,101.44	.00	101,842.98	.00	101,842.98	9,258.46
Hampton Township SD	103024603	40,902.35	.00	40,902.35	.00	36,989.66	.00	36,989.66	3,912.69
Hanover Area SD	118403003	.00	.00	.00	.00	4,943.55	.00	4,943.55	-4,943.55
Hanover Public SD	112672803	32,771.90	5,792.47	38,564.37	36,045.19	.00	.00	36,045.19	2,519.18
Harbor Creek SD	105254353	13,915.13	.00	13,915.13	11,633.40	.00	.00	11,633.40	2,281.73
Harrisburg City SD	115222752	21,163.34	4,498.15	25,661.49	19,595.68	.00	.00	19,595.68	6,065.81
Hatboro-Horsham SD	123463603	82,942.64	35,077.30	118,019.94	121,383.60	.00	.00	121,383.60	-3,363.66
Haverford Township SD	125234502	73,221.62	38,884.82	112,106.44	105,907.97	.00	-525.87	106,433.84	5,672.60
Hazleton Area SD	118403302	79,827.88	54,985.95	134,813.83	.00	125,000.65	.00	125,000.65	9,813.18
Hempfield Area SD	107653802	77,269.95	27,684.87	104,954.82	22,281.46	68,872.33	.00	91,153.79	13,801.03
Hempfield SD	113363103	140,187.22	24,068.48	164,255.70	159,261.77	.00	.00	159,261.77	4,993.93
Hermitage SD	104433303	26,151.84	.00	26,151.84	25,252.79	.00	.00	25,252.79	899.05
Highlands SD	103024753	318,706.50	242,484.44	561,190.94	.00	519,990.67	.00	519,990.67	41,200.27
Holidaysburg Area SD	108073503	11,354.54	.00	11,354.54	11,096.30	.00	.00	11,096.30	258.24
Homer-Center SD	128323303	28,817.22	.00	28,817.22	28,817.22	.00	.00	28,817.22	.00
Hopewell Area SD	127044103	8,515.86	.00	8,515.86	7,168.23	.00	.00	7,168.23	1,347.63
Indiana Area SD	128323703	73,051.16	77,370.87	150,422.03	150,253.32	.00	.00	150,253.32	168.71
Interboro SD	125235103	6,951.43	10,789.18	17,740.61	21,144.72	.00	.00	21,144.72	-3,404.11
Iroquois SD	105256553	13,374.59	.00	13,374.59	.00	12,260.04	.00	12,260.04	1,114.55
Jamestown Area SD	104433604	.00	.00	.00	.00	.00	.00	.00	.00
Jeannette City SD	107654103	.00	29,479.67	29,479.67	29,479.67	.00	.00	29,479.67	.00
Jefferson-Morgan SD	101303503	.00	10,082.68	10,082.68	.00	9,034.66	.00	9,034.66	1,048.02
Jersey Shore Area SD	117414003	13,922.71	.00	13,922.71	.00	12,762.48	.00	12,762.48	1,160.23
Jim Thorpe Area SD	121135003	111,008.69	36,158.85	147,167.54	.00	139,251.76	.00	139,251.76	7,915.78
Johnsonburg Area SD	109243503	32,160.43	.00	32,160.43	.00	32,409.74	.00	32,409.74	-249.31
Juniata County SD	111343603	59,752.60	46,599.82	106,352.42	105,430.62	.00	.00	105,430.62	921.80
Juniata Valley SD	111312804	.00	26,569.27	26,569.27	26,569.27	.00	.00	26,569.27	.00
Kane Area SD	109422303	106,768.01	.00	106,768.01	106,988.48	.00	.00	106,988.48	-220.47
Karns City Area SD	104103603	6,647.87	9,765.50	16,413.37	.00	20,768.91	.00	20,768.91	-4,355.54
Kennett Consolidated SD	124154003	203,903.47	47,331.92	251,235.39	257,507.14	.00	.00	257,507.14	-6,271.75
Keystone Central SD	110183602	12,965.78	.00	12,965.78	12,965.78	.00	.00	12,965.78	.00
Keystone Oaks SD	103025002	.00	.00	.00	.00	.00	.00	.00	.00
Kiski Area SD	107654403	104,923.56	65,501.79	170,425.35	.00	153,424.81	.00	153,424.81	17,000.54
Knoch SD	104107803	48,851.77	27,666.89	76,518.66	77,525.10	.00	.00	77,525.10	-1,006.44
Kutztown Area SD	114064003	.00	37,694.65	37,694.65	37,694.65	.00	.00	37,694.65	.00
Lackawanna Trail SD	119665003	15,207.88	.00	15,207.88	15,207.88	.00	.00	15,207.88	.00
Lake-Lehman SD	118403903	25,272.56	54,012.50	79,285.06	79,285.06	.00	.00	79,285.06	.00
Lakeland SD	119354603	11,330.14	.00	11,330.14	10,385.96	.00	.00	10,385.96	944.18
Lakeview SD	104433903	28,178.84	.00	28,178.84	28,178.84	.00	.00	28,178.84	.00
Lampeter-Strasburg SD	113363603	161,325.06	1,209.34	162,534.40	.00	150,282.27	.00	150,282.27	12,252.13
Lancaster SD	113364002	62,667.97	4,021.58	66,689.55	76,055.46	.00	.00	76,055.46	-9,365.91
Laurel Highlands SD	101264003	14,183.22	22,765.34	36,948.56	35,772.87	.00	.00	35,772.87	1,175.69
Lebanon SD	113384603	9,938.19	22,976.27	32,914.46	30,171.59	.00	.00	30,171.59	2,742.87
Leechburg Area SD	128034503	62,369.72	.00	62,369.72	56,211.42	.00	.00	56,211.42	6,158.30
Lehigh Area SD	121135503	433.14	.00	433.14	316.62	.00	.00	316.62	116.52
Lewisburg Area SD	116604003	.00	.00	.00	.00	1,161.91	1,161.91	.00	.00
Ligonier Valley SD	107654903	45,642.38	91,860.49	137,502.87	135,270.84	.00	.00	135,270.84	2,232.03
Line Mountain SD	116493503	12,816.61	.00	12,816.61	12,611.22	.00	.00	12,611.22	205.39

**Pennsylvania Leadership Charter School
Accounts Receivable Summary Report
School Year 2022-23 as of 06/30/2023**

District	AUN	Amounts Due			Amounts Paid				Net Due
		Regular Ed	Special Ed	Total Due	District	UniPay	Refunds	Total Paid	
Littlestown Area SD	112015203	64,731.81	9,763.95	74,495.76	75,486.95	.00	.00	75,486.95	-991.19
Lower Dauphin SD	115224003	5,471.93	.00	5,471.93	.00	7,380.21	.00	7,380.21	-1,908.28
Lower Merion SD	123464502	185,887.74	150,053.60	335,941.34	342,587.53	.00	.00	342,587.53	-6,646.19
Lower Moreland Township SD	123464603	45,527.73	33,758.59	79,286.32	79,286.32	.00	.00	79,286.32	.00
Loyalsock Township SD	117414203	34,808.27	.00	34,808.27	.00	32,249.79	.00	32,249.79	2,558.48
Mahanoy Area SD	129544503	12,769.04	123,972.40	136,741.44	119,528.24	.00	.00	119,528.24	17,213.20
Manheim Central SD	113364403	50,071.89	.00	50,071.89	58,077.76	.00	.00	58,077.76	-8,005.87
Manheim Township SD	113364503	76,490.83	17,901.29	94,392.12	111,175.87	.00	.00	111,175.87	-16,783.75
Marion Center Area SD	128325203	41,508.78	.00	41,508.78	38,049.72	.00	.00	38,049.72	3,459.06
Marple Newtown SD	125235502	92,379.96	153,945.36	246,325.32	.00	223,045.46	.00	223,045.46	23,279.86
Mars Area SD	104105003	65,568.70	9,304.13	74,872.83	79,710.56	.00	.00	79,710.56	-4,837.73
Mcguffey SD	101633903	46,773.25	.00	46,773.25	47,275.86	.00	.00	47,275.86	-502.61
Mckeesport Area SD	103026002	110,674.14	28,336.36	139,010.50	.00	128,760.77	.00	128,760.77	10,249.73
Mechanicsburg Area SD	115216503	55,253.00	29,674.43	84,927.43	84,927.43	.00	.00	84,927.43	.00
Mercer Area SD	104435003	12,201.29	.00	12,201.29	12,201.29	.00	.00	12,201.29	.00
Methacton SD	123465303	336,876.31	64,534.90	401,411.21	361,048.99	.00	.00	361,048.99	40,362.22
Mid Valley SD	119355503	.00	28,748.33	28,748.33	.00	29,698.50	.00	29,698.50	-950.17
Midd-West SD	116555003	.00	31,291.78	31,291.78	31,291.78	.00	.00	31,291.78	.00
Middletown Area SD	115226003	30,945.31	.00	30,945.31	28,166.24	.00	.00	28,166.24	2,779.07
Mifflin County SD	111444602	64,323.85	49,444.74	113,768.59	115,288.05	.00	.00	115,288.05	-1,519.46
Mifflinburg Area SD	116605003	14,037.77	.00	14,037.77	6,394.08	8,340.92	.00	14,735.00	-697.23
Millcreek Township SD	105257602	22,948.06	.00	22,948.06	22,948.06	.00	.00	22,948.06	.00
Millersburg Area SD	115226103	26,775.94	.00	26,775.94	.00	24,544.61	.00	24,544.61	2,231.33
Milton Area SD	116495003	13,219.43	.00	13,219.43	13,219.43	.00	.00	13,219.43	.00
Minersville Area SD	129544703	10,513.48	.00	10,513.48	876.13	8,761.23	.00	9,637.36	876.12
Mohawk Area SD	104375003	8,847.96	.00	8,847.96	9,412.74	.00	.00	9,412.74	-564.78
Moniteau SD	104105353	45,855.90	.00	45,855.90	.00	42,034.58	.00	42,034.58	3,821.32
Montour SD	103026303	39,402.83	139,787.03	179,189.86	187,646.65	.00	.00	187,646.65	-8,456.79
Montoursville Area SD	117415103	13,366.57	.00	13,366.57	16,174.45	.00	.00	16,174.45	-2,807.88
Montrose Area SD	119584503	15,034.37	.00	15,034.37	.00	13,781.51	.00	13,781.51	1,252.86
Moon Area SD	103026343	14,830.70	.00	14,830.70	14,830.70	.00	.00	14,830.70	.00
Morrisville Borough SD	122097203	997.96	62,316.18	63,314.14	74,058.37	.00	.00	74,058.37	-10,744.23
Mount Pleasant Area SD	107655903	11,541.19	26,551.25	38,092.44	38,092.44	.00	.00	38,092.44	.00
Mount Union Area SD	111316003	82,904.66	13,320.52	96,225.18	94,805.17	.00	.00	94,805.17	1,420.01
Mountain View SD	119584603	.00	.00	.00	6,160.89	.00	.00	6,160.89	-6,160.89
Mt Lebanon SD	103026402	21,630.08	14,938.78	36,568.86	35,562.50	.00	.00	35,562.50	1,006.36
Muhlenberg SD	114065503	21,396.77	.00	21,396.77	21,822.30	.00	.00	21,822.30	-425.53
Nazareth Area SD	120484803	114,406.61	54,187.88	168,594.49	173,787.96	.00	.00	173,787.96	-5,193.47
Neshaminy SD	122097502	110,748.83	34,830.85	145,579.68	146,964.14	.00	.00	146,964.14	-1,384.46
Neshannock Township SD	104375203	20,191.01	.00	20,191.01	.00	18,092.31	.00	18,092.31	2,098.70
New Castle Area SD	104375302	34,378.26	.00	34,378.26	.00	31,513.41	.00	31,513.41	2,864.85
New Kensington-Arnold SD	107656303	139,536.56	.00	139,536.56	130,927.00	.00	.00	130,927.00	8,609.56
Newport SD	115504003	19,851.16	.00	19,851.16	17,390.40	.00	.00	17,390.40	2,460.76
Norristown Area SD	123465602	333,281.31	113,394.17	446,675.48	.00	410,885.81	.00	410,885.81	35,789.67
North Allegheny SD	103026852	179,334.68	47,419.35	226,754.03	226,198.35	.00	.00	226,198.35	555.68
North Clarion County SD	106167504	.00	54,722.02	54,722.02	54,722.02	.00	.00	54,722.02	.00
North East SD	105258303	22,741.68	.00	22,741.68	22,741.68	.00	.00	22,741.68	.00
North Hills SD	103026902	67,287.35	27,626.78	94,914.13	94,914.13	.00	.00	94,914.13	.00
North Penn SD	123465702	949,599.25	278,987.46	1,228,586.71	1,220,746.70	.00	.00	1,220,746.70	7,840.01
North Pocono SD	119356503	45,479.95	29,749.76	75,229.71	.00	72,181.69	.00	72,181.69	3,048.02

**Pennsylvania Leadership Charter School
Accounts Receivable Summary Report
School Year 2022-23 as of 06/30/2023**

District	AUN	Amounts Due			Amounts Paid				Net Due
		Regular Ed	Special Ed	Total Due	District	UniPay	Refunds	Total Paid	
North Schuylkill SD	129545003	29,551.17	21,917.96	51,469.13	51,469.13	.00	.00	51,469.13	.00
North Star SD	108565503	14,548.89	26,899.17	41,448.06	41,448.06	.00	.00	41,448.06	.00
Northampton Area SD	120484903	57,030.40	40,770.83	97,801.23	95,224.20	.00	.00	95,224.20	2,577.03
Northeastern York SD	112674403	52,267.36	.00	52,267.36	52,267.36	.00	.00	52,267.36	.00
Northern Bedford County SD	108056004	10,585.44	.00	10,585.44	12,784.35	.00	.00	12,784.35	-2,198.91
Northern Cambria SD	108114503	27,139.92	.00	27,139.92	.00	24,878.26	.00	24,878.26	2,261.66
Northern Lebanon SD	113385003	22,675.13	19,607.53	42,282.66	40,215.36	.00	.00	40,215.36	2,067.30
Northern Lehigh SD	121394503	26,495.14	1,450.14	27,945.28	34,734.60	.00	.00	34,734.60	-6,789.32
Northern Tioga SD	117596003	54,716.83	31,043.18	85,760.01	87,968.72	.00	.00	87,968.72	-2,208.71
Northern York County SD	115674603	52,965.50	.00	52,965.50	60,235.27	.00	.00	60,235.27	-7,269.77
Northgate SD	103026873	9,577.87	.00	9,577.87	.00	6,976.88	.00	6,976.88	2,600.99
Northwestern Lehigh SD	121394603	15,210.83	.00	15,210.83	12,675.70	.00	.00	12,675.70	2,535.13
Northwestern SD	105258503	12,611.57	.00	12,611.57	12,611.57	.00	.00	12,611.57	.00
Norwin SD	107656502	74,206.48	10,648.95	84,855.43	88,698.97	.00	.00	88,698.97	-3,843.54
Octorara Area SD	124156503	180,991.08	12,754.49	193,745.57	181,159.40	.00	.00	181,159.40	12,586.17
Oil City Area SD	106616203	46,077.59	12,312.54	58,390.13	51,210.30	.00	.00	51,210.30	7,179.83
Old Forge SD	119356603	9,379.68	31,718.66	41,098.34	.00	37,673.48	.00	37,673.48	3,424.86
Owen J Roberts SD	124156603	329,712.72	229,057.09	558,769.81	509,235.92	.00	.00	509,235.92	49,533.89
Oxford Area SD	124156703	246,266.33	119,127.83	365,394.16	.00	.00	.00	.00	365,394.16
Palisades SD	122098003	132,961.30	14,679.43	147,640.73	150,859.84	.00	.00	150,859.84	-3,219.11
Palmerton Area SD	121136503	.00	1,908.01	1,908.01	.00	3,180.01	.00	3,180.01	-1,272.00
Palmyra Area SD	113385303	71,832.57	20,186.21	92,018.78	.00	89,301.89	.00	89,301.89	2,716.89
Panther Valley SD	121136603	17,527.16	.00	17,527.16	.00	16,066.56	.00	16,066.56	1,460.60
Parkland SD	121395103	187,309.85	45,956.94	233,266.79	251,152.01	.00	.00	251,152.01	-17,885.22
Pen Argyl Area SD	120485603	39,032.13	.00	39,032.13	.00	41,551.17	.00	41,551.17	-2,519.04
Penn Cambria SD	108116003	44,272.84	25,406.84	69,679.68	75,213.79	.00	.00	75,213.79	-5,534.11
Penn Hills SD	103027352	190,978.54	146,844.91	337,823.45	351,531.88	.00	.00	351,531.88	-13,708.43
Penn Manor SD	113365203	15,436.87	.00	15,436.87	15,207.86	.00	.00	15,207.86	229.01
Penn-Delco SD	125236903	222,964.06	202,764.90	425,728.96	430,201.08	.00	.00	430,201.08	-4,472.12
Penn-Trafford SD	107657103	13,017.04	36,929.22	49,946.26	50,592.56	.00	.00	50,592.56	-646.30
Penncrest SD	105204703	14,372.89	.00	14,372.89	14,372.89	.00	.00	14,372.89	.00
Pennridge SD	122098103	144,739.07	80,793.03	225,532.10	231,429.88	.00	.00	231,429.88	-5,897.78
Penns Manor Area SD	128326303	14,740.37	.00	14,740.37	.00	12,615.18	.00	12,615.18	2,125.19
Penns Valley Area SD	110147003	.00	4,654.69	4,654.69	9,637.04	.00	.00	9,637.04	-4,982.35
Pennsbury SD	122098202	91,652.05	30,711.02	122,363.07	128,041.64	.00	.00	128,041.64	-5,678.57
Pequea Valley SD	113365303	1,386.02	3,183.92	4,569.94	16,961.60	.00	.00	16,961.60	-12,391.66
Perkiomen Valley SD	123466103	108,778.68	71,373.00	180,151.68	182,559.33	.00	.00	182,559.33	-2,407.65
Peters Township SD	101636503	40,250.59	.00	40,250.59	36,054.72	.00	.00	36,054.72	4,195.87
Philadelphia City SD	126515001	4,801,395.74	3,638,260.61	8,439,656.35	8,488,086.11	.00	.00	8,488,086.11	-48,429.76
Phoenixville Area SD	124157203	381,638.83	103,995.99	485,634.82	484,006.92	.00	.00	484,006.92	1,627.90
Pine Grove Area SD	129546003	2,719.70	21,016.16	23,735.86	21,169.36	.00	.00	21,169.36	2,566.50
Pine-Richland SD	103021003	85,777.15	64,370.84	150,147.99	149,841.39	.00	.00	149,841.39	306.60
Pittsburgh SD	102027451	675,813.65	521,234.08	1,197,047.73	.00	1,110,501.90	.00	1,110,501.90	86,545.83
Pittston Area SD	118406602	61,035.20	.00	61,035.20	61,035.20	.00	.00	61,035.20	.00
Pleasant Valley SD	120455203	43,785.99	34,389.99	78,175.98	75,547.03	.00	.00	75,547.03	2,628.95
Plum Borough SD	103027503	42,221.93	63,863.41	106,085.34	95,056.28	.00	.00	95,056.28	11,029.06
Pocono Mountain SD	120455403	234,306.09	40,599.93	274,906.02	.00	255,876.37	.00	255,876.37	19,029.65
Pottsgrove SD	123466303	186,271.21	44,996.98	231,268.19	215,754.06	.00	.00	215,754.06	15,514.13
Pottstown SD	123466403	111,574.71	162,076.65	273,651.36	280,681.15	.00	.00	280,681.15	-7,029.79
Pottsville Area SD	129546103	1,509.03	30,889.36	32,398.39	34,242.77	.00	.00	34,242.77	-1,844.38

**Pennsylvania Leadership Charter School
Accounts Receivable Summary Report
School Year 2022-23 as of 06/30/2023**

District	AUN	Amounts Due			Amounts Paid				Net Due
		Regular Ed	Special Ed	Total Due	District	UniPay	Refunds	Total Paid	
Punxsutawney Area SD	106338003	130,350.96	73,994.00	204,344.96	198,350.23	.00	.00	198,350.23	5,994.73
Purchase Line SD	128327303	18,211.32	17,489.80	35,701.12	33,911.39	.00	.00	33,911.39	1,789.73
Quaker Valley SD	103027753	38,838.62	.00	38,838.62	38,838.62	.00	.00	38,838.62	.00
Quakertown Community SD	122098403	209,592.98	216,213.18	425,806.16	390,591.85	.00	.00	390,591.85	35,214.31
Radnor Township SD	125237603	56,171.36	49,138.63	105,309.99	96,822.28	.00	.00	96,822.28	8,487.71
Reading SD	114067002	136,959.19	129,401.66	266,360.85	236,799.37	.00	.00	236,799.37	29,561.48
Red Lion Area SD	112675503	169,687.18	28,413.23	198,100.41	197,888.56	.00	.00	197,888.56	211.85
Redbank Valley SD	106168003	40,885.84	.00	40,885.84	.00	37,478.69	.00	37,478.69	3,407.15
Reynolds SD	104435303	13,691.55	27,913.89	41,605.44	39,959.09	.00	.00	39,959.09	1,646.35
Ridgway Area SD	109246003	13,840.56	.00	13,840.56	13,840.56	.00	.00	13,840.56	.00
Ridley SD	125237702	234,810.08	172,826.54	407,636.62	408,684.82	.00	.00	408,684.82	-1,048.20
Ringgold SD	101637002	18,967.99	.00	18,967.99	.00	16,285.65	.00	16,285.65	2,682.34
River Valley SD	128321103	28,003.38	16,155.12	44,158.50	44,158.50	.00	.00	44,158.50	.00
Riverside Beaver County SD	127045853	.00	.00	.00	1,062.36	.00	.00	1,062.36	-1,062.36
Riverside SD	119357003	22,452.44	15,927.38	38,379.82	.00	33,968.96	.00	33,968.96	4,410.86
Riverview SD	103028203	75,137.86	16,692.85	91,830.71	90,253.48	.00	.00	90,253.48	1,577.23
Rockwood Area SD	108566303	65,702.32	25,456.42	91,158.74	.00	83,562.18	.00	83,562.18	7,596.56
Rose Tree Media SD	125237903	356,182.16	194,362.88	550,545.04	564,870.43	.00	.00	564,870.43	-14,325.39
Saint Marys Area SD	109248003	20,133.68	.00	20,133.68	.00	18,455.87	.00	18,455.87	1,677.81
Salisbury Township SD	121395603	15,363.29	.00	15,363.29	15,363.36	.00	.00	15,363.36	-.07
Salisbury-Elk Lick SD	108567004	12,752.64	21,618.28	34,370.92	33,989.01	.00	.00	33,989.01	381.91
Saucon Valley SD	120486003	84,100.68	54,015.33	138,116.01	144,505.26	.00	.00	144,505.26	-6,389.25
Sayre Area SD	117086003	9,226.20	9,739.50	18,965.70	19,379.03	.00	.00	19,379.03	-413.33
Schuylkill Haven Area SD	129547303	39,962.91	.00	39,962.91	39,962.91	.00	.00	39,962.91	.00
Schuylkill Valley SD	114067503	31,501.82	26,180.65	57,682.47	.00	53,484.98	.00	53,484.98	4,197.49
Scranton SD	119357402	60,694.54	4,841.77	65,536.31	.00	67,797.63	.00	67,797.63	-2,261.32
Selinsgrove Area SD	116557103	26,387.82	24,994.05	51,381.87	.00	47,100.04	.00	47,100.04	4,281.83
Seneca Valley SD	104107903	116,806.68	30,867.80	147,674.48	147,674.48	.00	.00	147,674.48	.00
Shaler Area SD	103028302	85,811.12	.00	85,811.12	81,370.94	.00	.00	81,370.94	4,440.18
Shamokin Area SD	116496503	35,159.38	24,204.02	59,363.40	62,528.01	.00	.00	62,528.01	-3,164.61
Shanksville-Stonycreek SD	108567404	38,020.94	.00	38,020.94	38,020.94	.00	.00	38,020.94	.00
Sharon City SD	104435603	22,278.96	21,890.53	44,169.49	38,822.20	.00	.00	38,822.20	5,347.29
Sharpsville Area SD	104435703	24,953.90	.00	24,953.90	24,953.90	.00	.00	24,953.90	.00
Shenandoah Valley SD	129547203	9,454.10	31,350.49	40,804.59	37,404.21	.00	.00	37,404.21	3,400.38
Shikellamy SD	116496603	10,631.35	.00	10,631.35	10,631.35	.00	.00	10,631.35	.00
Shippensburg Area SD	115218003	34,119.59	.00	34,119.59	30,997.23	.00	.00	30,997.23	3,122.36
Slippery Rock Area SD	104107503	.00	20,539.89	20,539.89	.00	15,799.92	.00	15,799.92	4,739.97
Smethport Area SD	109427503	28,604.92	.00	28,604.92	26,221.14	.00	.00	26,221.14	2,383.78
Solanco SD	113367003	30,088.96	12,642.45	42,731.41	41,675.02	.00	.00	41,675.02	1,056.39
Somerset Area SD	108567703	12,812.07	26,880.98	39,693.05	39,693.05	.00	.00	39,693.05	.00
Souderton Area SD	123467103	56,017.54	34,722.44	90,739.98	93,031.17	.00	.00	93,031.17	-2,291.19
South Allegheny SD	103028653	10,271.32	.00	10,271.32	10,271.32	.00	.00	10,271.32	.00
South Eastern SD	112676203	4,105.62	90,088.89	94,194.51	104,043.54	.00	.00	104,043.54	-9,849.03
South Fayette Township SD	103028703	13,743.47	.00	13,743.47	13,742.57	.00	.00	13,742.57	.90
South Middleton SD	115218303	56,050.36	29,986.44	86,036.80	86,036.78	.00	.00	86,036.78	.02
South Park SD	103028753	.00	19,527.28	19,527.28	21,696.97	.00	.00	21,696.97	-2,169.69
South Side Area SD	127047404	.00	30,336.29	30,336.29	.00	27,808.27	.00	27,808.27	2,528.02
South Western SD	112676403	49,831.61	.00	49,831.61	.00	48,131.64	.00	48,131.64	1,699.97
Southeast Delco SD	125238402	347,182.59	223,893.95	571,076.54	526,554.87	.00	.00	526,554.87	44,521.67
Southern Columbia Area SD	116197503	11,258.22	.00	11,258.22	.00	10,320.03	.00	10,320.03	938.19

**Pennsylvania Leadership Charter School
Accounts Receivable Summary Report
School Year 2022-23 as of 06/30/2023**

District	AUN	Amounts Due			Amounts Paid				Net Due
		Regular Ed	Special Ed	Total Due	District	UniPay	Refunds	Total Paid	
Southern Huntingdon County SD	111317503	21,605.30	.00	21,605.30	21,605.30	.00	.00	21,605.30	.00
Southern Lehigh SD	121395703	153,988.47	34,157.89	188,146.36	172,467.50	.00	.00	172,467.50	15,678.86
Southern Tioga SD	117597003	85,141.06	41,103.83	126,244.89	117,472.24	.00	.00	117,472.24	8,772.65
Southern York County SD	112676503	18,971.23	.00	18,971.23	19,588.86	.00	.00	19,588.86	-617.63
Southmoreland SD	107657503	42,612.48	.00	42,612.48	42,612.48	.00	.00	42,612.48	.00
Spring Cove SD	108077503	49,047.32	.00	49,047.32	49,047.32	.00	.00	49,047.32	.00
Spring Grove Area SD	112676703	73,617.69	35,307.37	108,925.06	102,630.39	.00	.00	102,630.39	6,294.67
Spring-Ford Area SD	123467303	473,958.15	211,179.13	685,137.28	691,931.38	.00	.00	691,931.38	-6,794.10
Springfield SD	125238502	87,903.30	61,827.54	149,730.84	151,173.96	.00	.00	151,173.96	-1,443.12
Springfield Township SD	123467203	17,275.63	38,648.68	55,924.31	55,924.31	.00	.00	55,924.31	.00
State College Area SD	110148002	50,779.38	.00	50,779.38	50,893.71	.00	.00	50,893.71	-114.33
Steel Valley SD	103028833	20,050.75	.00	20,050.75	35,934.09	.00	.00	35,934.09	-15,883.34
Steelton-Highspire SD	115228003	13,655.22	.00	13,655.22	.00	12,517.28	.00	12,517.28	1,137.94
Sto-Rox SD	103028853	41,993.90	3,053.61	45,047.51	35,331.34	10,192.00	.00	45,523.34	-475.83
Stroudsburg Area SD	120456003	242,070.13	40,153.14	282,223.27	284,570.50	.00	.00	284,570.50	-2,347.23
Susquehanna Township SD	115228303	33,515.28	29,684.18	63,199.46	61,936.47	.00	.00	61,936.47	1,262.99
Susquehanna SD	115506003	37,208.62	.00	37,208.62	.00	37,346.21	.00	37,346.21	-137.59
Tamaqua Area SD	129547603	37,723.48	52,277.38	90,000.86	90,000.86	.00	.00	90,000.86	.00
Titusville Area SD	106617203	26,046.41	5,429.19	31,475.60	37,024.42	.00	.00	37,024.42	-5,548.82
Tredyffrin-Easttown SD	124157802	225,608.16	70,170.74	295,778.90	.00	270,455.21	.00	270,455.21	25,323.69
Tri-Valley SD	129547803	5,124.27	.00	5,124.27	.00	4,523.54	.00	4,523.54	600.73
Trinity Area SD	101638003	371.93	30,907.75	31,279.68	34,351.56	.00	.00	34,351.56	-3,071.88
Troy Area SD	117086653	12,893.67	.00	12,893.67	11,199.49	.00	.00	11,199.49	1,694.18
Tulpehocken Area SD	114068003	46,273.40	.00	46,273.40	44,400.51	.00	.00	44,400.51	1,872.89
Tunkhannock Area SD	118667503	.00	36,934.96	36,934.96	44,660.47	.00	.00	44,660.47	-7,725.51
Tuscarora SD	112286003	26,405.63	.00	26,405.63	25,488.06	.00	.00	25,488.06	917.57
Twin Valley SD	114068103	151,661.02	187,961.11	339,622.13	340,907.86	.00	.00	340,907.86	-1,285.73
Unassigned	999999999	.00	.00	.00	.00	.00	.00	.00	.00
Uniontown Area SD	101268003	105,871.52	27,219.34	133,090.86	132,506.38	.00	.00	132,506.38	584.48
Unionville-Chadds Ford SD	124158503	382,389.88	78,446.65	460,836.53	.00	417,683.00	.00	417,683.00	43,153.53
United SD	128328003	.00	30,140.88	30,140.88	27,629.14	.00	.00	27,629.14	2,511.74
Upper Adams SD	112018523	21,273.34	21,273.75	42,547.09	42,560.40	.00	.00	42,560.40	-13.31
Upper Darby SD	125239452	341,159.32	337,392.87	678,552.19	626,984.41	.00	.00	626,984.41	51,567.78
Upper Dauphin Area SD	115229003	24,351.76	.00	24,351.76	22,322.45	.00	.00	22,322.45	2,029.31
Upper Dublin SD	123468303	107,062.98	116,528.90	223,591.88	207,634.99	.00	.00	207,634.99	15,956.89
Upper Merion Area SD	123468402	353,089.02	135,360.84	488,449.86	503,861.80	.00	.00	503,861.80	-15,411.94
Upper Moreland Township SD	123468503	80,469.90	65,262.56	145,732.46	145,430.65	.00	.00	145,430.65	301.81
Upper Perkiomen SD	123468603	202,522.83	62,190.46	264,713.29	263,205.68	.00	.00	263,205.68	1,507.61
Upper Saint Clair SD	103029203	16,643.01	.00	16,643.01	16,643.01	.00	.00	16,643.01	.00
Valley Grove SD	106618603	53,366.13	.00	53,366.13	49,660.87	.00	.00	49,660.87	3,705.26
Valley View SD	119358403	23,906.08	.00	23,906.08	23,906.08	.00	.00	23,906.08	.00
Wallenpaupack Area SD	119648303	41,412.24	.00	41,412.24	.00	37,961.22	.00	37,961.22	3,451.02
Wallingford-Swarthmore SD	125239603	172,787.01	127,949.23	300,736.24	319,991.84	.00	.00	319,991.84	-19,255.60
Warren County SD	105628302	.00	55,655.54	55,655.54	51,017.58	.00	.00	51,017.58	4,637.96
Warwick SD	113369003	70,554.70	28,383.81	98,938.51	101,711.46	.00	.00	101,711.46	-2,772.95
Washington SD	101638803	38,194.08	49,933.08	88,127.16	86,516.39	.00	.00	86,516.39	1,610.77
Wayne Highlands SD	119648703	17,496.02	66,059.93	83,555.95	.00	72,660.82	.00	72,660.82	10,895.13
Waynesboro Area SD	112289003	59,831.05	38,199.52	98,030.57	98,452.34	.00	.00	98,452.34	-421.77
Weatherly Area SD	121139004	.00	.00	.00	.00	2,637.18	.00	2,637.18	-2,637.18
Wellsboro Area SD	117598503	41,607.61	38,964.43	80,572.04	78,510.99	.00	.00	78,510.99	2,061.05

**Pennsylvania Leadership Charter School
Accounts Receivable Summary Report
School Year 2022-23 as of 06/30/2023**

District	AUN	Amounts Due			Amounts Paid				Net Due
		Regular Ed	Special Ed	Total Due	District	UniPay	Refunds	Total Paid	
West Allegheny SD	103029403	14,643.92	.00	14,643.92	13,423.59	.00	.00	13,423.59	1,220.33
West Branch Area SD	110179003	6,931.51	.00	6,931.51	5,918.30	.00	.00	5,918.30	1,013.21
West Chester Area SD	124159002	1,441,121.60	473,446.38	1,914,567.98	.00	1,750,809.21	.00	1,750,809.21	163,758.77
West Greene SD	101308503	15,298.36	.00	15,298.36	.00	14,023.50	.00	14,023.50	1,274.86
West Jefferson Hills SD	103029553	3,677.27	30,557.98	34,235.25	31,281.85	.00	.00	31,281.85	2,953.40
West Middlesex Area SD	104437503	20,034.39	.00	20,034.39	17,390.95	.00	.00	17,390.95	2,643.44
West Mifflin Area SD	103029603	13,593.69	.00	13,593.69	13,593.69	.00	.00	13,593.69	.00
West Perry SD	115508003	46,711.92	.00	46,711.92	.00	42,819.26	.00	42,819.26	3,892.66
West Shore SD	115219002	40,808.88	150,443.20	191,252.08	175,214.11	.00	.00	175,214.11	16,037.97
West York Area SD	112678503	66,153.87	38,713.68	104,867.55	83,143.90	.00	.00	83,143.90	21,723.65
Western Beaver County SD	127049303	.00	11,990.94	11,990.94	10,144.62	.00	.00	10,144.62	1,846.32
Western Wayne SD	119648903	34,351.24	28,744.02	63,095.26	.00	55,649.08	.00	55,649.08	7,446.18
Westmont Hilltop SD	108118503	23,245.72	22,130.30	45,376.02	41,099.58	.00	.00	41,099.58	4,276.44
Whitehall-Coplay SD	121397803	50,555.67	115,733.71	166,289.38	161,306.25	.00	.00	161,306.25	4,983.13
Wilkes-Barre Area SD	118408852	102,966.27	39,862.23	142,828.50	.00	128,374.69	.00	128,374.69	14,453.81
Wilkesburg Borough SD	103029803	.00	157,054.68	157,054.68	143,966.79	.00	.00	143,966.79	13,087.89
William Penn SD	125239652	165,960.34	67,032.38	232,992.72	213,359.08	.00	.00	213,359.08	19,633.64
Williams Valley SD	129548803	21,355.67	31,009.72	52,365.39	.00	58,696.96	.00	58,696.96	-6,331.57
Williamsport Area SD	117417202	18,798.05	.00	18,798.05	19,410.03	.00	.00	19,410.03	-611.98
Wilmington Area SD	104378003	13,255.98	30,909.49	44,165.47	44,165.47	.00	.00	44,165.47	.00
Wilson Area SD	120488603	13,121.69	.00	13,121.69	.00	11,320.89	.00	11,320.89	1,800.80
Wilson SD	114069103	128,226.79	31,580.02	159,806.81	162,339.88	.00	.00	162,339.88	-2,533.07
Windber Area SD	108569103	22,837.16	22,757.99	45,595.15	.00	41,795.55	.00	41,795.55	3,799.60
Wissahickon SD	123469303	16,488.69	.00	16,488.69	16,488.69	.00	.00	16,488.69	.00
Woodland Hills SD	103029902	245,019.96	177,381.13	422,401.09	421,314.53	.00	.00	421,314.53	1,086.56
Wyalusing Area SD	117089003	.00	.00	.00	2,032.18	.00	.00	2,032.18	-2,032.18
Wyoming Area SD	118409203	36,959.13	.00	36,959.13	33,879.20	.00	.00	33,879.20	3,079.93
Wyoming Valley West SD	118409302	48,102.40	26,691.41	74,793.81	.00	70,037.47	.00	70,037.47	4,756.34
Wyomissing Area SD	114069353	29,940.83	.00	29,940.83	30,936.17	.00	.00	30,936.17	-995.34
York City SD	112679002	36,276.38	71,867.34	108,143.72	.00	103,753.62	.00	103,753.62	4,390.10
York Suburban SD	112679403	17,434.10	.00	17,434.10	18,944.96	.00	.00	18,944.96	-1,510.86
Yough SD	107658903	62,814.20	.00	62,814.20	.00	57,579.68	.00	57,579.68	5,234.52
Totals:		35,709,342.15	20,239,955.56	55,949,297.71	44,537,042.70	9,789,384.42	7,300.39	54,319,126.73	1,630,170.98

Bill Date	Payment Date	Vendor Name	Ref Number	Account Name	Bill Description	Amount
5/18/2023	6/7/2023	HP Inc	9017428623	0200-0201 Computers & Equipment	PO# 2220053123150 Purpose: Student laptops	224,666.00
5/14/2023	6/7/2023	HP Inc	9017412990	0200-0201 Computers & Equipment	PO# 2220042023120 Staff and student comput	211,750.00
5/11/2023	6/7/2023	HP Inc	9017407156	0200-0201 Computers & Equipment	PO# 2220042023120 Staff and student comput	56,788.00
6/1/2023	6/1/2023	PSERS	dd	0461 · PSERS EE	EE May 2023 Payment	42,272.67
6/1/2023	6/1/2023	PenServ Plan Services, Inc	dd	0461A · PenServ EE	PSERS ALT EE	35,649.76
6/16/2023	6/16/2023	PenServ Plan Services, Inc	dd	0461A · PenServ EE	PSERS ALT EE	40,208.71
6/29/2023	6/29/2023	PenServ Plan Services, Inc	dd	0461A · PenServ EE	PSERS ALT EE	35,637.11
6/1/2023	6/1/2023	PenServ Plan Services, Inc	dd	0461B · PenServ Employer	PSERS ALT ER	35,649.76
6/16/2023	6/16/2023	PenServ Plan Services, Inc	dd	0461B · PenServ Employer	PSERS ALT ER	40,208.71
6/29/2023	6/29/2023	PenServ Plan Services, Inc	dd	0461B · PenServ Employer	PSERS ALT ER	35,637.11
6/1/2023	6/1/2023	PSERS	dd	0465 · PSERS Employer	ER May 2023 Payment	193,438.85
6/26/2023	6/26/2023	MetLife- L&D	ACH	0468 · STD Employer Expense Liability		9,819.50
6/26/2023	6/26/2023	MetLife- L&D	ACH	0469 · LTD Employer Expense Liability		4,864.14
6/26/2023	6/26/2023	MetLife- L&D	ACH	0469A · LIFE Employer Expense Liability		2,348.09
11/10/2022	11/10/2022	Ulysse, Christine	10/28/22	ISP 0500-05 - 0500-0500 - ISP Reimb.	January-June 2022 ISP Reimbursement	50.00
5/31/2023	6/7/2023	Deborah Albright	05/26/2023	ISP 0500-0500 - ISP Reimb.	Balance of 2021/2022 ISP Reimbursement	300.00
5/31/2023	6/7/2023	DiGregorio, Justin	05/26/2023	ISP 0500-0500 - ISP Reimb.	Balance of 2020/2021 ISP Reimbursement	300.00
11/9/2022	6/7/2023	Hawks, Aaron	10/28/22	ISP 0500-0500 - ISP Reimb.	January-June 2022 ISP Reimbursement	300.00
5/31/2023	6/7/2023	Hofmeister, Alissa	05/26/2023	ISP 0500-0500 - ISP Reimb.	Balance of 2021/2022 ISP Reimbursement	300.00
5/31/2023	6/7/2023	Rickels, Ryan	05/26/2023	ISP 0500-0500 - ISP Reimb.	Balance of 2020/2021 ISP Reimbursement	300.00
11/28/2022	6/15/2023	Krill, Emily	11/18/22	ISP 0500-0500 - ISP Reimb.	January-June 2022 ISP Reimbursement	300.00
12/1/2022	6/23/2023	Tenaro, Stephanie	11/28/22	ISP 0500-0500 - ISP Reimb.	January-June 2022 ISP Reimbursement	300.00
5/31/2023	6/7/2023	Lemley, Kristine	05/27/2023	ISP 0500-0500 - ISP Reimb.	Balance of 2021/2022 ISP Reimbursement	299.94
11/9/2022	6/7/2023	Flores Tapia, Lorena	10/28/22	ISP 0500-0500 - ISP Reimb.	January-June 2022 ISP Reimbursement	250.00
12/8/2022	6/28/2023	Baird, Lisa	12/07/22	ISP 0500-0500 - ISP Reimb.	January-June 2022 ISP Reimbursement	248.69
2/27/2023	6/15/2023	Hoyumpa, Tracie	02/24/23	ISP 0500-0500 - ISP Reimb.	January-June 2022 ISP Reimbursement	241.00
5/31/2023	6/7/2023	Perella, Heather	05/26/2023	ISP 0500-0500 - ISP Reimb.	Balance of 2020/2021 ISP Reimbursement	221.50
5/31/2023	6/7/2023	Jie, Jerry	05/26/2023	ISP 0500-0500 - ISP Reimb.	Balance of 2020/2021 ISP Reimbursement	204.00
5/31/2023	6/7/2023	Kirk, Marian	05/26/2023	ISP 0500-0500 - ISP Reimb.	September-December 2022 ISP Reimbursement	200.00
5/31/2023	6/7/2023	Martin, James	05/26/2023	ISP 0500-0500 - ISP Reimb.	September-December 2022 ISP Reimbursement	200.00
5/31/2023	6/7/2023	McDaniels, Vania	05/26/2023	ISP 0500-0500 - ISP Reimb.	September-December 2022 ISP Reimbursement	200.00
5/31/2023	6/7/2023	Williamson, Tabatha	05/26/2023	ISP 0500-0500 - ISP Reimb.	September-December 2022 ISP Reimbursement	200.00
4/18/2023	6/23/2023	Gamble, Ronnie	04/04/2023	ISP 0500-0500 - ISP Reimb.	September-December 2022 ISP Reimbursement	200.00
4/27/2023	6/23/2023	Serrill, Karen	04/21/2023	ISP 0500-0500 - ISP Reimb.	September-December 2022 ISP Reimbursement	200.00
11/9/2022	6/7/2023	Guzman, Jennie	10/28/22	ISP 0500-0500 - ISP Reimb.	January-June 2022 ISP Reimbursement	199.98
4/27/2023	6/23/2023	Menefee, Lakesha	04/21/2023	ISP 0500-0500 - ISP Reimb.	September-December 2022 ISP Reimbursement	199.97
5/31/2023	6/7/2023	Fisher, Joy	05/26/2023	ISP 0500-0500 - ISP Reimb.	September-December 2022 ISP Reimbursement	191.10
5/31/2023	6/7/2023	Wajda, Amanda	05/26/2023	ISP 0500-0500 - ISP Reimb.	September-December 2022 ISP Reimbursement	189.57
5/31/2023	6/7/2023	Rentschler, Andrew	05/26/2023	ISP 0500-0500 - ISP Reimb.	Balance of 2020/2021 ISP Reimbursement	180.00
4/18/2023	6/23/2023	Gross, Jeffrey	04/04/2023	ISP 0500-0500 - ISP Reimb.	September-December 2022 ISP Reimbursement	180.00
2/13/2023	6/7/2023	Yakubik, John	02/10/23	ISP 0500-0500 - ISP Reimb.	Balance of 2021/2022 ISP Reimbursement	171.31
5/31/2023	6/7/2023	Lemley, Kristine	05/26/2023	ISP 0500-0500 - ISP Reimb.	September-December 2022 ISP Reimbursement	159.96
2/6/2023	6/15/2023	Weiskopf, Joshua	02/03/23	ISP 0500-0500 - ISP Reimb.	Balance of 2021/2022 ISP Reimbursement	150.00
6/7/2023	6/15/2023	Schaffer, Justin	06/06/2023	ISP 0500-0500 - ISP Reimb.	September-December 2022 ISP Reimbursement	148.00
5/31/2023	6/7/2023	Scotchlas, Jennifer	05/26/2023	ISP 0500-0500 - ISP Reimb.	Balance of 2021/2022 ISP Reimbursement	135.56
5/31/2023	6/7/2023	Dixon, April	05/26/2023	ISP 0500-0500 - ISP Reimb.	Balance of 2020/2021 ISP Reimbursement	130.65
11/9/2022	6/7/2023	Egoavil, Mechelle	10/28/22	ISP 0500-0500 - ISP Reimb.	January-June 2022 ISP Reimbursement	130.00
2/21/2023	6/15/2023	Zuccarelli, Palma	02/21/23	ISP 0500-0500 - ISP Reimb.	January-June 2022 ISP Reimbursement	120.00
5/31/2023	6/7/2023	Sabatina, Robert	05/26/2023	ISP 0500-0500 - ISP Reimb.	Balance of 2020/2021 ISP Reimbursement	112.10
2/22/2023	6/7/2023	Alvarado, George	12/22/23	ISP 0500-0500 - ISP Reimb.	Balance of January-June 2022 ISP Reimbursement	104.94

Bill Date	Payment Date	Vendor Name	Ref Number	Account Name	Bill Description	Amount
5/25/2023	6/7/2023	Jones, Mary	05/25/2023 ISP	0500-0500 - ISP Reimb.	Balance of September-December 2022 ISP Reiml	79.98
5/25/2023	6/7/2023	Nieves, Ricardo	05/25/2023 ISP	0500-0500 - ISP Reimb.	Balance of September-December 2022 ISP Reiml	79.98
5/31/2023	6/7/2023	Webb, Sebrina	05/26/2023 ISP	0500-0500 - ISP Reimb.	September-December 2022 ISP Reimbursement	68.44
5/31/2023	6/7/2023	Martin, James	05/27/2023 ISP	0500-0500 - ISP Reimb.	Balance of 2020/2021 ISP Reimbursement	63.50
11/30/2022	6/23/2023	Shelton, Felicity	11/28/22 ISP	0500-0500 - ISP Reimb.	January-June 2022 ISP Reimbursement	59.70
11/10/2022	6/16/2023	Lysse, Christine	10/28/22 ISP	0500-0500 - ISP Reimb.	January-June 2022 ISP Reimbursement	50.00
12/8/2022	6/23/2023	Akgun, Altay	12/07/22 ISP	0500-0500 - ISP Reimb.	January-June 2022 ISP Reimbursement	50.00
2/16/2023	6/23/2023	Wilamowski IV, Henry	02/2023 ISP	0500-0500 - ISP Reimb.	February 2023 Monthly ISP Reimbursement	50.00
3/16/2023	6/23/2023	Wilamowski IV, Henry	03/2023 ISP	0500-0500 - ISP Reimb.	March 2023 Monthly ISP Reimbursement	50.00
6/21/2023	6/28/2023	Carroll, Sandra	06/2023 ISP	0500-0500 - ISP Reimb.	June 2023 Monthly ISP Reimbursement	50.00
6/21/2023	6/28/2023	Hooks, Cyndie	06/2023 ISP	0500-0500 - ISP Reimb.	June 2023 Monthly ISP Reimbursement	50.00
6/21/2023	6/28/2023	Mantai, Lori	06/2023 ISP	0500-0500 - ISP Reimb.	June 2023 Monthly ISP Reimbursement	50.00
6/21/2023	6/28/2023	Wilamowski IV, Henry	06/2023 ISP	0500-0500 - ISP Reimb.	June 2023 Monthly ISP Reimbursement	50.00
3/20/2023	6/28/2023	Zimmerman, Derek	03/20/23 ISP	0500-0500 - ISP Reimb.	Balance of 20/21 ISP Reimbursement-materials i	42.17
5/31/2023	6/7/2023	Lewis, Fitzroy	05/26/2023 ISP	0500-0500 - ISP Reimb.	September-December 2022 ISP Reimbursement	39.80
5/31/2023	6/7/2023	Streets, Juanita	05/26/2023 ISP	0500-0500 - ISP Reimb.	September-December 2022 ISP Reimbursement	39.80
11/29/2022	6/15/2023	Peters, Jason	11/28/22 ISP	0500-0500 - ISP Reimb.	January-June 2022 ISP Reimbursement	35.70
6/21/2023	6/28/2023	Sweigert, Susan	06/2023 ISP	0500-0500 - ISP Reimb.	June 2023 Monthly ISP Reimbursement	30.74
5/31/2023	6/7/2023	Sehgal, Kapil	05/26/2023 ISP	0500-0500 - ISP Reimb.	September-December 2022 ISP Reimbursement	26.95
5/31/2023	6/7/2023	Ramos, Karen	05/26/2023 ISP	0500-0500 - ISP Reimb.	Balance of 2020/2021 ISP Reimbursement	26.60
5/31/2023	6/7/2023	Wilson, Ikea	05/26/2023 ISP	0500-0500 - ISP Reimb.	September-December 2022 ISP Reimbursement	17.64
5/11/2023	6/7/2023	HP Inc	9017407156	0710-0710 Investment in Fixed	PO# 2220042023120 Staff and student comput	(56,788.00)
5/14/2023	6/7/2023	HP Inc	9017412990	0710-0710 Investment in Fixed	PO# 2220042023120 Staff and student comput	(211,750.00)
5/18/2023	6/7/2023	HP Inc	9017428623	0710-0710 Investment in Fixed	PO# 2220053123150 Purpose: Student laptops	(224,666.00)
6/12/2023	6/12/2023	Limoncello		1100-404 Senior Spotlight Dinner 2023	po and receipt attached	1,675.00
6/1/2023	6/7/2023	Clean Right Building Services, Inc.	CL10971	1101-410 Cleaning Services	PO# 2600053123334 Janitorial service at AIC fc	4,385.92
6/1/2023	6/23/2023	Coverall North America, Inc.	1410321184	1101-410 Cleaning Services	PO# Multi-060623-410-067-RAD Commercial cl	136.44
6/8/2023	6/8/2023	Aqua - 9799	ACH	1101-420 Utilities	0016805850309799	260.04
6/8/2023	6/8/2023	Aqua - 4474	AVH	1101-420 Utilities	001680585 1184474	123.14
5/18/2023	6/7/2023	Waste Management - 32006-AIC	2867279-2392-7	1101-430 Repairs & Maintenance	PO# 2600051923320 Trash and Recycling dump	956.89
6/5/2023	6/5/2023	Springhill Suites		1101480 Hotel Rooms	po with receipt attached	212.04
6/26/2023	6/26/2023	The Hartford - 1436	ACH	1101-520 Insurance - General	11391436	681.28
5/25/2023	6/23/2023	Verizon - 7138	5/25/2023	1101-530 Communications	AIC - Monthly recurring charges, Long distance -	36.06
6/8/2023	6/8/2023	Naesp		1101-550 Printing & Binding	po with receipt attached	415.49
6/8/2023	6/8/2023	PECO - 3021	ACH	1101-622 Electricity	85367-63021	2,126.26
6/5/2023	6/23/2023	Gerhart Property Management LLC	6/5/2023	1102-410 Cleaning Services	PO# 2600060623336 Cleaning for May 2023 Eni	1,596.00
6/1/2023	6/23/2023	Coverall North America, Inc.	1410321184	1102-410 Cleaning Services	PO# Multi-060623-410-067-RAD Commercial cl	409.34
5/18/2023	6/7/2023	Waste Management - 22000 Ent Dr	2866973-2392-6	1102-430 Repairs & Maintenance	PO# 2600052223322 Trash and Recycle Bill for	550.43
6/26/2023	6/26/2023	The Hartford - 1436	ACH	1102-520 Insurance - General	11391436	628.87
5/24/2023	6/7/2023	Amazon Capital Services	17QG-4CN9-63KR	1102-600 Educ.Curr. Supplies	PO# MS052323A-MP Art/Math Fusion Summer	262.54
6/8/2023	6/8/2023	Naesp		1102-600 Educ.Curr. Supplies	po with receipt attached	79.03
6/8/2023	6/8/2023	PECO - 1087	ACH	1102-622 Electricity	08030-51087	135.30
6/8/2023	6/8/2023	PECO - 2028	ACH	1102-622 Electricity	20404-72028	78.60
6/8/2023	6/8/2023	PECO - 4006	ACH	1102-622 Electricity	82254-54006	36.07
6/8/2023	6/8/2023	PECO - 4008	ACH	1102-622 Electricity	23307-84008	617.54
6/8/2023	6/8/2023	PECO - 4018	ACH	1102-622 Electricity	51333-34018	15.94
6/8/2023	6/8/2023	PECO - 4019	ACH	1102-622 Electricity	26402-14019	47.66
6/8/2023	6/8/2023	PECO - 6007	ACH	1102-622 Electricity	07849-16007	153.68
6/8/2023	6/8/2023	PECO - 6025	ACH	1102-622 Electricity	20213-36025	86.33
6/8/2023	6/8/2023	PECO - 7056	ACH	1102-622 Electricity	85345-97056	14.20

Bill Date	Payment Date	Vendor Name	Ref Number	Account Name	Bill Description	Amount
6/1/2023	6/23/2023	Coverall North America, Inc.	1410321184	1103-410 Cleaning Services	PO# Multi-060623-410-067-RAD Commercial cl	307.00
6/8/2023	6/8/2023	Aqua - 8961 (1645 W. Chester Pike)	ACH	1103-420 Utilities	001386857 0418961	191.61
6/8/2023	6/8/2023	Aqua - 9813	ACH	1103-420 Utilities	138685 70309813	60.71
6/8/2023	6/8/2023	Aqua - 9787	ACH	1103-420 Utilities	13868570309787	71.38
6/10/2023	6/10/2023	Hampton Inn -Pittsburgh		1103480 · Hotel Rooms	po and receipt attached	306.66
6/26/2023	6/26/2023	The Hartford - 1436	ACH	1103-520 Insurance - General	11391436	1,257.74
3/17/2023	6/7/2023	CCIU	447121	1103-560 Tuition	PO# HS051123A-EC Second Quarter Tuition Billing for 1st 100000 attending	1,998.87
5/5/2023	6/7/2023	CCIU	448294	1103-560 Tuition	PO# HS051123B-EC Third quarter tuition billing	12,930.00
6/8/2023	6/8/2023	Peco-9003	ACH	1103-622 Electricity	63640-49003	1,352.55
6/7/2023	6/7/2023	National Business Education Assn.		1103810 · Dues & Fees	po and receipt attached	149.00
5/18/2023	6/28/2023	College Board	A241422701	1104-320 Prof. Educational Serv	PO# USPO5192023A-MB AP Exams 22-23 (Sumr	3,327.00
6/14/2023	6/14/2023	Bright Morning		1104-324 Contracted Prof Devel	po with receipt attached	995.00
6/1/2023	6/7/2023	Clean Right Building Services, Inc.	CL10971	1104-410 Cleaning Services	PO# 2600053123334 Janitorial service at AIC fc	2,436.62
6/8/2023	6/8/2023	Aqua - 4474	AVH	1104-420 Utilities	001680585 1184474	68.41
5/18/2023	6/7/2023	Waste Management - 32006-AIC	2867279-2392-7	1104-430 Repairs & Maintenance	PO# 2600051923320 Trash and Recycling dump	531.60
6/8/2023	6/8/2023	Aqua - 9799	ACH	1104-430 Repairs & Maintenance	0016805850309799	144.47
6/26/2023	6/26/2023	The Hartford - 1436	ACH	1104-520 Insurance - General	11391436	366.84
5/25/2023	6/23/2023	Verizon - 7138	5/25/2023	1104-530 Communications	AIC - Monthly recurring charges, Long distance -	20.03
6/16/2023	6/16/2023	The Classroom Store		1104-600 Educ. Curr. Supplies	po with receipt attached	324.97
6/1/2023	6/23/2023	Amazon Capital Services	1NQT-FRJ F-F49D	1104610 General Supplies	PO# 05312023A-MG Senior Send Off Supplies	114.94
5/26/2023	6/23/2023	Amazon Capital Services	1JM6-1G9V-4PLN	1104610 General Supplies	PO# USPO5252023A-MG Senior Send Off Sign	83.98
6/8/2023	6/8/2023	PECO - 3021	ACH	1104-622 Electricity	85367-63021	1,181.26
6/8/2023	6/8/2023	Music Theatre Philly		1105-324 Contracted Prof Devel	po with receipt attached	1.99
5/23/2023	6/23/2023	EMC Home Improvement	5/23/2023	1105-410 Cleaning Services	PO# CPFA052523A-SS CPFA Cleaning 5.8.23-5.1	2,028.00
6/1/2023	6/23/2023	EMC Home Improvement	6/5/2023	1105-410 Cleaning Services	PO# CPFA060723A-SS CPFA Cleaning 5.22.23-6.	2,028.00
6/1/2023	6/23/2023	5-Star Cleaning Services, LLC	7449	1105-410 Cleaning Services	PO# CPFA060123A-LC Dance Floor Maintenance	175.00
5/20/2023	6/23/2023	Republic Services-Allied	0319-000925417	1105-430 Repairs & Maintenance	PO# 2600060623338 CPFA Trash Bill	1,120.50
5/12/2023	6/7/2023	J.C. Ehrlich Co., Inc.	44530147	1105-430 Repairs & Maintenance	PO# 2600122022152 Pest Control Maintenance	111.74
5/16/2023	6/23/2023	Phoenixville Area SD	148	1105-441 Meeting Rooms	PO# CPFA053123A-LC Spring Dance Concert Fac	4,455.00
6/26/2023	6/26/2023	The Hartford - 1436	ACH	1105-520 Insurance - General	11391436	314.44
5/22/2023	6/7/2023	Amazon Capital Services	1FD3-X79F-DXD7	1105-590 Misc. Purchased Serv.	PO# CPFA051723A-SS Senior Gifts for Senior Se	344.26
5/25/2023	6/15/2023	Avista Custom Theatrical Services LLC	5025	1105-600 Educ. Curr. Supplies	PO# CPFA052523A-SG Performances - Producti	144.00
5/24/2023	6/15/2023	Blick Art	852808	1105-600 Educ. Curr. Supplies	PO# CPFA032923A-AR Presentation supplies fo	56.45
6/8/2023	6/8/2023	Spracklin, Amy	1834	1105610 · General Supplies	Parent Reimbursement for CPFA MS Dance	127.21
6/8/2023	6/8/2023	Vetrano, Mimi	1837	1105610 · General Supplies	Parent Reimbursement for CPFA MS Dance	38.15
6/8/2023	6/8/2023	PECO - 1002	ACH	1105-622 Electricity	08018-01002	1,250.42
6/8/2023	6/8/2023	PECO - 1007	ACH	1105-622 Electricity	91344-41007	1,333.78
6/8/2023	6/8/2023	PECO - 3036	ACH	1105-622 Electricity	94435-73036	149.84
6/3/2023	6/3/2023	Couch Tomato Cafe		1105630 · Food	po with receipt attached	316.78
6/8/2023	6/8/2023	Spracklin, Amy	1834	1105630 · Food	Parent Reimbursement for CPFA MS Dance	122.30
6/28/2023	6/28/2023	J.J Ices Enterprise dba Rita's	1845	1105630 · Food	Reissued check (1778) for 22-23 BBQ	812.50
6/12/2023	6/12/2023	Limoncello		1105630 Food	po with receipt attached	2,060.10
4/13/2023	6/7/2023	Mango Technologies Inc.	INV23374	1105-650 EdTech Software/Supply	PO# CPFA052323A-SS ClickUp Business Plan Se	1,235.74
6/12/2023	6/12/2023	Dramatists Play Service, Inc		1105-810 Dues & Fees	po with receipt attached	542.00
5/10/2023	6/23/2023	Therapy Source Inc.	122039	1190-320 Prof. Educational Serv	PO# FED051223A-SM Tutoring Services (Did noi	540.00
5/19/2023	6/7/2023	Solution Tree	5279218	1190-324 Contracted Prof Devel.	PO# FED052223B-SM Professional Developmer	5,980.00
6/1/2023	6/23/2023	Howard M. Knoff, Ph.D. dba Project ACHIEV	712	1190-360 Employee Trng & Dev	PO# FED060123B-SM LinkIt! MTSS Implementat	15,000.00
5/25/2023	6/7/2023	ExploreLearning	6731113	1191-320 Contracted Educ. Svcs.	PO# FED042623A-SM Gizmos Renewal	21,600.60
6/1/2023	6/22/2023	OverDrive	6701-0001	1191-320 Contracted Educ. Svcs.	PO# FED060523A-SM School Digital Library Anr	6,000.00
6/18/2023	6/18/2023	Lyft		1191-510 Student Transportation	PO with receipts attached	115.15

Bill Date	Payment Date	Vendor Name	Ref Number	Account Name	Bill Description	Amount
5/31/2023	6/23/2023	Baker, Daniel	PB01	1191580 Travel	PO# FED060123C-SM Transportation for PSSAS	105.56
4/28/2023	6/23/2023	Allen, Khebed	AA01	1191580 Travel	PO# FED050523CJ-SM Purpose: Transportation	103.21
5/26/2023	6/23/2023	Conway, Deanna	JL01	1191580 Travel	PO# FED052623A-SM Transportation for PSSA!	99.50
5/26/2023	6/23/2023	Buie, Robin	YB01	1191580 Travel	PO# FED060123A-SM Transportation for PSSAS	63.50
5/31/2023	6/23/2023	Vankirk, Keisha	DC01	1191580 Travel	PO# FED060123D-SM Transportation for PSSA!	60.63
6/8/2023	6/23/2023	McGraw, Evelyn	SB01	1191580 Travel	PO# FED060823A-SM Reimbursement for PSSA	30.13
7/1/2022	6/29/2023	Kahlma Bess	FF01	1191580 Travel	PO# FED082322G-ZS Reimbursement for transportation to 08 from testing for F.	18.03
6/7/2023	6/23/2023	McClearn, Britiny	ZM01	1191580 Travel	PO# FED060823B-SM Purpose: Transportation	16.63
7/1/2022	7/1/2022	Kahlma Bess	FF01	1191580 Travel	PO# FED082322G-ZS Reimbursement for transp	18.03
5/18/2023	6/7/2023	McNees Wallace & Nurick LLC		5336285 1200-302 Legal	PO# SPED052323C-SMC K. Colonna & J. Arose l	10,429.00
5/18/2023	6/7/2023	McNees Wallace & Nurick LLC		5336284 1200-302 Legal	PO# SPED052323B-SMC Legal Services April 202	1,876.95
5/23/2023	6/7/2023	Therapy Source Inc.		122042 1200-320 Prof. Educational Serv	PO# SPED051723A-SMC Related Services for Ap	268,930.45
5/12/2023	6/7/2023	CCIU		448710 1200-320 Prof. Educational Serv	PO# SPED051623A-SMC Related Services for Mi	24,528.44
6/1/2023	6/7/2023	The Hope Learning Center		323 1200-320 Prof. Educational Serv	PO# SPED053023B-SMC Related Services for M	23,901.25
6/1/2023	6/23/2023	Baby Steps Therapy, LLC		7252 1200-320 Prof. Educational Serv	PO# SPED060723D AS5564328191 Related Sen	4,257.50
6/1/2023	6/23/2023	Green Tree School	inv575196	1200-320 Prof. Educational Serv	PO# SPED060723D-SMC 1:1 Services for AV395	2,894.36
6/5/2023	6/23/2023	Soaring Abilities		1071 1200-320 Prof. Educational Serv	PO# SPED060723F-SMC Related Services for Sp	2,860.00
6/2/2023	6/23/2023	Connecting the Pieces		6266819 1200-320 Prof. Educational Serv	PO# SPED060723C-SMC LR6403264923 Relatec	1,504.25
5/10/2023	6/23/2023	Therapy Bridges, LLC	2023-0154	1200-320 Prof. Educational Serv	PO# SPED060123B-SMC JH5649205132 Relatec	945.00
6/1/2023	6/23/2023	Lisa Hoy		1240 1200-320 Prof. Educational Serv	PO# SPED051023C-SMC WU4354940329 Relati	765.00
6/1/2023	6/23/2023	Jump Start of the Lehigh Valley, LLC	848ab	1200-320 Prof. Educational Serv	PO# SPED060723A-SMC JH5649205132 Private	750.00
6/1/2023	6/23/2023	Lisa Hoy		1241 1200-320 Prof. Educational Serv	PO# SPED060123F-SMC LR6403264923 Relatec	515.00
6/1/2023	6/23/2023	Rachel Becker		9 1200-320 Prof. Educational Serv	PO# SPED060723G-SMC AC8413602432 Relate	300.00
5/10/2023	6/7/2023	Therapy Source Inc.		122040 1200330 Other Prof. Services	PO# SPED051623B-SMC SPED Case Load	5,400.00
5/23/2023	6/7/2023	Robert Half		62036398 1200330 Other Prof. Services	PO# 12000523202313 Temp - Jefferson, LaTom	1,173.00
6/7/2023	6/15/2023	Robert Half		62113670 1200330 Other Prof. Services	PO# 12000607202315 Temp - Jefferson, LaTor	1,035.00
5/31/2023	6/15/2023	Robert Half		62072604 1200330 Other Prof. Services	PO# 12000531202314 Temp - Jefferson, LaTor	1,017.75
6/1/2023	6/7/2023	Clean Right Building Services, Inc.	CL10971	1200-410 Cleaning Services	PO# 2600053123334 Janitorial service at AIC fc	1,096.48
6/5/2023	6/23/2023	Gerhart Property Management LLC		6/5/2023 1200-410 Cleaning Services	PO# 2600060623336 Cleaning for May 2023 En	741.00
6/1/2023	6/23/2023	Coverall North America, Inc.		1410321184 1200-410 Cleaning Services	PO# Multi-060623-410-067-RAD Commercial cl	341.11
5/18/2023	6/7/2023	Waste Management - 22000 Ent Dr	2866973-2392-6	1200-430 Repairs/Maintenance	PO# 2600052223322 Trash and Recycle Bill for	255.56
5/18/2023	6/7/2023	Waste Management - 32006-AIC	2867279-2392-7	1200-430 Repairs/Maintenance	PO# 2600051923320 Trash and Recycling dump	239.22
5/31/2023	6/22/2023	Wiggins Shredding Inc		89131 1200-430 Repairs/Maintenance	PO# Multi-060223-430-064-AB Paper Shredding	20.00
6/8/2023	6/8/2023	Aqua - 9799	ACH	1200-430 Repairs/Maintenance	0016805850309799	65.01
6/8/2023	6/8/2023	Aqua - 4474	AVH	1200-430 Repairs/Maintenance	001680585 1184474	30.79
6/2/2023	6/23/2023	T&S Limousines	INV0523	1200-510 Student Transportation	PO# SPED060723B-SMC Student Transportatio	6,453.00
6/1/2023	6/23/2023	Hengst, Darren		52023 1200-510 Student Transportation	PO# SPED060123D-SMC SH4536716238 Mileag	3,000.00
5/31/2023	6/23/2023	TNF Logistics, LLC		269 1200-510 Student Transportation	PO# SPED060723H-SMC JM2899563432 Transp	630.00
6/1/2023	6/23/2023	Harrer, Julie		5/1/2023 1200-510 Student Transportation	PO# SPED060123A-SMC DH9491557408 Mileag	450.64
6/26/2023	6/26/2023	The Hartford - 1436	ACH	1200-520 Insurance - General	11391436	576.47
5/25/2023	6/23/2023	Verizon - 7138		5/25/2023 1200-530 Communications	AIC - Monthly recurring charges, Long distance -	9.01
6/1/2023	6/23/2023	Transformation Learning Corporation	05312023PALCS	1200-560 Tuition	PO# SPED060123C-SMC AO5172290729 Tuitioi	3,190.00
5/31/2023	6/23/2023	Therapro, Inc	IN505001	1200-600 Educ and Curric Suppl	PO# SPED053023A-SMC Educational Supplies fi	20.00
6/5/2023	6/22/2023	W.B. Mason		238866750 1200-610 General Supplies	PO# Multi-060223-610-065-RAD Supplies for th	50.12
5/16/2023	6/7/2023	Pitney Bowes - 6137		1023135852 1200-610 General Supplies	PO# Multi-051623-610-062-RAD Replacement l	21.78
5/30/2023	6/7/2023	Amazon Capital Services	1FY7-WC3Q-9QTY	1200-610 General Supplies	PO# SPED052323A-SMC Laptop Stand for CRC7	16.99
6/8/2023	6/8/2023	PECO - 3021	ACH	1200-622 Electricity	85367-63021	531.57
6/8/2023	6/8/2023	Saint Paul Parish	1836	1490-441 Meeting Room Rental	Payment for Testing 22-23 PSSA & Keystone	2,800.00
6/12/2023	6/15/2023	EAN Services, LLC (Toll Payments)		32933575 1490580 Travel - Car Rental	PSSA Testing & Ewan Park USP travel	1,454.03
6/12/2023	6/15/2023	EAN Services, LLC (Toll Payments)		32749136 1490580 Travel - Car Rental	Testing 22-23	540.53

Bill Date	Payment Date	Vendor Name	Ref Number	Account Name	Bill Description	Amount
5/20/2023	6/7/2023	EAN Services, LLC (Toll Payments)	32989706	1490580 Travel - Car Rental	PO# 1490-012323-580-092-RAD 3 day rental for	249.00
6/9/2023	6/9/2023	Genworth Financial - 0181-Pauline Hanak		2100 · Payroll Liabilities	PREM-PMT GENWORTH LIFE 1916027719 23/06	1,804.45
6/9/2023	6/9/2023	Genworth Financial - 0180- Jim Hanak		2100 · Payroll Liabilities	PREM-PMT GENWORTH LIFE 1916027719 23/06	2,157.01
6/14/2023	6/14/2023	Paycom		2100 · Payroll Liabilities		1,149,552.12
6/15/2023	6/15/2023	Paycom		2100 · Payroll Liabilities		18,142.30
6/28/2023	6/28/2023	Paycom		2100 · Payroll Liabilities		992,573.90
5/23/2023	6/7/2023	Therapy Source Inc.	122041	2120-320 Professional Educ Serv	PO# GUD051523A-AS April 2023 billing for 504	10,654.75
6/1/2023	6/23/2023	Lisa Hoy	1244	2120-320 Professional Educ Serv	PO# GUD060123B-AS May 2023 Social Therapy	695.00
6/1/2023	6/23/2023	Lisa Hoy	1243	2120-320 Professional Educ Serv	PO# GUD060123A-AS May 2023 Social Therapy	680.00
6/1/2023	6/7/2023	Clean Right Building Services, Inc.	CL10971	2120-410 Cleaning Services	PO# 2600053123334 Janitorial service at AIC fc	609.15
6/5/2023	6/23/2023	Gerhart Property Management LLC	6/5/2023	2120-410 Cleaning Services	PO# 2600060623336 Cleaning for May 2023 En	513.00
6/1/2023	6/23/2023	Coverall North America, Inc.	1410321184	2120-410 Cleaning Services	PO# Multi-060623-410-067-RAD Commercial cl	34.11
5/18/2023	6/7/2023	Waste Management - 22000 Ent Dr	2866973-2392-6	2120-430 Repairs/Maintenance	PO# 2600052223322 Trash and Recycle Bill for	176.92
5/18/2023	6/7/2023	Waste Management - 32006-AIC	2867279-2392-7	2120-430 Repairs/Maintenance	PO# 2600051923320 Trash and Recycling dump	132.90
5/20/2023	6/23/2023	Republic Services-Allied	0319-000925417	2120-430 Repairs/Maintenance	PO# 2600060623338 CPFA Trash Bill	80.04
5/31/2023	6/22/2023	Wiggins Shredding Inc	89131	2120-430 Repairs/Maintenance	PO# Multi-060223-430-064-AB Paper Shredding	20.00
5/12/2023	6/7/2023	J.C. Ehrlich Co., Inc.	44530147	2120-430 Repairs/Maintenance	PO# 2600122022152 Pest Control Maintenance	7.98
6/8/2023	6/8/2023	Aqua - 9799	ACH	2120-430 Repairs/Maintenance	0016805850309799	36.12
6/8/2023	6/8/2023	Aqua - 4474	AVH	2120-430 Repairs/Maintenance	001680585 1184474	17.10
6/22/2023	6/22/2023	Seven Springs Mountain Resort		2120480 · Hotel Rooms	po and receipt attached	348.38
6/26/2023	6/26/2023	The Hartford - 1436	ACH	2120-520 Insurance - General	11391436	262.03
5/25/2023	6/23/2023	Verizon - 7138	5/25/2023	2120-530 Communications	AIC - Monthly recurring charges, Long distance -	5.01
6/8/2023	6/8/2023	PECO - 3021	ACH	2120-622 Electricity	85367-63021	295.31
5/23/2023	6/7/2023	CCIU	449036	2190-330 Other Prof. Services	PO# FED053023A-SM Foreign Language Interpre	124.20
5/5/2023	6/23/2023	CCIU	448319	2190-330 Other Prof. Services	PO# FED051023A-SM Foreign Language Interpre	46.00
6/5/2023	6/23/2023	Gerhart Property Management LLC	6/5/2023	2190-410 Cleaning Services	PO# 2600060623336 Cleaning for May 2023 En	1,140.00
6/1/2023	6/23/2023	Coverall North America, Inc.	1410321184	2190-410 Cleaning Services	PO# Multi-060623-410-067-RAD Commercial cl	170.56
5/18/2023	6/7/2023	Waste Management - 22000 Ent Dr	2866973-2392-6	2190-430 Repairs/Maintenance	PO# 2600052223322 Trash and Recycle Bill for	393.17
5/31/2023	6/22/2023	Wiggins Shredding Inc	89131	2190-430 Repairs/Maintenance	PO# Multi-060223-430-064-AB Paper Shredding	20.00
6/26/2023	6/26/2023	The Hartford - 1436	ACH	2190-523 Insurance - General Pr	11391436	366.84
6/1/2023	6/1/2023	Stamps.com		2190531 · Postage & Shipping	need po and receipt	400.00
6/5/2023	6/5/2023	Stamps.com		2190531 · Postage & Shipping	need po and receipt	400.00
6/9/2023	6/9/2023	Stamps.com		2190531 · Postage & Shipping	need po and receipt	400.00
6/12/2023	6/12/2023	Stamps.com		2190531 · Postage & Shipping	need po and receipt	400.00
6/13/2023	6/13/2023	Stamps.com		2190531 · Postage & Shipping	need po and receipt	400.00
6/14/2023	6/14/2023	Stamps.com		2190531 · Postage & Shipping	need po and receipt	400.00
6/15/2023	6/15/2023	Stamps.com		2190531 · Postage & Shipping	need po and receipt	400.00
6/15/2023	6/15/2023	Stamps.com		2190531 · Postage & Shipping	need po and receipt	400.00
6/16/2023	6/16/2023	Stamps.com		2190531 · Postage & Shipping	need po and receipt	400.00
6/24/2023	6/24/2023	Stamps.com		2190531 · Postage & Shipping	receipt attached	19.99
6/6/2023	6/15/2023	Amazon Capital Services	1VYH-LKG4-FWW1	2190-550 Printing & Binding	PO# 2190-060623-550-118-PK Materials for th	204.16
6/7/2023	6/7/2023	Vista Print		2190-550 Printing & Binding	po with receipt attached	130.78
6/5/2023	6/23/2023	Gerhart Property Management LLC	6/5/2023	2210-410 Cleaning Services	PO# 2600060623336 Cleaning for May 2023 En	171.00
5/20/2023	6/23/2023	Republic Services-Allied	0319-000925417	2210-430 Repairs/Maintenance	PO# 2600060623338 CPFA Trash Bill	80.04
5/18/2023	6/7/2023	Waste Management - 22000 Ent Dr	2866973-2392-6	2210-430 Repairs/Maintenance	PO# 2600052223322 Trash and Recycle Bill for	58.97
5/12/2023	6/7/2023	J.C. Ehrlich Co., Inc.	44530147	2210-430 Repairs/Maintenance	PO# 2600122022152 Pest Control Maintenance	7.98
6/26/2023	6/26/2023	The Hartford - 1436	ACH	2210-520 Insurance - General	11391436	20.96
6/13/2023	6/13/2023	Gal Media Creative, LLC		2210-618 Admin Software & Fees	po with receipt attached	75.00
6/11/2023	6/11/2023	MetLife- Individual Bill	ach	2220290 · Other EE Benefits	Don Reiher #Contract#6601385	94.60
6/6/2023	6/23/2023	IDV.NET	177437	2220-340 Professional IT Srvcs	PO# 2220102422072 Internet and data transpc	9,600.00

Bill Date	Payment Date	Vendor Name	Ref Number	Account Name	Bill Description	Amount
6/6/2023	6/23/2023	Agentis Technology, LLC		804 2220-340 Professional IT Svcs	PO# FED060723A-SM Data Mining Services for	1,078.00
6/1/2023	6/1/2023	GoTo Technologies (LogMeIn)		2220-340 Professional IT Svcs	see attached receipt	841.68
6/6/2023	6/15/2023	Agentis Technology, LLC		803 2220-341 Web Portal	PO# 2220070122001 PALCSchool Software Dev	77,891.00
6/5/2023	6/23/2023	Gerhart Property Management LLC	6/5/2023	2220-410 Cleaning Services	PO# 2600060623336 Cleaning for May 2023 En	798.00
6/1/2023	6/23/2023	Coverall North America, Inc.	1410321184	2220-410 Cleaning Services	PO# Multi-060623-410-067-RAD Commercial cl	34.11
5/18/2023	6/7/2023	Waste Management - 22000 Ent Dr	2866973-2392-6	2220-430 Repairs/Maintenance	PO# 2600052223322 Trash and Recycle Bill for	275.22
6/26/2023	6/26/2023	The Hartford - 1436	ACH	2220-520 Insurance - General	11391436	235.83
5/14/2023	6/7/2023	Verizon - 0001-70	5/14/2023	2220-530 Communications	Summary Bill (individual bills that make up the s	2,130.64
5/27/2023	6/23/2023	Verizon - 0001-90	5/27/2023	2220-530 Communications	250-454-618-0001-90 - 610-918-6137, 20 DID nu	1,336.04
5/14/2023	6/7/2023	Verizon - 0524	5/14/2023	2220-530 Communications	AIC 450-436-914-0001-13; Group(s) of 20 DID Ni	1,040.02
5/9/2023	6/7/2023	AT&T Mobility - 1835	287261821835X0517202	2220-530 Communications	Student hotspots and data plan - May2023 (47p.	919.09
5/18/2023	6/7/2023	Verizon - 0001-82	5/18/2023	2220-530 Communications	AIC 450-436-914-0001-13; Group(s) of 20 DID Ni	528.00
5/13/2023	6/7/2023	Verizon- 0001-57	5/13/2023	2220-530 Communications	Dial Tone Line 6@23.75, Caller ID 6@18, in Fede	384.35
5/25/2023	6/22/2023	Verizon-0001-22	5/25/2023	2220-530 Communications	Fios Internet 300M/300M-2YR, 5 IP Addresses 4	169.00
6/21/2023	6/21/2023	Mailchimp.com		2220-530 Communications	receipt attached	370.00
5/16/2023	6/7/2023	Pitney Bowes - 6137	1023135852	2220-610 General Supplies	PO# Multi-051623-610-062-RAD Replacement I	2.18
6/28/2023	6/28/2023	Zendesk, Inc.		2220-618 Admin Software & Fees	po and receipt attached	16,128.00
6/2/2023	6/2/2023	Amazon Web Services		2220-618 Admin Software & Fees	need po and receipt	12.63
5/18/2023	6/7/2023	HP Inc	9017428623	2220-750 Equipment	PO# 2220053123150 Purpose: Student laptops	224,666.00
5/14/2023	6/7/2023	HP Inc	9017412990	2220-750 Equipment	PO# 2220042023120 Staff and student comput	211,750.00
5/11/2023	6/7/2023	HP Inc	9017407156	2220-750 Equipment	PO# 2220042023120 Staff and student comput	56,788.00
6/5/2023	6/23/2023	Amazon Capital Services	1RHT-4M3F-19L6	2220-750 Equipment	PO# 2220060223151 Evaluate mobile WIFI device for	2,800.00
5/19/2023	6/7/2023	Amazon Capital Services	1KTH-F6C1-1C3V	2220-750 Equipment	PO# 2220051923129 A/V equipment for meeti	2,251.21
6/6/2023	6/6/2023	AMG Gateway Services	ACH	2220-810 Dues & Fees	WEBPAYMENT GATEWAY SERVICES 338369314:	40.80
6/12/2023	6/12/2023	Intelicato, Emily	1840	22-23 HS International Trip	Tip Money for HS 23-24 international Trip (to be	975.00
6/13/2023	6/13/2023	Intelicato, Emily	1841	22-23 HS International Trip	Tip Money for HS international Trip 22-23	500.00
6/14/2023	6/14/2023	NOCTI		22-23 NOCTI Exam	po with receipt attached	48.00
5/30/2023	6/23/2023	Feeding Frenzy	94103	2310-630 Food	PO# 2360-053123A-SK Dinner for Board Meetir	351.64
6/8/2023	6/28/2023	Custom Ink	65820640	23-24 MS STEM Camp	PO# MS060823A-KR Middle School Summer ST	420.00
6/12/2023	6/12/2023	Catteau, Dawn A/R		23-24 PSAT/MNSQT Test	PSAT/MNSQT Test, Wednesday, October 11, 20:	(18.00)
6/1/2023	6/7/2023	Littler Mendelson	5889426	2350-302 Legal	PO# 2360-050823D-SK legal services	9,132.00
9/6/2022	6/23/2023	Lamb McErlane PC	216982	2350-302 Legal	PO# 2360-090722C-ZT--legal services re: misc. r	6,325.00
9/6/2022	6/23/2023	Lamb McErlane PC	216983	2350-302 Legal	PO# 2360-090722A-ZT Legal Fees 08.15.22, 08.	5,458.75
5/11/2023	6/28/2023	Lamb McErlane PC	229253	2350-302 Legal	PO# 2360-051623A-SK Legal Services	4,463.50
5/1/2023	6/15/2023	Andrew Lehr Law Office	523.03	2350-302 Legal	PO# 2360-050323A-SK Legal Services from 01.:	2,440.00
9/6/2022	6/23/2023	Lamb McErlane PC	216984	2350-302 Legal	PO# 2360-090722B-ZT-- Legal services-- Hanak -	1,705.00
5/11/2023	6/15/2023	Lamb McErlane PC	229252	2350-302 Legal	PO# 2360-051623B-SK Legal Services	1,695.00
5/12/2023	6/15/2023	Post & Schell, P.C.	SC70744	2350-302 Legal	PO# 2360-051623C-SK Legal Services	1,444.25
9/6/2022	6/23/2023	Lamb McErlane PC	216996	2350-302 Legal	PO# 2360-092022A-ZT-- legal services - Order fc	41.25
9/6/2022	9/6/2022	Lamb McErlane PC	216996	2350-302 Legal	PO# 2360-092022A-ZT-- legal services - Order fc	41.25
9/6/2022	9/6/2022	Lamb McErlane PC	216982	2350-302 Legal	PO# 2360-090722C-ZT--legal services re: misc. r	6,325.00
9/6/2022	9/6/2022	Lamb McErlane PC	216983	2350-302 Legal	PO# 2360-090722A-ZT Legal Fees 08.15.22, 08.	5,458.75
9/6/2022	9/6/2022	Lamb McErlane PC	216984	2350-302 Legal	PO# 2360-090722B-ZT-- Legal services-- Hanak -	1,705.00
6/7/2023	6/7/2023	Legal Shield	ACH	2360290 · Other EE Benefits	GRP PAYMT LEGALSHIELD 993836514523/06/0	438.82
6/29/2023	6/29/2023	Legal Shield	ACH	2360290 · Other EE Benefits		438.82
6/28/2023	6/28/2023	United States Treasury (IRS)	1846	2360290 · Other EE Benefits	35-2225538 Form 720 2nd Qtr	853.74
6/28/2023	6/28/2023	JAMS, Inc.	1844	2360-302 Legal	Inv 6719818	5,000.00
5/12/2023	6/7/2023	Pugliese Associates	10806	2360330 Other Prof. Services	PO# 2360-050823C-SK state gov relations & mc	8,000.00
5/1/2023	6/7/2023	Pugliese Associates	10785	2360330 Other Prof. Services	PO# 2360-050123A-SK State Government relat	3,000.00
6/5/2023	6/23/2023	Gerhart Property Management LLC	6/5/2023	2360-410 Cleaning Services	PO# 2600060623336 Cleaning for May 2023 En	228.00

Bill Date	Payment Date	Vendor Name	Ref Number	Account Name	Bill Description	Amount
5/18/2023	6/7/2023	Waste Management - 22000 Ent Dr	2866973-2392-6	2360-430 Repairs/Maintenance	PO# 2600052223322 Trash and Recycle Bill for	78.63
5/31/2023	6/22/2023	Wiggins Shredding Inc	89131	2360-430 Repairs/Maintenance	PO# Multi-060223-430-064-AB Paper Shredding	20.00
6/26/2023	6/26/2023	The Hartford - 1436	ACH	2360-523 Insurance - General Pr	11391436	136.26
6/1/2023	6/23/2023	21st Century Media-Philly Cluster	5/10/2023	2360-540 Advertising	PO# 2360-060723B-SK AD# 2468550 - Public N	104.75
6/6/2023	6/23/2023	Amazon Capital Services	1VYP-PJTK-99Y1	2360630 Food	PO# 2360-060623A-SK (Amazon)	36.98
7/1/2023	6/15/2023	Pennsylvania Coalition Of Public Charter Schools	2023-2040	2360810 Dues & Fees	PO# 2360-060723A-SK PCPCS School Membersh	13,852.00
6/23/2023	6/23/2023	CVS		2360-820 Misc & Other	PO with receipt attached	9.52
6/1/2023	6/23/2023	Coverall North America, Inc.	1410321184	2370-410 Cleaning Services	PO# Multi-060623-410-067-RAD Commercial cl	68.22
6/26/2023	6/26/2023	The Hartford - 1436	ACH	2370-520 Insurance - General	11391436	94.33
6/30/2023	6/28/2023	Audacy Inc.	6/30/2023	2370-540 Advertising	PO# 2370-022123A-ZT - Payment on contract	29,170.00
6/2/2023	6/23/2023	Pipedream	INV-2228	2370-540 Advertising	PO# 2370-060223A-ZT June 2023 Marketing Sei	10,417.00
6/1/2023	6/23/2023	Swanson Publishing Llc	4129802906	2370-540 Advertising	PO# 2370-051823A-ZT Full page ad in Northern Connect	259.00
6/21/2023	6/21/2023	Facebook		2370-540 Advertising	Need po and receipt	86.20
6/26/2023	6/26/2023	Evernorth - Cigna Behavioral Health	ACH	2380211 · Health Insurance	WIRE TRANSFER DEBIT EVERNORTH BEHAVIORA	903.21
6/11/2023	6/11/2023	MetLife- Individual Bill	ach	2380290 · Other EE Benefits	Mark Allen Contact #6601386	81.42
6/26/2023	6/26/2023	MetLife- Individual Bill	ACH	2380290 · Other EE Benefits	Mark Allen Contract #6601386	81.42
6/5/2023	6/23/2023	Gerhart Property Management LLC	6/5/2023	2380-410 Cleaning Services	PO# 2600060623336 Cleaning for May 2023 Eni	342.00
6/1/2023	6/23/2023	Coverall North America, Inc.	1410321184	2380-410 Cleaning Services	PO# Multi-060623-410-067-RAD Commercial cl	34.11
5/18/2023	6/7/2023	Waste Management - 22000 Ent Dr	2866973-2392-6	2380-430 Repairs/Maintenance	PO# 2600052223322 Trash and Recycle Bill for	117.95
6/7/2023	6/7/2023	Hampton Inn & Suites--Pittsburgh		2380480 · Hotel Rooms	po with receipt attached	492.48
6/26/2023	6/26/2023	The Hartford - 1436	ACH	2380-520 Insurance - General	11391436	125.77
6/1/2023	6/7/2023	Clean Right Building Services, Inc.	CL10971	2400-410 Cleaning Services	PO# 2600053123334 Janitorial service at AIC fc	121.83
6/8/2023	6/8/2023	Aqua - 9799	ACH	2400-420 Utilities	0016805850309799	7.22
5/20/2023	6/23/2023	Republic Services-Allied	0319-000925417	2400-430 Repairs/Maintenance	PO# 2600060623338 CPFA Trash Bill	80.04
5/18/2023	6/7/2023	Waste Management - 32006-AIC	2867279-2392-7	2400-430 Repairs/Maintenance	PO# 2600051923320 Trash and Recycling dump	26.58
5/12/2023	6/7/2023	J.C. Ehrlich Co., Inc.	44530147	2400-430 Repairs/Maintenance	PO# 2600122022152 Pest Control Maintenance	7.98
6/8/2023	6/8/2023	Aqua - 4474	AVH	2400-430 Repairs/Maintenance	001680585 1184474	3.42
6/26/2023	6/26/2023	The Hartford - 1436	ACH	2400-520 Insurance - General	11391436	26.20
5/25/2023	6/23/2023	Verizon - 7138	5/25/2023	2400-530 Communications	AIC - Monthly recurring charges, Long distance -	1.00
6/8/2023	6/15/2023	Amazon Capital Services	111-3105614-3279409	2400-600 Pupil Health Supplies	PO# NUR060823A-MM Purchase products for t	154.68
5/22/2023	6/7/2023	School Health Corporation	4199073-01	2400-600 Supplies	PO# NUR042623A-MM Purchase products for F	294.95
5/16/2023	6/7/2023	Lafayette Supply	181034-00	2400610 General Supplies	PO# 2600052223321 Cleaning Supplies for CPF.	21.37
6/2/2023	6/23/2023	Lafayette Supply	181215-00	2400610 General Supplies	PO# 2600060823442 Cleaning Supplies for CPF.	10.16
5/25/2023	6/23/2023	Lafayette Supply	181094-00	2400610 General Supplies	PO# 2600060623337 Cleaning Supplies for CPF.	4.58
6/8/2023	6/8/2023	PECO - 3021	ACH	2400-622 Electricity	85367-63021	59.06
6/2/2023	6/23/2023	Amazon Capital Services	1HPR-DRV1-H1JP	2500-610 General Supplies	PO# 6/1/2023Drawer-J H	68.16
6/24/2023	6/24/2023	Right Networks		2500-618 Admin Software & Fees	PO and receipt attached	441.44
6/23/2023	6/23/2023	Right Networks		2500-618 Admin Software & Fees	receipt attached	68.00
6/24/2023	6/24/2023	Bill.com		2500-810 Dues & Fees	receipt attached	1,081.06
6/21/2023	6/21/2023	Intuit		2500-810 Dues & Fees	receipt attached	991.60
6/7/2023	6/7/2023	First Resource Bank	ACH	2500-810 Dues & Fees	WIRE TRANSFER FEE	18.00
6/14/2023	6/14/2023	First Resource Bank	ACH	2500-810 Dues & Fees	WIRE TRANSFER FEE	18.00
6/15/2023	6/15/2023	First Resource Bank	ACH	2500-810 Dues & Fees	WIRE TRANSFER FEE	18.00
6/15/2023	6/15/2023	First Resource Bank	ACH	2500-810 Dues & Fees	WIRE TRANSFER FEE	18.00
6/26/2023	6/26/2023	First Resource Bank	ACH	2500-810 Dues & Fees	WIRE TRANSFER FEE	18.00
6/26/2023	6/26/2023	First Resource Bank	ACH	2500-810 Dues & Fees	WIRE TRANSFER FEE	18.00
6/26/2023	6/26/2023	First Resource Bank	ACH	2500-810 Dues & Fees	WIRE TRANSFER FEE	18.00
6/26/2023	6/26/2023	First Resource Bank	ACH	2500-810 Dues & Fees	WIRE TRANSFER FEE	18.00
6/26/2023	6/26/2023	First Resource Bank	ACH	2500-810 Dues & Fees	WIRE TRANSFER FEE	18.00
6/26/2023	6/26/2023	First Resource Bank	ACH	2500-810 Dues & Fees	WIRE TRANSFER FEE	18.00
6/28/2023	6/28/2023	First Resource Bank	ACH	2500-810 Dues & Fees	Wire Transfer Fee	18.00

Bill Date	Payment Date	Vendor Name	Ref Number	Account Name	Bill Description	Amount
6/5/2023	6/23/2023	Gerhart Property Management LLC		6/5/2023 2501-410 Cleaning Services	PO# 2600060623336 Cleaning for May 2023 En	114.00
5/18/2023	6/7/2023	Waste Management - 22000 Ent Dr	2866973-2392-6	2501-430 Repairs/Maintenance	PO# 2600052223322 Trash and Recycle Bill for	39.32
6/26/2023	6/26/2023	The Hartford - 1436	ACH	2501-523 Insurance - General Pr	11391436	20.96
6/28/2023	6/28/2023	1800flowers.com		2501610 General Supplies	po with receipt attached	72.06
6/1/2023	6/22/2023	Pure Water Technology of Central PA, Inc.		181432 2600-330 Other Prof. Services	PO# FED060123DI-SM Monthly rental of 2 puri	138.00
6/1/2023	6/22/2023	Pure Water Technology of Central PA, Inc.		181431 2600-330 Other Prof. Services	PO# FED060123H-SM Monthly rental of 2 purif	138.00
6/1/2023	6/22/2023	Pure Water Technology of Central PA, Inc.		181430 2600-330 Other Prof. Services	PO# FED060123G-SM Monthly rental of purific	69.00
6/1/2023	6/22/2023	Pure Water Technology of Central PA, Inc.		181429 2600-330 Other Prof. Services	PO# FED060123F-SM Monthly rental of purific	69.00
6/5/2023	6/23/2023	Gerhart Property Management LLC		6/5/2023 2600-410 Cleaning Services	PO# 2600060623336 Cleaning for May 2023 En	171.00
6/8/2023	6/8/2023	Aqua - 9813	ACH	2600-420 Utilities	1386857 0309813	182.15
6/8/2023	6/8/2023	Aqua - 9787	ACH	2600-420 Utilities	13868570309787	214.15
5/27/2023	6/7/2023	Barlow Construction Co, Inc		4798 2600-430 Repairs & Maintenance	PO# 2600053123331 Removal of dead and dan	4,030.00
6/2/2023	6/23/2023	Joyce Family Cleaning Co.		7448 2600-430 Repairs & Maintenance	PO# 2600060223335 Janitorial services at 1645	3,250.00
3/11/2023	6/7/2023	Johnson Controls Security (Tyco)		38576457 2600-430 Repairs & Maintenance	PO# 2600052423326 Quarterly Billing for Moni	2,661.63
6/1/2023	6/7/2023	Barlow Construction Co, Inc		4801 2600-430 Repairs & Maintenance	PO# 2600053123330 Labor Charges-June-Exter	1,862.13
5/1/2023	6/15/2023	Barlow Construction Co, Inc		4786 2600-430 Repairs & Maintenance	PO# 2600053123328 Labor Charges-May-Exter	1,862.13
6/1/2023	6/23/2023	Oliver Mechanical		140474000 2600-430 Repairs & Maintenance	PO# 2600082223232 Quarterly payment for Hvai	1,825.00
5/1/2023	6/7/2023	Barlow Construction Co, Inc		4787 2600-430 Repairs & Maintenance	PO# 2600053123329 Labor Charges-May 2023-	1,553.13
6/1/2023	6/15/2023	Barlow Construction Co, Inc		4802 2600-430 Repairs & Maintenance	PO# 2600053123331 Labor Charges-June-Exter	1,553.13
5/1/2023	6/23/2023	Barlow Construction Co, Inc		4788 2600-430 Repairs & Maintenance	PO# 2600060623339 Grounds Maintenance En	1,553.13
6/1/2023	6/23/2023	Barlow Construction Co, Inc		4800 2600-430 Repairs & Maintenance	PO# 2600060623440 Grounds Maintenance at	1,553.13
5/23/2023	6/23/2023	Yale Electric Supply Co	S123116191001	2600-430 Repairs & Maintenance	PO# 2600060823441 Jucktion Box and cover fo	604.45
5/15/2023	6/7/2023	J&K Trash Removal, Inc.	35F00842	2600-430 Repairs & Maintenance	PO# 2600052323324 Fee for dumpsters at 164!	358.53
6/1/2023	6/7/2023	Kencor Inc.		68742 2600-430 Repairs & Maintenance	PO# 260008252238 Agreement for Monthly Fu	337.43
6/1/2023	6/7/2023	Kencor Inc.		68836 2600-430 Repairs & Maintenance	PO# 2600030723238 Maintenance Agreement	174.08
3/31/2023	6/7/2023	Johnson Controls Security (Tyco)		38632847 2600-430 Repairs & Maintenance	PO# 2600052423325 Service call to address rec	129.90
5/18/2023	6/7/2023	Waste Management - 22000 Ent Dr	2866973-2392-6	2600-430 Repairs & Maintenance	PO# 2600052223322 Trash and Recycle Bill for	58.97
6/1/2023	6/1/2023	S.A. Macanga, Inc. Paving Contractors	1833	2600-430 Repairs & Maintenance	Inv 4.14.23 Install Approximately 107 SY of Black	8,244.00
6/26/2023	6/26/2023	The Hartford - 1436	ACH	2600-523 General Prop. & Liab.	11391436	52.41
6/14/2023	6/14/2023	Sunoco		2600580 - Travel	receipt attached	90.00
6/2/2023	6/2/2023	HOME DEPOT	9042917	2600610 General Supplies	Dave Mercato	308.00
6/1/2023	6/1/2023	HOME DEPOT	201418	2600610 General Supplies	Dave Mercato	176.96
6/8/2023	6/8/2023	HOME DEPOT	3021611	2600610 General Supplies	David Mercato	49.72
6/8/2023	6/8/2023	PECO - 1087	ACH	2600-622 Electricity	08030-51087	405.92
6/8/2023	6/8/2023	PECO - 2028	ACH	2600-622 Electricity	20404-72028	235.82
6/8/2023	6/8/2023	PECO - 4006	ACH	2600-622 Electricity	82254-54006	108.22
6/8/2023	6/8/2023	PECO - 4008	ACH	2600-622 Electricity	23307-84008	1,852.62
6/8/2023	6/8/2023	PECO - 4018	ACH	2600-622 Electricity	51333-34018	47.82
6/8/2023	6/8/2023	PECO - 4019	ACH	2600-622 Electricity	26402-14019	142.99
6/8/2023	6/8/2023	PECO - 6007	ACH	2600-622 Electricity	07849-16007	461.05
6/8/2023	6/8/2023	PECO - 6025	ACH	2600-622 Electricity	20213-36025	258.99
6/8/2023	6/8/2023	PECO - 7056	ACH	2600-622 Electricity	85345-97056	42.61
6/8/2023	6/8/2023	Whitmoyer Buick-Chevrolet	1838	2600-750 Building improvements	Inv FG1059 New Van Payment	60,803.00
3/31/2023	6/23/2023	Indeed Inc		76520062 2831-334 Job postings	PO# 28310405202305 March 2023 Sponsored .	1,567.00
4/30/2023	6/23/2023	Indeed Inc		77845018 2831-334 Job postings	PO# 28310405202305 April 2023 Sponsored Jo	186.49
6/5/2023	6/23/2023	Gerhart Property Management LLC		6/5/2023 2831-410 Cleaning Services	PO# 2600060623336 Cleaning for May 2023 En	171.00
5/18/2023	6/7/2023	Waste Management - 22000 Ent Dr	2866973-2392-6	2831-430 Repairs/Maintenance	PO# 2600052223322 Trash and Recycle Bill for	58.98
6/26/2023	6/26/2023	The Hartford - 1436	ACH	2831-520 Insurance - General	11391436	73.37
6/8/2023	6/8/2023	Paylocity	Wire	2831-650 EdTech Software/Supply	Paylocity--Data Access for Termed Clients	1,255.00
6/16/2023	6/16/2023	Hampton Inn - King of Prussia		3203-480 Hotel Rooms	po with receipt attached	239.80

Bill Date	Payment Date	Vendor Name	Ref Number	Account Name	Bill Description	Amount
6/16/2023	6/16/2023	Hampton Inn - King of Prussia		3203-480 Hotel Rooms	po with receipt attached	239.80
6/16/2023	6/16/2023	Hampton Inn - King of Prussia		3203-480 Hotel Rooms	po with receipt attached	239.80
6/16/2023	6/16/2023	Hampton Inn - King of Prussia		3203-480 Hotel Rooms	po with receipt attached	239.80
6/16/2023	6/16/2023	Hampton Inn - King of Prussia		3203-480 Hotel Rooms	po with receipt attached	239.80
6/16/2023	6/16/2023	Hampton Inn - King of Prussia		3203-480 Hotel Rooms	po with receipt attached	239.80
6/16/2023	6/16/2023	Hampton Inn - King of Prussia		3203-480 Hotel Rooms	po with receipt attached	239.80
6/16/2023	6/16/2023	Hampton Inn - King of Prussia		3203-480 Hotel Rooms	po attached - need 8th receipt	239.80
6/17/2023	6/17/2023	Springhill Suites		3203-480 Hotel Rooms	po with receipt attached	145.95
6/17/2023	6/17/2023	Springhill Suites		3203-480 Hotel Rooms	po with receipt attached	145.95
6/17/2023	6/17/2023	Springhill Suites		3203-480 Hotel Rooms	po with receipt attached	145.95
6/18/2023	6/18/2023	U-Haul Rental		3203580 Travel	po attached	138.43
6/16/2023	6/16/2023	U-Haul Rental		3203580 Travel	po attached	116.96
6/15/2023	6/15/2023	M&K Multimedia	1843	3203-590 Misc Purchased Svcs	Graduation Photographer--payment 2 of 3	600.00
5/18/2023	6/15/2023	MPS	27181480	3203610 General Supplies	PO# 3203-051623-640-018-AB Graduation Book	3,262.64
6/9/2023	6/23/2023	Print Tech Of Western Pa Llc	5/7/2020	3203610 General Supplies	PO# 3203-061223-610-023-AB Graduation Sign:	248.40
6/5/2023	6/15/2023	Amazon Capital Services	1QV9-1RXL-91CD	3203610 General Supplies	PO# Multi-060223-610-066-AB Graduation anc	236.08
5/23/2023	6/7/2023	Herff-Jones	2940726	3203610 General Supplies	PO# 3203-060123-610-021-AB Faculty Caps an	140.87
6/13/2023	6/13/2023	sweetwater		3203610 General Supplies	po with receipt attached	2,676.99
6/14/2023	6/14/2023	Crown Trophy		3203610 General Supplies	po with receipt attached	2,212.00
6/13/2023	6/13/2023	Distinctive Interior Landscapes	1842	3203610 General Supplies	Graduation Flowers	1,890.00
6/17/2023	6/17/2023	Yard House		3203630 Food	PO with receipts attached	575.65
6/1/2023	6/1/2023	PenServ Plan Services, Inc	dd	403B · 403B	403B	11,824.78
6/1/2023	6/1/2023	PenServ Plan Services, Inc	dd	403B · 403B	AXA 403B	485.00
6/16/2023	6/16/2023	PenServ Plan Services, Inc	dd	403B · 403B	403B	13,700.98
6/16/2023	6/16/2023	PenServ Plan Services, Inc	dd	403B · 403B	AXA 403B	585.00
6/29/2023	6/29/2023	PenServ Plan Services, Inc	dd	403B · 403B	403B	13,610.85
6/29/2023	6/29/2023	PenServ Plan Services, Inc	dd	403B · 403B	AXA 403B	585.00
6/8/2023	6/8/2023	Horace Mann	ACH	403BA · 403BA	SAW PMT HORACE MANN 2370726637 23/06	60.20
6/22/2023	6/22/2023	Horace Mann	ACH	403BA · 403BA	SAW PMT HORACE MANN 2370726637 23/06	60.20
6/30/2023	6/30/2023	Horace Mann	ACH	403BA · 403BA	SAW PMT HORACE MANN 2370726637 23/06	60.20
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861137	5100-000 Debt Service	PO# 2220052423139 Buyout Charges for Lease	8,476.83
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861109	5100-000 Debt Service	PO# 2220052423131 Buyout Charges for Lease	37,924.35
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861139	5100-000 Debt Service	PO# 2220052423141 Buyout Charges for Lease	203,457.12
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861120	5100-000 Debt Service	PO# 2220052423132 Buyout Charges for Lease	8,656.57
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861132	5100-000 Debt Service	PO# 2220052423135 Buyout Charges for Lease	19,459.81
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861119	5100-000 Debt Service	PO# 2220052423133 Buyout Charges for Lease	52,465.25
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861138	5100-000 Debt Service	PO# 2220052423140 Buyout Charges for Lease	8,103.54
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861134	5100-000 Debt Service	PO# 2220052423131 Buyout Charges for Lease Sc	217,889.31
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861135	5100-000 Debt Service	PO# 2220052423137 Buyout Charges for Lease	17,889.10
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861130	5100-000 Debt Service	PO# 2220052423134 Buyout Charges for Lease	64,129.84
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861136	5100-000 Debt Service	PO# 2220052423138 Buyout Charges for Lease	42,625.55
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861140	5100-000 Debt Service	PO# 2220052423142 Buyout Charges for Lease	314,456.66
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861137	5100-830 Interest	PO# 2220052423139 Buyout Charges for Lease	286.82
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861109	5100-830 Interest	PO# 2220052423131 Buyout Charges for Lease	449.69
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861139	5100-830 Interest	PO# 2220052423141 Buyout Charges for Lease	8,937.83
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861120	5100-830 Interest	PO# 2220052423132 Buyout Charges for Lease	68.38
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861132	5100-830 Interest	PO# 2220052423135 Buyout Charges for Lease	346.78
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861119	5100-830 Interest	PO# 2220052423133 Buyout Charges for Lease	622.09
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861138	5100-830 Interest	PO# 2220052423140 Buyout Charges for Lease	290.57
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861134	5100-830 Interest	PO# 2220052423131 Buyout Charges for Lease Sc	8,204.69

Bill Date	Payment Date	Vendor Name	Ref Number	Account Name	Bill Description	Amount
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861135	5100-830 Interest	PO# 2220052423137 Buyout Charges for Lease	497.51
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861130	5100-830 Interest	PO# 2220052423134 Buyout Charges for Lease	1,270.47
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861136	5100-830 Interest	PO# 2220052423138 Buyout Charges for Lease	1,786.31
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861140	5100-830 Interest	PO# 2220052423142 Buyout Charges for Lease	20,128.44
6/20/2023	6/28/2023	Purchase Power - 7788		6/20/2023 5100-900 Other Financing	June 2023 Statement payment	4,719.03
5/21/2023	6/15/2023	Purchase Power - 7788		5/21/2023 5100-900 Other Financing	May 2023 Postage statement	401.70
7/20/2022	6/23/2023	Purchase Power - 7788		7/20/2022 5100-900 Other Financing	Missed July 2022 Payment	149.27
5/14/2023	6/7/2023	Purchase Power - 5536		5/14/2023 5100-900 Other Financing	May 2023 Account Statement	5.00
6/2/2023	6/2/2023	MTOT DEP BANKCARD	ACH	6740 Student Activity Revenues	MTOT DISC BANKCARD 1470535472 23/06/02	390.03
6/26/2023	6/26/2023	Lincoln National Life Ins Co.	ACH	ACCID · ACCID	WIRE TRANSFER DEBIT LINCOLN NATIONAL LIFE	347.32
6/7/2023	6/7/2023	American Express	ach	AMEX Corp	ACH PMT AMEX EPAYMENT 0005000040 09100	88,451.77
5/18/2023	6/28/2023	College Board	A241422701	AP Exam 22-23	PO# USPO5192023A-MB AP Exams 22-23 (Sumr	21,881.00
6/1/2023	6/1/2023	PenServ Plan Services, Inc	dd	AXARO · AXARO	AXA Roth	1,961.54
6/16/2023	6/16/2023	PenServ Plan Services, Inc	dd	AXARO · AXARO	AXA Roth	2,028.54
6/29/2023	6/29/2023	PenServ Plan Services, Inc	dd	AXARO · AXARO	AXA Roth	1,961.54
6/26/2023	6/26/2023	MetLife - Dental	ACH	DNTL · DNTL	WIRE TRANSFER DEBIT METROPOLITAN LIFE INS	23,282.66
5/25/2023	6/7/2023	West Chester Area School District	124159002 SY 2020-20	Due from Districts 2020-2021	PO# 2020-2021 West Chester 5/25/2023	128.87
1/23/2023	6/15/2023	Hazleton Area School District	118403302 (21-22)	Due from Districts 2021-2022	HazletonArea 21/22 6/1/2023 21-22 reconciliati	2,101.09
2/22/2023	6/7/2023	Norristown Area SD	123465602 SY21-22	Due from Districts 2021-2022	PO# 2021/2022 Norristown Area 5/25/2023 Issu	446.93
1/23/2023	6/7/2023	Boyertown Area SD	114060753 SY 21-22	Due from Districts 2021-2022	PO# 2021-2022 Boyertown 5/30/2023 Issue rel	258.86
6/6/2023	6/28/2023	Amazon Capital Services	1V4J-PW46-9VD7	Food	PO# ACA060523B-J G Healthy Snacks for ALL tl	339.95
5/23/2023	6/7/2023	Amazon Capital Services	1CGT-JNVL-F7TY	Food	PO# Multi052223B-MD 5th and 8th Grade Mov	148.58
5/23/2023	6/7/2023	Amazon Capital Services	1CGT-JNVL-F7TY	Food	PO# Multi052223B-MD 5th and 8th Grade Mov	148.58
6/6/2023	6/28/2023	Amazon Capital Services	1CXR-DH4F-7NC7	Food	PO# ACA060523A-J G Healthy Snacks for ALL tr	40.90
5/30/2023	6/15/2023	Amazon Capital Services	1FGP-X1NN-1YN9	Food	PO# Multi052423B-MD 5th and 8th Grade Mov	5.12
5/30/2023	6/15/2023	Amazon Capital Services	1FGP-X1NN-1YN9	Food	PO# Multi052423B-MD 5th and 8th Grade Mov	5.12
5/19/2023	6/15/2023	Uline	163866068	General Supplies	PO# 2190-051923-610-114-CK Purchase of Palle	3,391.00
5/11/2023	6/7/2023	Uline	163500541	General Supplies	PO# 2190-050823-610-110-CK Purchase of Pall	1,210.75
5/24/2023	6/15/2023	Uline	164041306	General Supplies	PO# 2190-052423-610-116-CK Purchase of Dipl	503.00
5/16/2023	6/7/2023	Lafayette Supply	181034-00	General Supplies	PO# 2600052223321 Cleaning Supplies for CPF.	299.19
5/17/2023	6/7/2023	Amazon Capital Services	1YKR-CHCH-HKWD	General Supplies	PO# ACA051723A-J G Office Supplies	267.85
6/7/2023	6/23/2023	Amazon Capital Services	1RG6-3NGL-F3YQ	General Supplies	PO# 2190-060623-610-120-RAD Envelopes for	170.88
5/30/2023	6/15/2023	Amazon Capital Services	1P1P-NQCD-D6TL	General Supplies	PO# HS052423B-EC Office Supplies for WC Pike	160.51
5/23/2023	6/7/2023	Amazon Capital Services	1YK7-N6YF-FQML	General Supplies	PO# Multi052223A-MD 5th and 8th Grade Mov	158.27
5/23/2023	6/7/2023	Amazon Capital Services	1YK7-N6YF-FQML	General Supplies	PO# Multi052223A-MD 5th and 8th Grade Mov	158.26
6/2/2023	6/23/2023	Lafayette Supply	181215-00	General Supplies	PO# 2600060823442 Cleaning Supplies for CPF.	142.17
5/30/2023	6/15/2023	Amazon Capital Services	1CGJ-LCDQ-16G1	General Supplies	PO# GUD053023A-AS Amazon School Counseli	108.91
5/26/2023	6/7/2023	Amazon Capital Services	1VYX-9CY9-QV6X	General Supplies	PO# Multi052423A-MD Pittsburgh Move Up Ci	92.80
5/26/2023	6/7/2023	Amazon Capital Services	1VYX-9CY9-QV6X	General Supplies	PO# Multi052423A-MD Pittsburgh Move Up Ci	92.80
6/6/2023	6/23/2023	Amazon Capital Services	14R6-GTQD-9FHG	General Supplies	PO# MS060623A-GM MS Art/Math Fusion Bags	67.97
6/5/2023	6/15/2023	Amazon Capital Services	1QV9-1RXL-91CD	General Supplies	PO# Multi-060223-610-066-AB Graduation anc	65.94
5/25/2023	6/23/2023	Lafayette Supply	181094-00	General Supplies	PO# 2600060623337 Cleaning Supplies for CPF.	64.04
6/5/2023	6/22/2023	W.B. Mason	238866750	General Supplies	PO# Multi-060223-610-065-RAD Supplies for th	60.14
6/6/2023	6/23/2023	Amazon Capital Services	1H46-MC99-9CWR	General Supplies	PO# ES060523A-MD Office Items ES	52.62
6/5/2023	6/22/2023	W.B. Mason	238866750	General Supplies	PO# Multi-060223-610-065-RAD Supplies for th	45.10
5/16/2023	6/7/2023	Pitney Bowes - 6137	1023135852	General Supplies	PO# Multi-051623-610-062-RAD Replacement l	26.13
5/31/2023	6/22/2023	W.B. Mason	238769607	General Supplies	PO# CPFA052523C-SS Paper for Senior Send-Of	25.99
6/5/2023	6/22/2023	W.B. Mason	238866750	General Supplies	PO# Multi-060223-610-065-RAD Supplies for th	25.06
5/16/2023	6/7/2023	Lafayette Supply	181034-00	General Supplies	PO# 2600052223321 Cleaning Supplies for CPF.	21.37
5/16/2023	6/7/2023	Lafayette Supply	181034-00	General Supplies	PO# 2600052223321 Cleaning Supplies for CPF.	21.37

Bill Date	Payment Date	Vendor Name	Ref Number	Account Name	Bill Description	Amount
6/5/2023	6/22/2023	W.B. Mason		238866750 General Supplies	PO# Multi-060223-610-065-RAD Supplies for th	20.05
5/16/2023	6/7/2023	Pitney Bowes - 6137		1023135852 General Supplies	PO# Multi-051623-610-062-RAD Replacement I	19.60
6/8/2023	6/28/2023	Custom Ink		65820640 General Supplies	PO# MS060823A-KR Middle School Summer ST	10.90
5/16/2023	6/7/2023	Pitney Bowes - 6137		1023135852 General Supplies	PO# Multi-051623-610-062-RAD Replacement I	10.89
6/2/2023	6/23/2023	Lafayette Supply	181215-00	General Supplies	PO# 2600060823442 Cleaning Supplies for CPF.	10.16
6/2/2023	6/23/2023	Lafayette Supply	181215-00	General Supplies	PO# 2600060823442 Cleaning Supplies for CPF.	10.15
6/5/2023	6/22/2023	W.B. Mason		238866750 General Supplies	PO# Multi-060223-610-065-RAD Supplies for th	10.02
6/7/2023	6/23/2023	Amazon Capital Services	1KGV-13RF-1FR6	General Supplies	PO# ACA060623A-J G Heidi Reiningger Office Nai	9.99
5/16/2023	6/7/2023	Pitney Bowes - 6137		1023135852 General Supplies	PO# Multi-051623-610-062-RAD Replacement I	8.71
6/5/2023	6/22/2023	W.B. Mason		238866750 General Supplies	PO# Multi-060223-610-065-RAD Supplies for th	5.01
6/5/2023	6/22/2023	W.B. Mason		238866750 General Supplies	PO# Multi-060223-610-065-RAD Supplies for th	5.01
6/5/2023	6/22/2023	W.B. Mason		238866750 General Supplies	PO# Multi-060223-610-065-RAD Supplies for th	5.01
5/25/2023	6/23/2023	Lafayette Supply	181094-00	General Supplies	PO# 2600060623337 Cleaning Supplies for CPF.	4.58
5/25/2023	6/23/2023	Lafayette Supply	181094-00	General Supplies	PO# 2600060623337 Cleaning Supplies for CPF.	4.58
5/16/2023	6/7/2023	Pitney Bowes - 6137		1023135852 General Supplies	PO# Multi-051623-610-062-RAD Replacement I	4.34
5/16/2023	6/7/2023	Pitney Bowes - 6137		1023135852 General Supplies	PO# Multi-051623-610-062-RAD Replacement I	2.18
5/16/2023	6/7/2023	Pitney Bowes - 6137		1023135852 General Supplies	PO# Multi-051623-610-062-RAD Replacement I	2.18
6/12/2023	6/12/2023	Fisher, Rebekah A/R		Graduation Cap & Gown 23	2023 Graduation Cap & Gown	(30.00)
5/12/2023	6/7/2023	Home Depot - 6285	5/12/2023	Home Depot	May 2023 Bill Commercial Account 6035 3225 3	316.32
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861109	HP 10 511K	PO# 2220052423131 Buyout Charges for Lease	37,924.36
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861120	HP 11 194K	PO# 2220052423132 Buyout Charges for Lease	8,656.57
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861119	HP 12 707K	PO# 2220052423133 Buyout Charges for Lease	52,465.26
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861130	HP 13 482K	PO# 2220052423134 Buyout Charges for Lease	64,129.85
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861132	HP 14 164K	PO# 2220052423135 Buyout Charges for Lease	19,459.81
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861134	HP 15 826K	PO# 222005242313 Buyout Charges for Lease Sc	137,972.90
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861134	HP 15 826K	PO# 222005242313 Buyout Charges for Lease Sc	79,916.42
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861135	HP 16 94K	PO# 2220052423137 Buyout Charges for Lease	15,844.50
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861135	HP 16 94K	PO# 2220052423137 Buyout Charges for Lease	2,044.61
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861136	HP 17 146K	PO# 2220052423138 Buyout Charges for Lease	24,200.72
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861136	HP 17 146K	PO# 2220052423138 Buyout Charges for Lease	18,424.82
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861137	HP 18 36K	PO# 2220052423139 Buyout Charges for Lease	6,064.00
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861137	HP 18 36K	PO# 2220052423139 Buyout Charges for Lease	2,412.83
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861138	HP 19 32K	PO# 2220052423140 Buyout Charges for Lease	5,445.17
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861138	HP 19 32K	PO# 2220052423140 Buyout Charges for Lease	2,658.37
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861139	HP 20 663K	PO# 2220052423141 Buyout Charges for Lease	109,793.28
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861139	HP 20 663K	PO# 2220052423141 Buyout Charges for Lease	93,663.85
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861140	HP 21 856K	PO# 2220052423142 Buyout Charges for Lease	138,667.23
5/25/2023	5/25/2023	Hewlett-Packard Financial Services Co	600861140	HP 21 856K	PO# 2220052423142 Buyout Charges for Lease	175,789.42
6/7/2023	6/7/2023	Legal Shield	ACH	IDENT · IDENT	GRP PAYMT LEGALSHIELD 993836514523/06/0	438.83
6/29/2023	6/29/2023	Legal Shield	ACH	IDENT · IDENT		438.83
6/21/2023	6/21/2023	Cigna Healthcare	ACH	MDCL · MDCL		354,404.83
6/12/2023	6/12/2023	New York Life	1839	NyLife · NyLife	June 2023 Payment	2,214.94
5/19/2023	6/7/2023	Committee For Children	2041486	Other Prof. Services	PO# FED050823B-SM Second Step Site License	3,198.96
5/25/2023	6/15/2023	Rottman, Brigitte N	67	Other Prof. Services	PO# CPFA052523A-SS May 2023 Accompanime	1,374.25
11/22/2022	6/7/2023	Criticare Home Health and Nursing	1046-06	Other Prof. Services	Criticare Substitute Nurse 11/10/22 & 11/8/22 I	915.00
5/16/2023	6/7/2023	Criticare Home Health and Nursing	1046-18	Other Prof. Services	PO# NUR-0425-0502- FMLA Sub Nurse for TH a	784.00
6/6/2023	6/23/2023	Criticare Home Health and Nursing	1046-20	Other Prof. Services	PO# NUR-0516-0518- FMLA Sub Nurse 5/16/23	588.00
12/13/2022	6/7/2023	Criticare Home Health and Nursing	1046-07	Other Prof. Services	PO# NUR112922A-JG Criticare Substitute Nurse	392.00
5/23/2023	6/7/2023	Criticare Home Health and Nursing	1046-19	Other Prof. Services	PO# NUR-0512- FMLA LPN- USP-05/12/23	392.00
5/8/2023	6/23/2023	Heather, Bianca	3	Other Prof. Services	PO# CPFA052523A-LC Spring Dance Concert Pi	200.00

Bill Date	Payment Date	Vendor Name	Ref Number	Account Name	Bill Description	Amount
5/20/2023	6/15/2023	UPS - Enterprise Dr.	0000EY3611203	Postage & Shipping	2190-053123-531-117-CK UPS Shipments	653.43
5/13/2023	6/7/2023	UPS - Enterprise Dr.	0000EY3611193	Postage & Shipping	2190-052323-531-115-CK UPS Shipments	621.25
6/25/2023	6/23/2023	William E. Freas		6/25/2023 Prepaid Expense	Monthly rent	32,422.80
6/30/2023	6/30/2023	Mountain Capital Partners		7/1/2023 Prepaid Expense	Monthly Rent	17,736.00
6/8/2023	6/8/2023	Music Theatre Philly		Prepaid Expense	po with receipt attached	250.00
6/28/2023	6/28/2023	Sovereign Insurance Group	ACH	Prepaid Expense	PAYMENTS MURRAY EIGHT AGE 2472319830 ;	47,058.00
5/21/2023	6/15/2023	Purchase Power - 7788		5/21/2023 Prepaid Postage	May 2023 Postage statement	4,000.00
7/20/2022	6/23/2023	Purchase Power - 7788		7/20/2022 Prepaid Postage	Missed July 2022 Payment	2,000.00
5/14/2023	6/7/2023	Purchase Power - 5536		5/14/2023 Prepaid Postage	May 2023 Account Statement	1,000.00
6/8/2023	6/8/2023	St. Jude's Children's Research Hospital	1835	Sarris Candy FE HS	Student Government Association Donation	112.31
6/12/2023	6/12/2023	Macrina, Annemarie A/R		Senior Spotlight Dinner 2023	Senior Dinner 2023	105.00
6/2/2023	6/2/2023	Living Treasures		-SPLIT-	po with receipt attached	578.00
5/17/2023	6/7/2023	Stem Supplies	IN288182	Supplies	PO# FED051723A-SM HS STEM Workshop Supp	508.48
5/17/2023	6/7/2023	Amazon Capital Services	1W7C-PG3C-PHF1	Supplies	PO# FED051723F-SM HS STEM Workshop Supp	285.00
5/18/2023	6/7/2023	Carolina Biological Supply Co	52174802 RI	Supplies	PO# FED051723E-SM HS STEM Workshop Supp	140.14
5/19/2023	6/7/2023	Home Science		509317 Supplies	PO# FED051723C-SM HS STEM Workshop Supp	51.90
6/12/2023	6/15/2023	EAN Services, LLC (Toll Payments)		32933575 Travel	PSSA Testing & Ewan Park USP travel	286.00
6/14/2023	6/14/2023	Visa	ACH	Visa 0908	ACH Confirmation #:BH3766721034	300.00
6/22/2023	6/22/2023	Eyemed	ACH	VISION · VISION	EYEMED 5430949844 081000031348432 GEORC	3,259.24
6/26/2023	6/26/2023	MetLife- L&D	ACH	VLIFE · VLIFE		1,957.10

6,734,366.55

Consolidated Financial Statements

**Pennsylvania Leadership Charter School and
Friends of Pennsylvania Leadership Charter School**

June 30, 2022





INDEX

<u>Title</u>	<u>Page No.</u>
Independent Auditors' Report	1-3
Consolidated Statement of Financial Position	4
Consolidated Statement of Activities Without Donor Restrictions	5
Consolidated Statement of Functional Expenses	6
Consolidated Statement of Cash Flows	7
Notes to Consolidated Financial Statements	8-16

SUPPLEMENTARY INFORMATION

Independent Auditors' Report on Consolidating Information	17
Consolidating Statement of Financial Position	18
Consolidating Statement of Activities Without Donor Restrictions	19
Consolidating Statement of Cash Flows	20



INDEPENDENT AUDITORS' REPORT

To the Board of Trustees
Pennsylvania Leadership Charter School and Friends of Pennsylvania Leadership Charter School
West Chester, Pennsylvania

Opinion

We have audited the accompanying consolidated financial statements of Pennsylvania Leadership Charter School and Friends of Pennsylvania Leadership Charter School (a nonprofit organization), which comprise the consolidated statement of financial position as of June 30, 2022, and the related consolidated statements of activities without donor restrictions, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Pennsylvania Leadership Charter School and Friends of Pennsylvania Leadership Charter School as of June 30, 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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 Auditors' Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are required to be independent of Pennsylvania Leadership Charter School and Friends of Pennsylvania Leadership 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 opinion.

Responsibilities of Management for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated 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 consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, which raise substantial doubt about Pennsylvania Leadership Charter School and Friends of Pennsylvania Leadership Charter School's ability to continue as a going concern within one year after the date that the consolidated financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. 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 for 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 consolidated 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 consolidated 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 consolidated 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 Pennsylvania Leadership Charter School and Friends of Pennsylvania Leadership Charter 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 consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, which raise substantial doubt about Pennsylvania Leadership Charter School and Friends of Pennsylvania Leadership Charter 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.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations 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 consolidated 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 consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated 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 consolidated 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 December 20, 2022, on our consideration of Pennsylvania Leadership Charter 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 solely 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 effectiveness of Pennsylvania Leadership Charter School's 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 Pennsylvania Leadership Charter School's internal control over financial reporting and compliance.

Rainer & Company
Rainer & Company

Newtown Square, PA
December 20, 2022

PENNSYLVANIA LEADERSHIP CHARTER SCHOOL AND
FRIENDS OF PENNSYLVANIA LEADERSHIP CHARTER SCHOOL
Consolidated Statement of Financial Position
June 30, 2022

ASSETS

Current:

Cash	\$ 58,501,109	
State Subsidies Receivable, Net	67,810	
Federal Subsidies Receivable, Net	678,476	
Local Subsidies Receivable, Net	1,974,936	
Investments	12,585,230	
Security Deposits	27,106	
Prepaid Expenses and Other Assets	53,566	
TOTAL CURRENT ASSETS	53,566	\$ 73,888,233

Property and Equipment, Net		20,651,768
-----------------------------	--	------------

TOTAL ASSETS		\$ 94,540,001
--------------	--	---------------

LIABILITIES

Current:

Accounts Payable	\$ 778,176	
Accrued Expenses	4,441,004	
Current Portion of Capital Lease Obligation	1,672,717	
TOTAL CURRENT LIABILITIES	1,672,717	\$ 6,891,897

Long-Term:

Capital Lease Obligation - Net of Current Portion		1,737,028
---	--	-----------

TOTAL LIABILITIES		8,628,925
-------------------	--	-----------

NET ASSETS

Without Donor Restrictions		85,911,076
----------------------------	--	------------

TOTAL LIABILITIES AND NET ASSETS		\$ 94,540,001
----------------------------------	--	---------------

The accompanying notes are an integral part of this statement.

PENNSYLVANIA LEADERSHIP CHARTER SCHOOL AND
FRIENDS OF PENNSYLVANIA LEADERSHIP CHARTER SCHOOL
Consolidated Statement of Activities Without Donor Restrictions
For the Year Ended June 30, 2022

Support and Revenue Without Donor Restrictions:		
Local Education Agency Assistance	\$ 62,862,819	
Federal Sources	4,141,581	
State Sources	<u>96,775</u>	
TOTAL SUPPORT AND REVENUE WITHOUT DONOR RESTRICTIONS		\$ 67,101,175
Functional Expenses:		
Program Services	31,431,739	
Supporting Services	<u>17,012,270</u>	
TOTAL FUNCTIONAL EXPENSES		<u>48,444,009</u>
CHANGE IN NET ASSETS WITHOUT DONOR RESTRICTIONS BEFORE OTHER INCOME (EXPENSE)		18,657,166
Other Income (Expense):		
Investment Income, Net	773,304	
Net Realized and Unrealized Loss on Investments	(2,629,415)	
Loss on Disposal of Fixed Assets	(161,087)	
Miscellaneous Income	922	
Depreciation Expense - Foundation	(272,698)	
Repairs and Maintenance - Foundation	(14,860)	
Insurance Expenses - Foundation	(29,960)	
Other Expenses - Foundation	<u>(42,504)</u>	
TOTAL OTHER EXPENSE		<u>(2,376,298)</u>
CHANGE IN NET ASSETS		16,280,868
Net Assets Without Donor Restrictions - July 1, 2021		41,613,572
Prior Period Adjustment		<u>28,016,636</u>
NET ASSETS WITHOUT DONOR RESTRICTIONS - JULY 1, 2021 (RESTATED)		69,630,208
NET ASSETS WITHOUT DONOR RESTRICTIONS - ENDING		<u><u>\$ 85,911,076</u></u>

The accompanying notes are an integral part of this statement.

**PENNSYLVANIA LEADERSHIP CHARTER SCHOOL AND
FRIENDS OF PENNSYLVANIA LEADERSHIP CHARTER SCHOOL**

Consolidated Statement of Functional Expenses

For the Year Ended June 30, 2022

	PROGRAM EXPENSES			SUPPORTING SERVICES			Total
	Instruction	Eliminations	Total Program Expenses	Support Services	Noninstructional Services	Total Support Services	
Wages and Salaries	\$ 17,277,211	\$ 0	\$ 17,277,211	\$ 6,198,164	\$ 0	\$ 6,198,164	\$ 23,475,375
Employee Benefits	6,971,902	0	6,971,902	2,825,174	0	2,825,174	9,797,076
Professional Education Services	4,009,923	0	4,009,923	12,059	1,340	13,399	4,023,322
Contracted Professional Development	31,278	0	31,278	172,483	0	172,483	203,761
Contracted Educational Services	16,402	0	16,402	161,029	0	161,029	177,431
Other Contracted Services	117,140	0	117,140	298,671	23,266	321,937	439,077
Web Portal	8,500	0	8,500	929,220	0	929,220	937,720
Cleaning	183,191	0	183,191	98,316	0	98,316	281,507
Utilities	112,269	0	112,269	61,901	0	61,901	174,170
Repairs and Maintenance	106,729	0	106,729	509,691	0	509,691	616,420
Rent Expense	1,182,618	(997,025)	185,593	309,087	34,869	343,956	529,549
Equipment Rental	0	0	0	101,644	0	101,644	101,644
Travel	120,594	0	120,594	12,353	1,412	13,765	134,359
Student Transportation	142,062	0	142,062	0	0	0	142,062
Insurance	123,593	0	123,593	75,144	0	75,144	198,737
Communications	9,997	0	9,997	280,231	0	280,231	290,228
Postage and Shipping	11,461	0	11,461	276,937	1,107	278,044	289,505
Tuition	306,109	0	306,109	0	0	0	306,109
Miscellaneous Purchased Services	16,017	0	16,017	6,025	21,329	27,354	43,371
Educational Supplies	200,083	0	200,083	21,709	0	21,709	221,792
General Supplies	59,859	0	59,859	54,392	20,294	74,686	134,545
Software	569,897	0	569,897	164,107	0	164,107	734,004
Food	44,324	0	44,324	11,772	43	11,815	56,139
Books and Periodicals	562,640	0	562,640	48	0	48	562,688
Equipment	22,229	0	22,229	43,259	0	43,259	65,488
Miscellaneous & Other	260	0	260	34,878	995	35,873	36,133
Dues and Subscriptions	30,782	0	30,782	217,733	11	217,744	248,526
Meeting Room	122,485	0	122,485	0	0	0	122,485
Printing and Binding	7,087	0	7,087	242	4,200	4,442	11,529
Legal	62,122	0	62,122	540,043	0	540,043	602,165
Accounting	0	0	0	166,151	0	166,151	166,151
Advertising	0	0	0	625,309	0	625,309	625,309
Professional IT Services	0	0	0	227,564	0	227,564	227,564
Internet Reimbursement	0	0	0	653,864	0	653,864	653,864
Settlements	0	0	0	18,000	0	18,000	18,000
Interest Expense	0	0	0	141,543	0	141,543	141,543
Depreciation	0	0	0	1,654,661	0	1,654,661	1,654,661
TOTAL FUNCTIONAL EXPENSES	\$ 32,428,764	\$ (997,025)	\$ 31,431,739	\$ 16,903,404	\$ 108,866	\$ 17,012,270	\$ 48,444,009

The accompanying notes are an integral part of this statement.

**PENNSYLVANIA LEADERSHIP CHARTER SCHOOL AND
FRIENDS OF PENNSYLVANIA LEADERSHIP CHARTER SCHOOL**

Consolidated Statement of Cash Flows

For the Year Ended June 30, 2022

Cash Flows From Operating Activities:		
Change in Net Assets	\$ 16,280,868	
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities:		
Depreciation	1,927,359	
Net Realized and Unrealized Loss on Investments	2,629,415	
Loss on Disposal of Fixed Assets	161,087	
Increase (Decrease) in:		
State Subsidies Receivable	(14,412)	
Federal Subsidies Receivable	(561,120)	
Local Subsidies Receivable	114,046	
Prepaid Expenses and Other Assets	(3,054,440)	
Decrease in:		
Accounts Payable	(711,010)	
Accrued Expenses	(1,133,164)	
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>15,638,629</u>	\$ 15,638,629
Cash Flows from Investing Activities:		
Purchase of Property and Equipment		(2,427,907)
Proceeds from Sale of Investments		9,918,273
NET CASH PROVIDED BY INVESTING ACTIVITIES		<u>7,490,366</u>
Cash Flows From Financing Activities:		
Principal Payments of Capital Lease Obligation		<u>(1,667,140)</u>
INCREASE IN CASH		21,461,855
Cash, Cash Equivalents and Restricted Cash - Beginning		<u>37,039,254</u>
CASH, CASH EQUIVALENTS AND RESTRICTED CASH - ENDING		<u>\$ 58,501,109</u>
<u>Supplemental Disclosures of Cash Flow Information:</u>		
Cash Paid During the Year for Interest		<u>\$ 141,543</u>
<u>Supplemental Schedule of Non-Cash Investing and Financing Activities:</u>		
Capital Lease Obligation Incurred for the Acquisition of Equipment		<u>\$ 2,653,578</u>

The accompanying notes are an integral part of this statement.

**PENNSLYVAIA LEADERSHIP CHARTER SCHOOL AND
FRIENDS OF PENNSLYVANIA LEADERSHIP CHARTER SCHOOL**

Notes to Consolidated Financial Statements

June 30, 2022

NOTE 1 - Nature of Activities and Summary of Significant Accounting Policies

Nature of Activities - PA Leadership Charter School (“the School”) is a nonprofit organization established pursuant to the Pennsylvania Nonprofit Corporation Law of 1988. 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. The 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 at the end of the 2013-14 school year and has been extended while the Pennsylvania Department of Education processes the re-authorization application.

Friends of Pennsylvania Leadership Charter School (“the Foundation”) operates as a non-profit organization established under the laws of the Commonwealth of Pennsylvania to provide public educational school facilities, including land, buildings and improvements, for the benefit of the School. The Foundation and the School have entered into two leases for property, and the rental income and expense were eliminated for the consolidation presentation.

Estimates - Management uses estimates and assumptions in preparing the consolidated financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

Financial Statement Presentation - The consolidated financial statements of the School and the Foundation have been prepared on the accrual basis and accordingly reflect all significant receivables, payables, and other liabilities. The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

Net assets are reported in two separate classifications as follows:

Net Assets Without Donor Restrictions, which include those net assets which are neither permanently restricted nor temporarily restricted by donor-imposed stipulations. These net assets represent the portion of net assets available for the support of School operations. Unrestricted net assets also include property and equipment.

Net Assets With Donor Restrictions, which include assets whose use by the School is limited by donor-imposed stipulations that expire by passage of time or can be fulfilled and removed by actions of the School. For the year ended June 30, 2022, there were no net assets with donor restrictions.

Contributions - Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions depending on the existence or nature of any donor restrictions.

PENNSYLVANIA LEADERSHIP CHARTER SCHOOL AND
FRIENDS OF PENNSYLVANIA LEADERSHIP CHARTER SCHOOL
Notes to Consolidated Financial Statements
June 30, 2022

NOTE 1 - Nature of Activities and Summary of Significant Accounting Policies (Continued)

Revenue Recognition -The School's primary source of revenue is from tuition revenue contracts with school districts. Tuition revenue reflects the consideration the School expects to be entitled to in exchange for the education of students. Tuition contract revenue is recognized ratably over the number of school days and each school district's published Pennsylvania Department of Education 363 (PDE 363) rates.

Disaggregation of Revenue from Contracts with Customers

Revenue from performance obligations satisfied over time consists of tuition revenue contracts with school districts and reimbursement grants. As a result, the School is dependent on the strength of enrollment, PDE 363 rates, and its ability to collect amounts owed on contracts.

Performance Obligations and Significant Judgements

Tuition Revenues - Revenues from contracts with school districts for student education is reported at the amount that reflects the consideration to which the School expects to be entitled in exchange for providing education to its students. Revenue is recognized as performance obligations are satisfied, which is ratably over the school year. Tuition revenues are nonrefundable.

Grant Revenues - Revenues from grants is reported at the amount that reflects the consideration to which the School expects to be entitled in exchange for satisfying the requirements of the grants. Revenue is recognized as performance obligations are satisfied.

The School does not have any significant financing components as payment is received at or shortly after the beginning of tuition contract periods.

Costs incurred to obtain a contract will be expensed as incurred when the amortization period is less than one year.

The School recognizes a contract liability (deferred revenue) for tuition revenue and grant contract payments received prior to completion of their terms. Ratably, over the tuition revenue and grant contract terms, the contract liability is reversed, and revenue is recognized.

Income Taxes - The School and the Foundation are exempt from Federal income taxes under Internal Revenue Code Section 501(c)(3) and applicable state law.

The School and the Foundation follow the following accounting standard on accounting for uncertainty in income taxes which addresses the determination of whether tax benefits or tax liabilities expected to be claimed on a tax return should be recorded in the consolidated financial statements. If the School or Foundation were to incur any income tax liability in the future, interest on any income tax liability would be reported as interest expense and penalties on any income tax would be reported as income taxes.

The School and the Foundation believe there are no uncertainties which would require any recognition of tax benefits or tax liabilities as of June 30, 2022.

The School and the Foundation's forms 990 for the years ended June 30, 2022, 2021, and 2020 are subject to examination by the IRS, generally for three years after they were filed.

**PENNSYLVANIA LEADERSHIP CHARTER SCHOOL AND
FRIENDS OF PENNSYLVANIA LEADERSHIP CHARTER SCHOOL**
Notes to Consolidated Financial Statements
June 30, 2022

NOTE 1 - Nature of Activities and Summary of Significant Accounting Policies (Continued)

Cash and Cash Equivalents - For purposes of the consolidated statement of cash flows, the School and the Foundation consider all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

The School and the Foundation maintain cash balances at several banking and financial institutions. Each institution is insured by the Federal Deposit Insurance Corporation or Securities Investor Protection Corporation. In the normal course of business, the School and the Foundation may have deposits that exceed the insured balances.

Subsidies Receivable - Subsidies receivable is recorded net of an allowance for expected losses. The allowance is estimated from historical performance and projections of trends. The allowance for expected losses as of June 30, 2022, was \$300,000.

Investments - The School's investments are reported at their fair values in the consolidated statement of financial position. Unrealized gains and losses are included in the change in net assets. See Note 5 for discussion of fair value measurements.

Investment income and gains (losses) restricted by donors are reported as increases (decreases) in net assets without donor restrictions if the restrictions are met (either a stipulated time period ends, or a purpose restriction is accomplished) in the reporting period in which the income (loss) and gains (losses) are recognized.

Property and Equipment - Property and equipment owned by Pennsylvania Leadership Charter School and Friends of Pennsylvania Leadership Charter School are recorded at cost. Maintenance and minor repairs are charged to operations as incurred. Gains and losses on dispositions are recorded in current operations. Depreciation is provided using the straight-line method over the estimated useful lives of the related assets as follows:

Building and Improvements	3-39 Years
Computer Equipment	5 Years
Furniture and Fixtures	5-7 Years
Software	3-5 Years

Advertising Costs - Advertising costs are expensed as incurred. Advertising expense for the year ended June 30, 2022, was \$625,309.

Functional Allocation of Expenses - The School allocates its expenses on a functional basis among its program and support services. Expenses that can be identified with a specific program or support service are allocated directly according to their natural expense classification, while other expenses are allocated based on management's systematic and rational policy of estimating the percentage attributable to its program or service.

PENNSYLVANIA LEADERSHIP CHARTER SCHOOL AND
FRIENDS OF PENNSYLVANIA LEADERSHIP CHARTER SCHOOL
Notes to Consolidated Financial Statements
June 30, 2022

NOTE 4 - Investments (Continued)

Investment income, and gains and losses for investments are comprised of the following as of June 30, 2022:

Investment Income, Interest and Dividends	\$	<u>773,304</u>
Net Realized Loss on Sales of Securities	\$	(1,916,478)
Net Unrealized Loss on Investments		<u>(712,937)</u>
TOTAL REALIZED AND UNREALIZED LOSS ON INVESTMENTS	\$	<u>(2,629,415)</u>

NOTE 5 - Fair Value Measurements

The School's investments are reported at fair value. The methods used to measure fair value may produce an amount that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the School believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The fair value measurement accounting literature establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. This hierarchy consists of three broad levels: Level 1 inputs consist of unadjusted quoted prices in active markets for identical assets and have the highest priority, Level 2 inputs consist of observable inputs other than quoted prices for identical assets, and Level 3 are unobservable and have the lowest priority. The School uses appropriate valuation techniques based on the available inputs to measure the fair value of its investments. When available, the School measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. No Level 2 inputs were used. Level 3 inputs were only used when Level 1 or Level 2 inputs were not available.

Level 1 - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the School has the ability to access.

Level 2 - Inputs to the valuation methodology include:

- quoted prices for similar assets or liabilities in active markets;
- quoted prices for identical or similar assets or liabilities in inactive markets;
- inputs other than quoted prices that are observable for the asset or liability;
- inputs that are derived principally from or corroborated by observable market data by correlation or other means.

Level 3 - Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques maximize the use of relevant observable inputs and minimize the use of unobservable inputs.

**PENNSYLVANIA LEADERSHIP CHARTER SCHOOL AND
FRIENDS OF PENNSYLVANIA LEADERSHIP CHARTER SCHOOL**

Notes to Consolidated Financial Statements

June 30, 2022

NOTE 5 - Fair Value Measurements (Continued)

The following is a description of the valuation methodologies used for investments measured at fair value. There have been no changes in the methodologies used at June 30, 2022.

Annuity Contract: The annuity contract is reported at contract value, which approximates fair value. Contract value represents contributions made under the agreement, plus earnings, less withdrawals and administrative expenses. As this investment is contract-based, observable prices for identical or similar investments do not exist, and accordingly, the investment is valued using unobservable inputs and is classified as Level 3.

The following table sets forth by level, within the fair value hierarchy, the School's investments at fair value as of June 30, 2022:

	Fair Value	Fair Value Measurements Using	
		Quoted Prices in Active Markets For Identical Assets (Level 1)	Significant Unobservable Inputs (Level 3)
Fixed Income Securities	\$ 8,209,654	\$ 8,209,654	\$ 0
Annuity Contract	4,000,000	0	4,000,000
Exchange Traded Funds	375,576	375,576	0
Total Investments at Fair Value	\$ 12,585,230	\$ 8,585,230	\$ 4,000,000

There were no changes in the carrying value associated with Level 3 financial instruments carried at fair valuing during the year ended June 30, 2022.

NOTE 6 - Property and Equipment

Land	\$ 2,610,000
Building and Improvements	16,174,438
Computer Equipment	10,201,693
Furniture and Fixtures	1,418,566
Software	3,399,191
TOTAL	33,803,888
Less: Accumulated Depreciation	13,152,120
PROPERTY AND EQUIPMENT, NET	\$ 20,651,768

Depreciation expense for the year ended June 30, 2022, was \$1,927,359.

**PENNSYLVANIA LEADERSHIP CHARTER SCHOOL AND
FRIENDS OF PENNSYLVANIA LEADERSHIP CHARTER SCHOOL**

Notes to Consolidated Financial Statements

June 30, 2022

NOTE 7 - Capital Leases

The School is the lessee of equipment under capital leases expiring through March 2025. The assets and liabilities under capital lease are recorded at the lower of the present value of minimum lease payments or the fair value of the asset. The assets are amortized over the lower of their related lease terms or their estimated productive lives. Amortization of assets under capital lease is included in depreciation expense. Assets recorded under capital lease included in equipment and leasehold improvements in the accompanying consolidated statement of financial position as follows:

Equipment	\$ 7,022,382
Less: Accumulated Amortization	<u>2,203,546</u>
TOTAL EQUIPMENT UNDER CAPITAL LEASE	<u>\$ 4,818,836</u>

The following is a schedule of future minimum lease payments under capital lease, together with the present value of net minimum lease payments as of June 30, 2022:

2023	\$ 1,798,052
2024	1,234,122
2025	<u>579,998</u>
	3,612,172
Less: Amount Representing Interest	<u>202,427</u>
PRESENT VALUE OF NET MINIMUM LEASE PAYMENTS	3,409,745
Less: Current Obligations Under Capital Lease	<u>1,672,717</u>
TOTAL LONG-TERM OBLIGATIONS UNDER CAPITAL LEASE	<u>\$ 1,737,028</u>

Amortization of equipment under capital leases is included in depreciation expense for the year ended June 30, 2022.

NOTE 8 - Line of Credit

The School had available a line of credit of \$2,000,000 with variable interest at the U.S. prime rate. The line was collateralized by the School's assets. The line of credit was closed on June 22, 2022. There was no outstanding balance as of June 30, 2022.

**PENNSYLVANIA LEADERSHIP CHARTER SCHOOL AND
FRIENDS OF PENNSYLVANIA LEADERSHIP CHARTER SCHOOL**
Notes to Consolidated Financial Statements
June 30, 2022

NOTE 9 - Commitments

The School leases various equipment and real estate under operating leases at monthly costs ranging from \$8,470 to \$54,078, expiring through July 2032. Rent expense for the year ended June 30, 2022, was \$597,854.

Future lease commitments are as follows:

2023	\$ 597,152
2024	155,946
2025	<u>25,412</u>
TOTAL	<u>\$ 778,510</u>

NOTE 10 - Prior Period Adjustment

The School was originally formed as a nonprofit organization (See Note 1). Net position as of June 30, 2021, has been restated as a result of the School changing from reporting as a governmental unit, which follow the Governmental Accounting Standards Board (GASB), to following the Financial Accounting Standards Board (FASB) as a nonprofit organization. The effect of the restatement was to increase net assets without donor restrictions in aggregate in the amount of \$28,016,636 as of July 1, 2021, which consists of adjustments for the balances related to the net pension liability (including adjustments for the deferred outflows and inflows of resources) in the amount of \$26,647,687, adjustments of the net OPEB liability (including adjustments for the deferred outflows and inflows of resources) in the amount of \$1,294,149, as well as an adjustment of accrued compensated absences in the amount of \$74,800. The restatement had no effect on the change in net assets for the year ended June 30, 2022.

NOTE 11 - Retirement Plans

The School administers a 403(b) plan that covers substantially all employees under which employees make elective salary reductions to the plan. Mandatory employee contributions of 5% of eligible employee's compensation are required by employees hired after July 1, 2014. The plan provides for employer contributions of 5% of compensation for employees who are contributing mandatory employee contributions. Contribution expense for the year ended June 30, 2022, was \$831,077.

The School also contributes to a multiemployer defined benefit pension plan, the Pennsylvania Public School Employees' Retirement System (PSERS - "the Plan"), in conjunction with other public schools. The School does not directly manage this multiemployer plan, which is managed by a board of trustees. A majority of the Schools' employees are participants in this multiemployer plan as of June 30, 2022, subject to eligibility requirements.

The Plan is a governmental multiemployer cost sharing defined benefit retirement plan, not subject to reporting requirements of the Employee Retirement Income Security Act of 1974 (ERISA), as amended. The Plans' certified zone status is not available since the plans are not subject to ERISA reporting requirements.

**PENNSYLVANIA LEADERSHIP CHARTER SCHOOL AND
FRIENDS OF PENNSYLVANIA LEADERSHIP CHARTER SCHOOL**
Notes to Consolidated Financial Statements
June 30, 2022

NOTE 11 - Retirement Plans (Continued)

The risks of participating in a multiemployer plan are different from a single employer plan in the following aspects: (1) assets contributed to the multiemployer plan by one employer may be used to provide benefits to employees of other participating employers; (2) if a participating employer stops contributing to the plan, the unfunded obligations of the plan may be borne by the remaining participating employers; (3) if an employer chooses to stop participating in a multiemployer plan, the School may be required to pay the plan an amount based on the underfunded status of the plan, referred to as a withdrawal liability. If a plan were to terminate, if participants voluntarily withdrew or there was a mass withdrawal, the School may also be required to make additional payments to the plan for its proportionate share of underfunded liabilities.

The following table presents information on the Plan and the School's participation in the Plan:

Plan Name	Plan Funded Status as of June 30, 2021		School Contributions for the Year Ended June 30, 2022	Total Plan Contributions for the Year Ended June 30, 2021	Contributions Greater than 5% of Total
	Assets	Accumulated Benefit Obligation			
The Pennsylvania Public School Employees' Retirement System	\$67,248,672,000	\$112,783,340,000	\$2,655,024	\$ 4,997,912,000	No

The Schools' contributions for the year ended June 30, 2022, listed in the table above, also include amounts paid for the multiemployer postretirement healthcare programs noted below.

The Plans' accumulated benefit obligations are determined annually by the Plans' actuary. Significant actuarial assumptions utilized for the Plan include a discount rate of 7.25%, an expected rate of investment return of 7.25%, and an expected rate of salary increase of 4.50%. Plan assets for the Plans are invested in long-term asset allocation target funds. Funded status information is not available as of June 30, 2022, as actuarial valuations were not performed as of that date due to the significant cost of such retroactive calculations. However, at June 30, 2021, the plan was 59.6% funded.

In addition to the multiemployer benefit pension plan described above, the School also participates in two voluntary postemployment healthcare programs that provide postretirement benefits to the retired employees. School contributions noted above funded the postretirement health programs for the year ended June 30, 2022.

NOTE 12 - Subsequent Events

The School has evaluated subsequent events through December 20, 2022, which represents the date the consolidated financial statements were available to be issued.

On March 11, 2020, the World Health Organization declared the outbreak of a coronavirus (COVID-19) a pandemic. As a result, economic uncertainties have arisen which are likely to negatively impact operating activity. Other financial impact could occur though such potential impact is unknown at this time.

INDEPENDENT AUDITORS' REPORT
ON CONSOLIDATING INFORMATION

To the Board of Trustees
Pennsylvania Leadership Charter School and Friends of Pennsylvania Leadership Charter School
West Chester, Pennsylvania

We have audited the consolidated financial statements of Pennsylvania Leadership Charter School and Friends of Pennsylvania Leadership Charter School as of and for the year ended June 30, 2022, and our report thereon dated December 20, 2022, which expressed an unmodified opinion on those consolidated financial statements, appears on pages 1 through 3. Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The consolidating information is presented for purposes of additional analysis of the consolidated financial statements rather than to present the financial position, changes in net assets, and cash flows of the Pennsylvania Leadership Charter School and Friends of Pennsylvania Leadership Charter School and is not a required part of the consolidated 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 consolidated financial statements. The consolidating information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the consolidating information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

Rainer & Company
Rainer & Company

Newtown Square, PA
December 20, 2022

**PENNSYLVANIA LEADERSHIP CHARTER SCHOOL AND
FRIENDS OF PENNSYLVANIA LEADERSHIP CHARTER SCHOOL**

Consolidating Statement of Financial Position

June 30, 2022

<u>ASSETS</u>	<u>Pennsylvania Leadership Charter School</u>	<u>Friends of Pennsylvania Leadership Charter School</u>	<u>Eliminations</u>	<u>Total</u>
Current:				
Cash	\$ 58,485,716	\$ 15,393	\$ 0	\$ 58,501,109
State Subsidies Receivable, Net	67,810	0	0	67,810
Federal Subsidies Receivable, Net	678,476	0	0	678,476
Local Subsidies Receivable, Net	1,974,936	0	0	1,974,936
Investments	12,585,230	0	0	12,585,230
Due from Related Party	7,541,184	0	(7,541,184)	0
Security Deposits	27,106	0	0	27,106
Prepaid Expenses and Other Assets	53,566	0	0	53,566
TOTAL CURRENT ASSETS	<u>81,414,024</u>	<u>15,393</u>	<u>(7,541,184)</u>	<u>73,888,233</u>
Property and Equipment, Net	<u>9,465,240</u>	<u>11,186,528</u>	<u>0</u>	<u>20,651,768</u>
TOTAL ASSETS	<u>\$ 90,879,264</u>	<u>\$ 11,201,921</u>	<u>\$ (7,541,184)</u>	<u>\$ 94,540,001</u>
 <u>LIABILITIES</u>				
Current:				
Accounts Payable	\$ 778,176	\$ 0	\$ 0	\$ 778,176
Accrued Expenses	4,441,004	0	0	4,441,004
Due to Related Party	0	7,541,184	(7,541,184)	0
Current Portion of Capital Lease Obligation	1,672,717	0	0	1,672,717
TOTAL CURRENT LIABILITIES	<u>6,891,897</u>	<u>7,541,184</u>	<u>(7,541,184)</u>	<u>6,891,897</u>
Long Term:				
Capital Lease Obligation, Net of Current Portion	<u>1,737,028</u>	<u>0</u>	<u>0</u>	<u>1,737,028</u>
TOTAL LIABILITIES	<u>8,628,925</u>	<u>7,541,184</u>	<u>(7,541,184)</u>	<u>8,628,925</u>
 <u>NET ASSETS</u>				
Without Donor Restrictions	<u>82,250,339</u>	<u>3,660,737</u>	<u>0</u>	<u>85,911,076</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 90,879,264</u>	<u>\$ 11,201,921</u>	<u>\$ (7,541,184)</u>	<u>\$ 94,540,001</u>

PENNSYLVANIA LEADERSHIP CHARTER SCHOOL AND
FRIENDS OF PENNSYLVANIA LEADERSHIP CHARTER SCHOOL
Consolidating Statement of Activities Without Donor Restrictions
For the Year Ended June 30, 2022

	Pennsylvania Leadership Charter School Without Donor Restrictions	Friends of Pennsylvania Leadership Charter School Without Donor Restrictions	Total Without Donor Restrictions	Eliminations	Totals
Support and Revenue Without Donor Restrictions:					
Local Education Agency Assistance	\$ 62,862,819	\$ 0	\$ 62,862,819	\$ 0	\$ 62,862,819
Federal Sources	4,141,581	0	4,141,581	0	4,141,581
State Sources	96,775	0	96,775	0	96,775
TOTAL SUPPORT AND REVENUE WITHOUT DONOR RESTRICTIONS	67,101,175	0	67,101,175	0	67,101,175
Functional Expenses:					
Program Services	32,428,764	0	32,428,764	(997,025)	31,431,739
Supporting Services	17,012,270	0	17,012,270	0	17,012,270
TOTAL FUNCTIONAL EXPENSES	49,441,034	0	49,441,034	(997,025)	48,444,009
CHANGE IN NET ASSETS WITHOUT DONOR RESTRICTIONS BEFORE OTHER INCOME (EXPENSE)	17,660,141	0	17,660,141	997,025	18,657,166
Other Income (Expense):					
Investment Income, Net	773,304	0	773,304	0	773,304
Net Realized and Unrealized Gain on Investments	(2,629,415)	0	(2,629,415)	0	(2,629,415)
Loss on Disposal of Fixed Assets	(161,087)	0	(161,087)	0	(161,087)
Miscellaneous Income	922	0	922	0	922
Rental Income - Foundation	0	997,025	997,025	(997,025)	0
Depreciation Expense - Foundation	0	(272,698)	(272,698)	0	(272,698)
Repairs and Maintenance - Foundation	0	(14,860)	(14,860)	0	(14,860)
Insurance Expenses - Foundation	0	(29,960)	(29,960)	0	(29,960)
Other Expenses - Foundation	0	(42,504)	(42,504)	0	(42,504)
TOTAL OTHER INCOME (EXPENSE)	(2,016,276)	637,003	(1,379,273)	(997,025)	(2,376,298)
CHANGE IN NET ASSETS	15,643,865	637,003	16,280,868	0	16,280,868
Net Assets Without Donor Restrictions - July 1, 2021	38,589,838	3,023,734	41,613,572	0	41,613,572
Prior Period Adjustment	28,016,636	0	28,016,636	0	28,016,636
NET ASSETS WITHOUT DONOR RESTRICTIONS - JULY 1, 2021 (RESTATED)	66,606,474	3,023,734	69,630,208	0	69,630,208
NET ASSETS - ENDING	\$ 82,250,339	\$ 3,660,737	\$ 85,911,076	\$ 0	\$ 85,911,076

**PENNSYLVANIA LEADERSHIP CHARTER SCHOOL AND
FRIENDS OF PENNSYLVANIA LEADERSHIP CHARTER SCHOOL**

Consolidating Statement of Cash Flows
For the Year Ended June 30, 2022

	<u>Pennsylvania Leadership Charter School</u>	<u>Friends of Pennsylvania Leadership Charter School</u>	<u>Eliminations</u>	<u>Total</u>
Cash Flows From Operating Activities:				
Change in Net Assets	\$ 15,643,865	\$ 637,003	\$ 0	\$ 16,280,868
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities:				
Depreciation	1,654,661	272,698	0	1,927,359
Net Realized and Unrealized Loss on Investments	2,629,415	0	0	2,629,415
Loss on Disposal of Fixed Assets	161,087	0	0	161,087
Increase (Decrease) in:				
State Subsidies Receivable	(14,412)	0	0	(14,412)
Federal Subsidies Receivable	(561,120)	0	0	(561,120)
Local Subsidies Receivable	114,046	0	0	114,046
Prepaid Expenses and Other Assets	(3,054,440)			(3,054,440)
Decrease in:				
Accounts Payable	(711,010)	0	0	(711,010)
Accrued Expenses	(1,133,164)	0	0	(1,133,164)
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>14,728,928</u>	<u>909,701</u>	<u>0</u>	<u>15,638,629</u>
Cash Flows From Investing Activities:				
Payments for Property and Equipment	(2,427,907)	0	0	(2,427,907)
Proceeds from Sale of Securities	9,918,273	0	0	9,918,273
Repayment of Advances from Related Party	931,061	(931,061)	0	0
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	<u>8,421,427</u>	<u>(931,061)</u>	<u>0</u>	<u>7,490,366</u>
Cash Flows From Financing Activities:				
Repayment of Capital Lease Obligation	(1,667,140)	0	0	(1,667,140)
NET CREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	21,483,215	(21,360)	0	21,461,855
Cash and Cash Equivalents - Beginning	<u>37,002,501</u>	<u>36,753</u>	<u>0</u>	<u>37,039,254</u>
CASH AND CASH EQUIVALENTS - ENDING	<u>\$ 58,485,716</u>	<u>\$ 15,393</u>	<u>\$ 0</u>	<u>\$ 58,501,109</u>
<u>Supplemental Disclosures of Cash Flow Information:</u>				
Cash Paid During the Year for Interest	<u>\$ 141,543</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 141,543</u>
<u>Supplemental Schedule of Non-Cash Investing and Financing Activities:</u>				
Capital Lease Obligation Incurred for the Acquisition of Equipment	<u>\$ 2,653,578</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 2,653,578</u>



pennsylvania
DEPARTMENT OF EDUCATION

June 10, 2021

Dr. James Hanak

CEO

PA Leadership CS

1332 Enterprise Dr.

West Chester, PA 19380

Dear Dr. Hanak,

I thank you and your staff for participating in the Federal Programs Consolidated Review for the 2019-20 school year. Our monitoring provides a reasonable basis for our opinion on compliance for each major federal program. However, our monitoring results do not constitute a determination of Pennsylvania Leadership Charter School compliance. Based on the areas Division of Federal Program reviewed during its monitoring, we have uncovered no instances of non-compliance for the 2019-20 school year.

You may print off a copy of your completed Monitoring Instrument at <https://www.federalmonitor.com/pa> using the same username and password that you received in your monitoring notification letter sent to you in December/January. If you have any questions, please feel free to contact your regional coordinator.

Thank you for your cooperation.

Sincerely,

Susan McCrone
Chief
Division of Federal Programs

cc: Project File 2019-20

CAV Home

This is the 2019-2020 CAV for Pennsylvania Leadership Charter School

There are no issues that need to be addressed on this assessment.

Documents

No documents are currently available.

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 Market Street Harrisburg, PA 17126-0333

Division of Federal Programs
Consolidated Program Review

2019-2020 School Year

Pennsylvania Leadership Charter School
1332 Enterprise Dr.
West Chester, PA 19380

LEA Level Monitoring

	<u>Name</u>	<u>Phone Number</u>	Check if Interviewed
Superintendent:	James Hanak	610-701-3333	<input type="checkbox"/>
Business Manager:	Roger Masch	512-481-9777	<input checked="" type="checkbox"/>
Federal Program Coordinator:	Zofia Swiatek	610-701-3333	<input checked="" type="checkbox"/>
Parent/Family Member:			<input type="checkbox"/>

Program(s) Reviewed:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Title IA: Program | <input checked="" type="checkbox"/> Title IVA: Program |
| <input type="checkbox"/> Ed-Flex Waiver Review | <input type="checkbox"/> Title VI-B REAP |
| <input checked="" type="checkbox"/> Title IIA: Program | <input type="checkbox"/> Title VIII |

Program Reviewer(s): Adam Kenz

Program Review Date: 04/26/2021

Title IA: Program

Component I: Appropriately State Certified

The Local Education Agency (LEA) will ensure that all teachers and paraprofessionals working in a program supported with Title I funds meet applicable State certification and licensure requirements.

Section 1111(c)(6)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
1. Teachers and paraprofessionals working in a Title I program are appropriately state certified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> List of staff working in the Title IA program and their certifications. <input type="checkbox"/> Samples of valid level I or II certificated with appropriate content areas aligned with class schedules. <input type="checkbox"/> Emergency permits unacceptable except for Charter Schools - 25% rule <input type="checkbox"/> Report by the LEA data system on staff qualifications	
Desk monitoring only: Upload list of staff working in the Title IA program and their certifications.				Title I Program - Component I - Appropriately State Certified - Staff List with Certifications.pdf	
If you have additional comments to make about this section, enter them here:					

Component II: Equity Plan

The LEA will describe how low-income and minority children enrolled in Title I schools are not served at disproportionate rates by ineffective, out-of-field, or inexperienced teachers.

Section 1111(b)(2)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>1. The LEA has developed an Equity plan that assures, through the implementation of various strategies, poor and minority students are not taught at higher rates than other students by inexperienced, unqualified, or out-of-field teachers in Title I schools.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Equity Plan and dated agenda and sign in sheets <input checked="" type="checkbox"/> Documentation of annual review of Equity Plan <input type="checkbox"/> Teachers are reassigned, if applicable <input type="checkbox"/> Changes to union contract are made, if applicable <input type="checkbox"/> Sample class schedules with applicable staff and student percentages 	
<p>Desk monitoring only: Upload Equity Plan and agendas and sign-in sheets for Equity Plan meetings.</p>	Title I Program - Component II - Equity Plan Review Agenda.pdf				
<p>If you have additional comments to make about this section, enter them here:</p>					

Component III: Foster Care

The Local Education Agency (LEA) must develop and implement clear written procedures for how transportation will be provided, arranged, and funded for the duration of the time in foster care.

Section 1112(c)(5)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
1. The LEA developed and signed transportation procedures for students in foster care.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Written transportation procedures with signatures	<div style="text-align: center; background-color: #e0e0e0; padding: 2px;">District Comments</div> <p>2/14/2020 10:23:29 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is a cyber-school that serves students across the whole state. Due to the nature of our LEA, we do not have transportation procedures. It is our practice to provide local transportation for students for testing who are identified as either in foster care or who are homeless.</p> <div style="text-align: center; background-color: #e0e0e0; padding: 2px;">Monitor Comments</div> <p>4/26/2021 6:43:17 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School is a Cyber Charter School.</p>
Desk monitoring only: Upload written Foster Care Transportation procedures.					
If you have additional comments to make about this section, enter them here:					

Component IV: Head Start Coordination Requirements

Each LEA receiving Title I funds must carry out the activities described in subsection (b) with Head Start agencies and, if feasible, other entities carrying out early childhood development programs. Each LEA shall develop agreements with such Head Start agencies and other entities to carry out such activities.

Section 1119(a-c)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
<p>1. The LEA developed a Memorandum of Understanding (MOU) with local Head Start agency(ies) that increase coordination. Please note: If the LEA uploaded the MOU to eGrants, additional copies are not required. The monitor will view the MOU prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Signed MOU/written agreement between LEA and Head Start agency(ies)</p>	<table border="1"> <thead> <tr> <th data-bbox="1423 381 2043 430" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1423 430 2043 709"> <p>2/14/2020 10:24:48 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with Head Start programs, as the LEA is a cyber charter school serving students throughout the entire state. Cyber charters are exempt from fulfilling this requirement.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/14/2020 10:24:48 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with Head Start programs, as the LEA is a cyber charter school serving students throughout the entire state. Cyber charters are exempt from fulfilling this requirement.</p>
District Comments							
<p>2/14/2020 10:24:48 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with Head Start programs, as the LEA is a cyber charter school serving students throughout the entire state. Cyber charters are exempt from fulfilling this requirement.</p>							
Desk monitoring only: Upload signed MOU.							
<p>If you have additional comments to make about this section, enter them here:</p>							

Component V: Transition

Title I requires that activities be coordinated with outside agencies, when applicable, so that transitions from early childhood/preschool to kindergarten, middle school to high school, and high school to post-secondary education as well as school to work transitions are coordinated to prevent duplication of efforts or services.

Section 1112(b)(8)

Section 1112(b)(10)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
1. The LEA implements strategies to facilitate effective transitions for students. Please note: the LEA does not need to provide copies of the Consolidated Application; monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Consolidated Application Transition and Coordination section	
If you have additional comments to make about this section, enter them here:					

Component VI: Parent and Family Engagement

The LEA may receive funds under this part only if such agency conducts outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members in programs. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of Title I students.

Section 1116(a)(1-3)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments			
<p>1. LEA has a written Parent and Family Engagement policy and evidence that it is reviewed and updated annually. Required Components:</p> <ul style="list-style-type: none"> • description of how the LEA involves parents in the joint development of the Title I Plan (Title I Application) • description of how the LEA provides the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent involvement and described in Section 1116 parent and family involvement activities to improve student academic achievement and school performance • description of how the LEA coordinates and integrates parent and family engagement strategies under Title I, Part A with parent and family engagement strategies, with other relevant Federal, State, and local laws and programs • description of how the LEA conducts with parents an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all school served under Title I, Part A, including identifying: 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> LEA Parent and Family Engagement policy with review/revision date. Dated parent meeting agenda and sign in sheet and evidence of distribution, examples website posting, handbook, mailing, etc.	<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="1564 406 2058 462" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1564 462 2058 706"> <p>4/9/2021 9:47:10 AM Federal Program Coordinator Zofia Swiatek Evaluation and Revision were done in Zoom. Recording can be shown day of audit.</p> </td> </tr> <tr> <td data-bbox="1564 706 2058 1096"> <p>4/9/2021 9:55:59 AM Federal Program Coordinator Zofia Swiatek Distribution of FERPA documents, Parent & Family Engagement Policy, and School Parent Compact can be verified by looking at the linked images from our Shipping departments log of Academic Administration mailings.</p> </td> </tr> </tbody> </table>	District Comments	<p>4/9/2021 9:47:10 AM Federal Program Coordinator Zofia Swiatek Evaluation and Revision were done in Zoom. Recording can be shown day of audit.</p>	<p>4/9/2021 9:55:59 AM Federal Program Coordinator Zofia Swiatek Distribution of FERPA documents, Parent & Family Engagement Policy, and School Parent Compact can be verified by looking at the linked images from our Shipping departments log of Academic Administration mailings.</p>
District Comments								
<p>4/9/2021 9:47:10 AM Federal Program Coordinator Zofia Swiatek Evaluation and Revision were done in Zoom. Recording can be shown day of audit.</p>								
<p>4/9/2021 9:55:59 AM Federal Program Coordinator Zofia Swiatek Distribution of FERPA documents, Parent & Family Engagement Policy, and School Parent Compact can be verified by looking at the linked images from our Shipping departments log of Academic Administration mailings.</p>								

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<ul style="list-style-type: none"> ◦ barriers to greater participation in activities, ◦ the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers ◦ strategies to support successful school and family interactions • description of how the LEA uses the findings of the evaluation to design evidence-based strategies for more effective parental involvement, and how to revise, if necessary, the parent and family engagement policies, and • description of involvement of parents in the activities of the Title I schools. 					
<p>2. Each LEA shall reserve at least one percent of its Title I allocation to assist schools to carry out the activities in this section, unless the LEA receives less than \$500,000 in Title I funds. (This can be marked N/A in the LEA receives less than \$500,000 in Title I funds.) Please note: the LEA does not need to provide copies of the Consolidated Application; monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Consolidated Application, Reservation of Funds	
<p>3. Parents and family members of Title I students shall be involved in the decisions regarding how funds reserved are allotted for parental involvement activities. (This can be marked N/A if the LEA did not reserve funds for Parent and Family Engagement)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Dated agendas and sign in sheets demonstrating parents were included in the decision on how to use the set aside	

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>4. If the LEA received \$500,000 or more in Title I funds, the set aside funds shall be used to carry out activities and strategies consistent with the LEA Parent and Family Engagement Policy, including at least one of the following:</p> <ul style="list-style-type: none"> • supporting schools and nonprofit organizations in providing professional development for LEA and school personnel regarding parent and family engagement strategies. • supporting programs that reach parents and family members at home, in the community, and at school • disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members • collaborating, or providing subgrants to schools to enable such schools to collaborate with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement • engaging in any other activities and strategies that the LEA determines appropriate and consistent with the Parent and Family Engagement Policy. (This can be marked N/A if the LEA received \$500,000 or less in Title I funds.) 	☑	☐	☐	<p>☑ LEA Parent and Family Engagement policy, parent meeting agenda and sign in sheet</p>	
<p>5. LEA must conduct an annual evaluation of the content and effectiveness of the parent and family engagement policy use the findings of the evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies.</p>	☑	☐	☐	<p>☑ Dated agenda and sign in sheets from meeting with parents to discuss the evaluation</p> <p>☐ Surveys and collated results to demonstrate evaluation process</p>	

Desk Monitoring only:

[Title I Program - Component VI - Parents of Title I Students Invited to Meetings - Requirements 3 and 4.pdf](#)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<ul style="list-style-type: none"> • Upload LEA Parent and Family Engagement Policy, parent meeting agendas and sign in sheets, method of distribution • Upload agendas and sign in sheets that demonstrate a discussion with parents and family members, and/or the survey and results. 				<p>Title I Program - Component VI - Parent and Family Engagement Policy Distribution Verificiation - Requirement 1 (1).jpg</p> <p>Title I Program - Component VI - Parent and Family Engagement Policy Distribution Verificiation - Requirement 1 (2).jpg</p> <p>Title I Program - Component VI - Parent and Family Engagement Policy Distribution Verificiation - Requirement 1 (3).jpg</p> <p>Title I Program - Component VI - Parent and Family Engagement Policy - Requirement 1 and 4.pdf</p>	
<p>If you have additional comments to make about this section, enter them here:</p>					

Component VII: Schoolwide Programs

A LEA may consolidate and use funds under this part, together with other Federal, State, and local funds, in order to upgrade the entire educational program of a school that serves an eligible school attendance area in which not less than 40 percent of the children are from low-income families, or not less than 40 percent of the children enrolled in the school are from such families.

Section 1114

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
1. The LEA is consolidating, not coordinating, funds (state, local, and federal) in the Schoolwide program. (If not applicable, mark N/A)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Approval letter from PDE	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1543 417 2051 467" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1543 467 2051 678"> 2/14/2020 10:21:19 AM Federal Program Coordinator Zofia Swiatek The LEA does not consolidate state, local, or federal funds </td> </tr> <tr> <th data-bbox="1543 678 2051 729" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1543 729 2051 902"> 4/26/2021 6:44:01 AM Monitor Adem Oksuz The LEA does not consolidate state, local, or federal funds </td> </tr> </tbody> </table>	District Comments	2/14/2020 10:21:19 AM Federal Program Coordinator Zofia Swiatek The LEA does not consolidate state, local, or federal funds	Monitor Comments	4/26/2021 6:44:01 AM Monitor Adem Oksuz The LEA does not consolidate state, local, or federal funds
District Comments									
2/14/2020 10:21:19 AM Federal Program Coordinator Zofia Swiatek The LEA does not consolidate state, local, or federal funds									
Monitor Comments									
4/26/2021 6:44:01 AM Monitor Adem Oksuz The LEA does not consolidate state, local, or federal funds									
Desk monitoring only: Upload Approval letter from PDE stating LEA can consolidate funds.									
If you have additional comments to make about this section, enter them here:									

Component VIII: Nonpublic Schools

The LEA provides Title I services to eligible children attending nonpublic schools.

Sections 1117, 8501, and 8503 Uniform Grants Guidance (UGG) Sec. 200.313 and 200.320

If the LEA is not required to provide nonpublic services or the nonpublic official has declined services, this section can be skipped.

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>1. LEA has procedures for provision of services to eligible children attending nonpublic schools. Please note: the LEA does not need to provide copies of the Consolidated Application; monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Consolidated application, Performance Goals section listing nonpublic student's measurable goals and detailing the services provided to nonpublic students.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1640 431 2060 488" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1640 488 2060 764"> <p>2/14/2020 10:30:56 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> </td> </tr> <tr> <th data-bbox="1640 764 2060 821" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1640 821 2060 1068"> <p>4/26/2021 6:45:21 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/14/2020 10:30:56 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p>	Monitor Comments	<p>4/26/2021 6:45:21 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>
District Comments									
<p>2/14/2020 10:30:56 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p>									
Monitor Comments									
<p>4/26/2021 6:45:21 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>									

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
2. Consultation has occurred between LEA and nonpublic officials.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Copies of letters, e-mails, consultation forms, meeting sign-in sheets between LEA and nonpublic officials <input type="checkbox"/> Consolidated application Nonpublic Involvement section showing record of contacts between LEA and nonpublic schools	<div style="background-color: #cccccc; text-align: center; padding: 2px;">District Comments</div> <p>2/14/2020 10:30:59 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> <div style="background-color: #cccccc; text-align: center; padding: 2px;">Monitor Comments</div> <p>4/26/2021 6:45:34 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>
3. The results of agreement following consultation have been transmitted to the SEA's equitable services ombudsman.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Affirmation of Consultation <input type="checkbox"/> eGrants affirmation upload <input type="checkbox"/> LEA documentation that consultation has, or attempts at such consultation have, taken place <input type="checkbox"/> Emails, Return Receipt mail card, and/or Certified Letter postage receipt are required ONLY if the LEA does not have/nonpublic official fails to sign the affirmation.	<div style="background-color: #cccccc; text-align: center; padding: 2px;">District Comments</div> <p>2/14/2020 10:31:03 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> <div style="background-color: #cccccc; text-align: center; padding: 2px;">Monitor Comments</div> <p>4/26/2021 6:45:38 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
4. LEA regularly monitors the provision of Title I services to nonpublic students.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Visitation log <input type="checkbox"/> Evaluation data <input type="checkbox"/> Assessment data	<div style="background-color: #cccccc; text-align: center; padding: 2px;">District Comments</div> <p>2/14/2020 10:31:05 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> <div style="background-color: #cccccc; text-align: center; padding: 2px;">Monitor Comments</div> <p>4/26/2021 6:46:18 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>
5. LEA is evaluating the Title I program serving nonpublic school students.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Evaluation data <input type="checkbox"/> Needs assessment, survey form and collated results <input type="checkbox"/> Assessment data	<div style="background-color: #cccccc; text-align: center; padding: 2px;">District Comments</div> <p>2/14/2020 10:31:09 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> <div style="background-color: #cccccc; text-align: center; padding: 2px;">Monitor Comments</div> <p>4/26/2021 6:45:42 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>6. Nonpublic school students are receiving equitable services as discussed during consultation and Parent & Family Engagement if allocation is \$500,000 and over. Please note: the LEA does not need to provide copies of the Consolidated Application; monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Nonpublic Organizations Summary and Nonpublic Institutions sections of eGrants</p> <p><input type="checkbox"/> Announcements/sign-in sheets for Parent & Family Engagement opportunities for nonpublic teachers and parents as applicable</p>	<p style="text-align: center;">District Comments</p> <p>2/14/2020 10:31:12 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> <p style="text-align: center;">Monitor Comments</p> <p>4/26/2021 6:46:23 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>
<p>7. LEA's budget documents appropriate set-asides. Please note: the LEA does not need to provide copies of the Consolidated Application; monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Title I budget/Budget Summary section of eGrants</p>	<p style="text-align: center;">District Comments</p> <p>2/14/2020 10:31:15 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> <p style="text-align: center;">Monitor Comments</p> <p>4/26/2021 6:45:47 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>8. If LEA has Nonpublic Carryover funds, there is evidence to demonstrate Nonpublic school(s) were consulted.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Carryover section of eGrants and copies of letters, e-mails, consultation forms, meeting sign-in sheets between LEA and nonpublic officials</p>	<p style="text-align: center;">District Comments</p> <p>2/14/2020 10:31:17 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> <p style="text-align: center;">Monitor Comments</p> <p>4/26/2021 6:46:27 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>
<p>9. LEAs are properly monitoring the distribution and use of equipment and supplies purchased for the purposes of providing equitable services to eligible private school students.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Inventory list of items purchased with Title I A nonpublic funds</p> <p><input type="checkbox"/> Documentation that a physical inventory is conducted annually at the end of the school year</p>	<p style="text-align: center;">District Comments</p> <p>2/14/2020 10:31:20 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> <p style="text-align: center;">Monitor Comments</p> <p>4/26/2021 6:45:51 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>10. LEA has third-party contracts (per Uniform Grants Guidance / Procurement procedures) that include the proportionate share of Title I funds determined by eGrants.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Copy of third-party contracts that include a breakdown of instructional costs, amount of services to be delivered, administrative costs for nonpublic schools and multi-year contracts DO NOT exceed three years and contain an exit clause.</p>	<table border="1"> <thead> <tr> <th data-bbox="1646 131 2051 180">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1646 180 2051 461"> <p>2/14/2020 10:31:24 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> </td> </tr> <tr> <th data-bbox="1646 461 2051 509">Monitor Comments</th> </tr> <tr> <td data-bbox="1646 509 2051 751"> <p>4/26/2021 6:45:55 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/14/2020 10:31:24 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p>	Monitor Comments	<p>4/26/2021 6:45:55 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>
District Comments									
<p>2/14/2020 10:31:24 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p>									
Monitor Comments									
<p>4/26/2021 6:45:55 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>									
<p>11. Evidence LEA is following procurement procedures when the LEA is using a third-party provider for nonpublic equitable services.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Informal quotes or RFPs</p>	<table border="1"> <thead> <tr> <th data-bbox="1646 768 2051 816">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1646 816 2051 1097"> <p>2/14/2020 10:31:26 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> </td> </tr> <tr> <th data-bbox="1646 1097 2051 1146">Monitor Comments</th> </tr> <tr> <td data-bbox="1646 1146 2051 1388"> <p>4/26/2021 6:46:33 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/14/2020 10:31:26 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p>	Monitor Comments	<p>4/26/2021 6:46:33 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>
District Comments									
<p>2/14/2020 10:31:26 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p>									
Monitor Comments									
<p>4/26/2021 6:46:33 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>									

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>12. LEA has Title I complaint procedures available for nonpublic schools.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Copy of Complaint Procedure and verification of distribution to nonpublic schools</p>	<p style="text-align: center;">District Comments</p> <p>2/14/2020 10:31:29 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> <p style="text-align: center;">Monitor Comments</p> <p>4/26/2021 6:46:00 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>
<p>13. Transferability Sec. 5103(b)</p> <p>Up to 100% of Title II and IV funds can be transferred. Funds can be transferred into Title I and Title III but not out of either subprogram. Title IIA and IV can transfer between programs. (Complete only if transfer) Evidence of Nonpublic school consultation to discuss transferred amounts</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Agendas/sign in sheets</p> <p><input type="checkbox"/> Emails</p> <p><input type="checkbox"/> Other documentation to reflect nonpublic consultation occurred prior to the transfer of funds.</p>	<p style="text-align: center;">District Comments</p> <p>2/14/2020 10:31:31 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> <p style="text-align: center;">Monitor Comments</p> <p>4/26/2021 6:46:04 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>

Desk monitoring only:

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<ul style="list-style-type: none"> • Upload Copies of letters, e-mails, consultation forms, or meeting sign-in sheets between LEA and nonpublic officials to demonstrate services have been discussed • Upload sign in sheets or visitation logs to demonstrate LEA monitored Nonpublic school • Upload evaluation data, assessment data, or the needs assessment survey to demonstrate LEA evaluated Nonpublic Title I program. • Upload third party contracts • Upload complaint procedures 					
<p>If you have additional comments to make about this section, enter them here:</p>					

Component IX: Targeted Support and Improvement (TSI) Plans

Schools are encouraged to create a multiyear plan. The deadline for TSI schools to have their plan complete is the end of their school year. Plans must be board approved, but not approved by PDE. If the LEA is in recovery or receivership the Chief Recovery Officer or Receiver must sign off.

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Additional Evidence	Comments		
1. Each TSI school must have either a completed plan or can demonstrate progress towards completing the plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Written plan <input checked="" type="checkbox"/> evidence of progress such as stakeholder and/or planning meetings, agendas and/or sign in sheets		<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="1423 305 2060 360" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1423 360 2060 613"> 4/9/2021 8:31:40 AM Federal Program Coordinator Zofia Swiatek There is no upload feature for this component, but a plan is available in the FRCPP, as well as by request. I can email or share our plan at any time. </td> </tr> </tbody> </table>	District Comments	4/9/2021 8:31:40 AM Federal Program Coordinator Zofia Swiatek There is no upload feature for this component, but a plan is available in the FRCPP, as well as by request. I can email or share our plan at any time.
District Comments								
4/9/2021 8:31:40 AM Federal Program Coordinator Zofia Swiatek There is no upload feature for this component, but a plan is available in the FRCPP, as well as by request. I can email or share our plan at any time.								
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
If you have additional comments to make about this section, enter them here:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Title IIA: Program

Requirements

The purpose of this title is to provide grants to State educational agencies and subgrants to local educational agencies to (1) increase student achievement consistent with the challenging State academic standards; (2) improve the quality and effectiveness of teachers, principals, and other school leaders; (3) increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and (4) provide low-income and minority students greater access to effective teachers, principals, and other school leaders.

Section 2001

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
1. The LEA provides evidence that Title II activities are data driven and that if data indicates a need in higher poverty schools, priority is given to these school(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Evidence of data used to indicate large class sizes or justification for the types of professional development activities offered.			
2. The LEA provides evidence of stakeholder engagement in the development of Title II activities (including transfer discussions) e.g. parents, community members, schools staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Dated agendas and sign-in sheets for meetings that took place prior to the writing of the grant	<table border="1"> <thead> <tr> <th>District Comments</th> </tr> </thead> <tbody> <tr> <td>4/9/2021 8:56:24 AM Federal Program Coordinator Zofia Swiatek Surveys were conducted as parent attendance at planning meetings was low. More parents responded to the survey. Questions 8-13 of the Parent Survey directly impacted our efforts for the 2019-20 Title II initiatives.</td> </tr> </tbody> </table>	District Comments	4/9/2021 8:56:24 AM Federal Program Coordinator Zofia Swiatek Surveys were conducted as parent attendance at planning meetings was low. More parents responded to the survey. Questions 8-13 of the Parent Survey directly impacted our efforts for the 2019-20 Title II initiatives.
District Comments							
4/9/2021 8:56:24 AM Federal Program Coordinator Zofia Swiatek Surveys were conducted as parent attendance at planning meetings was low. More parents responded to the survey. Questions 8-13 of the Parent Survey directly impacted our efforts for the 2019-20 Title II initiatives.							

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>3. All expenditures are supplemental in nature and do not supplant, or replace, activities the LEA is required to provide under state or local law, including board approved policy.</p> <ul style="list-style-type: none"> • Detailed list of ESSA-authorized activities: • Teacher/principal evaluation. • Recruitment and retention. • Class size reduction. • PD tech integration, data usage, parent engagement, IEP, ELL, early learning, selecting and implementing assessments. • Identify trauma, mental illness, and intervention. • Safety, drug and alcohol abuse, chronic absenteeism. • Gifted learning. • Library programs. • Sex abuse. • STEM. • Improved staff working conditions (feedback). • Career/tech ed integration and work-based learning to prepare for workforce or post-secondary transition • Other uses that at meet the intent of Title IIA 	☑	☐	☐	<p>☑ Expenditure printouts indicating detailed Title II activities</p>	

Desk monitoring only:

- Upload data
- Upload meeting notices, agenda and sign-in sheets for any meetings at which stakeholders were involved in the planning of Title II activities.
- Upload list of CSR staff and their certifications or copies of teacher certificates (blackout social security numbers)

[Title II Program - Requirements - Evidence of data to indicate large class size - Requirement 1.pdf](#)
[Title II Program - Requirements - Stakeholder Engagement in Title II Activities - Requirement 2 - Teacher PD Survey.pdf](#)
[Title II Program - Requirements - Stakeholder Engagement in Title II Activities - Requirement 2 - Parent Survey.pdf](#)
[Title II Program - Requirements - Expenditures - Requirement 3 \(2\).pdf](#)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<ul style="list-style-type: none"> Upload data reports/summaries 					
<p>If you have additional comments to make about this section, enter them here:</p>					

Title IVA: Program

Requirements

The Student Support and Academic Enrichment (SSAE) program is intended to: 1) provide all students with access to a well-rounded education, 2) improve school conditions for student learning, and 3) improve the use of technology to improve the academic achievement and digital literacy of all students. (ESEA section 4101)

Sec. 4101

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
1. The LEA involves stakeholders (teachers, principals, parents/family members, specialized instructional support, nonpublic school officials (consultation), community partners/members, employers and local government representatives) in the planning of the Title IV application and activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Dated agendas and sign-in sheets for meetings that took place prior to writing the grant.					
2. If the LEA distributed funds to schools, it targeted schools that have the greatest needs; have the highest percentages or numbers of children low-income; are identified as CSI and TSI; or are identified as persistently dangerous. Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Consolidated application Selection of Schools ranking page	<table border="1"> <thead> <tr> <th>District Comments</th> </tr> </thead> <tbody> <tr> <td>2/14/2020 10:43:46 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School operates as one school, therefore, we do not distribute funds to schools.</td> </tr> <tr> <th>Monitor Comments</th> </tr> <tr> <td>4/26/2021 6:48:46 AM Monitor Adem Oksuz The LEA operates as one school and does not need to distribute funds with other schools.</td> </tr> </tbody> </table>	District Comments	2/14/2020 10:43:46 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School operates as one school, therefore, we do not distribute funds to schools.	Monitor Comments	4/26/2021 6:48:46 AM Monitor Adem Oksuz The LEA operates as one school and does not need to distribute funds with other schools.
District Comments									
2/14/2020 10:43:46 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School operates as one school, therefore, we do not distribute funds to schools.									
Monitor Comments									
4/26/2021 6:48:46 AM Monitor Adem Oksuz The LEA operates as one school and does not need to distribute funds with other schools.									

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
<p>3. The LEA continued to consult with stakeholders to improve the activities it conducts and coordinates implementation with other related activities conducted in the community</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Dated agendas and sign-in sheets</p>	<table border="1"> <thead> <tr> <th data-bbox="1459 131 2045 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1459 180 2045 461"> <p>3/11/2020 12:21:37 PM Federal Program Coordinator Zofia Swiatek February 2020 Parent Panel served as a platform for continued consultation with stakeholders. Video is too big to download and upload into FedMonitor. I can pull it up during the audit, if needed.</p> </td> </tr> </tbody> </table>	District Comments	<p>3/11/2020 12:21:37 PM Federal Program Coordinator Zofia Swiatek February 2020 Parent Panel served as a platform for continued consultation with stakeholders. Video is too big to download and upload into FedMonitor. I can pull it up during the audit, if needed.</p>
District Comments							
<p>3/11/2020 12:21:37 PM Federal Program Coordinator Zofia Swiatek February 2020 Parent Panel served as a platform for continued consultation with stakeholders. Video is too big to download and upload into FedMonitor. I can pull it up during the audit, if needed.</p>							
<p>4. LEA has only budgeted for 15% of the amount budgeted in Effective Use of Technology for technology infrastructure (devices, equipment, and software applications to address readiness shortfalls, blended learning technology software and platforms, the purchase of digital instructional resources, initial professional development activities, and one-time information technology purchases).</p> <p>Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Consolidated application showing funds in the Effective Use of Technology expenditure section</p>			
<p>5. If LEA receives more than \$30,000, the activities supported by Title IV are aligned with the needs of the district/schools. (Evidence: Needs Assessment Data that is less than 3 years old)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Dated needs Assessment</p>	<table border="1"> <thead> <tr> <th data-bbox="1459 902 2045 951" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1459 951 2045 1260"> <p>3/11/2020 12:25:50 PM Federal Program Coordinator Zofia Swiatek Annual Parent Program Quality Survey (last issued March 2019) and our School Improvement Needs Assessment conducted within the past three years assess school needs and shows alignment with grant expenditures.</p> </td> </tr> </tbody> </table>	District Comments	<p>3/11/2020 12:25:50 PM Federal Program Coordinator Zofia Swiatek Annual Parent Program Quality Survey (last issued March 2019) and our School Improvement Needs Assessment conducted within the past three years assess school needs and shows alignment with grant expenditures.</p>
District Comments							
<p>3/11/2020 12:25:50 PM Federal Program Coordinator Zofia Swiatek Annual Parent Program Quality Survey (last issued March 2019) and our School Improvement Needs Assessment conducted within the past three years assess school needs and shows alignment with grant expenditures.</p>							

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>6. If the LEA has received more than \$30,000 in Title IV funds, 20% has been budgeted for Well-Rounded Educational activities. Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	☑	☐	☐	<p>☐ Consolidated application Well-Rounded narrative completed.</p> <p>☑ Consolidated application showing funds in the Well-Rounded expenditure section</p>	
<p>7. If the LEA has received more than \$30,000 in Title IV funds, 20% has been budgeted for Safe and Healthy activities. Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	☑	☐	☐	<p>☐ Consolidated application Safe and Healthy narrative completed.</p> <p>☑ Consolidated application showing funds in the Safe and Healthy expenditure section</p>	
<p>8. If the LEA has received more than \$30,000 in Title IV funds, some funds are budgeted for Effective Use of Technology activities. Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	☑	☐	☐	<p>☐ Consolidated application Effective Use of Technology narrative completed.</p> <p>☑ Consolidated application showing funds in the Effective Use of Technology expenditure section</p>	

Desk monitoring only:

- Upload meeting notices, agenda and sign-in sheets for any meetings at which stakeholders were involved in the planning of Title IV activities.
- For those LEAs that receive more than \$30,000, upload Needs Assessment with date

[Title IV Program - Requirements - Continuation of Consultation with Parents - Parent Panel Schedule and Questions - Requirement 3.pdf](#)
[Title IV Program - Requirements - Continued Consultation with Stakeholders - Sign-In Sheet - Requirement 3.pdf](#)
[Title IV Program - Requirements - Stakeholders Needs Assessment - SIP Committee - Parents and Staff - Requirement 5.pdf](#)
[Title IV Program - Requirements - Stakeholders Needs Assessment - SIP Student Focus Group - Requirement 5.pdf](#)
[Title IV Program - Requirements - Stakeholder Involvement in Planning Title IV Activities - Guidance Survey - Requirement 1.pdf](#)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
Title IV Program - Requirements - Stakeholders Involvement in Planning Title IV Activities - Chronic Absenteeism - Requirement 1.pdf					
<p>If you have additional comments to make about this section, enter them here:</p>					

Personnel Interviews

Building	Date	Staff Member Interviewed	Staff Member Position
Pennsylvania Leadership Charter School	4/26/2021	Zofia Swiatek	Federal Programs Coordinator

**Division of Federal Program
Consolidated Program Review
2019-2020 School Year
Pennsylvania Leadership Charter School

Pennsylvania Leadership Charter School**

SCHOOL Level Monitoring

	Name	Check if Interviewed
Principal:	Mark Allen, Director of Academics	<input type="checkbox"/>
Parent:	Michael Logue, HS Principal	<input type="checkbox"/>
Parent:	Dr. Angela Hoover, Elem. Principal	<input type="checkbox"/>
Parent:	Kyana Brathwaite, parent	<input type="checkbox"/>
Parent:	_____	<input type="checkbox"/>
Parent:	_____	<input type="checkbox"/>

Program Reviewers: Adam Kenz Visit Date: 4/26/2021

School Level Monitoring

Component I: Appropriately State Certified

The Local Education Agency (LEA) and the Title I School has professional standards for paraprofessionals working in a program supported with Title I.

Sec. 1112(c)(6) Sec. 1112(e)(1)(A)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
1. All instructional paraprofessionals working in a Title I program are appropriately certified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> List of paraprofessionals working in the school & their qualifications: HS Diploma plus 2 years of college (48 credits), AA Degree or local assessment	<table border="1"> <thead> <tr> <th>District Comments</th> </tr> </thead> <tbody> <tr> <td>2/14/2020 1:34:15 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not employ para-professionals.</td> </tr> <tr> <th>Monitor Comments</th> </tr> <tr> <td>4/26/2021 6:50:15 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not employ para-professionals.</td> </tr> </tbody> </table>	District Comments	2/14/2020 1:34:15 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not employ para-professionals.	Monitor Comments	4/26/2021 6:50:15 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not employ para-professionals.
District Comments									
2/14/2020 1:34:15 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not employ para-professionals.									
Monitor Comments									
4/26/2021 6:50:15 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not employ para-professionals.									
2. Parents (in Title I schools only) are directly notified annually that they may request information regarding the professional qualifications of their child's teacher(s), and of paraprofessionals who provide instructional services to their children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Copy of Right-to-Know - Teacher Qualifications letter dated and evidence of distribution date					
3. Parents (in Title I schools only) are notified if their child is assigned to or being taught for four or more consecutive weeks by a teacher who is not appropriately state certified. (This cannot be marked N/A.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Copy of Right-to-Know - Four Consecutive Week letter <input type="checkbox"/> Evidence of distribution date with signature, if applicable					
<p>Desk Monitoring Only:</p> <ul style="list-style-type: none"> Upload list of paraprofessionals working in Title I programs with their qualifications. 									

[School Level Monitoring Program - Component 1 - Requirement 2 - Parent Right To Know Letter.pdf](#)

[School Level Monitoring Program - Component I - Requirement 2 - Evidence of Distribution of RTK Letter \(1\).jpg](#)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<ul style="list-style-type: none"> • Upload dated copy of Right-to-Know Teacher Qualification letter • Upload a copy of Right-to-Know Four Consecutive Week letter 				School Level Monitoring Program - Component I - Requirement 3 - 4 Week Letter.pdf	
<p>If you have additional comments to make about this section, enter them here:</p>					

Component II: Parent and Family Engagement

The LEA may receive funds under this part only if such agency conducts outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members in programs. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of Title I students.

Sec. 1116

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments			
<p>1. Schools receiving Title I funds shall jointly develop with, and distribute to, Title I parents and family members a written parent and family engagement policy. Parents shall be notified of the policy in an understandable and uniform format and to the extent practicable in a language the parents can understand. The policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.</p> <p>All the following are Required components:</p> <ul style="list-style-type: none"> • Convene an annual meeting at a convenient time, to which all Title I parents shall be invited and encouraged to attend, to inform parents of their school's Title I program and to explain the requirements of Title I and the right of parents to be involved. • Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parental involvement • Involve parents, in an organized ongoing, and timely way, in the planning, review, and improvement of the Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan, if applicable, except that is a school has a process in place in process for involving parents in the joint planning and design of the school's programs, the school may use the process, if such process included an adequate representation of Title I. • Provide Title I parents <ul style="list-style-type: none"> ◦ Timely information about Title I programs 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> School Parent and Family Engagement policy, (that includes all required components), with review/revision date, dated parent meeting, dated agenda & sign-in sheets, and method of distribution	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1516 417 2045 467" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1516 467 2045 748"> <p>3/11/2020 12:41:01 PM Federal Program Coordinator Zofia Swiatek Student and parent stakeholder review and revision opportunities were conducted over the course of the current school year.</p> </td> </tr> <tr> <td data-bbox="1516 748 2045 1166"> <p>4/11/2021 9:53:15 AM Federal Program Coordinator Zofia Swiatek The F&PE Policy is distributed in several ways: as part of our Student-Parent Handbook, on our school's internal facing website, and through our enrollment packet/continuing student information packet. I can provide access to these internal processes on the day of the audit.</p> </td> </tr> </tbody> </table>	District Comments	<p>3/11/2020 12:41:01 PM Federal Program Coordinator Zofia Swiatek Student and parent stakeholder review and revision opportunities were conducted over the course of the current school year.</p>	<p>4/11/2021 9:53:15 AM Federal Program Coordinator Zofia Swiatek The F&PE Policy is distributed in several ways: as part of our Student-Parent Handbook, on our school's internal facing website, and through our enrollment packet/continuing student information packet. I can provide access to these internal processes on the day of the audit.</p>
District Comments								
<p>3/11/2020 12:41:01 PM Federal Program Coordinator Zofia Swiatek Student and parent stakeholder review and revision opportunities were conducted over the course of the current school year.</p>								
<p>4/11/2021 9:53:15 AM Federal Program Coordinator Zofia Swiatek The F&PE Policy is distributed in several ways: as part of our Student-Parent Handbook, on our school's internal facing website, and through our enrollment packet/continuing student information packet. I can provide access to these internal processes on the day of the audit.</p>								

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<ul style="list-style-type: none"> ○ A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards ○ If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible. ○ If the schoolwide plan is not satisfactory to Title I parents, submit any parent comments on the plan when the school makes the plan available to the LEA. (Only applies to Schoolwide schools). ○ Shall educate teachers, specialized instructional support personnel, and other staff, with the assistance of parents, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent programs, and build ties between parents and family members and the school. ○ Describes how the school will aid parents in understanding the State's academic content standards and student achievement standards, local academic assessments and how to monitor a child's progress and work with teachers to improve the achievement of their children. ○ States that a school-parent compact was jointly developed with parents and the compact outlines how parents, the entire school staff and students will share in the responsibility for improved student achievement. 					

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<ul style="list-style-type: none"> ○ Describes how the school provides materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement. ○ States how the school will, to the extent feasible and appropriate, coordinate, and integrate parent involvement programs and activities with other Federal, State, and local programs including public preschool programs and conduct other activities, that encourage and support parents and family members in more fully participating in the education of their children. ○ States how the school will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents and family members of participating children in a format and to the extent practicable, in a language the parents and family members can understand. ○ States how the school, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children). 					

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
<p>2. Convene an annual meeting at a convenient time, to which all Title I parents shall be invited and encouraged to attend, to inform parents of their school's Title I program and to explain the requirements of Title I and the right of parents to be involved.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Dated Title I meeting agenda & sign-in sheets	<table border="1"> <thead> <tr> <th data-bbox="1514 128 2055 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1514 180 2055 532"> <p>3/11/2020 12:43:25 PM Federal Program Coordinator Zofia Swiatek Annual Fall Title Meetings were held for all parents 7PM November 1, 2019 and a morning session Monday, November 4, 2019. Recordings can be viewed by clicking the link in the Smore newsletter.</p> </td> </tr> </tbody> </table>	District Comments	<p>3/11/2020 12:43:25 PM Federal Program Coordinator Zofia Swiatek Annual Fall Title Meetings were held for all parents 7PM November 1, 2019 and a morning session Monday, November 4, 2019. Recordings can be viewed by clicking the link in the Smore newsletter.</p>
District Comments							
<p>3/11/2020 12:43:25 PM Federal Program Coordinator Zofia Swiatek Annual Fall Title Meetings were held for all parents 7PM November 1, 2019 and a morning session Monday, November 4, 2019. Recordings can be viewed by clicking the link in the Smore newsletter.</p>							

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>3. Each Title I school shall jointly develop with parents of Title I children a school parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the school and parents will build and develop a partnership to help children achieve the State's high standards. The compact shall</p> <ul style="list-style-type: none"> • describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables Title I children to meet the State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom, and participating as appropriate, in decisions relating to the education of their children and positive use of extracurricular time, and • address the importance of communication between teachers and parents on an ongoing basis through at a minimum: parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; frequent reports to parents on their children's progress; reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and ensuring two way meaningful communication between family members and school staff, and to the extent practicable, in a language that family members can understand. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> School-parent compact with review/revision date, dated agenda, sign-in sheets and method of distribution	

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>4. Title I Schools shall aid parents of Title I children in understanding such topics as the challenging State academic standards, State and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children.</p>	☑	☐	☐	<p>☑ Dated Title I meeting agenda & sign-in sheets that indicate topics of discussion</p> <p>☐ Staff/Parent meeting agendas and sign-in sheets</p>	<p style="text-align: center;">District Comments</p> <p>3/11/2020 12:59:57 PM Federal Program Coordinator Zofia Swiatek School-wide Parent data-driven webinar/meeting informed parents of standards and assessments to improve achievement.</p>
<p>5. Title I Schools shall provide materials and training to help parents to work with their children to improve their childrens achievement, such as literacy training and using technology (including education about the harms of copyright piracy) as appropriate, to foster parent involvement.</p>	☑	☐	☐	<p>☐ Training materials, evaluations, agendas & sign-in sheets, calendar of events</p> <p>☑ Workshops with copies of dated agendas and sign-in sheets.</p>	<p style="text-align: center;">District Comments</p> <p>4/15/2020 9:57:00 AM Federal Program Coordinator Zofia Swiatek These were done virtually through webinars offered over the course of the year. Webinar schedule is included as documentation for this requirement. Links and recordings can be pulled up on the day of the audit.</p>
<p>6. ALL schools teachers and staff shall annually be educated, with the assistance of parents, in how to better communicate with, or work with, parents as equal partners.</p>	☑	☐	☐	<p>☑ Dated staff meeting agendas and sign-in sheets</p> <p>☐ SPAC skits and staff agendas and sign in sheets</p> <p>☐ Dated staff meeting agenda and sign-in sheets utilizing parent survey results (open-ended questions included)</p>	

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
7. Title I Schools shall coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Transition Plan <input checked="" type="checkbox"/> Parent training materials, evaluations, agendas, calendar of events <input type="checkbox"/> Staff/Parent meeting agendas and sign-in sheets	<div style="text-align: center;">District Comments</div> <p>4/15/2020 10:13:08 AM Federal Program Coordinator Zofia Swiatek We work alongside NAFSCE, the Family Involvement Conference team, and with SPAC to strengthen our parent involvement programs.</p>
8. Title I schools shall ensure that information related to school and parent programs, meetings, and other activities is sent to Title I parents in a format and, the extent practicable, in a language the parents can understand.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Translated documents such as fliers, letters, web site postings <input type="checkbox"/> Translated Schoolwide Plan	
Desk Monitoring Only: <ul style="list-style-type: none"> • Upload School-Level Parent and Family Engagement Policy for each Title I school, parent meeting agenda and sign in sheet, and method of distribution. • Upload agenda for annual Title I meeting and sign-in sheets. • Upload School-Parent Compact for each Title I school and agenda and sign in sheet from parent meeting. • Upload Staff/Parent meeting agendas, back-to-school nights or parent training meetings. • Upload Staff/Parent meeting agendas, back-to-school nights or parent training meetings. • Upload agenda of staff meeting(s) where discussion of effective means to communicate with parents is discussed, along with sign-in sheets. Include documentation of parent involvement in the process. • Upload a sample translated document. 				School Level Monitoring Program - Component 2 - Requirement 1 - Parent and Family Engagement Policy.pdf School Level Monitoring Program - Component 2 - Requirement 1 - Parent and Family Engagement Policy Review Meeting Attendance.pdf School Level Monitoring Program - Component 2 - Requirement 2 - Annual Title I Meeting Notification.pdf School Level Monitoring Program - Component 2 - Requirement 6 - Parents Educating Staff on how to Communicate with Families.pdf School Level Monitoring Program - Component 2 - Requirement 8 - Translated Student Education Record Privacy Notification.pdf School Level Monitoring Program - Component 2 - Requirement 8 - Translated Annual Parent Right To Request Teacher Qualifications.pdf School Level Monitoring Program - Component 2 - Requirement 8 - Translated Annual Notice to Parents.pdf School Level Monitoring Program - Component 2- Requirement 7 - Integration of Parent Workshops and Programs in School Activities.pdf School Level Monitoring Program - Component 2 - Requirements 4 and 5 - Parent Webinar Series Links, Agendas, and Recordings.pdf	

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
If you have additional comments to make about this section, enter them here:					

Component III: Schoolwide Programs

An eligible school operating a schoolwide program shall develop a comprehensive plan (or amend a plan for such a program that was in existence on the day before the date of the enactment of the Every Student Succeeds Act)

Sec. 1114

If the school does not operate a Schoolwide Program, this section can be skipped.

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
<p>1. Have a completed/revised Schoolwide Plan. Plan is based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the local educational agency; and includes a description of the strategies that the school will be implementing to address school needs, including a description of how such strategies will provide opportunities for all children, including each of the subgroups of students (as defined in section 1111(c)(2)) to meet the challenging State academic standards; use methods and instructional strategies that strengthen the academic program in the school, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum, which may include programs, activities, and courses necessary to provide a well-rounded education; and address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging State academic standards.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Copy of the School Plan Template OR the Schoolwide Plan Must also provide agendas and sign-in sheets, demonstrating plan was updated within a year of the monitoring visit.	<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="1673 474 2053 521">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1673 521 2053 873"> 4/11/2021 9:51:38 AM Federal Program Coordinator Zofia Swiatek I tried to upload our A-TSI School Improvement Plan, but the file itself was too big for FedMonitor. I can pull it up the day of the audit. </td> </tr> </tbody> </table>	District Comments	4/11/2021 9:51:38 AM Federal Program Coordinator Zofia Swiatek I tried to upload our A-TSI School Improvement Plan, but the file itself was too big for FedMonitor. I can pull it up the day of the audit.
District Comments							
4/11/2021 9:51:38 AM Federal Program Coordinator Zofia Swiatek I tried to upload our A-TSI School Improvement Plan, but the file itself was too big for FedMonitor. I can pull it up the day of the audit.							
<p>Desk Monitoring Only: Upload a copy of the School Plan Template or the Schoolwide Plan and sign-in sheets and agendas demonstrating plan was updated within a year of the monitoring visit.</p>	<p style="text-align: right;"> School Level Monitoring Program - Component 3 - Requirement 1 - School-wide Plan Meetings for 2019-2020 School Year with Attached Plan.pdf School Level Monitoring Program - Component 3 - Requirement 1 - School-wide SIP Focus Group Data.docx </p>						
<p>Note: If the school does not have an approved Schoolwide Plan, must monitor requirements in the Targeted Assistance section.</p>							
<p>If you have additional comments to make about this section, enter them here:</p>							

Component IV: Targeted Assistance Programs

In all schools selected to receive funds under section 1113(c) that are ineligible for a schoolwide program under section 1114, have not received a waiver under section 1114(a)(1)(B) to operate such a schoolwide program, or choose not to operate such a schoolwide program, a local educational agency serving such school may use funds received under this part only for programs that provide services to eligible children under subsection (c) identified as having the greatest need for special assistance.

Sec. 1113

If the school does not operate a Targeted Assistance Program, this section can be skipped.

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
1. The Title I school determines which students will be served, and serves participating students identified as eligible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Selection criteria and student roster with test scores that includes rank order listing.	
2. The Title I school uses resources under this part to help eligible children meet the challenging State academic standards, which may include programs, activities, and academic courses necessary to provide a well-rounded education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> List of programs, activities, and academic courses provided to eligible children	
3. The Title I school uses methods and instructional strategies to strengthen the academic program of the school through activities, which may include expanded learning time, before- and after-school, and summer programs and opportunities; and a schoolwide tiered model to prevent and address behavior problems, and early intervening services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> List of instructional strategies including activities that strengthen the academic program provided to eligible children	
4. The Title I school coordinates with and supports the regular education program, which may include services to assist preschool children in the transition from early childhood education programs such as Head Start, the literacy program under subpart 2 of part B of title II, or State-run preschool programs to elementary school programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Documentation of regular team meetings, dated agenda, sign-in sheets, and minutes	
5. The Title I school provides professional development with resources provided under this part, and, to the extent practicable, from other sources, to teachers, principals, other school leaders, paraprofessionals, and, if appropriate, specialized instructional support personnel, and other school personnel who work with eligible children in programs under this section or in the regular education program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> List of professional development activities, dated agendas, and sign in sheets	
Desk Monitoring Only:					

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<ul style="list-style-type: none"> • Upload selection criteria and student roster with test scores that includes rank order listing • Upload a list of instructional strategies including activities that strengthen the academic program provided to eligible children • Upload a list of professional development activities, agendas, and sign in sheets 					
<p style="text-align: center;">If you have additional comments to make about this section, enter them here:</p>					

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 Market Street Harrisburg, PA 17126-0333

Division of Federal Programs
Consolidated Program Review

2019-2020 School Year

Pennsylvania Leadership Charter School
1332 Enterprise Dr.
West Chester, PA 19380

LEA Level Monitoring

	<u>Name</u>	<u>Phone Number</u>	Check if Interviewed
Superintendent:	James Hanak	610-701-3333	<input type="checkbox"/>
Business Manager:	Roger Masch	512-481-9777	<input checked="" type="checkbox"/>
Federal Program Coordinator:	Zofia V Swiatek	61070133331108	<input checked="" type="checkbox"/>
Parent/Family Member:			<input type="checkbox"/>

Program(s) Reviewed:

- Title IA: Fiscal
- Title IIA: Fiscal
- Title IIIA: Fiscal
- Title IVA: Fiscal

Program Reviewer(s): Adam Kenz

Program Review Date: 04/26/2021

Title IA: Fiscal

Component I: General Fiscal Requirements/Uniform Grants Guidance

Fiscal monitoring is different than program monitoring: Fiscal monitoring will include a review of a subgrantee's financial operations, which may include a review of internal controls for program funds in accordance with state and federal requirements, an examination of principles, laws and regulations, and a determination of whether costs are reasonable and necessary to achieve program objectives. This activity involves an assessment of financial statements, records, and procedures. It is similar to an audit but has a lesser degree of detail and depth and, usually, a higher degree of frequency.

Fiscal monitoring includes, but is not limited to:

- Reviewing a random sample (usually 3-5 per program) of invoices or bills for expenditures charged to the program to determine if appropriate units of measure are reported and that costs (units x rate) are correct and that costs align with grant objectives and were approved in the application for funds.
- Comparing budgets or budget limits to actual costs to determine if the LEAs expenditures are likely to be more or less than budgeted
- Obtaining documentation that services billed or items purchased were actually delivered according to the contract
- Comparing invoices with supporting documentation to determine that costs were allowable, necessary, and allocable.

An expenditure is allowable if it is an approved use of funds under the statute or regulations governing a program and meet the intent of the program.

An expenditure is necessary if it is part of an approved application for funding.

An expenditure is allocable to the extent that the expenditure is used to meet the intent of the grant program (costs are pro-rated across grants if used to meet several grant program objectives).

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
-------------	--------------	-----	---------	-----	--------------------------------------	----------

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>1. Audits</p> <p>The SEA ensures that LEAs are audited annually, if required, and that all corrective actions identified through this process are fully implemented. NOTE: The most recent federal audit corrective actions may not be fully implemented if the audit was just completed in the last few months.</p> <p>Uniform Grants Guidance Section 200.501</p>	<p>1. Copies of single audit reports (2 most recent), corrective action plans and approval documents for the LEA</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Two most recent audit reports (federal programs only, sections tabbed and marked)</p> <p><input type="checkbox"/> LEA response to findings</p> <p><input type="checkbox"/> PDE follow-up review of findings</p> <p><input type="checkbox"/> Independent auditor report shows that LEA has completed all corrective actions</p>	
<p>2. Equipment and Related Property</p> <p>UGG Sec. 200.313</p>	<p>1. LEA maintains Inventory records, purchase orders and receipts for equipment (over \$5,000) purchased and Computing Devices and Special Purpose Equipment (\$300 - \$4,999)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Inventory list of items purchased with Title I A.</p>	

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
	2. LEA conducts a physical inventory of all items every two years	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Documentation that physical inventory was conducted within the last two years	<div data-bbox="1667 131 2051 175" style="background-color: #cccccc; text-align: center;">District Comments</div> <div data-bbox="1667 183 2051 488"> <p>4/9/2021 1:13:08 PM Federal Program Coordinator Zofia Swiatek 2019-20 was the first year that inventory record keeping is required, based on unit cost and type of equipment.</p> </div> <div data-bbox="1667 496 2051 540" style="background-color: #cccccc; text-align: center;">Monitor Comments</div> <div data-bbox="1667 548 2051 813"> <p>4/26/2021 6:52:20 AM Monitor Adem Oksuz The LEA states 2019-20 was the first year that inventory record keeping is required, based on unit cost and type of equipment.</p> </div>
3. Obligating Funds UGG Sec. 200.309	1. LEA began obligating funds on or after the programs' approved/submit date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> List approval/submit date in comment section <input checked="" type="checkbox"/> Documentation that program funds were not spent prior to program approval/submit date	<div data-bbox="1667 841 2051 885" style="background-color: #cccccc; text-align: center;">District Comments</div> <div data-bbox="1667 893 2051 1198"> <p>4/9/2021 12:41:06 PM Federal Program Coordinator Zofia Swiatek Expenditures for Title I is linked here, but a closer look can be offered day of the audit by reviewing the 2019-20 Title Grant workbook.</p> </div>

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
4. Record Retention UGG Sec. 200.333	1. Federal program records are maintained for a period of 7 years (current year plus 6 prior)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Evidence that records are maintained for a period of seven years	<table border="1"> <thead> <tr> <th data-bbox="1663 131 2055 180">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1663 180 2055 532"> 4/9/2021 1:19:42 PM Federal Program Coordinator Zofia Swiatek Physical files are kept on-site in a locked closet. 2013-2014 Title binder is there. I will pick up the binder the Friday before to show it during audit day. </td> </tr> </tbody> </table>	District Comments	4/9/2021 1:19:42 PM Federal Program Coordinator Zofia Swiatek Physical files are kept on-site in a locked closet. 2013-2014 Title binder is there. I will pick up the binder the Friday before to show it during audit day.
District Comments								
4/9/2021 1:19:42 PM Federal Program Coordinator Zofia Swiatek Physical files are kept on-site in a locked closet. 2013-2014 Title binder is there. I will pick up the binder the Friday before to show it during audit day.								
5. Performance Goal Reporting Verification UGG 200.328	1. LEA has submitted the Performance Goal Output Report, for the prior year, for Title IA. Please note: the LEA does not need to provide copies of the Consolidated Application. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Consolidated Application, Performance Goal Output Report in Title IA			
	2. Backup documentation exists for the performance goal report that aligns with the data indicated in the goals that would be used to determine success.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Data reports/summaries must be present at time of monitoring.			

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>6. Conflict of Interest Policy</p> <p>UGG Sec 200.112</p>	<p>1. Conflict of Interest Requirement the non-federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with the applicable Federal awarding agency policy, which includes:</p> <ul style="list-style-type: none"> • Standards of Conduct (covering conflicts of interest when governing the actions of its employees engaged in the selection award and administration of contracts) • Organizational Conflicts- (relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization) • Disciplinary Actions- (actions taken against an individual who violates the standards of conduct) • Mandatory Disclosure- (potential conflict disclosed in writing) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Board Approved policy, <input type="checkbox"/> Self-disclosure form, <input type="checkbox"/> Resolution form or other evidence of how it was resolved (waived, or disciplinary actions taken) 	
<p>7. Allowability of Costs</p> <p>UGG Sec 200.43</p>	<p>1. Allowability of Costs Requirement Expenditures must be aligned with approved budgeted items and when determining how the District expends its funds the procedures must include the following cost principles:</p> <ul style="list-style-type: none"> • Necessary, reasonable and allocable • Conform with federal law and grant terms • Consistent with state and local policies • Adequately documented 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Review program expenditures <input type="checkbox"/> Review Allowability of Costs Procedures to check for internal controls relating to bulleted items. 	

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>8. Procurement</p> <p>UGG Sec 200.320, 100.67, 200.88</p>	<p>1. Procurement the LEA maintains purchasing procedures</p> <p>Micro-purchases (purchase up to \$10,000)</p> <ul style="list-style-type: none"> • Small Purchase (between \$10,000-\$250,000) • Sealed Bids (purchases over \$250,000 with formal advertising) • Competitive Proposals (more than one source submitting a proposal) • Non-competitive Proposals i.e. Sole Source (Solicitation of a proposal from only one source) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Procurement procedures exist and include the specific procedures to be followed internally for the five procurement levels</p> <p><input type="checkbox"/> Evidence that procurement procedures were followed for 3-5 tested random expenditures.</p>	
<p>9. Cash Management Procedures</p> <p>UGG Sec 200.305</p>	<p>1. Cash Management - the LEA must maintain written procedures to implement the following cash management requirements:</p> <ul style="list-style-type: none"> • Reimbursements - explain what happens if the LEA is initially charging federal grant expenditures to nonfederal funds • Advances - explain what happens if the LEA receives advance payments of federal grant funds • Interest - explain how the LEA will manage interest earned on federal grant awards 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Procedures are available that address the three components</p> <p><input type="checkbox"/> Evidence that LEA returned interest earned in excess of \$500 to federal government, if applicable</p>	

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
10. Travel Reimbursement UGG Sec 200.474	1. Travel the LEA must have written travel policies for travel costs to be allowable <ul style="list-style-type: none"> • Types of travel (single day, overnight or out-of-state) • What expenses may be reimbursed (food, lodging, transportation, airfare) • What type of documentation is needed for reimbursement? (pre-approval travel form, receipts, post travel form) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Board approved policies available for review <input type="checkbox"/> Samples of travel requests reviewed followed policy <input type="checkbox"/> Prior written approval was obtained by PDE for out of state travel					
11. Prior Written Approval for Various Expenditures UGG Sec 200.413, 200.474, 200.438, 200.439, 200.454	1. LEA must obtain prior written approval for the following expenditures: <ul style="list-style-type: none"> • Salaries of Administrative Staff (Clerical and Federal Program Coordinators) (200.413(c)) • Out of State Travel for workshops/conferences (200.474) • Entertainment Costs (200.438) • Equipment (200.439) • Student Activity Costs • Memberships, subscriptions, and Professional Activities (200.454) 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Items were included in approved consolidated application budgets and/or narratives <input type="checkbox"/> Emails or other correspondence with regional coordinator requesting and receiving approval for expenditures.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">District Comments</th> </tr> </thead> <tbody> <tr> <td>2/14/2020 10:58:50 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School has not written in these expenditures into the grant and will not be using Title IA funding for this purpose.</td> </tr> <tr> <th style="background-color: #cccccc;">Monitor Comments</th> </tr> <tr> <td>4/26/2021 6:54:16 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School has not written these expenditures into the grant and will not be using Title IA funding for this purpose.</td> </tr> </tbody> </table>	District Comments	2/14/2020 10:58:50 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School has not written in these expenditures into the grant and will not be using Title IA funding for this purpose.	Monitor Comments	4/26/2021 6:54:16 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School has not written these expenditures into the grant and will not be using Title IA funding for this purpose.
District Comments										
2/14/2020 10:58:50 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School has not written in these expenditures into the grant and will not be using Title IA funding for this purpose.										
Monitor Comments										
4/26/2021 6:54:16 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School has not written these expenditures into the grant and will not be using Title IA funding for this purpose.										

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>12. Carryover</p> <p>The LEA complies with the carryover provisions of Title I.</p> <p>Sec. 1127</p>	<p>1. LEAs with Title I allocations greater than \$50,000 per year have not carried over more than 15% of their allocation from one year to next unless the SEA has waived the limitation (allowable once every 3-year cycle if the SEA believes the request is reasonable and necessary</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Consolidated Application Carryover section</p> <p><input type="checkbox"/> Waiver request and Carryover Waiver Approval Letter</p>	<p style="text-align: center;">District Comments</p> <p>2/14/2020 10:59:47 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School has not carried over funding to date.</p> <p style="text-align: center;">Monitor Comments</p> <p>4/26/2021 6:54:29 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School has not carried over funding to date.</p>
<p>13. Rank Order</p> <p>The LEA ensures that it complies with the requirements of Title I when allocating funds to eligible school attendance areas or schools in rank order of poverty based on the number of children from low-income families who reside in an eligible school attendance area.</p> <p>Sec. 1113</p>	<p>1. The LEA must rank buildings highest to lowest based on poverty percentages. All buildings over 75% low-income must be served, regardless of grade span, in rank order. Buildings below 75% can be served in rank order in two manners, either still in rank order regardless of grade span, or by rank order within grade span." This can be marked N/A only if one of the following applies; the LEA has one building per grade span, the LEA is a single building, less than 1,000 district enrollment, or a Charter School.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Building Level Title I Expenditures</p>	<p style="text-align: center;">District Comments</p> <p>2/14/2020 11:00:39 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is one school and therefore does not rank.</p> <p style="text-align: center;">Monitor Comments</p> <p>4/26/2021 6:54:39 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School is one school and therefore does not rank.</p>

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	<p>2. Buildings above 75% low-income must be served and can only not be served after written approval has been established by PDE. If an LEA has a building over 75%, this cannot be marked N/A. Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Consolidated Application, Selection of Schools <input type="checkbox"/> Approval by Regional Coordinator and evidence of a supplemental program 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">District Comments</th> </tr> </thead> <tbody> <tr> <td>2/14/2020 11:02:27 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is one school and therefore does not rank.</td> </tr> <tr> <th style="background-color: #cccccc;">Monitor Comments</th> </tr> <tr> <td>4/26/2021 6:54:45 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School is one school and therefore does not rank.</td> </tr> </tbody> </table>	District Comments	2/14/2020 11:02:27 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is one school and therefore does not rank.	Monitor Comments	4/26/2021 6:54:45 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School is one school and therefore does not rank.
District Comments										
2/14/2020 11:02:27 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is one school and therefore does not rank.										
Monitor Comments										
4/26/2021 6:54:45 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School is one school and therefore does not rank.										
	<p>3. Pre-kindergarten children are excluded from the poverty count of any school</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> PIMS Report on Economically Disadvantaged <input type="checkbox"/> Other printed documentation showing Pre-K excluded from enrollment counts 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">District Comments</th> </tr> </thead> <tbody> <tr> <td>2/14/2020 11:03:19 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is one school and therefore does not rank.</td> </tr> <tr> <th style="background-color: #cccccc;">Monitor Comments</th> </tr> <tr> <td>4/26/2021 6:54:52 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School is one school and therefore does not rank.</td> </tr> </tbody> </table>	District Comments	2/14/2020 11:03:19 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is one school and therefore does not rank.	Monitor Comments	4/26/2021 6:54:52 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School is one school and therefore does not rank.
District Comments										
2/14/2020 11:03:19 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is one school and therefore does not rank.										
Monitor Comments										
4/26/2021 6:54:52 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School is one school and therefore does not rank.										

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>14. Comparability</p> <p>The LEA complies with the comparability provisions of Title I</p> <p>Sec. 1118(c)</p>	<p>1. Title I Comparability Report comparing Title I schools to non-Title I schools reported to SEA annually in Pennsylvania and submitted by November 15 Please note: the LEA does not need to provide evidence. Monitor will view prior to monitoring from the Comparability website. By checking this as met you are ensuring compliance with this requirement.</p>	☑	☐	☐	<p>☐ Detailed Data Sheet and Assurance page</p> <p>☑ Assurance page for those LEAs that are exempt</p>	<table border="1"> <thead> <tr> <th data-bbox="1667 131 2049 180">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1667 180 2049 456"> <p>2/14/2020 11:07:15 AM</p> <p>Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is a charter school and is therefore exempt.</p> </td> </tr> <tr> <th data-bbox="1667 456 2049 505">Monitor Comments</th> </tr> <tr> <td data-bbox="1667 505 2049 751"> <p>4/26/2021 9:59:12 AM</p> <p>Monitor Adem Oksuz Pennsylvania Leadership Charter School submitted Title I Comparability assurances.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/14/2020 11:07:15 AM</p> <p>Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is a charter school and is therefore exempt.</p>	Monitor Comments	<p>4/26/2021 9:59:12 AM</p> <p>Monitor Adem Oksuz Pennsylvania Leadership Charter School submitted Title I Comparability assurances.</p>
District Comments										
<p>2/14/2020 11:07:15 AM</p> <p>Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is a charter school and is therefore exempt.</p>										
Monitor Comments										
<p>4/26/2021 9:59:12 AM</p> <p>Monitor Adem Oksuz Pennsylvania Leadership Charter School submitted Title I Comparability assurances.</p>										
<p>15. Compliance to Reservations</p> <p>The LEA complies with requirements regarding the reservation of funds.</p> <p>Sec. 1113(c)(3), 42 U.S.C 11432</p> <p>Sec. 1116(a)(3)</p>	<p>1. The LEA has reserved funds for Homeless students at both Title I served and non-Title I served buildings. This is a district-level reservation. Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	☑	☐	☐	<p>☐ Consolidated Application Reservation of Funds page</p> <p>☑ Consolidated Application Title I budget</p> <p>☐ Statement of expenditures for homeless</p>					

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	<p>2. LEAs receiving more than \$500,000 in Title I funds have reserved a minimum of 1% of the allocation for parent and family engagement and have distributed a minimum of 90% of those funds to the school level. A LEA may reserve more than 1% of the allocation. The 90% building-level allocation rule is only applicable against the original 1%, not any percentage above. Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Consolidated Application, Reservation of Funds</p> <p><input type="checkbox"/> Procedure for allocation of at least 90% of Parent and Family Engagement funds to the school level must be demonstrated and applicable expenditures provided as evidence of compliance</p>					
	<p>3. LEA reserved appropriate funds for Neglected Institution served. (If not used, select NA)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Statement of expenditures for Neglected Institution</p>	<table border="1"> <thead> <tr> <th data-bbox="1663 618 2055 667" style="background-color: #cccccc;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1663 667 2055 943"> <p>2/14/2020 11:09:42 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not serve any neglected institutions.</p> </td> </tr> <tr> <th data-bbox="1663 943 2055 992" style="background-color: #cccccc;">Monitor Comments</th> </tr> <tr> <td data-bbox="1663 992 2055 1237"> <p>4/26/2021 6:55:47 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not serve any neglected institutions.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/14/2020 11:09:42 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not serve any neglected institutions.</p>	Monitor Comments	<p>4/26/2021 6:55:47 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not serve any neglected institutions.</p>
District Comments										
<p>2/14/2020 11:09:42 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not serve any neglected institutions.</p>										
Monitor Comments										
<p>4/26/2021 6:55:47 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not serve any neglected institutions.</p>										

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	<p>4. The LEA has reserved funds for Foster students at both Title I served and non-Title I served buildings. This is a district-level reservation. (LEAs are not required to set aside funds for Foster students. This can be marked N/A If not used).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Statement of expenditures for Foster	<table border="1"> <thead> <tr> <th data-bbox="1663 131 2055 180">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1663 180 2055 461"> 2/14/2020 11:10:06 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School did not reserve funds for foster students. </td> </tr> <tr> <th data-bbox="1663 461 2055 509">Monitor Comments</th> </tr> <tr> <td data-bbox="1663 509 2055 753"> 4/26/2021 6:56:04 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School did not reserve funds for foster students. </td> </tr> </tbody> </table>	District Comments	2/14/2020 11:10:06 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School did not reserve funds for foster students.	Monitor Comments	4/26/2021 6:56:04 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School did not reserve funds for foster students.
District Comments										
2/14/2020 11:10:06 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School did not reserve funds for foster students.										
Monitor Comments										
4/26/2021 6:56:04 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School did not reserve funds for foster students.										
	<p>5. If LEA has indicated the use of the Salary and Fringe Benefit set-aside on the Reservation of Funds worksheet, does documentation exist to show how the calculation was derived. (If not used, select NA)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Spreadsheet demonstrating calculations	<table border="1"> <thead> <tr> <th data-bbox="1663 769 2055 818">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1663 818 2055 1099"> 2/14/2020 1:02:10 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not use Title IA funding for Salary and Fringe Benefit set-aside. </td> </tr> <tr> <th data-bbox="1663 1099 2055 1148">Monitor Comments</th> </tr> <tr> <td data-bbox="1663 1148 2055 1391"> 4/26/2021 6:56:15 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not use Title IA funding for Salary and Fringe Benefit set-aside. </td> </tr> </tbody> </table>	District Comments	2/14/2020 1:02:10 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not use Title IA funding for Salary and Fringe Benefit set-aside.	Monitor Comments	4/26/2021 6:56:15 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not use Title IA funding for Salary and Fringe Benefit set-aside.
District Comments										
2/14/2020 1:02:10 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not use Title IA funding for Salary and Fringe Benefit set-aside.										
Monitor Comments										
4/26/2021 6:56:15 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not use Title IA funding for Salary and Fringe Benefit set-aside.										

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	6. The LEA indicated the use of Optional set asides, such as audit, community day programs, district wide professional development, pupil transportation, pre-school programs, program evaluation, summer and intersession programs, state and federal liaison on the set-aside Reservation of Funds worksheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> LEA Title I budget and expenditures	<table border="1"> <tr> <th data-bbox="1663 131 2055 180">District Comments</th> </tr> <tr> <td data-bbox="1663 180 2055 461"> 2/14/2020 1:02:43 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not use Title IA funding for optional set-asides. </td> </tr> <tr> <th data-bbox="1663 461 2055 509">Monitor Comments</th> </tr> <tr> <td data-bbox="1663 509 2055 751"> 4/26/2021 6:56:26 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not use Title IA funding for optional set-asides. </td> </tr> </table>	District Comments	2/14/2020 1:02:43 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not use Title IA funding for optional set-asides.	Monitor Comments	4/26/2021 6:56:26 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not use Title IA funding for optional set-asides.
District Comments										
2/14/2020 1:02:43 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not use Title IA funding for optional set-asides.										
Monitor Comments										
4/26/2021 6:56:26 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not use Title IA funding for optional set-asides.										
16. Transferability Sec 5103(b)	1. Up to 100% of Title II and IV funds can be transferred. Funds can be transferred into Title I and Title III but not out of either subprogram. Title IIA and IV can transfer between programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Expenditures aligned to transferred into subprogram <input type="checkbox"/> Consolidated Application, Transferability page	<table border="1"> <tr> <th data-bbox="1663 768 2055 816">District Comments</th> </tr> <tr> <td data-bbox="1663 816 2055 1060"> 2/14/2020 11:16:27 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not transfer funds across grants. </td> </tr> <tr> <th data-bbox="1663 1060 2055 1109">Monitor Comments</th> </tr> <tr> <td data-bbox="1663 1109 2055 1318"> 4/26/2021 6:56:39 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not transfer funds across grants. </td> </tr> </table>	District Comments	2/14/2020 11:16:27 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not transfer funds across grants.	Monitor Comments	4/26/2021 6:56:39 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not transfer funds across grants.
District Comments										
2/14/2020 11:16:27 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not transfer funds across grants.										
Monitor Comments										
4/26/2021 6:56:39 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not transfer funds across grants.										

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	2. Evidence that Nonpublic school consultation to discuss transfer of funds occurred prior to the transfer of funds.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Agendas/sign in sheets <input type="checkbox"/> Emails <input type="checkbox"/> Other documentation to reflect consultation occurred prior to the transfer of funds	<table border="1"> <thead> <tr> <th data-bbox="1663 131 2055 180">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1663 180 2055 461"> 2/14/2020 11:16:44 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not transfer grants and does not serve non-public schools. </td> </tr> <thead> <tr> <th data-bbox="1663 461 2055 509">Monitor Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1663 509 2055 753"> 4/26/2021 6:57:23 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not transfer grants and does not serve non-public schools. </td> </tr> </tbody> </tbody></table>	District Comments	2/14/2020 11:16:44 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not transfer grants and does not serve non-public schools.	Monitor Comments	4/26/2021 6:57:23 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not transfer grants and does not serve non-public schools.
District Comments										
2/14/2020 11:16:44 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not transfer grants and does not serve non-public schools.										
Monitor Comments										
4/26/2021 6:57:23 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not transfer grants and does not serve non-public schools.										
If you have additional comments to make about this section, enter them here:										
17. Time Documentation UGG Section 200.430	1A. The LEA maintains semi-annual certifications for all employees paid through a federal grant and working on a single cost objective. Single funding certifications are signed after the fact by the employee or supervisor with direct knowledge of the employee's activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Semi-annual time certifications					

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	1B. If LEA is using single funding certifications to document time for an employee with a fixed schedule, prior written approval from DFP was obtained.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Documentation of Fixed schedule semi-annual time documentation DFP approval	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1663 131 2055 180" style="background-color: #cccccc;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1663 180 2055 496"> 4/9/2021 1:28:59 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not fund split-funded employees with fixed schedules out of Title I funds. </td> </tr> <tr> <th data-bbox="1663 496 2055 545" style="background-color: #cccccc;">Monitor Comments</th> </tr> <tr> <td data-bbox="1663 545 2055 821"> 4/26/2021 6:56:53 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not fund split-funded employees with fixed schedules out of Title I funds. </td> </tr> </tbody> </table>	District Comments	4/9/2021 1:28:59 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not fund split-funded employees with fixed schedules out of Title I funds.	Monitor Comments	4/26/2021 6:56:53 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not fund split-funded employees with fixed schedules out of Title I funds.
District Comments										
4/9/2021 1:28:59 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not fund split-funded employees with fixed schedules out of Title I funds.										
Monitor Comments										
4/26/2021 6:56:53 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not fund split-funded employees with fixed schedules out of Title I funds.										

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	<p>2. The LEA maintains Personnel Activity Reports (PARs) for employees who works on multiple cost objectives and are paid in full or in part from a federal grant. PARs include 100% of the employees time, are broken out by multiple cost objectives, are signed by the employee after the fact, are collected multiple times a year and are reconciled against payroll records so that the total amount charged to the federal grant is supported by the PARs.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Time logs <input type="checkbox"/> Staff schedules	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">District Comments</th> </tr> </thead> <tbody> <tr> <td>2/14/2020 11:17:42 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not have any employees who work on multiple cost objectives under this year's Title IA grant.</td> </tr> <tr> <th style="background-color: #cccccc;">Monitor Comments</th> </tr> <tr> <td>4/26/2021 6:57:07 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not have any employees who work on multiple cost objectives under this year's Title IA grant.</td> </tr> </tbody> </table>	District Comments	2/14/2020 11:17:42 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not have any employees who work on multiple cost objectives under this year's Title IA grant.	Monitor Comments	4/26/2021 6:57:07 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not have any employees who work on multiple cost objectives under this year's Title IA grant.
District Comments										
2/14/2020 11:17:42 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not have any employees who work on multiple cost objectives under this year's Title IA grant.										
Monitor Comments										
4/26/2021 6:57:07 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not have any employees who work on multiple cost objectives under this year's Title IA grant.										

Desk Monitoring only:

- Upload inventory list for public and Non-public programs
- Upload data reports/summaries
- Upload Conflict of Interest Policy and Travel Reimbursement Policy, Cash Management Procedure, Allowability of Costs Procedure and Procurement Procedure
- Upload Carryover Waiver Approval Letter, if applicable
- Upload building level budgets for each Title I building
- Upload Documentation of LEA methodology for allocating state and local funds to buildings.
- For LEAs not exempt, upload Comparability Assurance page and Detailed data sheet. For those LEAs that are exempt, upload Assurance page.
- Upload MOE letter from PDE
- Upload agendas, sign in sheets, emails, or other documentation to reflect Non-public consultation occurred.

- [Title I Fiscal - Component I - UGG - Requirement 3 - Obligation of Funds - Title I Master.pdf](#)
- [Title I Fiscal - Component I - UGG - Requirement 5 - Performance Goal Reporting Verification - Back Up Documentation.pdf](#)
- [Title I Fiscal - Component I - UGG - Requirement 6 - Conflict of Interest Policy.pdf](#)
- [Title I Fiscal - Component I - UGG - Requirement 7 - Allowability of Costs Policy.pdf](#)
- [Title I Fiscal - Component I - UGG - Requirement 8 - Procurement Procedures Policy.pdf](#)
- [Title I Fiscal - Component I - UGG - Requirement 9 - Cash Management Procedures Policy.pdf](#)
- [Title I Fiscal - Component I - UGG - Requirement 10 - Travel Reimbursement Policy.pdf](#)
- [Title I Fiscal - Component I - UGG - Requirement 1 - 2017 Single Audit.pdf](#)

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
					Title I Fiscal - Component I - UGG - Requirement 1 - 2018 Single Audit.pdf Title I Fiscal - Component I - UGG - Requirement 14 - Comparability Assurances.pdf Title I Fiscal - Component I - UGG - Requirement 17 - Time Documentation - 1A.pdf	

Community Eligibility Provision (CEP) 7 CFR 245.9(f)97) (iii)

The Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296) offers LEAs an alternative to collecting household applications in the National School Lunch and National School Breakfast Programs, which eliminates unnecessary paperwork previously required by the Richard B. Russell National School Lunch Act. The CEP is a reimbursement option for eligible LEAs and schools that wish to offer free meals to all children in high-poverty schools.

If the LEA does not use the Community Eligibility Provision (CEP), this section can be skipped.

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>1. Did your LEA have schools that participated in the Community Eligibility Provision (CEP) during the 18-19 SY? This is asked for 19-20 monitoring because data from the previous year is used for the current year Selection of Schools and Nonpublic Equitable Share data</p> <p>Note: If your LEA has schools that have adopted CEP for the first time during the 19-20 SY this answer is "no". Note: If a "no" answer the remaining questions can be marked N/A.</p> <p>Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Consolidated Application, Selection of Schools</p>	

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>2. LEA has a data source/process that was used to ensure that CEP building low-income data was uniform with other non-CEP buildings and/or was equitable in regard to nonpublic schools. Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Consolidated Application Selection of Schools <input type="checkbox"/> The 1.6 multiplier was applied against CEP data from participating schools to make it uniform with traditional Free and Reduced Lunch data at non-CEP schools. <input type="checkbox"/> Raw CEP/Direct Certification (DC) data was utilized at all schools in a uniform manner without a multiplier and regardless of whether or not a school was CEP participating or not. <input type="checkbox"/> A survey that looked like the old Free and Reduced lunch survey - but which made clear that it was not a requirement of the food subsidy program - was sent to participating CEP schools. Non-CEP schools would use the traditional free and reduced forms. 	

Title IIA: Fiscal

Requirements

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>1. Supplement/Supplant</p> <p>The LEA ensures that Federal funds are used only to supplement or increase non-Federal sources used for the education of participating students and not to supplant funds from non-Federal sources</p> <p>Sec. 1118(b)</p>	<p>1. Title II - the LEA approved budget and records of expenditures of Title II funds match</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Title II budgets</p> <p><input type="checkbox"/> LEA budget</p> <p><input checked="" type="checkbox"/> Statement of Expenditures for Title II</p>	
<p>2. Time Documentation</p> <p>UGG 200.430</p>	<p>1A. The LEA maintains semi-annual certifications for all employees paid through a federal grant and working on a single cost objective. Single funding certifications are signed after the fact by the employee or supervisor with direct knowledge of the employee's activities.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Semi-annual time certifications</p>	

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	1B. If LEA is using single funding certifications to document time for an employee with a fixed schedule, prior written approval from DFP was obtained.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Documentation of Fixed schedule semi-annual time documentation DFP approval	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1619 131 2055 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1619 180 2055 496"> <p>4/9/2021 1:26:58 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School did not use Title IIA funding to pay for any split-funded employees with fixed schedules.</p> </td> </tr> <tr> <th data-bbox="1619 496 2055 545" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1619 545 2055 821"> <p>4/26/2021 6:58:48 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School did not use Title IIA funding to pay for any split-funded employees with fixed schedules.</p> </td> </tr> </tbody> </table>	District Comments	<p>4/9/2021 1:26:58 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School did not use Title IIA funding to pay for any split-funded employees with fixed schedules.</p>	Monitor Comments	<p>4/26/2021 6:58:48 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School did not use Title IIA funding to pay for any split-funded employees with fixed schedules.</p>
District Comments										
<p>4/9/2021 1:26:58 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School did not use Title IIA funding to pay for any split-funded employees with fixed schedules.</p>										
Monitor Comments										
<p>4/26/2021 6:58:48 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School did not use Title IIA funding to pay for any split-funded employees with fixed schedules.</p>										

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
	2. The LEA maintains Personnel Activity Reports (PARs) for employees who works on multiple cost objectives and are paid in full or in part from a federal grant. PARs include 100% of the employees time, are broken out by multiple cost objectives, are signed by the employee after the fact, are collected multiple times a year and are reconciled against payroll records so that the total amount charged to the federal grant is supported by the PARs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Time logs <input type="checkbox"/> Staff schedules	<p style="text-align: center;">District Comments</p> <p>2/14/2020 11:45:30 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School did not use Title IIA funding to pay for any employees who work on multiple cost objectives, therefore this does not apply.</p> <p style="text-align: center;">Monitor Comments</p> <p>4/26/2021 6:58:59 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School did not use Title IIA funding to pay for any employees who work on multiple cost objectives, therefore this does not apply.</p>
3. Performance Goal Reporting Verification UGG 200.328	1. LEA has submitted the Performance Goal Output Report for Title II by the due date. Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Consolidated Application, Performance Goal Output Report in Title II.	
	2. Backup documentation exists for the performance goal report that aligns with the data indicated in the goals that would be used to determine success.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Data reports/ summaries	

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
4. Equipment and Related Property UGG 200.313	1. LEA maintains Inventory records, purchase orders and receipts for equipment (over \$5,000) purchased and Computing Devices and Special Purpose Equipment (\$300 - \$4,999)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Inventory list of items purchased with Title IIA	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1623 131 2051 180" style="background-color: #cccccc;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1623 180 2051 500"> 2/14/2020 1:01:03 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School has not purchased any equipment or devices with Title IIA funding, therefore this does not apply. </td> </tr> <tr> <th data-bbox="1623 500 2051 548" style="background-color: #cccccc;">Monitor Comments</th> </tr> <tr> <td data-bbox="1623 548 2051 824"> 4/26/2021 6:59:10 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School has not purchased any equipment or devices with Title IIA funding, therefore this does not apply. </td> </tr> </tbody> </table>	District Comments	2/14/2020 1:01:03 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School has not purchased any equipment or devices with Title IIA funding, therefore this does not apply.	Monitor Comments	4/26/2021 6:59:10 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School has not purchased any equipment or devices with Title IIA funding, therefore this does not apply.
District Comments										
2/14/2020 1:01:03 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School has not purchased any equipment or devices with Title IIA funding, therefore this does not apply.										
Monitor Comments										
4/26/2021 6:59:10 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School has not purchased any equipment or devices with Title IIA funding, therefore this does not apply.										
Desk monitoring only: <ul style="list-style-type: none"> • Upload data reports supporting performance goal output report • Upload Title II budget • Appropriate Time Documentation 		Title II Fiscal - Requirements - Requirement 2 - Time Documentation - 1A.pdf Title II Fiscal - Requirements - Requirement 3 - Performance Goal Reporting Verification - 2.pdf Title II Fiscal - Requirements - Requirement 1 - Supplement-Supplant - Expenditures.pdf								
If you have additional comments to make about this section, enter them here:										

Title IVA: Fiscal

Requirements

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
<p>1. Supplement/Supplant</p> <p>The LEA ensures that Federal funds are used only to supplement or increase non-Federal sources used for the education of participating students and not to supplant funds from non-Federal sources</p> <p>Sec. 1118(b)</p>	<p>1. Title IV (where applicable) - the LEA approved budget and records of expenditures of Title IV funds match.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Title IV budgets <input type="checkbox"/> LEA budget <input checked="" type="checkbox"/> Statement of Expenditures for Title IV			
<p>2. Performance Goal Reporting Verification</p> <p>UGG 200.328</p>	<p>1. LEA has submitted the Performance Goal Output Report for Title IV by the due date. Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Consolidated Application, Performance Goal Output Report in Title IV.			
	<p>2. Backup documentation exists for the performance goal report that aligns with the data indicated in the goals that would be used to determine success.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Data reports/ summaries			
<p>3. Time Documentation</p> <p>UGG 200.430</p>	<p>1A. The LEA maintains semi-annual certifications for all employees paid through a federal grant and working on a single cost objective. Single funding certifications are signed after the fact by the employee or supervisor with direct knowledge of the employee's activities.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Semi-annual time certifications	<table border="1"> <thead> <tr> <th>District Comments</th> </tr> </thead> <tbody> <tr> <td> 2/14/2020 1:16:53 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not have any single cost objective employees being paid for out of Title IVA funding. </td> </tr> </tbody> </table>	District Comments	2/14/2020 1:16:53 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not have any single cost objective employees being paid for out of Title IVA funding.
District Comments								
2/14/2020 1:16:53 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not have any single cost objective employees being paid for out of Title IVA funding.								

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
	1B. If LEA is using single funding certifications to document time for an employee with a fixed schedule, prior written approval from DFP was obtained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Documentation of Fixed schedule semi-annual time documentation DFP approval	
	2. The LEA maintains Personnel Activity Reports (PARs) for employees who works on multiple cost objectives and are paid in full or in part from a federal grant. PARs include 100% of the employees time, are broken out by multiple cost objectives, are signed by the employee after the fact, are collected multiple times a year and are reconciled against payroll records so that the total amount charged to the federal grant is supported by the PARs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Time logs <input type="checkbox"/> Staff schedules	District Comments 4/10/2021 1:08:14 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not have any employees being funded from multiple cost objectives in Title IV.
4. Equipment and Related Property UGG 200.313	1. LEA maintains Inventory records, purchase orders and receipts for equipment (over \$5,000) purchased and Computing Devices and Special Purpose Equipment (\$300 - \$4,999)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Inventory list of items purchased with Title IV	District Comments 2/14/2020 1:25:53 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School did not allocate Title IVA for any equipment purchases. Monitor Comments 4/26/2021 7:03:33 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School did not allocate Title IVA for any equipment purchases.

Desk monitoring only:

- Upload data reports supporting performance goal output report
- Upload Title IV budget

[Title IV - Requirements - Requirement 3 - Time Documentation - 1B Monthly Time Tracking Sheet.pdf](#)

[Title IV - Requirements - Requirement 3 - Time Documentation - 1B Monthly Certification Form.pdf](#)

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<ul style="list-style-type: none"> Appropriate Time Documentation 					Title IV Fiscal - Requirements - Requirement 1 - Supplement-Supplant - Expenditures.pdf Title IV Fiscal - Requirements - Requirement 2 - Performance Goal Verification.pdf	
<p>If you have additional comments to make about this section, enter them here:</p>						

Personnel Interviews

Building	Date	Staff Member Interviewed	Staff Member Position
Charter Choices	4/26/2021	Roger Masch	Consultant from Charter Choices
Pennsylvania Leadership Charter School	4/26/2021	Dr.Karla Johnson	Middle School Principal
Pennsylvania Leadership Charter School	4/26/2021	Zofia Swiatek	Federal Programs Coordinator

**Division of Federal Program
Consolidated Program Review
2019-2020 School Year
Pennsylvania Leadership Charter School

Pennsylvania Leadership Charter School**

SCHOOL Level Monitoring

	Name	Check if Interviewed
Principal:	Mark Allen, Director of Academics _____	<input type="checkbox"/>
Parent:	Dr. Karla Johnson _____	<input checked="" type="checkbox"/>
Parent:	_____	<input type="checkbox"/>
Parent:	_____	<input type="checkbox"/>
Parent:	_____	<input type="checkbox"/>
Parent:	_____	<input type="checkbox"/>

Program Reviewers: Adam Kenz Visit Date: 4/26/2021

School Level Monitoring

Component I: Requirements

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
1. Time Documentation UGG Sec. 200.430	1A. The LEA maintains semi-annual certifications for all employees paid through a federal grant and working on a single cost objective. Single funding certifications are signed after the fact by the employee or supervisor with direct knowledge of the employee's activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Semi-annual time certifications			
	1B. If LEA is using single funding certifications to document time for an employee with a fixed schedule, prior written approval from DFP was obtained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Documentation of Fixed schedule semi-annual time documentation DFP approval			
	2. The LEA maintains Personnel Activity Reports (PARs) for employees who works on multiple cost objectives and are paid in full or in part from a federal grant. PARs include 100% of the employees time, are broken out by multiple cost objectives, are signed by the employee after the fact, are collected multiple times a year and are reconciled against payroll records so that the total amount charged to the federal grant is supported by the PARs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Time logs <input type="checkbox"/> Staff schedules	<table border="1"> <thead> <tr> <th>District Comments</th> </tr> </thead> <tbody> <tr> <td> 4/10/2021 1:26:41 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not fund employees with multiple cost objectives through this grant. </td> </tr> </tbody> </table>	District Comments	4/10/2021 1:26:41 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not fund employees with multiple cost objectives through this grant.
District Comments								
4/10/2021 1:26:41 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not fund employees with multiple cost objectives through this grant.								
2. Building Level Budget	1. The LEA and Title I School maintain a building level budget documenting ALL Title I expenditures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> School's Title I building level budget including specific salary and benefits for personnel and supply orders for actual and anticipated expenditures, must be used for this analysis			
Desk Monitoring Only: <ul style="list-style-type: none"> Upload staff semi-annual certification and/or time logs Upload schools Title I building level budget including specific salary and benefits for personnel and supply orders for actual and anticipated expenditures. 					School Level Monitoring Fiscal - Component 1 - Requirements - Requirement 1 - Time Documentation.pdf School Level Monitoring Fiscal - Component 1 - Requirements - Requirement 2 - Building Level Budget.pdf			

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
If you have additional comments to make about this section, enter them here:						



pennsylvania
DEPARTMENT OF EDUCATION

June 10, 2021

Dr. James Hanak

CEO

PA Leadership CS

1332 Enterprise Dr.

West Chester, PA 19380

Dear Dr. Hanak,

I thank you and your staff for participating in the Federal Programs Consolidated Review for the 2019-20 school year. Our monitoring provides a reasonable basis for our opinion on compliance for each major federal program. However, our monitoring results do not constitute a determination of Pennsylvania Leadership Charter School compliance. Based on the areas Division of Federal Program reviewed during its monitoring, we have uncovered no instances of non-compliance for the 2019-20 school year.

You may print off a copy of your completed Monitoring Instrument at <https://www.federalmonitor.com/pa> using the same username and password that you received in your monitoring notification letter sent to you in December/January. If you have any questions, please feel free to contact your regional coordinator.

Thank you for your cooperation.

Sincerely,

Susan McCrone
Chief
Division of Federal Programs

cc: Project File 2019-20

CAV Home

This is the 2019-2020 CAV for Pennsylvania Leadership Charter School

There are no issues that need to be addressed on this assessment.

Documents

No documents are currently available.

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 Market Street Harrisburg, PA 17126-0333

Division of Federal Programs
Consolidated Program Review

2019-2020 School Year

Pennsylvania Leadership Charter School
1332 Enterprise Dr.
West Chester, PA 19380

LEA Level Monitoring

	<u>Name</u>	<u>Phone Number</u>	Check if Interviewed
Superintendent:	James Hanak	610-701-3333	<input type="checkbox"/>
Business Manager:	Roger Masch	512-481-9777	<input checked="" type="checkbox"/>
Federal Program Coordinator:	Zofia Swiatek	610-701-3333	<input checked="" type="checkbox"/>
Parent/Family Member:			<input type="checkbox"/>

Program(s) Reviewed:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Title IA: Program | <input checked="" type="checkbox"/> Title IVA: Program |
| <input type="checkbox"/> Ed-Flex Waiver Review | <input type="checkbox"/> Title VI-B REAP |
| <input checked="" type="checkbox"/> Title IIA: Program | <input type="checkbox"/> Title VIII |

Program Reviewer(s): Adam Kenz

Program Review Date: 04/26/2021

Title IA: Program

Component I: Appropriately State Certified

The Local Education Agency (LEA) will ensure that all teachers and paraprofessionals working in a program supported with Title I funds meet applicable State certification and licensure requirements.

Section 1111(c)(6)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
1. Teachers and paraprofessionals working in a Title I program are appropriately state certified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> List of staff working in the Title IA program and their certifications. <input type="checkbox"/> Samples of valid level I or II certificated with appropriate content areas aligned with class schedules. <input type="checkbox"/> Emergency permits unacceptable except for Charter Schools - 25% rule <input type="checkbox"/> Report by the LEA data system on staff qualifications	
Desk monitoring only: Upload list of staff working in the Title IA program and their certifications.				Title I Program - Component I - Appropriately State Certified - Staff List with Certifications.pdf	
If you have additional comments to make about this section, enter them here:					

Component II: Equity Plan

The LEA will describe how low-income and minority children enrolled in Title I schools are not served at disproportionate rates by ineffective, out-of-field, or inexperienced teachers.

Section 1111(b)(2)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
1. The LEA has developed an Equity plan that assures, through the implementation of various strategies, poor and minority students are not taught at higher rates than other students by inexperienced, unqualified, or out-of-field teachers in Title I schools.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Equity Plan and dated agenda and sign in sheets <input checked="" type="checkbox"/> Documentation of annual review of Equity Plan <input type="checkbox"/> Teachers are reassigned, if applicable <input type="checkbox"/> Changes to union contract are made, if applicable <input type="checkbox"/> Sample class schedules with applicable staff and student percentages	
Desk monitoring only: Upload Equity Plan and agendas and sign-in sheets for Equity Plan meetings.	Title I Program - Component II - Equity Plan Review Agenda.pdf				
If you have additional comments to make about this section, enter them here:					

Component III: Foster Care

The Local Education Agency (LEA) must develop and implement clear written procedures for how transportation will be provided, arranged, and funded for the duration of the time in foster care.

Section 1112(c)(5)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
1. The LEA developed and signed transportation procedures for students in foster care.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Written transportation procedures with signatures	<div style="text-align: center; background-color: #cccccc; padding: 2px;">District Comments</div> <p>2/14/2020 10:23:29 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is a cyber-school that serves students across the whole state. Due to the nature of our LEA, we do not have transportation procedures. It is our practice to provide local transportation for students for testing who are identified as either in foster care or who are homeless.</p> <div style="text-align: center; background-color: #cccccc; padding: 2px;">Monitor Comments</div> <p>4/26/2021 6:43:17 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School is a Cyber Charter School.</p>
Desk monitoring only: Upload written Foster Care Transportation procedures.					
If you have additional comments to make about this section, enter them here:					

Component IV: Head Start Coordination Requirements

Each LEA receiving Title I funds must carry out the activities described in subsection (b) with Head Start agencies and, if feasible, other entities carrying out early childhood development programs. Each LEA shall develop agreements with such Head Start agencies and other entities to carry out such activities.

Section 1119(a-c)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
<p>1. The LEA developed a Memorandum of Understanding (MOU) with local Head Start agency(ies) that increase coordination. Please note: If the LEA uploaded the MOU to eGrants, additional copies are not required. The monitor will view the MOU prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Signed MOU/written agreement between LEA and Head Start agency(ies)</p>	<table border="1"> <thead> <tr> <th data-bbox="1423 381 2043 431">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1423 431 2043 709"> <p>2/14/2020 10:24:48 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with Head Start programs, as the LEA is a cyber charter school serving students throughout the entire state. Cyber charters are exempt from fulfilling this requirement.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/14/2020 10:24:48 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with Head Start programs, as the LEA is a cyber charter school serving students throughout the entire state. Cyber charters are exempt from fulfilling this requirement.</p>
District Comments							
<p>2/14/2020 10:24:48 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with Head Start programs, as the LEA is a cyber charter school serving students throughout the entire state. Cyber charters are exempt from fulfilling this requirement.</p>							
<p>Desk monitoring only: Upload signed MOU.</p>							
<p>If you have additional comments to make about this section, enter them here:</p>							

Component V: Transition

Title I requires that activities be coordinated with outside agencies, when applicable, so that transitions from early childhood/preschool to kindergarten, middle school to high school, and high school to post-secondary education as well as school to work transitions are coordinated to prevent duplication of efforts or services.

Section 1112(b)(8)
Section 1112(b)(10)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
1. The LEA implements strategies to facilitate effective transitions for students. Please note: the LEA does not need to provide copies of the Consolidated Application; monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Consolidated Application Transition and Coordination section	
If you have additional comments to make about this section, enter them here:					

Component VI: Parent and Family Engagement

The LEA may receive funds under this part only if such agency conducts outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members in programs. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of Title I students.

Section 1116(a)(1-3)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments			
<p>1. LEA has a written Parent and Family Engagement policy and evidence that it is reviewed and updated annually. Required Components:</p> <ul style="list-style-type: none"> • description of how the LEA involves parents in the joint development of the Title I Plan (Title I Application) • description of how the LEA provides the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent involvement and described in Section 1116 parent and family involvement activities to improve student academic achievement and school performance • description of how the LEA coordinates and integrates parent and family engagement strategies under Title I, Part A with parent and family engagement strategies, with other relevant Federal, State, and local laws and programs • description of how the LEA conducts with parents an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all school served under Title I, Part A, including identifying: 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> LEA Parent and Family Engagement policy with review/revision date. Dated parent meeting agenda and sign in sheet and evidence of distribution, examples website posting, handbook, mailing, etc.	<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="1564 406 2058 462" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1564 462 2058 706"> <p>4/9/2021 9:47:10 AM Federal Program Coordinator Zofia Swiatek Evaluation and Revision were done in Zoom. Recording can be shown day of audit.</p> </td> </tr> <tr> <td data-bbox="1564 706 2058 1096"> <p>4/9/2021 9:55:59 AM Federal Program Coordinator Zofia Swiatek Distribution of FERPA documents, Parent & Family Engagement Policy, and School Parent Compact can be verified by looking at the linked images from our Shipping departments log of Academic Administration mailings.</p> </td> </tr> </tbody> </table>	District Comments	<p>4/9/2021 9:47:10 AM Federal Program Coordinator Zofia Swiatek Evaluation and Revision were done in Zoom. Recording can be shown day of audit.</p>	<p>4/9/2021 9:55:59 AM Federal Program Coordinator Zofia Swiatek Distribution of FERPA documents, Parent & Family Engagement Policy, and School Parent Compact can be verified by looking at the linked images from our Shipping departments log of Academic Administration mailings.</p>
District Comments								
<p>4/9/2021 9:47:10 AM Federal Program Coordinator Zofia Swiatek Evaluation and Revision were done in Zoom. Recording can be shown day of audit.</p>								
<p>4/9/2021 9:55:59 AM Federal Program Coordinator Zofia Swiatek Distribution of FERPA documents, Parent & Family Engagement Policy, and School Parent Compact can be verified by looking at the linked images from our Shipping departments log of Academic Administration mailings.</p>								

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<ul style="list-style-type: none"> ○ barriers to greater participation in activities, ○ the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers ○ strategies to support successful school and family interactions • description of how the LEA uses the findings of the evaluation to design evidence-based strategies for more effective parental involvement, and how to revise, if necessary, the parent and family engagement policies, and • description of involvement of parents in the activities of the Title I schools. 					
<p>2. Each LEA shall reserve at least one percent of its Title I allocation to assist schools to carry out the activities in this section, unless the LEA receives less than \$500,000 in Title I funds. (This can be marked N/A in the LEA receives less than \$500,000 in Title I funds.) Please note: the LEA does not need to provide copies of the Consolidated Application; monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Consolidated Application, Reservation of Funds	
<p>3. Parents and family members of Title I students shall be involved in the decisions regarding how funds reserved are allotted for parental involvement activities. (This can be marked N/A if the LEA did not reserve funds for Parent and Family Engagement)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Dated agendas and sign in sheets demonstrating parents were included in the decision on how to use the set aside	

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>4. If the LEA received \$500,000 or more in Title I funds, the set aside funds shall be used to carry out activities and strategies consistent with the LEA Parent and Family Engagement Policy, including at least one of the following:</p> <ul style="list-style-type: none"> • supporting schools and nonprofit organizations in providing professional development for LEA and school personnel regarding parent and family engagement strategies. • supporting programs that reach parents and family members at home, in the community, and at school • disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members • collaborating, or providing subgrants to schools to enable such schools to collaborate with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement • engaging in any other activities and strategies that the LEA determines appropriate and consistent with the Parent and Family Engagement Policy. (This can be marked N/A if the LEA received \$500,000 or less in Title I funds.) 	☑	☐	☐	<p>☑ LEA Parent and Family Engagement policy, parent meeting agenda and sign in sheet</p>	
<p>5. LEA must conduct an annual evaluation of the content and effectiveness of the parent and family engagement policy use the findings of the evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies.</p>	☑	☐	☐	<p>☑ Dated agenda and sign in sheets from meeting with parents to discuss the evaluation</p> <p>☐ Surveys and collated results to demonstrate evaluation process</p>	

Desk Monitoring only:

[Title I Program - Component VI - Parents of Title I Students Invited to Meetings - Requirements 3 and 4.pdf](#)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<ul style="list-style-type: none"> • Upload LEA Parent and Family Engagement Policy, parent meeting agendas and sign in sheets, method of distribution • Upload agendas and sign in sheets that demonstrate a discussion with parents and family members, and/or the survey and results. 				<p>Title I Program - Component VI - Parent and Family Engagement Policy Distribution Verificiation - Requirement 1 (1).jpg</p> <p>Title I Program - Component VI - Parent and Family Engagement Policy Distribution Verificiation - Requirement 1 (2).jpg</p> <p>Title I Program - Component VI - Parent and Family Engagement Policy Distribution Verificiation - Requirement 1 (3).jpg</p> <p>Title I Program - Component VI - Parent and Family Engagement Policy - Requirement 1 and 4.pdf</p>	
<p>If you have additional comments to make about this section, enter them here:</p>					

Component VII: Schoolwide Programs

A LEA may consolidate and use funds under this part, together with other Federal, State, and local funds, in order to upgrade the entire educational program of a school that serves an eligible school attendance area in which not less than 40 percent of the children are from low-income families, or not less than 40 percent of the children enrolled in the school are from such families.

Section 1114

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
1. The LEA is consolidating, not coordinating, funds (state, local, and federal) in the Schoolwide program. (If not applicable, mark N/A)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Approval letter from PDE	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1543 417 2051 467" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1543 467 2051 678"> 2/14/2020 10:21:19 AM Federal Program Coordinator Zofia Swiatek The LEA does not consolidate state, local, or federal funds </td> </tr> <tr> <th data-bbox="1543 678 2051 729" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1543 729 2051 902"> 4/26/2021 6:44:01 AM Monitor Adem Oksuz The LEA does not consolidate state, local, or federal funds </td> </tr> </tbody> </table>	District Comments	2/14/2020 10:21:19 AM Federal Program Coordinator Zofia Swiatek The LEA does not consolidate state, local, or federal funds	Monitor Comments	4/26/2021 6:44:01 AM Monitor Adem Oksuz The LEA does not consolidate state, local, or federal funds
District Comments									
2/14/2020 10:21:19 AM Federal Program Coordinator Zofia Swiatek The LEA does not consolidate state, local, or federal funds									
Monitor Comments									
4/26/2021 6:44:01 AM Monitor Adem Oksuz The LEA does not consolidate state, local, or federal funds									
Desk monitoring only: Upload Approval letter from PDE stating LEA can consolidate funds.									
If you have additional comments to make about this section, enter them here:									

Component VIII: Nonpublic Schools

The LEA provides Title I services to eligible children attending nonpublic schools.

Sections 1117, 8501, and 8503 Uniform Grants Guidance (UGG) Sec. 200.313 and 200.320

If the LEA is not required to provide nonpublic services or the nonpublic official has declined services, this section can be skipped.

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>1. LEA has procedures for provision of services to eligible children attending nonpublic schools. Please note: the LEA does not need to provide copies of the Consolidated Application; monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Consolidated application, Performance Goals section listing nonpublic student's measurable goals and detailing the services provided to nonpublic students.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1642 440 2049 483" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1642 483 2049 768"> <p>2/14/2020 10:30:56 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> </td> </tr> <tr> <th data-bbox="1642 768 2049 812" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1642 812 2049 1057"> <p>4/26/2021 6:45:21 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/14/2020 10:30:56 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p>	Monitor Comments	<p>4/26/2021 6:45:21 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>
District Comments									
<p>2/14/2020 10:30:56 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p>									
Monitor Comments									
<p>4/26/2021 6:45:21 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>									

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
2. Consultation has occurred between LEA and nonpublic officials.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Copies of letters, e-mails, consultation forms, meeting sign-in sheets between LEA and nonpublic officials <input type="checkbox"/> Consolidated application Nonpublic Involvement section showing record of contacts between LEA and nonpublic schools	<table border="1"> <thead> <tr> <th data-bbox="1642 131 2047 180">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1642 180 2047 459"> 2/14/2020 10:30:59 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities. </td> </tr> <tr> <th data-bbox="1642 459 2047 508">Monitor Comments</th> </tr> <tr> <td data-bbox="1642 508 2047 751"> 4/26/2021 6:45:34 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools. </td> </tr> </tbody> </table>	District Comments	2/14/2020 10:30:59 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.	Monitor Comments	4/26/2021 6:45:34 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.
District Comments									
2/14/2020 10:30:59 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.									
Monitor Comments									
4/26/2021 6:45:34 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.									
3. The results of agreement following consultation have been transmitted to the SEA's equitable services ombudsman.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Affirmation of Consultation <input type="checkbox"/> eGrants affirmation upload <input type="checkbox"/> LEA documentation that consultation has, or attempts at such consultation have, taken place <input type="checkbox"/> Emails, Return Receipt mail card, and/or Certified Letter postage receipt are required ONLY if the LEA does not have/nonpublic official fails to sign the affirmation.	<table border="1"> <thead> <tr> <th data-bbox="1642 768 2047 816">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1642 816 2047 1096"> 2/14/2020 10:31:03 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities. </td> </tr> <tr> <th data-bbox="1642 1096 2047 1144">Monitor Comments</th> </tr> <tr> <td data-bbox="1642 1144 2047 1388"> 4/26/2021 6:45:38 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools. </td> </tr> </tbody> </table>	District Comments	2/14/2020 10:31:03 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.	Monitor Comments	4/26/2021 6:45:38 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.
District Comments									
2/14/2020 10:31:03 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.									
Monitor Comments									
4/26/2021 6:45:38 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.									

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
4. LEA regularly monitors the provision of Title I services to nonpublic students.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Visitation log <input type="checkbox"/> Evaluation data <input type="checkbox"/> Assessment data	<div style="background-color: #cccccc; text-align: center; padding: 2px;">District Comments</div> <p>2/14/2020 10:31:05 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> <div style="background-color: #cccccc; text-align: center; padding: 2px;">Monitor Comments</div> <p>4/26/2021 6:46:18 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>
5. LEA is evaluating the Title I program serving nonpublic school students.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Evaluation data <input type="checkbox"/> Needs assessment, survey form and collated results <input type="checkbox"/> Assessment data	<div style="background-color: #cccccc; text-align: center; padding: 2px;">District Comments</div> <p>2/14/2020 10:31:09 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> <div style="background-color: #cccccc; text-align: center; padding: 2px;">Monitor Comments</div> <p>4/26/2021 6:45:42 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>6. Nonpublic school students are receiving equitable services as discussed during consultation and Parent & Family Engagement if allocation is \$500,000 and over. Please note: the LEA does not need to provide copies of the Consolidated Application; monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Nonpublic Organizations Summary and Nonpublic Institutions sections of eGrants</p> <p><input type="checkbox"/> Announcements/sign-in sheets for Parent & Family Engagement opportunities for nonpublic teachers and parents as applicable</p>	<p style="text-align: center;">District Comments</p> <p>2/14/2020 10:31:12 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> <p style="text-align: center;">Monitor Comments</p> <p>4/26/2021 6:46:23 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>
<p>7. LEA's budget documents appropriate set-asides. Please note: the LEA does not need to provide copies of the Consolidated Application; monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Title I budget/Budget Summary section of eGrants</p>	<p style="text-align: center;">District Comments</p> <p>2/14/2020 10:31:15 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> <p style="text-align: center;">Monitor Comments</p> <p>4/26/2021 6:45:47 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>8. If LEA has Nonpublic Carryover funds, there is evidence to demonstrate Nonpublic school(s) were consulted.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Carryover section of eGrants and copies of letters, e-mails, consultation forms, meeting sign-in sheets between LEA and nonpublic officials	<div style="background-color: #cccccc; text-align: center; padding: 2px;">District Comments</div> <p>2/14/2020 10:31:17 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> <div style="background-color: #cccccc; text-align: center; padding: 2px;">Monitor Comments</div> <p>4/26/2021 6:46:27 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>
<p>9. LEAs are properly monitoring the distribution and use of equipment and supplies purchased for the purposes of providing equitable services to eligible private school students.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Inventory list of items purchased with Title I A nonpublic funds <input type="checkbox"/> Documentation that a physical inventory is conducted annually at the end of the school year	<div style="background-color: #cccccc; text-align: center; padding: 2px;">District Comments</div> <p>2/14/2020 10:31:20 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> <div style="background-color: #cccccc; text-align: center; padding: 2px;">Monitor Comments</div> <p>4/26/2021 6:45:51 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>10. LEA has third-party contracts (per Uniform Grants Guidance / Procurement procedures) that include the proportionate share of Title I funds determined by eGrants.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Copy of third-party contracts that include a breakdown of instructional costs, amount of services to be delivered, administrative costs for nonpublic schools and multi-year contracts DO NOT exceed three years and contain an exit clause.</p>	<table border="1"> <thead> <tr> <th data-bbox="1646 131 2043 180">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1646 180 2043 461"> <p>2/14/2020 10:31:24 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> </td> </tr> <tr> <th data-bbox="1646 461 2043 509">Monitor Comments</th> </tr> <tr> <td data-bbox="1646 509 2043 751"> <p>4/26/2021 6:45:55 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/14/2020 10:31:24 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p>	Monitor Comments	<p>4/26/2021 6:45:55 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>
District Comments									
<p>2/14/2020 10:31:24 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p>									
Monitor Comments									
<p>4/26/2021 6:45:55 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>									
<p>11. Evidence LEA is following procurement procedures when the LEA is using a third-party provider for nonpublic equitable services.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Informal quotes or RFPs</p>	<table border="1"> <thead> <tr> <th data-bbox="1646 768 2043 816">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1646 816 2043 1097"> <p>2/14/2020 10:31:26 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> </td> </tr> <tr> <th data-bbox="1646 1097 2043 1146">Monitor Comments</th> </tr> <tr> <td data-bbox="1646 1146 2043 1388"> <p>4/26/2021 6:46:33 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/14/2020 10:31:26 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p>	Monitor Comments	<p>4/26/2021 6:46:33 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>
District Comments									
<p>2/14/2020 10:31:26 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p>									
Monitor Comments									
<p>4/26/2021 6:46:33 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>									

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>12. LEA has Title I complaint procedures available for nonpublic schools.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Copy of Complaint Procedure and verification of distribution to nonpublic schools</p>	<p style="text-align: center;">District Comments</p> <p>2/14/2020 10:31:29 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> <p style="text-align: center;">Monitor Comments</p> <p>4/26/2021 6:46:00 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>
<p>13. Transferability Sec. 5103(b)</p> <p>Up to 100% of Title II and IV funds can be transferred. Funds can be transferred into Title I and Title III but not out of either subprogram. Title IIA and IV can transfer between programs. (Complete only if transfer) Evidence of Nonpublic school consultation to discuss transferred amounts</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Agendas/sign in sheets</p> <p><input type="checkbox"/> Emails</p> <p><input type="checkbox"/> Other documentation to reflect nonpublic consultation occurred prior to the transfer of funds.</p>	<p style="text-align: center;">District Comments</p> <p>2/14/2020 10:31:31 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not partner with non-public school entities.</p> <p style="text-align: center;">Monitor Comments</p> <p>4/26/2021 6:46:04 AM Monitor Adem Oksuz The LEA is a cyber charter school and not required to partner with nonpublic schools.</p>

Desk monitoring only:

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<ul style="list-style-type: none"> • Upload Copies of letters, e-mails, consultation forms, or meeting sign-in sheets between LEA and nonpublic officials to demonstrate services have been discussed • Upload sign in sheets or visitation logs to demonstrate LEA monitored Nonpublic school • Upload evaluation data, assessment data, or the needs assessment survey to demonstrate LEA evaluated Nonpublic Title I program. • Upload third party contracts • Upload complaint procedures 					
<p>If you have additional comments to make about this section, enter them here:</p>					

Component IX: Targeted Support and Improvement (TSI) Plans

Schools are encouraged to create a multiyear plan. The deadline for TSI schools to have their plan complete is the end of their school year. Plans must be board approved, but not approved by PDE. If the LEA is in recovery or receivership the Chief Recovery Officer or Receiver must sign off.

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Additional Evidence	Comments		
1. Each TSI school must have either a completed plan or can demonstrate progress towards completing the plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Written plan <input checked="" type="checkbox"/> evidence of progress such as stakeholder and/or planning meetings, agendas and/or sign in sheets		<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="1425 305 2060 362" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1425 362 2060 613"> 4/9/2021 8:31:40 AM Federal Program Coordinator Zofia Swiatek There is no upload feature for this component, but a plan is available in the FRCPP, as well as by request. I can email or share our plan at any time. </td> </tr> </tbody> </table>	District Comments	4/9/2021 8:31:40 AM Federal Program Coordinator Zofia Swiatek There is no upload feature for this component, but a plan is available in the FRCPP, as well as by request. I can email or share our plan at any time.
District Comments								
4/9/2021 8:31:40 AM Federal Program Coordinator Zofia Swiatek There is no upload feature for this component, but a plan is available in the FRCPP, as well as by request. I can email or share our plan at any time.								
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
If you have additional comments to make about this section, enter them here:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Title IIA: Program

Requirements

The purpose of this title is to provide grants to State educational agencies and subgrants to local educational agencies to (1) increase student achievement consistent with the challenging State academic standards; (2) improve the quality and effectiveness of teachers, principals, and other school leaders; (3) increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and (4) provide low-income and minority students greater access to effective teachers, principals, and other school leaders.

Section 2001

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
1. The LEA provides evidence that Title II activities are data driven and that if data indicates a need in higher poverty schools, priority is given to these school(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Evidence of data used to indicate large class sizes or justification for the types of professional development activities offered.			
2. The LEA provides evidence of stakeholder engagement in the development of Title II activities (including transfer discussions) e.g. parents, community members, schools staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Dated agendas and sign-in sheets for meetings that took place prior to the writing of the grant	<table border="1"> <thead> <tr> <th>District Comments</th> </tr> </thead> <tbody> <tr> <td>4/9/2021 8:56:24 AM Federal Program Coordinator Zofia Swiatek Surveys were conducted as parent attendance at planning meetings was low. More parents responded to the survey. Questions 8-13 of the Parent Survey directly impacted our efforts for the 2019-20 Title II initiatives.</td> </tr> </tbody> </table>	District Comments	4/9/2021 8:56:24 AM Federal Program Coordinator Zofia Swiatek Surveys were conducted as parent attendance at planning meetings was low. More parents responded to the survey. Questions 8-13 of the Parent Survey directly impacted our efforts for the 2019-20 Title II initiatives.
District Comments							
4/9/2021 8:56:24 AM Federal Program Coordinator Zofia Swiatek Surveys were conducted as parent attendance at planning meetings was low. More parents responded to the survey. Questions 8-13 of the Parent Survey directly impacted our efforts for the 2019-20 Title II initiatives.							

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>3. All expenditures are supplemental in nature and do not supplant, or replace, activities the LEA is required to provide under state or local law, including board approved policy.</p> <ul style="list-style-type: none"> • Detailed list of ESSA-authorized activities: • Teacher/principal evaluation. • Recruitment and retention. • Class size reduction. • PD tech integration, data usage, parent engagement, IEP, ELL, early learning, selecting and implementing assessments. • Identify trauma, mental illness, and intervention. • Safety, drug and alcohol abuse, chronic absenteeism. • Gifted learning. • Library programs. • Sex abuse. • STEM. • Improved staff working conditions (feedback). • Career/tech ed integration and work-based learning to prepare for workforce or post-secondary transition • Other uses that at meet the intent of Title IIA 	☑	☐	☐	<p>☑ Expenditure printouts indicating detailed Title II activities</p>	

Desk monitoring only:

- Upload data
- Upload meeting notices, agenda and sign-in sheets for any meetings at which stakeholders were involved in the planning of Title II activities.
- Upload list of CSR staff and their certifications or copies of teacher certificates (blackout social security numbers)

[Title II Program - Requirements - Evidence of data to indicate large class size - Requirement 1.pdf](#)
[Title II Program - Requirements - Stakeholder Engagement in Title II Activities - Requirement 2 - Teacher PD Survey.pdf](#)
[Title II Program - Requirements - Stakeholder Engagement in Title II Activities - Requirement 2 - Parent Survey.pdf](#)
[Title II Program - Requirements - Expenditures - Requirement 3 \(2\).pdf](#)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<ul style="list-style-type: none"> Upload data reports/summaries 					
<p>If you have additional comments to make about this section, enter them here:</p>					

Title IVA: Program

Requirements

The Student Support and Academic Enrichment (SSAE) program is intended to: 1) provide all students with access to a well-rounded education, 2) improve school conditions for student learning, and 3) improve the use of technology to improve the academic achievement and digital literacy of all students. (ESEA section 4101)

Sec. 4101

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
1. The LEA involves stakeholders (teachers, principals, parents/family members, specialized instructional support, nonpublic school officials (consultation), community partners/members, employers and local government representatives) in the planning of the Title IV application and activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Dated agendas and sign-in sheets for meetings that took place prior to writing the grant.					
2. If the LEA distributed funds to schools, it targeted schools that have the greatest needs; have the highest percentages or numbers of children low-income; are identified as CSI and TSI; or are identified as persistently dangerous. Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Consolidated application Selection of Schools ranking page	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1459 701 2045 751" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1459 751 2045 963"> 2/14/2020 10:43:46 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School operates as one school, therefore, we do not distribute funds to schools. </td> </tr> <tr> <th data-bbox="1459 963 2045 1013" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1459 1013 2045 1218"> 4/26/2021 6:48:46 AM Monitor Adem Oksuz The LEA operates as one school and does not need to distribute funds with other schools. </td> </tr> </tbody> </table>	District Comments	2/14/2020 10:43:46 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School operates as one school, therefore, we do not distribute funds to schools.	Monitor Comments	4/26/2021 6:48:46 AM Monitor Adem Oksuz The LEA operates as one school and does not need to distribute funds with other schools.
District Comments									
2/14/2020 10:43:46 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School operates as one school, therefore, we do not distribute funds to schools.									
Monitor Comments									
4/26/2021 6:48:46 AM Monitor Adem Oksuz The LEA operates as one school and does not need to distribute funds with other schools.									

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
<p>3. The LEA continued to consult with stakeholders to improve the activities it conducts and coordinates implementation with other related activities conducted in the community</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Dated agendas and sign-in sheets</p>	<table border="1"> <thead> <tr> <th data-bbox="1459 131 2045 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1459 180 2045 459"> <p>3/11/2020 12:21:37 PM Federal Program Coordinator Zofia Swiatek February 2020 Parent Panel served as a platform for continued consultation with stakeholders. Video is too big to download and upload into FedMonitor. I can pull it up during the audit, if needed.</p> </td> </tr> </tbody> </table>	District Comments	<p>3/11/2020 12:21:37 PM Federal Program Coordinator Zofia Swiatek February 2020 Parent Panel served as a platform for continued consultation with stakeholders. Video is too big to download and upload into FedMonitor. I can pull it up during the audit, if needed.</p>
District Comments							
<p>3/11/2020 12:21:37 PM Federal Program Coordinator Zofia Swiatek February 2020 Parent Panel served as a platform for continued consultation with stakeholders. Video is too big to download and upload into FedMonitor. I can pull it up during the audit, if needed.</p>							
<p>4. LEA has only budgeted for 15% of the amount budgeted in Effective Use of Technology for technology infrastructure (devices, equipment, and software applications to address readiness shortfalls, blended learning technology software and platforms, the purchase of digital instructional resources, initial professional development activities, and one-time information technology purchases).</p> <p>Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Consolidated application showing funds in the Effective Use of Technology expenditure section</p>			
<p>5. If LEA receives more than \$30,000, the activities supported by Title IV are aligned with the needs of the district/schools. (Evidence: Needs Assessment Data that is less than 3 years old)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Dated needs Assessment</p>	<table border="1"> <thead> <tr> <th data-bbox="1459 902 2045 951" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1459 951 2045 1260"> <p>3/11/2020 12:25:50 PM Federal Program Coordinator Zofia Swiatek Annual Parent Program Quality Survey (last issued March 2019) and our School Improvement Needs Assessment conducted within the past three years assess school needs and shows alignment with grant expenditures.</p> </td> </tr> </tbody> </table>	District Comments	<p>3/11/2020 12:25:50 PM Federal Program Coordinator Zofia Swiatek Annual Parent Program Quality Survey (last issued March 2019) and our School Improvement Needs Assessment conducted within the past three years assess school needs and shows alignment with grant expenditures.</p>
District Comments							
<p>3/11/2020 12:25:50 PM Federal Program Coordinator Zofia Swiatek Annual Parent Program Quality Survey (last issued March 2019) and our School Improvement Needs Assessment conducted within the past three years assess school needs and shows alignment with grant expenditures.</p>							

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
6. If the LEA has received more than \$30,000 in Title IV funds, 20% has been budgeted for Well-Rounded Educational activities. Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Consolidated application Well-Rounded narrative completed. <input checked="" type="checkbox"/> Consolidated application showing funds in the Well-Rounded expenditure section	
7. If the LEA has received more than \$30,000 in Title IV funds, 20% has been budgeted for Safe and Healthy activities. Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Consolidated application Safe and Healthy narrative completed. <input checked="" type="checkbox"/> Consolidated application showing funds in the Safe and Healthy expenditure section	
8. If the LEA has received more than \$30,000 in Title IV funds, some funds are budgeted for Effective Use of Technology activities. Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Consolidated application Effective Use of Technology narrative completed. <input checked="" type="checkbox"/> Consolidated application showing funds in the Effective Use of Technology expenditure section	

Desk monitoring only:

- Upload meeting notices, agenda and sign-in sheets for any meetings at which stakeholders were involved in the planning of Title IV activities.
- For those LEAs that receive more than \$30,000, upload Needs Assessment with date

[Title IV Program - Requirements - Continuation of Consultation with Parents - Parent Panel Schedule and Questions - Requirement 3.pdf](#)
[Title IV Program - Requirements - Continued Consultation with Stakeholders - Sign-In Sheet - Requirement 3.pdf](#)
[Title IV Program - Requirements - Stakeholders Needs Assessment - SIP Committee - Parents and Staff - Requirement 5.pdf](#)
[Title IV Program - Requirements - Stakeholders Needs Assessment - SIP Student Focus Group - Requirement 5.pdf](#)
[Title IV Program - Requirements - Stakeholder Involvement in Planning Title IV Activities - Guidance Survey - Requirement 1.pdf](#)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
Title IV Program - Requirements - Stakeholders Involvement in Planning Title IV Activities - Chronic Absenteeism - Requirement 1.pdf					
<p>If you have additional comments to make about this section, enter them here:</p>					

Personnel Interviews

Building	Date	Staff Member Interviewed	Staff Member Position
Pennsylvania Leadership Charter School	4/26/2021	Zofia Swiatek	Federal Programs Coordinator

**Division of Federal Program
Consolidated Program Review
2019-2020 School Year
Pennsylvania Leadership Charter School

Pennsylvania Leadership Charter School**

SCHOOL Level Monitoring

	Name	Check if Interviewed
Principal:	Mark Allen, Director of Academics	<input type="checkbox"/>
Parent:	Michael Logue, HS Principal	<input type="checkbox"/>
Parent:	Dr. Angela Hoover, Elem. Principal	<input type="checkbox"/>
Parent:	Kyana Brathwaite, parent	<input type="checkbox"/>
Parent:	_____	<input type="checkbox"/>
Parent:	_____	<input type="checkbox"/>

Program Reviewers: Adam Kenz Visit Date: 4/26/2021

School Level Monitoring

Component I: Appropriately State Certified

The Local Education Agency (LEA) and the Title I School has professional standards for paraprofessionals working in a program supported with Title I.

Sec. 1112(c)(6) Sec. 1112(e)(1)(A)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
1. All instructional paraprofessionals working in a Title I program are appropriately certified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> List of paraprofessionals working in the school & their qualifications: HS Diploma plus 2 years of college (48 credits), AA Degree or local assessment	<table border="1"> <thead> <tr> <th>District Comments</th> </tr> </thead> <tbody> <tr> <td>2/14/2020 1:34:15 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not employ para-professionals.</td> </tr> <tr> <th>Monitor Comments</th> </tr> <tr> <td>4/26/2021 6:50:15 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not employ para-professionals.</td> </tr> </tbody> </table>	District Comments	2/14/2020 1:34:15 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not employ para-professionals.	Monitor Comments	4/26/2021 6:50:15 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not employ para-professionals.
District Comments									
2/14/2020 1:34:15 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not employ para-professionals.									
Monitor Comments									
4/26/2021 6:50:15 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not employ para-professionals.									
2. Parents (in Title I schools only) are directly notified annually that they may request information regarding the professional qualifications of their child's teacher(s), and of paraprofessionals who provide instructional services to their children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Copy of Right-to-Know - Teacher Qualifications letter dated and evidence of distribution date					
3. Parents (in Title I schools only) are notified if their child is assigned to or being taught for four or more consecutive weeks by a teacher who is not appropriately state certified. (This cannot be marked N/A.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Copy of Right-to-Know - Four Consecutive Week letter <input type="checkbox"/> Evidence of distribution date with signature, if applicable					
<p>Desk Monitoring Only:</p> <ul style="list-style-type: none"> Upload list of paraprofessionals working in Title I programs with their qualifications. 									

[School Level Monitoring Program - Component 1 - Requirement 2 - Parent Right To Know Letter.pdf](#)
[School Level Monitoring Program - Component I - Requirement 2 - Evidence of Distribution of RTK Letter \(1\).jpg](#)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<ul style="list-style-type: none"> • Upload dated copy of Right-to-Know Teacher Qualification letter • Upload a copy of Right-to-Know Four Consecutive Week letter 				School Level Monitoring Program - Component I - Requirement 3 - 4 Week Letter.pdf	
<p>If you have additional comments to make about this section, enter them here:</p>					

Component II: Parent and Family Engagement

The LEA may receive funds under this part only if such agency conducts outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members in programs. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of Title I students.

Sec. 1116

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments			
<p>1. Schools receiving Title I funds shall jointly develop with, and distribute to, Title I parents and family members a written parent and family engagement policy. Parents shall be notified of the policy in an understandable and uniform format and to the extent practicable in a language the parents can understand. The policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.</p> <p>All the following are Required components:</p> <ul style="list-style-type: none"> • Convene an annual meeting at a convenient time, to which all Title I parents shall be invited and encouraged to attend, to inform parents of their school's Title I program and to explain the requirements of Title I and the right of parents to be involved. • Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parental involvement • Involve parents, in an organized ongoing, and timely way, in the planning, review, and improvement of the Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan, if applicable, except that is a school has a process in place in process for involving parents in the joint planning and design of the school's programs, the school may use the process, if such process included an adequate representation of Title I. • Provide Title I parents <ul style="list-style-type: none"> ◦ Timely information about Title I programs 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> School Parent and Family Engagement policy, (that includes all required components), with review/revision date, dated parent meeting, dated agenda & sign-in sheets, and method of distribution	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1516 417 2045 467" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1516 467 2045 748"> <p>3/11/2020 12:41:01 PM Federal Program Coordinator Zofia Swiatek Student and parent stakeholder review and revision opportunities were conducted over the course of the current school year.</p> </td> </tr> <tr> <td data-bbox="1516 748 2045 1166"> <p>4/11/2021 9:53:15 AM Federal Program Coordinator Zofia Swiatek The F&PE Policy is distributed in several ways: as part of our Student-Parent Handbook, on our school's internal facing website, and through our enrollment packet/continuing student information packet. I can provide access to these internal processes on the day of the audit.</p> </td> </tr> </tbody> </table>	District Comments	<p>3/11/2020 12:41:01 PM Federal Program Coordinator Zofia Swiatek Student and parent stakeholder review and revision opportunities were conducted over the course of the current school year.</p>	<p>4/11/2021 9:53:15 AM Federal Program Coordinator Zofia Swiatek The F&PE Policy is distributed in several ways: as part of our Student-Parent Handbook, on our school's internal facing website, and through our enrollment packet/continuing student information packet. I can provide access to these internal processes on the day of the audit.</p>
District Comments								
<p>3/11/2020 12:41:01 PM Federal Program Coordinator Zofia Swiatek Student and parent stakeholder review and revision opportunities were conducted over the course of the current school year.</p>								
<p>4/11/2021 9:53:15 AM Federal Program Coordinator Zofia Swiatek The F&PE Policy is distributed in several ways: as part of our Student-Parent Handbook, on our school's internal facing website, and through our enrollment packet/continuing student information packet. I can provide access to these internal processes on the day of the audit.</p>								

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<ul style="list-style-type: none"> ○ A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards ○ If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible. ○ If the schoolwide plan is not satisfactory to Title I parents, submit any parent comments on the plan when the school makes the plan available to the LEA. (Only applies to Schoolwide schools). ○ Shall educate teachers, specialized instructional support personnel, and other staff, with the assistance of parents, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent programs, and build ties between parents and family members and the school. ○ Describes how the school will aid parents in understanding the State's academic content standards and student achievement standards, local academic assessments and how to monitor a child's progress and work with teachers to improve the achievement of their children. ○ States that a school-parent compact was jointly developed with parents and the compact outlines how parents, the entire school staff and students will share in the responsibility for improved student achievement. 					

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<ul style="list-style-type: none"> ○ Describes how the school provides materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement. ○ States how the school will, to the extent feasible and appropriate, coordinate, and integrate parent involvement programs and activities with other Federal, State, and local programs including public preschool programs and conduct other activities, that encourage and support parents and family members in more fully participating in the education of their children. ○ States how the school will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents and family members of participating children in a format and to the extent practicable, in a language the parents and family members can understand. ○ States how the school, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children). 					

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
<p>2. Convene an annual meeting at a convenient time, to which all Title I parents shall be invited and encouraged to attend, to inform parents of their school's Title I program and to explain the requirements of Title I and the right of parents to be involved.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Dated Title I meeting agenda & sign-in sheets	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1514 128 2055 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1514 180 2055 532"> <p>3/11/2020 12:43:25 PM Federal Program Coordinator Zofia Swiatek Annual Fall Title Meetings were held for all parents 7PM November 1, 2019 and a morning session Monday, November 4, 2019. Recordings can be viewed by clicking the link in the Smore newsletter.</p> </td> </tr> </tbody> </table>	District Comments	<p>3/11/2020 12:43:25 PM Federal Program Coordinator Zofia Swiatek Annual Fall Title Meetings were held for all parents 7PM November 1, 2019 and a morning session Monday, November 4, 2019. Recordings can be viewed by clicking the link in the Smore newsletter.</p>
District Comments							
<p>3/11/2020 12:43:25 PM Federal Program Coordinator Zofia Swiatek Annual Fall Title Meetings were held for all parents 7PM November 1, 2019 and a morning session Monday, November 4, 2019. Recordings can be viewed by clicking the link in the Smore newsletter.</p>							

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>3. Each Title I school shall jointly develop with parents of Title I children a school parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the school and parents will build and develop a partnership to help children achieve the State's high standards. The compact shall</p> <ul style="list-style-type: none"> • describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables Title I children to meet the State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom, and participating as appropriate, in decisions relating to the education of their children and positive use of extracurricular time, and • address the importance of communication between teachers and parents on an ongoing basis through at a minimum: parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; frequent reports to parents on their children's progress; reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and ensuring two way meaningful communication between family members and school staff, and to the extent practicable, in a language that family members can understand. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> School-parent compact with review/revision date, dated agenda, sign-in sheets and method of distribution	

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>4. Title I Schools shall aid parents of Title I children in understanding such topics as the challenging State academic standards, State and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children.</p>	☑	☐	☐	<p>☑ Dated Title I meeting agenda & sign-in sheets that indicate topics of discussion</p> <p>☐ Staff/Parent meeting agendas and sign-in sheets</p>	<p style="text-align: center;">District Comments</p> <p>3/11/2020 12:59:57 PM Federal Program Coordinator Zofia Swiatek School-wide Parent data-driven webinar/meeting informed parents of standards and assessments to improve achievement.</p>
<p>5. Title I Schools shall provide materials and training to help parents to work with their children to improve their childrens achievement, such as literacy training and using technology (including education about the harms of copyright piracy) as appropriate, to foster parent involvement.</p>	☑	☐	☐	<p>☐ Training materials, evaluations, agendas & sign-in sheets, calendar of events</p> <p>☑ Workshops with copies of dated agendas and sign-in sheets.</p>	<p style="text-align: center;">District Comments</p> <p>4/15/2020 9:57:00 AM Federal Program Coordinator Zofia Swiatek These were done virtually through webinars offered over the course of the year. Webinar schedule is included as documentation for this requirement. Links and recordings can be pulled up on the day of the audit.</p>
<p>6. ALL schools teachers and staff shall annually be educated, with the assistance of parents, in how to better communicate with, or work with, parents as equal partners.</p>	☑	☐	☐	<p>☑ Dated staff meeting agendas and sign-in sheets</p> <p>☐ SPAC skits and staff agendas and sign in sheets</p> <p>☐ Dated staff meeting agenda and sign-in sheets utilizing parent survey results (open-ended questions included)</p>	

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
7. Title I Schools shall coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Transition Plan <input checked="" type="checkbox"/> Parent training materials, evaluations, agendas, calendar of events <input type="checkbox"/> Staff/Parent meeting agendas and sign-in sheets	<div style="text-align: center; background-color: #cccccc; padding: 2px;">District Comments</div> <p>4/15/2020 10:13:08 AM Federal Program Coordinator Zofia Swiatek We work alongside NAFSCE, the Family Involvement Conference team, and with SPAC to strengthen our parent involvement programs.</p>
8. Title I schools shall ensure that information related to school and parent programs, meetings, and other activities is sent to Title I parents in a format and, the extent practicable, in a language the parents can understand.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Translated documents such as fliers, letters, web site postings <input type="checkbox"/> Translated Schoolwide Plan	
<p>Desk Monitoring Only:</p> <ul style="list-style-type: none"> • Upload School-Level Parent and Family Engagement Policy for each Title I school, parent meeting agenda and sign in sheet, and method of distribution. • Upload agenda for annual Title I meeting and sign-in sheets. • Upload School-Parent Compact for each Title I school and agenda and sign in sheet from parent meeting. • Upload Staff/Parent meeting agendas, back-to-school nights or parent training meetings. • Upload Staff/Parent meeting agendas, back-to-school nights or parent training meetings. • Upload agenda of staff meeting(s) where discussion of effective means to communicate with parents is discussed, along with sign-in sheets. Include documentation of parent involvement in the process. • Upload a sample translated document. 				<p style="color: blue; text-decoration: underline;"> School Level Monitoring Program - Component 2 - Requirement 1 - Parent and Family Engagement Policy.pdf School Level Monitoring Program - Component 2 - Requirement 1 - Parent and Family Engagement Policy Review Meeting Attendance.pdf School Level Monitoring Program - Component 2 - Requirement 2 - Annual Title I Meeting Notification.pdf School Level Monitoring Program - Component 2 - Requirement 6 - Parents Educating Staff on how to Communicate with Families.pdf School Level Monitoring Program - Component 2 - Requirement 8 - Translated Student Education Record Privacy Notification.pdf School Level Monitoring Program - Component 2 - Requirement 8 - Translated Annual Parent Right To Request Teacher Qualifications.pdf School Level Monitoring Program - Component 2 - Requirement 8 - Translated Annual Notice to Parents.pdf School Level Monitoring Program - Component 2- Requirement 7 - Integration of Parent Workshops and Programs in School Activities.pdf School Level Monitoring Program - Component 2 - Requirements 4 and 5 - Parent Webinar Series Links, Agendas, and Recordings.pdf </p>	

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
If you have additional comments to make about this section, enter them here:					

Component III: Schoolwide Programs

An eligible school operating a schoolwide program shall develop a comprehensive plan (or amend a plan for such a program that was in existence on the day before the date of the enactment of the Every Student Succeeds Act)

Sec. 1114

If the school does not operate a Schoolwide Program, this section can be skipped.

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
<p>1. Have a completed/revised Schoolwide Plan. Plan is based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the local educational agency; and includes a description of the strategies that the school will be implementing to address school needs, including a description of how such strategies will provide opportunities for all children, including each of the subgroups of students (as defined in section 1111(c)(2)) to meet the challenging State academic standards; use methods and instructional strategies that strengthen the academic program in the school, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum, which may include programs, activities, and courses necessary to provide a well-rounded education; and address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging State academic standards.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Copy of the School Plan Template OR the Schoolwide Plan Must also provide agendas and sign-in sheets, demonstrating plan was updated within a year of the monitoring visit.	<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="1673 474 2053 521">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1673 521 2053 873"> 4/11/2021 9:51:38 AM Federal Program Coordinator Zofia Swiatek I tried to upload our A-TSI School Improvement Plan, but the file itself was too big for FedMonitor. I can pull it up the day of the audit. </td> </tr> </tbody> </table>	District Comments	4/11/2021 9:51:38 AM Federal Program Coordinator Zofia Swiatek I tried to upload our A-TSI School Improvement Plan, but the file itself was too big for FedMonitor. I can pull it up the day of the audit.
District Comments							
4/11/2021 9:51:38 AM Federal Program Coordinator Zofia Swiatek I tried to upload our A-TSI School Improvement Plan, but the file itself was too big for FedMonitor. I can pull it up the day of the audit.							
<p>Desk Monitoring Only: Upload a copy of the School Plan Template or the Schoolwide Plan and sign-in sheets and agendas demonstrating plan was updated within a year of the monitoring visit.</p>	<p style="text-align: right;"> School Level Monitoring Program - Component 3 - Requirement 1 - School-wide Plan Meetings for 2019-2020 School Year with Attached Plan.pdf School Level Monitoring Program - Component 3 - Requirement 1 - School-wide SIP Focus Group Data.docx </p>						
<p>Note: If the school does not have an approved Schoolwide Plan, must monitor requirements in the Targeted Assistance section.</p>							
<p>If you have additional comments to make about this section, enter them here:</p>							

Component IV: Targeted Assistance Programs

In all schools selected to receive funds under section 1113(c) that are ineligible for a schoolwide program under section 1114, have not received a waiver under section 1114(a)(1)(B) to operate such a schoolwide program, or choose not to operate such a schoolwide program, a local educational agency serving such school may use funds received under this part only for programs that provide services to eligible children under subsection (c) identified as having the greatest need for special assistance.

Sec. 1113

If the school does not operate a Targeted Assistance Program, this section can be skipped.

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
1. The Title I school determines which students will be served, and serves participating students identified as eligible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Selection criteria and student roster with test scores that includes rank order listing.	
2. The Title I school uses resources under this part to help eligible children meet the challenging State academic standards, which may include programs, activities, and academic courses necessary to provide a well-rounded education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> List of programs, activities, and academic courses provided to eligible children	
3. The Title I school uses methods and instructional strategies to strengthen the academic program of the school through activities, which may include expanded learning time, before- and after-school, and summer programs and opportunities; and a schoolwide tiered model to prevent and address behavior problems, and early intervening services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> List of instructional strategies including activities that strengthen the academic program provided to eligible children	
4. The Title I school coordinates with and supports the regular education program, which may include services to assist preschool children in the transition from early childhood education programs such as Head Start, the literacy program under subpart 2 of part B of title II, or State-run preschool programs to elementary school programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Documentation of regular team meetings, dated agenda, sign-in sheets, and minutes	
5. The Title I school provides professional development with resources provided under this part, and, to the extent practicable, from other sources, to teachers, principals, other school leaders, paraprofessionals, and, if appropriate, specialized instructional support personnel, and other school personnel who work with eligible children in programs under this section or in the regular education program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> List of professional development activities, dated agendas, and sign in sheets	
Desk Monitoring Only:					

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<ul style="list-style-type: none"> • Upload selection criteria and student roster with test scores that includes rank order listing • Upload a list of instructional strategies including activities that strengthen the academic program provided to eligible children • Upload a list of professional development activities, agendas, and sign in sheets 					
<p style="text-align: center;">If you have additional comments to make about this section, enter them here:</p>					

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 Market Street Harrisburg, PA 17126-0333

Division of Federal Programs
Consolidated Program Review

2019-2020 School Year

Pennsylvania Leadership Charter School
1332 Enterprise Dr.
West Chester, PA 19380

LEA Level Monitoring

	<u>Name</u>	<u>Phone Number</u>	Check if Interviewed
Superintendent:	James Hanak	610-701-3333	<input type="checkbox"/>
Business Manager:	Roger Masch	512-481-9777	<input checked="" type="checkbox"/>
Federal Program Coordinator:	Zofia V Swiatek	61070133331108	<input checked="" type="checkbox"/>
Parent/Family Member:			<input type="checkbox"/>

Program(s) Reviewed:

- Title IA: Fiscal
- Title IIA: Fiscal
- Title IIIA: Fiscal
- Title IVA: Fiscal

Program Reviewer(s): Adam Kenz

Program Review Date: 04/26/2021

Title IA: Fiscal

Component I: General Fiscal Requirements/Uniform Grants Guidance

Fiscal monitoring is different than program monitoring: Fiscal monitoring will include a review of a subgrantee's financial operations, which may include a review of internal controls for program funds in accordance with state and federal requirements, an examination of principles, laws and regulations, and a determination of whether costs are reasonable and necessary to achieve program objectives. This activity involves an assessment of financial statements, records, and procedures. It is similar to an audit but has a lesser degree of detail and depth and, usually, a higher degree of frequency.

Fiscal monitoring includes, but is not limited to:

- Reviewing a random sample (usually 3-5 per program) of invoices or bills for expenditures charged to the program to determine if appropriate units of measure are reported and that costs (units x rate) are correct and that costs align with grant objectives and were approved in the application for funds.
- Comparing budgets or budget limits to actual costs to determine if the LEAs expenditures are likely to be more or less than budgeted
- Obtaining documentation that services billed or items purchased were actually delivered according to the contract
- Comparing invoices with supporting documentation to determine that costs were allowable, necessary, and allocable.

An expenditure is allowable if it is an approved use of funds under the statute or regulations governing a program and meet the intent of the program.

An expenditure is necessary if it is part of an approved application for funding.

An expenditure is allocable to the extent that the expenditure is used to meet the intent of the grant program (costs are pro-rated across grants if used to meet several grant program objectives).

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
-------------	--------------	-----	---------	-----	--------------------------------------	----------

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>1. Audits</p> <p>The SEA ensures that LEAs are audited annually, if required, and that all corrective actions identified through this process are fully implemented. NOTE: The most recent federal audit corrective actions may not be fully implemented if the audit was just completed in the last few months.</p> <p>Uniform Grants Guidance Section 200.501</p>	<p>1. Copies of single audit reports (2 most recent), corrective action plans and approval documents for the LEA</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Two most recent audit reports (federal programs only, sections tabbed and marked)</p> <p><input type="checkbox"/> LEA response to findings</p> <p><input type="checkbox"/> PDE follow-up review of findings</p> <p><input type="checkbox"/> Independent auditor report shows that LEA has completed all corrective actions</p>	
<p>2. Equipment and Related Property</p> <p>UGG Sec. 200.313</p>	<p>1. LEA maintains Inventory records, purchase orders and receipts for equipment (over \$5,000) purchased and Computing Devices and Special Purpose Equipment (\$300 - \$4,999)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Inventory list of items purchased with Title I A.</p>	

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
	2. LEA conducts a physical inventory of all items every two years	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Documentation that physical inventory was conducted within the last two years	<div data-bbox="1667 131 2053 175" style="background-color: #cccccc; text-align: center;">District Comments</div> <div data-bbox="1667 183 2053 488"> <p>4/9/2021 1:13:08 PM Federal Program Coordinator Zofia Swiatek 2019-20 was the first year that inventory record keeping is required, based on unit cost and type of equipment.</p> </div> <div data-bbox="1667 496 2053 540" style="background-color: #cccccc; text-align: center;">Monitor Comments</div> <div data-bbox="1667 548 2053 813"> <p>4/26/2021 6:52:20 AM Monitor Adem Oksuz The LEA states 2019-20 was the first year that inventory record keeping is required, based on unit cost and type of equipment.</p> </div>
3. Obligating Funds UGG Sec. 200.309	1. LEA began obligating funds on or after the programs' approved/submit date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> List approval/submit date in comment section <input checked="" type="checkbox"/> Documentation that program funds were not spent prior to program approval/submit date	<div data-bbox="1667 841 2053 885" style="background-color: #cccccc; text-align: center;">District Comments</div> <div data-bbox="1667 893 2053 1198"> <p>4/9/2021 12:41:06 PM Federal Program Coordinator Zofia Swiatek Expenditures for Title I is linked here, but a closer look can be offered day of the audit by reviewing the 2019-20 Title Grant workbook.</p> </div>

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
4. Record Retention UGG Sec. 200.333	1. Federal program records are maintained for a period of 7 years (current year plus 6 prior)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Evidence that records are maintained for a period of seven years	<table border="1"> <thead> <tr> <th data-bbox="1663 131 2055 180">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1663 180 2055 532"> 4/9/2021 1:19:42 PM Federal Program Coordinator Zofia Swiatek Physical files are kept on-site in a locked closet. 2013-2014 Title binder is there. I will pick up the binder the Friday before to show it during audit day. </td> </tr> </tbody> </table>	District Comments	4/9/2021 1:19:42 PM Federal Program Coordinator Zofia Swiatek Physical files are kept on-site in a locked closet. 2013-2014 Title binder is there. I will pick up the binder the Friday before to show it during audit day.
District Comments								
4/9/2021 1:19:42 PM Federal Program Coordinator Zofia Swiatek Physical files are kept on-site in a locked closet. 2013-2014 Title binder is there. I will pick up the binder the Friday before to show it during audit day.								
5. Performance Goal Reporting Verification UGG 200.328	1. LEA has submitted the Performance Goal Output Report, for the prior year, for Title IA. Please note: the LEA does not need to provide copies of the Consolidated Application. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Consolidated Application, Performance Goal Output Report in Title IA			
	2. Backup documentation exists for the performance goal report that aligns with the data indicated in the goals that would be used to determine success.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Data reports/summaries must be present at time of monitoring.			

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>6. Conflict of Interest Policy</p> <p>UGG Sec 200.112</p>	<p>1. Conflict of Interest Requirement the non-federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with the applicable Federal awarding agency policy, which includes:</p> <ul style="list-style-type: none"> • Standards of Conduct (covering conflicts of interest when governing the actions of its employees engaged in the selection award and administration of contracts) • Organizational Conflicts- (relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization) • Disciplinary Actions- (actions taken against an individual who violates the standards of conduct) • Mandatory Disclosure- (potential conflict disclosed in writing) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Board Approved policy, <input type="checkbox"/> Self-disclosure form, <input type="checkbox"/> Resolution form or other evidence of how it was resolved (waived, or disciplinary actions taken)	
<p>7. Allowability of Costs</p> <p>UGG Sec 200.43</p>	<p>1. Allowability of Costs Requirement Expenditures must be aligned with approved budgeted items and when determining how the District expends its funds the procedures must include the following cost principles:</p> <ul style="list-style-type: none"> • Necessary, reasonable and allocable • Conform with federal law and grant terms • Consistent with state and local policies • Adequately documented 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Review program expenditures <input type="checkbox"/> Review Allowability of Costs Procedures to check for internal controls relating to bulleted items.	

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>8. Procurement</p> <p>UGG Sec 200.320, 100.67, 200.88</p>	<p>1. Procurement the LEA maintains purchasing procedures</p> <p>Micro-purchases (purchase up to \$10,000)</p> <ul style="list-style-type: none"> • Small Purchase (between \$10,000-\$250,000) • Sealed Bids (purchases over \$250,000 with formal advertising) • Competitive Proposals (more than one source submitting a proposal) • Non-competitive Proposals i.e. Sole Source (Solicitation of a proposal from only one source) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Procurement procedures exist and include the specific procedures to be followed internally for the five procurement levels</p> <p><input type="checkbox"/> Evidence that procurement procedures were followed for 3-5 tested random expenditures.</p>	
<p>9. Cash Management Procedures</p> <p>UGG Sec 200.305</p>	<p>1. Cash Management - the LEA must maintain written procedures to implement the following cash management requirements:</p> <ul style="list-style-type: none"> • Reimbursements - explain what happens if the LEA is initially charging federal grant expenditures to nonfederal funds • Advances - explain what happens if the LEA receives advance payments of federal grant funds • Interest - explain how the LEA will manage interest earned on federal grant awards 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Procedures are available that address the three components</p> <p><input type="checkbox"/> Evidence that LEA returned interest earned in excess of \$500 to federal government, if applicable</p>	

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>10. Travel Reimbursement</p> <p>UGG Sec 200.474</p>	<p>1. Travel the LEA must have written travel policies for travel costs to be allowable</p> <ul style="list-style-type: none"> • Types of travel (single day, overnight or out-of-state) • What expenses may be reimbursed (food, lodging, transportation, airfare) • What type of documentation is needed for reimbursement? (pre-approval travel form, receipts, post travel form) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Board approved policies available for review <input type="checkbox"/> Samples of travel requests reviewed followed policy <input type="checkbox"/> Prior written approval was obtained by PDE for out of state travel 					
<p>11. Prior Written Approval for Various Expenditures</p> <p>UGG Sec 200.413, 200.474, 200.438, 200.439, 200.454</p>	<p>1. LEA must obtain prior written approval for the following expenditures:</p> <ul style="list-style-type: none"> • Salaries of Administrative Staff (Clerical and Federal Program Coordinators) (200.413(c)) • Out of State Travel for workshops/conferences (200.474) • Entertainment Costs (200.438) • Equipment (200.439) • Student Activity Costs • Memberships, subscriptions, and Professional Activities (200.454) 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Items were included in approved consolidated application budgets and/or narratives <input type="checkbox"/> Emails or other correspondence with regional coordinator requesting and receiving approval for expenditures. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1663 553 2055 610" style="background-color: #cccccc;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1663 610 2055 954"> <p>2/14/2020 10:58:50 AM</p> <p>Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School has not written in these expenditures into the grant and will not be using Title IA funding for this purpose.</p> </td> </tr> <tr> <th data-bbox="1663 954 2055 1011" style="background-color: #cccccc;">Monitor Comments</th> </tr> <tr> <td data-bbox="1663 1011 2055 1317"> <p>4/26/2021 6:54:16 AM</p> <p>Monitor Adem Oksuz Pennsylvania Leadership Charter School has not written these expenditures into the grant and will not be using Title IA funding for this purpose.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/14/2020 10:58:50 AM</p> <p>Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School has not written in these expenditures into the grant and will not be using Title IA funding for this purpose.</p>	Monitor Comments	<p>4/26/2021 6:54:16 AM</p> <p>Monitor Adem Oksuz Pennsylvania Leadership Charter School has not written these expenditures into the grant and will not be using Title IA funding for this purpose.</p>
District Comments										
<p>2/14/2020 10:58:50 AM</p> <p>Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School has not written in these expenditures into the grant and will not be using Title IA funding for this purpose.</p>										
Monitor Comments										
<p>4/26/2021 6:54:16 AM</p> <p>Monitor Adem Oksuz Pennsylvania Leadership Charter School has not written these expenditures into the grant and will not be using Title IA funding for this purpose.</p>										

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>12. Carryover</p> <p>The LEA complies with the carryover provisions of Title I.</p> <p>Sec. 1127</p>	<p>1. LEAs with Title I allocations greater than \$50,000 per year have not carried over more than 15% of their allocation from one year to next unless the SEA has waived the limitation (allowable once every 3-year cycle if the SEA believes the request is reasonable and necessary</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Consolidated Application Carryover section</p> <p><input type="checkbox"/> Waiver request and Carryover Waiver Approval Letter</p>	<table border="1"> <thead> <tr> <th data-bbox="1661 131 2047 180">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1661 180 2047 423"> <p>2/14/2020 10:59:47 AM</p> <p>Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School has not carried over funding to date.</p> </td> </tr> <tr> <th data-bbox="1661 423 2047 472">Monitor Comments</th> </tr> <tr> <td data-bbox="1661 472 2047 683"> <p>4/26/2021 6:54:29 AM</p> <p>Monitor Adem Oksuz Pennsylvania Leadership Charter School has not carried over funding to date.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/14/2020 10:59:47 AM</p> <p>Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School has not carried over funding to date.</p>	Monitor Comments	<p>4/26/2021 6:54:29 AM</p> <p>Monitor Adem Oksuz Pennsylvania Leadership Charter School has not carried over funding to date.</p>
District Comments										
<p>2/14/2020 10:59:47 AM</p> <p>Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School has not carried over funding to date.</p>										
Monitor Comments										
<p>4/26/2021 6:54:29 AM</p> <p>Monitor Adem Oksuz Pennsylvania Leadership Charter School has not carried over funding to date.</p>										
<p>13. Rank Order</p> <p>The LEA ensures that it complies with the requirements of Title I when allocating funds to eligible school attendance areas or schools in rank order of poverty based on the number of children from low-income families who reside in an eligible school attendance area.</p> <p>Sec. 1113</p>	<p>1. The LEA must rank buildings highest to lowest based on poverty percentages. All buildings over 75% low-income must be served, regardless of grade span, in rank order. Buildings below 75% can be served in rank order in two manners, either still in rank order regardless of grade span, or by rank order within grade span." This can be marked N/A only if one of the following applies; the LEA has one building per grade span, the LEA is a single building, less than 1,000 district enrollment, or a Charter School.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Building Level Title I Expenditures</p>	<table border="1"> <thead> <tr> <th data-bbox="1661 699 2047 748">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1661 748 2047 992"> <p>2/14/2020 11:00:39 AM</p> <p>Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is one school and therefore does not rank.</p> </td> </tr> <tr> <th data-bbox="1661 992 2047 1040">Monitor Comments</th> </tr> <tr> <td data-bbox="1661 1040 2047 1252"> <p>4/26/2021 6:54:39 AM</p> <p>Monitor Adem Oksuz Pennsylvania Leadership Charter School is one school and therefore does not rank.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/14/2020 11:00:39 AM</p> <p>Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is one school and therefore does not rank.</p>	Monitor Comments	<p>4/26/2021 6:54:39 AM</p> <p>Monitor Adem Oksuz Pennsylvania Leadership Charter School is one school and therefore does not rank.</p>
District Comments										
<p>2/14/2020 11:00:39 AM</p> <p>Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is one school and therefore does not rank.</p>										
Monitor Comments										
<p>4/26/2021 6:54:39 AM</p> <p>Monitor Adem Oksuz Pennsylvania Leadership Charter School is one school and therefore does not rank.</p>										

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	<p>2. Buildings above 75% low-income must be served and can only not be served after written approval has been established by PDE. If an LEA has a building over 75%, this cannot be marked N/A. Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Consolidated Application, Selection of Schools <input type="checkbox"/> Approval by Regional Coordinator and evidence of a supplemental program 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">District Comments</th> </tr> </thead> <tbody> <tr> <td>2/14/2020 11:02:27 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is one school and therefore does not rank.</td> </tr> <tr> <th style="background-color: #cccccc;">Monitor Comments</th> </tr> <tr> <td>4/26/2021 6:54:45 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School is one school and therefore does not rank.</td> </tr> </tbody> </table>	District Comments	2/14/2020 11:02:27 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is one school and therefore does not rank.	Monitor Comments	4/26/2021 6:54:45 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School is one school and therefore does not rank.
District Comments										
2/14/2020 11:02:27 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is one school and therefore does not rank.										
Monitor Comments										
4/26/2021 6:54:45 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School is one school and therefore does not rank.										
	<p>3. Pre-kindergarten children are excluded from the poverty count of any school</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> PIMS Report on Economically Disadvantaged <input type="checkbox"/> Other printed documentation showing Pre-K excluded from enrollment counts 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">District Comments</th> </tr> </thead> <tbody> <tr> <td>2/14/2020 11:03:19 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is one school and therefore does not rank.</td> </tr> <tr> <th style="background-color: #cccccc;">Monitor Comments</th> </tr> <tr> <td>4/26/2021 6:54:52 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School is one school and therefore does not rank.</td> </tr> </tbody> </table>	District Comments	2/14/2020 11:03:19 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is one school and therefore does not rank.	Monitor Comments	4/26/2021 6:54:52 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School is one school and therefore does not rank.
District Comments										
2/14/2020 11:03:19 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is one school and therefore does not rank.										
Monitor Comments										
4/26/2021 6:54:52 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School is one school and therefore does not rank.										

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>14. Comparability</p> <p>The LEA complies with the comparability provisions of Title I</p> <p>Sec. 1118(c)</p>	<p>1. Title I Comparability Report comparing Title I schools to non-Title I schools reported to SEA annually in Pennsylvania and submitted by November 15 Please note: the LEA does not need to provide evidence. Monitor will view prior to monitoring from the Comparability website. By checking this as met you are ensuring compliance with this requirement.</p>	☑	☐	☐	<p>☐ Detailed Data Sheet and Assurance page</p> <p>☑ Assurance page for those LEAs that are exempt</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">District Comments</th> </tr> </thead> <tbody> <tr> <td>2/14/2020 11:07:15 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is a charter school and is therefore exempt.</td> </tr> <tr> <th style="background-color: #e0e0e0;">Monitor Comments</th> </tr> <tr> <td>4/26/2021 9:59:12 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School submitted Title I Comparability assurances.</td> </tr> </tbody> </table>	District Comments	2/14/2020 11:07:15 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is a charter school and is therefore exempt.	Monitor Comments	4/26/2021 9:59:12 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School submitted Title I Comparability assurances.
District Comments										
2/14/2020 11:07:15 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School is a charter school and is therefore exempt.										
Monitor Comments										
4/26/2021 9:59:12 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School submitted Title I Comparability assurances.										
<p>15. Compliance to Reservations</p> <p>The LEA complies with requirements regarding the reservation of funds.</p> <p>Sec. 1113(c)(3), 42 U.S.C 11432</p> <p>Sec. 1116(a)(3)</p>	<p>1. The LEA has reserved funds for Homeless students at both Title I served and non-Title I served buildings. This is a district-level reservation. Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	☑	☐	☐	<p>☐ Consolidated Application Reservation of Funds page</p> <p>☑ Consolidated Application Title I budget</p> <p>☐ Statement of expenditures for homeless</p>					

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	<p>2. LEAs receiving more than \$500,000 in Title I funds have reserved a minimum of 1% of the allocation for parent and family engagement and have distributed a minimum of 90% of those funds to the school level. A LEA may reserve more than 1% of the allocation. The 90% building-level allocation rule is only applicable against the original 1%, not any percentage above. Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Consolidated Application, Reservation of Funds</p> <p><input type="checkbox"/> Procedure for allocation of at least 90% of Parent and Family Engagement funds to the school level must be demonstrated and applicable expenditures provided as evidence of compliance</p>					
	<p>3. LEA reserved appropriate funds for Neglected Institution served. (If not used, select NA)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Statement of expenditures for Neglected Institution</p>	<table border="1"> <thead> <tr> <th data-bbox="1663 618 2053 667" style="background-color: #cccccc;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1663 667 2053 946"> <p>2/14/2020 11:09:42 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not serve any neglected institutions.</p> </td> </tr> <tr> <th data-bbox="1663 946 2053 995" style="background-color: #cccccc;">Monitor Comments</th> </tr> <tr> <td data-bbox="1663 995 2053 1237"> <p>4/26/2021 6:55:47 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not serve any neglected institutions.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/14/2020 11:09:42 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not serve any neglected institutions.</p>	Monitor Comments	<p>4/26/2021 6:55:47 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not serve any neglected institutions.</p>
District Comments										
<p>2/14/2020 11:09:42 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not serve any neglected institutions.</p>										
Monitor Comments										
<p>4/26/2021 6:55:47 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not serve any neglected institutions.</p>										

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	<p>4. The LEA has reserved funds for Foster students at both Title I served and non-Title I served buildings. This is a district-level reservation. (LEAs are not required to set aside funds for Foster students. This can be marked N/A If not used).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Statement of expenditures for Foster	<table border="1"> <thead> <tr> <th data-bbox="1663 131 2055 180">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1663 180 2055 461"> 2/14/2020 11:10:06 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School did not reserve funds for foster students. </td> </tr> <tr> <th data-bbox="1663 461 2055 509">Monitor Comments</th> </tr> <tr> <td data-bbox="1663 509 2055 753"> 4/26/2021 6:56:04 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School did not reserve funds for foster students. </td> </tr> </tbody> </table>	District Comments	2/14/2020 11:10:06 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School did not reserve funds for foster students.	Monitor Comments	4/26/2021 6:56:04 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School did not reserve funds for foster students.
District Comments										
2/14/2020 11:10:06 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School did not reserve funds for foster students.										
Monitor Comments										
4/26/2021 6:56:04 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School did not reserve funds for foster students.										
	<p>5. If LEA has indicated the use of the Salary and Fringe Benefit set-aside on the Reservation of Funds worksheet, does documentation exist to show how the calculation was derived. (If not used, select NA)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Spreadsheet demonstrating calculations	<table border="1"> <thead> <tr> <th data-bbox="1663 769 2055 818">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1663 818 2055 1099"> 2/14/2020 1:02:10 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not use Title IA funding for Salary and Fringe Benefit set-aside. </td> </tr> <tr> <th data-bbox="1663 1099 2055 1148">Monitor Comments</th> </tr> <tr> <td data-bbox="1663 1148 2055 1391"> 4/26/2021 6:56:15 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not use Title IA funding for Salary and Fringe Benefit set-aside. </td> </tr> </tbody> </table>	District Comments	2/14/2020 1:02:10 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not use Title IA funding for Salary and Fringe Benefit set-aside.	Monitor Comments	4/26/2021 6:56:15 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not use Title IA funding for Salary and Fringe Benefit set-aside.
District Comments										
2/14/2020 1:02:10 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not use Title IA funding for Salary and Fringe Benefit set-aside.										
Monitor Comments										
4/26/2021 6:56:15 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not use Title IA funding for Salary and Fringe Benefit set-aside.										

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	6. The LEA indicated the use of Optional set asides, such as audit, community day programs, district wide professional development, pupil transportation, pre-school programs, program evaluation, summer and intersession programs, state and federal liaison on the set-aside Reservation of Funds worksheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> LEA Title I budget and expenditures	<table border="1"> <tr> <th data-bbox="1663 131 2055 180">District Comments</th> </tr> <tr> <td data-bbox="1663 180 2055 461"> 2/14/2020 1:02:43 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not use Title IA funding for optional set-asides. </td> </tr> <tr> <th data-bbox="1663 461 2055 509">Monitor Comments</th> </tr> <tr> <td data-bbox="1663 509 2055 751"> 4/26/2021 6:56:26 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not use Title IA funding for optional set-asides. </td> </tr> </table>	District Comments	2/14/2020 1:02:43 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not use Title IA funding for optional set-asides.	Monitor Comments	4/26/2021 6:56:26 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not use Title IA funding for optional set-asides.
District Comments										
2/14/2020 1:02:43 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not use Title IA funding for optional set-asides.										
Monitor Comments										
4/26/2021 6:56:26 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not use Title IA funding for optional set-asides.										
16. Transferability Sec 5103(b)	1. Up to 100% of Title II and IV funds can be transferred. Funds can be transferred into Title I and Title III but not out of either subprogram. Title IIA and IV can transfer between programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Expenditures aligned to transferred into subprogram <input type="checkbox"/> Consolidated Application, Transferability page	<table border="1"> <tr> <th data-bbox="1663 768 2055 816">District Comments</th> </tr> <tr> <td data-bbox="1663 816 2055 1060"> 2/14/2020 11:16:27 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not transfer funds across grants. </td> </tr> <tr> <th data-bbox="1663 1060 2055 1109">Monitor Comments</th> </tr> <tr> <td data-bbox="1663 1109 2055 1318"> 4/26/2021 6:56:39 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not transfer funds across grants. </td> </tr> </table>	District Comments	2/14/2020 11:16:27 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not transfer funds across grants.	Monitor Comments	4/26/2021 6:56:39 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not transfer funds across grants.
District Comments										
2/14/2020 11:16:27 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not transfer funds across grants.										
Monitor Comments										
4/26/2021 6:56:39 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not transfer funds across grants.										

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	2. Evidence that Nonpublic school consultation to discuss transfer of funds occurred prior to the transfer of funds.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Agendas/sign in sheets <input type="checkbox"/> Emails <input type="checkbox"/> Other documentation to reflect consultation occurred prior to the transfer of funds	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1663 131 2055 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1663 180 2055 461"> 2/14/2020 11:16:44 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not transfer grants and does not serve non-public schools. </td> </tr> <tr> <th data-bbox="1663 461 2055 509" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1663 509 2055 753"> 4/26/2021 6:57:23 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not transfer grants and does not serve non-public schools. </td> </tr> </tbody> </table>	District Comments	2/14/2020 11:16:44 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not transfer grants and does not serve non-public schools.	Monitor Comments	4/26/2021 6:57:23 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not transfer grants and does not serve non-public schools.
District Comments										
2/14/2020 11:16:44 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not transfer grants and does not serve non-public schools.										
Monitor Comments										
4/26/2021 6:57:23 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not transfer grants and does not serve non-public schools.										
If you have additional comments to make about this section, enter them here:										
17. Time Documentation UGG Section 200.430	1A. The LEA maintains semi-annual certifications for all employees paid through a federal grant and working on a single cost objective. Single funding certifications are signed after the fact by the employee or supervisor with direct knowledge of the employee's activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Semi-annual time certifications					

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	1B. If LEA is using single funding certifications to document time for an employee with a fixed schedule, prior written approval from DFP was obtained.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Documentation of Fixed schedule semi-annual time documentation DFP approval	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1661 131 2055 180" style="background-color: #cccccc;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1661 180 2055 496"> 4/9/2021 1:28:59 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not fund split-funded employees with fixed schedules out of Title I funds. </td> </tr> <tr> <th data-bbox="1661 496 2055 545" style="background-color: #cccccc;">Monitor Comments</th> </tr> <tr> <td data-bbox="1661 545 2055 821"> 4/26/2021 6:56:53 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not fund split-funded employees with fixed schedules out of Title I funds. </td> </tr> </tbody> </table>	District Comments	4/9/2021 1:28:59 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not fund split-funded employees with fixed schedules out of Title I funds.	Monitor Comments	4/26/2021 6:56:53 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not fund split-funded employees with fixed schedules out of Title I funds.
District Comments										
4/9/2021 1:28:59 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not fund split-funded employees with fixed schedules out of Title I funds.										
Monitor Comments										
4/26/2021 6:56:53 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not fund split-funded employees with fixed schedules out of Title I funds.										

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	<p>2. The LEA maintains Personnel Activity Reports (PARs) for employees who works on multiple cost objectives and are paid in full or in part from a federal grant. PARs include 100% of the employees time, are broken out by multiple cost objectives, are signed by the employee after the fact, are collected multiple times a year and are reconciled against payroll records so that the total amount charged to the federal grant is supported by the PARs.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Time logs <input type="checkbox"/> Staff schedules	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">District Comments</th> </tr> </thead> <tbody> <tr> <td>2/14/2020 11:17:42 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not have any employees who work on multiple cost objectives under this year's Title IA grant.</td> </tr> <tr> <th style="background-color: #cccccc;">Monitor Comments</th> </tr> <tr> <td>4/26/2021 6:57:07 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not have any employees who work on multiple cost objectives under this year's Title IA grant.</td> </tr> </tbody> </table>	District Comments	2/14/2020 11:17:42 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not have any employees who work on multiple cost objectives under this year's Title IA grant.	Monitor Comments	4/26/2021 6:57:07 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not have any employees who work on multiple cost objectives under this year's Title IA grant.
District Comments										
2/14/2020 11:17:42 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not have any employees who work on multiple cost objectives under this year's Title IA grant.										
Monitor Comments										
4/26/2021 6:57:07 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School does not have any employees who work on multiple cost objectives under this year's Title IA grant.										

Desk Monitoring only:

- Upload inventory list for public and Non-public programs
- Upload data reports/summaries
- Upload Conflict of Interest Policy and Travel Reimbursement Policy, Cash Management Procedure, Allowability of Costs Procedure and Procurement Procedure
- Upload Carryover Waiver Approval Letter, if applicable
- Upload building level budgets for each Title I building
- Upload Documentation of LEA methodology for allocating state and local funds to buildings.
- For LEAs not exempt, upload Comparability Assurance page and Detailed data sheet. For those LEAs that are exempt, upload Assurance page.
- Upload MOE letter from PDE
- Upload agendas, sign in sheets, emails, or other documentation to reflect Non-public consultation occurred.

- [Title I Fiscal - Component I - UGG - Requirement 3 - Obligation of Funds - Title I Master.pdf](#)
- [Title I Fiscal - Component I - UGG - Requirement 5 - Performance Goal Reporting Verification - Back Up Documentation.pdf](#)
- [Title I Fiscal - Component I - UGG - Requirement 6 - Conflict of Interest Policy.pdf](#)
- [Title I Fiscal - Component I - UGG - Requirement 7 - Allowability of Costs Policy.pdf](#)
- [Title I Fiscal - Component I - UGG - Requirement 8 - Procurement Procedures Policy.pdf](#)
- [Title I Fiscal - Component I - UGG - Requirement 9 - Cash Management Procedures Policy.pdf](#)
- [Title I Fiscal - Component I - UGG - Requirement 10 - Travel Reimbursement Policy.pdf](#)
- [Title I Fiscal - Component I - UGG - Requirement 1 - 2017 Single Audit.pdf](#)

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
						Title I Fiscal - Component I - UGG - Requirement 1 - 2018 Single Audit.pdf Title I Fiscal - Component I - UGG - Requirement 14 - Comparability Assurances.pdf Title I Fiscal - Component I - UGG - Requirement 17 - Time Documentation - 1A.pdf

Community Eligibility Provision (CEP) 7 CFR 245.9(f)97) (iii)

The Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296) offers LEAs an alternative to collecting household applications in the National School Lunch and National School Breakfast Programs, which eliminates unnecessary paperwork previously required by the Richard B. Russell National School Lunch Act. The CEP is a reimbursement option for eligible LEAs and schools that wish to offer free meals to all children in high-poverty schools.

If the LEA does not use the Community Eligibility Provision (CEP), this section can be skipped.

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>1. Did your LEA have schools that participated in the Community Eligibility Provision (CEP) during the 18-19 SY? This is asked for 19-20 monitoring because data from the previous year is used for the current year Selection of Schools and Nonpublic Equitable Share data</p> <p>Note: If your LEA has schools that have adopted CEP for the first time during the 19-20 SY this answer is "no". Note: If a "no" answer the remaining questions can be marked N/A.</p> <p>Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Consolidated Application, Selection of Schools	

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>2. LEA has a data source/process that was used to ensure that CEP building low-income data was uniform with other non-CEP buildings and/or was equitable in regard to nonpublic schools. Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Consolidated Application Selection of Schools <input type="checkbox"/> The 1.6 multiplier was applied against CEP data from participating schools to make it uniform with traditional Free and Reduced Lunch data at non-CEP schools. <input type="checkbox"/> Raw CEP/Direct Certification (DC) data was utilized at all schools in a uniform manner without a multiplier and regardless of whether or not a school was CEP participating or not. <input type="checkbox"/> A survey that looked like the old Free and Reduced lunch survey - but which made clear that it was not a requirement of the food subsidy program - was sent to participating CEP schools. Non-CEP schools would use the traditional free and reduced forms. 	

Title IIA: Fiscal

Requirements

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>1. Supplement/Supplant</p> <p>The LEA ensures that Federal funds are used only to supplement or increase non-Federal sources used for the education of participating students and not to supplant funds from non-Federal sources</p> <p>Sec. 1118(b)</p>	<p>1. Title II - the LEA approved budget and records of expenditures of Title II funds match</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Title II budgets</p> <p><input type="checkbox"/> LEA budget</p> <p><input checked="" type="checkbox"/> Statement of Expenditures for Title II</p>	
<p>2. Time Documentation</p> <p>UGG 200.430</p>	<p>1A. The LEA maintains semi-annual certifications for all employees paid through a federal grant and working on a single cost objective. Single funding certifications are signed after the fact by the employee or supervisor with direct knowledge of the employee's activities.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Semi-annual time certifications</p>	

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	1B. If LEA is using single funding certifications to document time for an employee with a fixed schedule, prior written approval from DFP was obtained.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Documentation of Fixed schedule semi-annual time documentation DFP approval	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1619 131 2055 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1619 180 2055 496"> <p>4/9/2021 1:26:58 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School did not use Title IIA funding to pay for any split-funded employees with fixed schedules.</p> </td> </tr> <tr> <th data-bbox="1619 496 2055 545" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1619 545 2055 821"> <p>4/26/2021 6:58:48 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School did not use Title IIA funding to pay for any split-funded employees with fixed schedules.</p> </td> </tr> </tbody> </table>	District Comments	<p>4/9/2021 1:26:58 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School did not use Title IIA funding to pay for any split-funded employees with fixed schedules.</p>	Monitor Comments	<p>4/26/2021 6:58:48 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School did not use Title IIA funding to pay for any split-funded employees with fixed schedules.</p>
District Comments										
<p>4/9/2021 1:26:58 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School did not use Title IIA funding to pay for any split-funded employees with fixed schedules.</p>										
Monitor Comments										
<p>4/26/2021 6:58:48 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School did not use Title IIA funding to pay for any split-funded employees with fixed schedules.</p>										

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
	<p>2. The LEA maintains Personnel Activity Reports (PARs) for employees who works on multiple cost objectives and are paid in full or in part from a federal grant. PARs include 100% of the employees time, are broken out by multiple cost objectives, are signed by the employee after the fact, are collected multiple times a year and are reconciled against payroll records so that the total amount charged to the federal grant is supported by the PARs.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Time logs <input type="checkbox"/> Staff schedules	<div style="background-color: #cccccc; text-align: center; padding: 2px;">District Comments</div> <p>2/14/2020 11:45:30 AM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School did not use Title IIA funding to pay for any employees who work on multiple cost objectives, therefore this does not apply.</p> <div style="background-color: #cccccc; text-align: center; padding: 2px;">Monitor Comments</div> <p>4/26/2021 6:58:59 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School did not use Title IIA funding to pay for any employees who work on multiple cost objectives, therefore this does not apply.</p>
<p>3. Performance Goal Reporting Verification</p> <p>UGG 200.328</p>	<p>1. LEA has submitted the Performance Goal Output Report for Title II by the due date. Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Consolidated Application, Performance Goal Output Report in Title II.	
	<p>2. Backup documentation exists for the performance goal report that aligns with the data indicated in the goals that would be used to determine success.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Data reports/ summaries	

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
4. Equipment and Related Property UGG 200.313	1. LEA maintains Inventory records, purchase orders and receipts for equipment (over \$5,000) purchased and Computing Devices and Special Purpose Equipment (\$300 - \$4,999)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Inventory list of items purchased with Title IIA	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1623 131 2043 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1623 180 2043 500"> 2/14/2020 1:01:03 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School has not purchased any equipment or devices with Title IIA funding, therefore this does not apply. </td> </tr> <tr> <th data-bbox="1623 500 2043 548" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1623 548 2043 824"> 4/26/2021 6:59:10 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School has not purchased any equipment or devices with Title IIA funding, therefore this does not apply. </td> </tr> </tbody> </table>	District Comments	2/14/2020 1:01:03 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School has not purchased any equipment or devices with Title IIA funding, therefore this does not apply.	Monitor Comments	4/26/2021 6:59:10 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School has not purchased any equipment or devices with Title IIA funding, therefore this does not apply.
District Comments										
2/14/2020 1:01:03 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School has not purchased any equipment or devices with Title IIA funding, therefore this does not apply.										
Monitor Comments										
4/26/2021 6:59:10 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School has not purchased any equipment or devices with Title IIA funding, therefore this does not apply.										
Desk monitoring only: <ul style="list-style-type: none"> • Upload data reports supporting performance goal output report • Upload Title II budget • Appropriate Time Documentation 		Title II Fiscal - Requirements - Requirement 2 - Time Documentation - 1A.pdf Title II Fiscal - Requirements - Requirement 3 - Performance Goal Reporting Verification - 2.pdf Title II Fiscal - Requirements - Requirement 1 - Supplement-Supplant - Expenditures.pdf								
If you have additional comments to make about this section, enter them here:										

Title IVA: Fiscal

Requirements

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
<p>1. Supplement/Supplant</p> <p>The LEA ensures that Federal funds are used only to supplement or increase non-Federal sources used for the education of participating students and not to supplant funds from non-Federal sources</p> <p>Sec. 1118(b)</p>	<p>1. Title IV (where applicable) - the LEA approved budget and records of expenditures of Title IV funds match.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Title IV budgets <input type="checkbox"/> LEA budget <input checked="" type="checkbox"/> Statement of Expenditures for Title IV			
<p>2. Performance Goal Reporting Verification</p> <p>UGG 200.328</p>	<p>1. LEA has submitted the Performance Goal Output Report for Title IV by the due date. Please note: the LEA does not need to provide copies of the Consolidated Application as evidence. The monitor will view prior to monitoring. By checking this as met you are ensuring compliance with this requirement.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Consolidated Application, Performance Goal Output Report in Title IV.			
	<p>2. Backup documentation exists for the performance goal report that aligns with the data indicated in the goals that would be used to determine success.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Data reports/ summaries			
<p>3. Time Documentation</p> <p>UGG 200.430</p>	<p>1A. The LEA maintains semi-annual certifications for all employees paid through a federal grant and working on a single cost objective. Single funding certifications are signed after the fact by the employee or supervisor with direct knowledge of the employee's activities.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Semi-annual time certifications	<table border="1"> <thead> <tr> <th>District Comments</th> </tr> </thead> <tbody> <tr> <td> 2/14/2020 1:16:53 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not have any single cost objective employees being paid for out of Title IVA funding. </td> </tr> </tbody> </table>	District Comments	2/14/2020 1:16:53 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not have any single cost objective employees being paid for out of Title IVA funding.
District Comments								
2/14/2020 1:16:53 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not have any single cost objective employees being paid for out of Title IVA funding.								

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	1B. If LEA is using single funding certifications to document time for an employee with a fixed schedule, prior written approval from DFP was obtained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Documentation of Fixed schedule semi-annual time documentation DFP approval					
	2. The LEA maintains Personnel Activity Reports (PARs) for employees who works on multiple cost objectives and are paid in full or in part from a federal grant. PARs include 100% of the employees time, are broken out by multiple cost objectives, are signed by the employee after the fact, are collected multiple times a year and are reconciled against payroll records so that the total amount charged to the federal grant is supported by the PARs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Time logs <input type="checkbox"/> Staff schedules	<table border="1"> <thead> <tr> <th data-bbox="1650 326 2049 375">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1650 375 2049 695"> 4/10/2021 1:08:14 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not have any employees being funded from multiple cost objectives in Title IV. </td> </tr> </tbody> </table>	District Comments	4/10/2021 1:08:14 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not have any employees being funded from multiple cost objectives in Title IV.		
District Comments										
4/10/2021 1:08:14 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not have any employees being funded from multiple cost objectives in Title IV.										
4. Equipment and Related Property UGG 200.313	1. LEA maintains Inventory records, purchase orders and receipts for equipment (over \$5,000) purchased and Computing Devices and Special Purpose Equipment (\$300 - \$4,999)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Inventory list of items purchased with Title IV	<table border="1"> <thead> <tr> <th data-bbox="1650 704 2049 753">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1650 753 2049 1036"> 2/14/2020 1:25:53 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School did not allocate Title IVA for any equipment purchases. </td> </tr> <tr> <th data-bbox="1650 1036 2049 1084">Monitor Comments</th> </tr> <tr> <td data-bbox="1650 1084 2049 1331"> 4/26/2021 7:03:33 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School did not allocate Title IVA for any equipment purchases. </td> </tr> </tbody> </table>	District Comments	2/14/2020 1:25:53 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School did not allocate Title IVA for any equipment purchases.	Monitor Comments	4/26/2021 7:03:33 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School did not allocate Title IVA for any equipment purchases.
District Comments										
2/14/2020 1:25:53 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School did not allocate Title IVA for any equipment purchases.										
Monitor Comments										
4/26/2021 7:03:33 AM Monitor Adem Oksuz Pennsylvania Leadership Charter School did not allocate Title IVA for any equipment purchases.										

Desk monitoring only:

- Upload data reports supporting performance goal output report
- Upload Title IV budget

[Title IV - Requirements - Requirement 3 - Time Documentation - 1B Monthly Time Tracking Sheet.pdf](#)

[Title IV - Requirements - Requirement 3 - Time Documentation - 1B Monthly Certification Form.pdf](#)

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<ul style="list-style-type: none"> Appropriate Time Documentation 					Title IV Fiscal - Requirements - Requirement 1 - Supplement-Supplant - Expenditures.pdf Title IV Fiscal - Requirements - Requirement 2 - Performance Goal Verification.pdf	
<p>If you have additional comments to make about this section, enter them here:</p>						

Personnel Interviews

Building	Date	Staff Member Interviewed	Staff Member Position
Charter Choices	4/26/2021	Roger Masch	Consultant from Charter Choices
Pennsylvania Leadership Charter School	4/26/2021	Dr.Karla Johnson	Middle School Principal
Pennsylvania Leadership Charter School	4/26/2021	Zofia Swiatek	Federal Programs Coordinator

**Division of Federal Program
Consolidated Program Review
2019-2020 School Year
Pennsylvania Leadership Charter School

Pennsylvania Leadership Charter School**

SCHOOL Level Monitoring

	Name	Check if Interviewed
Principal:	Mark Allen, Director of Academics _____	<input type="checkbox"/>
Parent:	Dr. Karla Johnson _____	<input checked="" type="checkbox"/>
Parent:	_____	<input type="checkbox"/>
Parent:	_____	<input type="checkbox"/>
Parent:	_____	<input type="checkbox"/>
Parent:	_____	<input type="checkbox"/>

Program Reviewers: Adam Kenz Visit Date: 4/26/2021

School Level Monitoring

Component I: Requirements

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
1. Time Documentation UGG Sec. 200.430	1A. The LEA maintains semi-annual certifications for all employees paid through a federal grant and working on a single cost objective. Single funding certifications are signed after the fact by the employee or supervisor with direct knowledge of the employee's activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Semi-annual time certifications			
	1B. If LEA is using single funding certifications to document time for an employee with a fixed schedule, prior written approval from DFP was obtained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Documentation of Fixed schedule semi-annual time documentation DFP approval			
	2. The LEA maintains Personnel Activity Reports (PARs) for employees who works on multiple cost objectives and are paid in full or in part from a federal grant. PARs include 100% of the employees time, are broken out by multiple cost objectives, are signed by the employee after the fact, are collected multiple times a year and are reconciled against payroll records so that the total amount charged to the federal grant is supported by the PARs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Time logs <input type="checkbox"/> Staff schedules	<table border="1"> <thead> <tr> <th>District Comments</th> </tr> </thead> <tbody> <tr> <td> 4/10/2021 1:26:41 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not fund employees with multiple cost objectives through this grant. </td> </tr> </tbody> </table>	District Comments	4/10/2021 1:26:41 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not fund employees with multiple cost objectives through this grant.
District Comments								
4/10/2021 1:26:41 PM Federal Program Coordinator Zofia Swiatek Pennsylvania Leadership Charter School does not fund employees with multiple cost objectives through this grant.								
2. Building Level Budget	1. The LEA and Title I School maintain a building level budget documenting ALL Title I expenditures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> School's Title I building level budget including specific salary and benefits for personnel and supply orders for actual and anticipated expenditures, must be used for this analysis			
Desk Monitoring Only: <ul style="list-style-type: none"> Upload staff semi-annual certification and/or time logs Upload schools Title I building level budget including specific salary and benefits for personnel and supply orders for actual and anticipated expenditures. 					School Level Monitoring Fiscal - Component 1 - Requirements - Requirement 1 - Time Documentation.pdf School Level Monitoring Fiscal - Component 1 - Requirements - Requirement 2 - Building Level Budget.pdf			

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
If you have additional comments to make about this section, enter them here:						



Executive Summary BSE Compliance Monitoring Review of the Pennsylvania Leadership CS

PART I SUMMARY OF FINDINGS

A. Review Process

Prior to the Bureau's monitoring the week of January 7, 2019, the Pennsylvania Leadership 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.

FSA	In Compliance	Out of Compliance
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	0	1
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)	0	1
Disproportionate Representation that is the Result of Inappropriate Identification	1	0

IMPROVEMENT PLAN REQUIRED*	Yes	No
Effective Use of Dispute Resolution	0	0
Graduation Rates (SPP)	1	0
Dropout Rates (SPP)	1	0
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 Pennsylvania Leadership CS is as follows:

Sections of the FILE REVIEW	In Compliance	Out of Compliance	NA
Essential Student Documents Are Present and Were Prepared Within Timelines	85	4	71
Evaluation/Reevaluation: Process and Content	243	11	526
Individualized Education Program: Process and Content	441	48	311
Procedural Safeguards: Process and Content	107	9	4
TOTALS	876	72	912

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.

	# Yes Responses	# No Responses	# of Other Responses
Program Implementation: General Ed Teacher Interviews	157	0	41
Program Implementation: Special Ed Teacher Interviews	290	3	116
Program Implementation: Parent Interviews	123	9	87
TOTALS	570	12	244

4. CLASSROOM OBSERVATIONS

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

	# Yes Responses	# No Responses	# of Other Responses
Classroom Observations	4	0	3

5. EDUCATIONAL BENEFIT REVIEW

	In Compliance	Out of Compliance
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.

Annual IEP Process

1. **Schedule IEP meeting:** **At least 30 days out** -- call or email parent
 - a. Choose an available day and time on the IEP Coordinator's Google calendar.
 - i. Schedule meetings 10 days before the compliance date when possible (but no later than 3 days before the compliance date when needed).
 - ii. Do not hold annual meetings more than 1 month before the compliance date.
 - iii. *Schedule IEP and revision meetings on the hour (9:00, 1:00, etc.) rather than within the hour (9:30, 1:15, etc.) - see meeting agenda for 1/24/23*
 - iv. See [Procedures for Scheduling IEP Meetings](#) if the IEP Coordinator is booked during your preferred meeting time.
 - b. Meetings should be scheduled for 1 hour - please schedule the meeting for 1.5 or 2 hours if:
 - i. You know that the meeting will run over
 - ii. You have an interpreter attending the meeting to translate for the family
 - iii. It is an initial (newly identified) meetings
 - c. Use the following format for naming the calendar event: Student first name last initial and type of meeting/your last name (example: Kelsey M. Annual IEP/ Morrow). Please put zoom or phone conference information in the Description box.
 - i. Invite LEA and general education teacher on the Google Invitation.
 - ii. **When scheduling IEPs on the Google calendar, please remember to include the 10 minute notification, 1 hour email notification, and **an additional 1 day email notification.**
 - d. At least three contact attempts have to be made to schedule with the parent. Document these in IEP Writer Communication Logs.
 - i. Once two attempts have been made (via email or phone call) without response, pick a day and time for the meeting and send home an invite to the parent (this counts as your third attempt).
 - ii. If the parent does not attend the meeting, document this in the "Other Information" section on cover of IEP, along with contact attempts.
 - e. Create a copy of the [IEP Signature Retrieval/Checklist](#) document for the student to track dates of attempts, etc.

2. **Send home Invite and Other Documents:** Right after you schedule the IEP meeting, but at least 10 days before IEP meeting
 - a. Send invite via DocuSign, and email Procedural Safeguards and a copy of the [Parent Input Survey](#)
 - b. If student is/will be transition age, send parent and student transition surveys and OVR Early Reach information
 - c. Invite **all** related service providers to the IEP meeting (you do not need to schedule around providers - just invite them once the meeting is scheduled).

3. **Request teacher and related services input:** At least 14 days before meeting
 - a. Make a copy of the template [Teacher Input Form](#) for each student that you are requesting input for. Do not edit the questions on the form.
 - i. Input is to be completed by general education teachers no later than 3 days after sending the form. Include student's name and date due on each form. If input is not provided within 3 days, email a second request and CC the teacher's principal.
 - b. Request input from related service providers (information on sessions, attendance, strengths, and needs) as well as new annual goals and baselines using the a copy of the [Related Service Input Form](#)

4. **Draft emailed to Compliance Monitor:** 7 days before IEP meeting
 - a. Email Compliance Monitor and Assistant IEP Compliance Monitor to alert that draft is ready to review in IEP Writer.
 - b. Use the following subject line: Student first name Last Initial. IEP Review
 - c. Include student full name, grade, disability category, IEP meeting date, date that draft goes home to parents, and most recent ER/RR date in the body of the email.
 - i. Also include any relevant information (such as services that are paused/declined, information/services that have been discussed/approved by other administrators, if you are waiting on input/goal updates from providers, etc.)

5. **Compliance Monitor sends feedback via email (with IEP Coordinator cc'ed):**
 - a. Make required changes from IEP Review spreadsheet

- b. If you have questions on the review, schedule a time to meet with the Compliance Monitor/Assistant, or email the Compliance Monitor/Assistant to ask her to review questions that you have listed on your feedback form
- c. Schedule a pre-meeting with the IEP Coordinator/LEA (for a day or two before the IEP meeting) if there are issues that need to be discussed, etc.
 - i. If you need services to be approved, you must schedule with the IEP Coordinator.

6. Draft emailed to parents and IEP Coordinator/LEA: At least 48 hours prior to meeting

- a. Email draft with Compliance Monitor corrections completed
- b. IEP draft needs to have “Draft” watermark on it--just download from IEP Writer without changing status
- c. Copy the IEP Coordinator and/or LEA on the email so that they can review IEP prior to meeting

7. Hold meeting with IEP team

8. Following Meeting - Within 3 school days after meeting

- a. Make any changes/additions to the IEP based on team meeting discussions and/or any notes from the LEA on the IEP Review sheet
- b. Create NOREP in IEP Writer
- c. Change Invite, IEP, and NOREP to “final” status in IEP Writer (from “draft status” so that watermark disappears).
 - i. For newly identified students, the IEP cannot be finalized or implemented until PALCS receives the signed NOREP back from the parent.
- d. Send paperwork (IEP signature page, Procedural Safeguards page, NOREP signature page, and Invite signature page) in “final” status to meeting attendees (parents, teachers, LEA, and any attending related service providers) - use DocuSign
 - i. Copy Jennifer Hughes as a recipient of the IEP in DocuSign to cover billing pages requirement (see [DocuSign Process](#) for more explanation)
 - ii. Be sure to send the finalized IEP to any related service providers via email if they did not attend the meeting. Providers need to have a current copy of the IEP at all times.

- e. Alert Related Services Coordinator of any new related services that need to be matched using the service request template
 - i. Also alert Related Services Coordinator to any changes in frequency/duration of current service
- f. *For high school and middle school newly enrolled students only:*
 - i. AFTER the IEP meeting, email the grade level school counselor to have the student enrolled in the proper direct instruction courses
 - ii. Email the teacher of the DI course so they are aware they are getting a new student
- g. If a student has a DI session added or removed during the annual IEP meeting, please email the school counselor and teacher of the DI to enroll or withdraw them after the IEP meeting
- h. Submit [PIMS form](#) to Supervisor with PIMS updates *after finalizing the IEP***
 - i. Update compliance dates on your Compliance Tracker sheet
 - j. Send an email to general education teachers regarding major SDI changes, etc.

9. Obtaining Signatures

- a. Send IEP documents to parents once, then DocuSign will automatically continue sending until the documents are signed. You will need to document the dates of the first three attempts.
- b. As documents are sent, track on the IEP Signature Retrieval/Checklist

10. Uploading Paperwork

- a. Upload the signed IEP, NOREP, Invite, completed Signature Retrieval/Checklist (and any other documents, such as ER/RR, etc.) with signatures in IEP Writer
 - i. See process for [Uploading Docs in IEP Writer](#) for procedure and naming conventions
 - ii. Please note that you won't always get parent signatures, but it is still important to upload the signed IEP (with LEA and teacher signatures) to show that a meeting was held
 - iii. Note that Docusign will *void any documents that have not been downloaded after 90 days*. Please be sure to download your documents from Docusign in order to upload them to IEP Writer in a timely manner.

Timeline	Task
30 Days Before Compliance Date	<ul style="list-style-type: none"> ● Schedule Meeting on LEA Calendar ● Contact Parent (2 attempts and then, if no responses, schedule and send Invite to parent) ● Date of meeting must be <i>at least 1 week</i> before compliance date
Immediately After Scheduling Meeting	<ul style="list-style-type: none"> ● Create IEP Signature Retrieval/Checklist for your student ● Send invite and parent input survey to parent via email ● (For students over 14) Send Transition Survey/OVR Early Reach ● Send invite to RSPs
14 Days Before Meeting	<ul style="list-style-type: none"> ● Send teacher input form (make a copy of template for that student; don't edit the questions on the template) ● Teachers have 3 days to complete input; please put due date in communication to teachers ● Request input from RSPs, as well as new annual goals and baselines
7 Days Before Meeting	<ul style="list-style-type: none"> ● Finish Draft IEP ● Email Compliance Monitor and Assistant that draft IEP is ready for review (Subject Line: "First Name Last Initial IEP Review"; include student full name, grade, disability category, IEP meeting date, date that draft goes home to parents, and most recent ER/RR date in the body of the email.)
48 Hours Before Meeting	<ul style="list-style-type: none"> ● Make required edits to IEP (based on Compliance Monitor Feedback) ● Download "Draft" IEP from IEP Writer (with 'Draft' watermark on it) ● Email Draft IEP to parents, IEP Coordinator/LEA with a reminder of the meeting date/time and zoom link
Within 3 School Days of Meeting	<ul style="list-style-type: none"> ● Make any final changes to IEP based on team discussions ● Create NOREP ● Change IEP/NOREP to "final" status in IEP writer *Newly ID students cannot be changed to final until signatures are returned ● Send Paperwork (IEP signature page, Procedural Safeguards page, NOREP signature page, and Invite signature page) via Docusign to meeting attendees ● Copy Jennifer Hughes as a recipient of IEP in DocuSign to cover billing pages ● Submit PIMS form to Supervisor with PIMS info (IEP date, disability category(ies), type of support: learning support, etc., level of support: itinerant or supplemental, and % of time spent in general education) after IEP is finalized ● Email RSP Coordinator with any changes to services using template

	<ul style="list-style-type: none">• Email school counselor and DI teachers about DI course enrollment for new enrollees• Update compliance dates on Compliance Tracker• Send email to Gen Ed teachers with any major SDI changes
Within 30 Days of Meeting	<ul style="list-style-type: none">• Update/upload Signature Retrieval document• Send document to parent at least 3x via DocuSign• Upload signed IEP NOREP, and invite (and any other documents) with at least teacher signatures into IEP writer

Date: January 10, 2023

Link: <https://PALCScommunity.zoom.us/j/4542136704>

Agenda

PALCS Mission: The Pennsylvania Leadership Charter School (PALCS) purpose is to provide an academically challenging, knowledge-based curriculum, individually designed for each student's needs. PALCS will combine the benefits of a classical basics-oriented education with the latest internet/computer technology and the best teaching and learning education practices. By studying the lives and works of the great leaders in history, PALCS students will develop multicultural perspectives and a global awareness. PALCS will prepare students to be informed, responsible citizens with a global mentality who will succeed through mentoring leadership.

Deb / Michele

- Use of teacher input form

Victoria / Kelley

ESY Presentation

ESY Checklist

- The ESY form should be completed for ALL students, regardless of what is currently in their IEP.
- Section 1 - background information.
- Section 2 - 7 ESY questions for academics (reading, writing, or math ESY). If you check "yes" for any of the questions, be sure to give specific data points (not anecdotal information) to justify your "yes."
- Section 3 - related services only. You can fill this out for up to 7 services, or bypass it if you don't have services. You can also upload the related service ESY form directly.
 - If you do not receive an ESY determination form from any of your providers by 1/17/23, please email the provider and cc Tammy, Michele, and

Shannon. Tutors (academic and EF) do not need to fill out the ESY form.

- Just like last year, you will fill out a Google form in April only for students who QUALIFY for ESY. We will talk more about this, and ESY revisions and NOREPs, at a future department meeting.

Tammy

- Initial IEPs schedule for 90 minutes
- Procedures for Scheduling IEP meeting:
https://docs.google.com/document/d/1_slUatajf2N6w9RqQ1m9Ph0b6KtPMxmeuke2CxHdUfl/view

April

Stephanie

Lia

General Questions

Name	9/13/22	9/27/22	10/18/22	11/1/22	11/15/22	12/13/22	1/10/23	1/31/23	2/7/23	2/21/23	3/7/23	3/21/23	4/18/23	6/6/23
Bathe, Jennifer	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Becker, Lare	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Black, Mary	P	P	Absent	P	P	Absent	P	P	P	P	Absent	Absent	Absent	X
Boyce, Alexis	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Caratello, Danielle	P	P	P	P	P	P	P	P	P	P	P	P	P	
Clevenger, Tammara	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Copenhaver, Stephanie	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Cose, Brynn	P	Absent	P	P	P	P	P	P	P	P	P	P	Absent	P
Costello, Michele	P	P	P	P	P	P	P	Absent (Leave)	Absent (Leave)	Absent (Leave)	P	P	P	P
Danka, Jesse	P	P	P	P	Sick	P	P	P	P	P	P	P	P	P
Doyle, Thomas	P	P	P	P	P	P	P	P	P	P	P	P	HS Meeting	P
Dukes, Caitlin	P	P	Absent	P	P	P	P	P	P	P	P	P	P	P
Efthimiadou, Michelle	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Focht, Loren	P	P	P	Absent	P	P	P	P	P	P	Absent	P	P	P
Harp, Amber	P	P	P	P	P	P	Absent	P	Absent	P	P	P	HS Meeting	P
Hernandez, April	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Hitesman, Beth	P	P	P	P	P	P	P	Absent	P	Absent	P	P	P	P
Homka, Jennifer	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Kobasic, Meredith	P	P	P	P	P	P	P	Absent	P	P	P	P	P	P
Kulp-Woodruff, Deborah	P	P	P	P	P	P	Absent	P	P	Absent	P	P	HS Meeting	P
Lasay, James	X	X	X	X	X	X	P	P	P	P	P	P	HS Meeting	P
Laurelli, Ellen	P	P	P	P	P	Absent	P	P	P	P	P	P	HS Meeting	P
Lynch, Morgan	X	X	X	X	X	X	X	X	X	X	X	X	P	P
Makin, Holly	P	Absent	P	P	P	P	P	P	P	P	P	P		P
Malkasian, Alison	Maternity Leave	Maternity Leave	Maternity Leave	Maternity Leave	Maternity Leave	P	P	P	P	P	P	P	P	P
McAlear, Julianna	P	P	P	P	P	P	P	P	P	P	P	P	P	Maternity Leave
McCartney, Ryan	P	P	P	Absent	P	P	P	P	P	P	P	P	HS Meeting	P
McGeehin, Shelby	P	P	P	Absent	P	P	P	P	P	P	P	P	HS Meeting	P
Michaels, Bryan	P	P	P	P	P	P	P	P	P	P	P	P	HS Meeting	P
Morrow, Victoria	P	P	P	Maternity Leave	Maternity Leave	Maternity Leave	P	X	X	X	X	X	X	X
Murphy, Ashley (Last Day 10/24)	P	P	P	X	X	X	X	X	X	X	X	X	X	X
Murray, Sean (Last Day 9/16)	P	X	X	X	X	X	X	X	X	X	X	X	X	X
Pardus, Merissa	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Provini, Rosalia	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Putignano, Ashley	X	X	X	P	P	P	P	P	P	P	P	P	P	P
Renfer, Kelley	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Roak-Tincani, Lisa	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Schultz, Sarah	P	P	P	P	P	P	P	P	P	P	P	P	HS Meeting	P
Show, Larissa	X	X	X	P	P	P	P	P	P	P	Absent	P	P	P
Strellec, Christina	P	P	P	P	P	P	P	P	P	P	X	X	HS Meeting	P
Williams, Lauren	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Vanderlaag, Lisa	P	P	P	P	P	P	P	P	P	P	P	Absent	HS Meeting	P

Speaker	Date and Time	Topic
Michael Logue/PALCS HS Principal	10/12/2022	Act 158:Keystone: Pathways to Graduation
Dr. Efthimiadou, Ellen Laurelli	11/9/2022	WorkKeys ACT
HS Special Education Team	12/14/2022	PALCS Direct Instruction
Dr. Powell, CCIU	1/11/2023	Accessible Technology to Support Executive Functioning
SPC (specialist) Erik Schellinger and Staff Sergeant Kyle Copenhaver, Heavy Duty Equipment and Vehicle Maintainer	2/8/2023	Post Secondary Options: Joining the Military
Naviance: Naviance: Naviance helps students reach their goals by developing skills critical for college, career and life.	3/8./2023	Naviance
Transition into High School	5/10/2023	Transition into High School

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest	Recording Consent	In Waiting Room
Ellen Laurelli	elaurelli@palcs.org	5/10/2023 18:47	5/10/2023 19:36	50	No		No
Michelle Efthimiadou		5/10/2023 18:48	5/10/2023 19:36	49	Yes	Yes	No
Paige Rebuck		5/10/2023 18:55	5/10/2023 19:36	42	Yes	Yes	No
Ms. Schultz (Google Pixel 6)		5/10/2023 18:55	5/10/2023 19:36	42	Yes	Yes	No
Mrs. McGeehin	smcgeehin@palcs.org	5/10/2023 18:56	5/10/2023 19:36	41	No		No
Mrs. Kulp-Woodruff - Special Education Teacher	dkulp@palcs.org	5/10/2023 18:56	5/10/2023 19:36	41	No		No
Stephanie Hawkins		5/10/2023 18:57	5/10/2023 19:32	36	Yes	Yes	No
Pattie Salyers		5/10/2023 18:57	5/10/2023 19:36	40	Yes		No
kinu		5/10/2023 18:58	5/10/2023 19:36	39	Yes	Yes	No
Barbara DiSipio		5/10/2023 18:58	5/10/2023 19:36	39	Yes	Yes	No
Amber Harp	aharp@palcs.org	5/10/2023 19:00	5/10/2023 19:36	37	No		No

Table of Contents

Curriculum	1
Program Overview	1
Program Strands	4
Program Resources	6
Instructional Routine	9
Check Your Understanding—Program Overview	11
Word Training	12
Check Your Understanding—Word Training	19
Text Training	20
Unit at-a-Glance	24
Preparing to Teach	36
Model Lesson Student Pages	37
Instructional Strategies	50
Check Your Understanding—Text Training	57
<i>LANGUAGE! Live</i> Online	59
Assessment	87
Typical Profiles	87
Initial Placement	88
Assessment Framework	92
Check Your Understanding—Assessment	102
Implementation	103
Monitoring Implementation	103
Implementation Models	110
Schedules and Pacing	113
Utilizing Student Data	116
Getting Started Checklists	117
Check Your Understanding—Implementation	121
Appendix	123
Pedagogy of <i>LANGUAGE! Live</i>	124
Research Foundations	126
<i>LANGUAGE! Live</i> Start-Up Guide	127
Homework Opportunities	138
Parent or Caregiver Letters	139
Technology System Requirements	141
<i>LANGUAGE! Live</i> Product Training	142
Program Supplements	143
Supporting English Learners	144
Navigating Word Training	147
Utilizing Student Data Answer Key	149
Check Your Understanding Reviews Answer Keys	150
Sample Lessons	157

Table of Contents (continued)

- Leadership Orientation..... 243**
 - The Key to College and Career Success..... 243
 - Motivating Struggling Adolescent Readers 244
 - Evidence of Effectiveness..... 246
 - Preparing for Implementation 250
 - Implementation Checklists 252

Language! Live (Voyager Sopris Learning)

08.25.22

Attendees:

Christina Stelleg	Middle School Life Skills Teacher
Elizabeth Elder	Middle School Reading Specialist
Abigail Roggio	Middle School reading Specialist

Speaker	Date and Time	Topic
Michael Logue/PALCS HS Principal	10/12/2022	Act 158:Keystone: Pathways to Graduation
Dr. Efthimiadou, Ellen Laurelli	11/9/2022	WorkKeys ACT
HS Special Education Team	12/14/2022	PALCS Direct Instruction
Dr. Powell, CCIU	1/11/2023	Accessible Technology to Support Executive Functioning
SPC (specialist) Erik Schellinger and Staff Sergeant Kyle Copenhaver, Heavy Duty Equipment and Vehicle Maintainer	2/8/2023	Post Secondary Options: Joining the Military
Naviance: Naviance: Naviance helps students reach their goals by developing skills critical for college, career and life.	3/8./2023	Naviance
Transition into High School	5/10/2023	Transition into High School

Meeting ID	Topic	Start Time	End Time	User Email	Duration (M)	Participants
878516473	Parent Trai	#####	#####	Dkulp@pal	53	14

Name (Original Name)	User Email	Join Time	Leave Time	Duration (M)	Guest	Recording	In Waiting
Ellen Laurelli	elaurelli@i	#####	#####	14	No		No
Sarah Schultz	sschultz@i	#####	#####	53	No		No
Rebecca Walker	rwalker3@	#####	#####	47	No		No
Dr. Efthimiadou	mefthimia	#####	#####	45	No		No
Michael Logue	mlogue@p	#####	#####	45	No		No
Carl Slivak		#####	#####	43	Yes	Yes	No
Michele Costello- Asst. S	mcostello3	#####	#####	42	No		No
Ellen Laurelli	elaurelli@i	#####	#####	40	No		No
Amber Harp	aharp@pal	#####	#####	40	No		No
Mrs. McGeehin	smcgeehin	#####	#####	39	No		No
HRubin		#####	#####	31	Yes	Yes	No
Erica Cole		#####	#####	33	Yes	Yes	No
Karen Bamkole		#####	#####	26	Yes	Yes	No
Mr.Doyle	tdoyle@pa	#####	#####	25	No		No

Room

Name (Original User Email)	Join Time	Leave Time	Duration (min)	Guest	Recording	In Waiting Room
Ellen Laurelaurelli@	#####	#####	55	No		No
Dr. Efthimi mefthimia	#####	#####	53	No		No
Michelle Bowie	#####	#####	8	Yes		No
Mrs. McGesmcgeehin	#####	#####	41	No		No
Clare M	#####	#####	25	Yes	Yes	No
Bills	#####	#####	25	Yes	Yes	No

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest	In Waiting Room
Ellen Laurelli	elaurelli@palcs.org	12/14/2022 18:53	12/14/2022 19:31	39	No	No
Dr. Efthimiadou	mefthimiadou@palcs.org	12/14/2022 18:53	12/14/2022 19:31	38	No	No
Lisa Vanderlaag	lvanderlaag@palcs.org	12/14/2022 18:55	12/14/2022 19:31	36	No	No
Rosalia Provini	rprovini@palcs.org	12/14/2022 18:56	12/14/2022 19:31	36	No	No
Mr. Doyle	tdoyle@palcs.org	12/14/2022 18:56	12/14/2022 19:31	35	No	No
Mrs. McGeehin	smcgeehin@palcs.org	12/14/2022 18:57	12/14/2022 19:31	34	No	No

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest	In Waiting Room
Ellen Laurelli	elaurelli@palcs.org	1/11/2023 18:44	1/11/2023 19:14	30	No	No
Dr. Efthimiadou	mefthimiadou@palcs.org	1/11/2023 18:47	1/11/2023 19:14	28	No	No
Mrs. McGeehin	smcgeehin@palcs.org	1/11/2023 18:58	1/11/2023 19:14	16	No	No
Bills		1/11/2023 19:00	1/11/2023 19:03	4	Yes	No
Amber Harp	aharp@palcs.org	1/11/2023 19:06	1/11/2023 19:14	9	No	No

Process for Revising an IEP

****IEP Revisions are required at the end of marking periods 1 and 3 if the student is failing one or more core courses. Revisions should also be made when a student meets a goal or when additional support is needed.**

1. Discuss any concerns / proposed changes with an Administrative team member
2. Discuss recommended changes to the IEP with the LEA first. The LEA will assist you in determining if a meeting is needed. Schedule and hold an IEP revision meeting if needed (with the whole IEP team), or conduct a no-meet revision for changes that do not require additional discussion.
3. Once approved by all parties/after the IEP meeting if one is being held, conduct a revision in IEP Writer by doing the following:
 - a. Make changes to all of the pertinent sections (i.e. Cover Page, Special Considerations, PLAAFP, Goals, SDIs, LRE, or any other section that you are amending).
 - i. Be sure to include “**Revision **DATE****” prior to listing any new testing in the PLAAFP, goals, SDIs, etc. (For example, in SDIs, you can write “**Revision 8/7/22****: Provide graphic organizers for all writing assignments over 2 paragraphs”)
 - b. Include the revision blurb** (see the bottom of this document for examples) at the **top of the PLAAFP** to summarize what you amended.
 - c. Be sure to fill out the cover page with the date, participants (including parent, the special education teacher, the administrator involved, and any other involved participants), and sections amended, and include the revision blurb** (see bottom) under the “The LEA and parent have agreed to make the following changes to the IEP without convening an IEP meeting, as documented by:” section. If you did NOT hold a meeting, then you will leave the Participants page as it was at the annual IEP meeting.
 - d. *If you made a revision after holding a meeting:* Change the Participants page to reflect the meeting attendees. Include the revision blurb** at the top of the PLAAFP.

4. Create a NOREP in the following revision situations:

When NOREPs are needed:

- a. A revision made to determine whether a student qualifies for ESY or not
- b. Adding or removing a related service that changes LRE calculation (i.e. removing OT, adding a reading specialist, etc.)
- c. Any revision that changes a student's overall placement (i.e. itinerant to supplemental, or vice versa)

When NOREPs are NOT needed:

- a. Making a revision that does not impact placement/LRE (i.e. changing a goal, adding SDIs/interventions that do not change time out of gen ed)
- b. If you are adding an SDI that does change LRE (such as adding an extra direct instruction session or check in time) but it does NOT change placement (such as itinerant to supplemental or vice versa)

5. Send home the revision IEP and NOREP (if applicable) in Docusign.

- a. *If you held a revision meeting*, you will need to get the parent and other participants to sign the Participant page, and the parent to sign the Procedural Safeguards page. You will also need to get the invite signed.
- b. *If you did not hold a meeting*, you can use the Participants and Procedural Safeguards signatures from the annual IEP (these signature pages should be uploaded into IEP Writer).
- c. If you sent a NOREP, be sure to have the parent sign it.

6. Upload all revision documents when signatures are received

****Revision Blurb:**

**Please include this blurb on the cover page of the IEP revision, as well as at the top of the PLAAFP.*

“Revision **DATE”:** A revision was made to **student’s** annual IEP on **date** following **a revision meeting OR following discussions with *parent name and other discussion participants** in order to **state changes made to IEP**. This revision was conducted due to/in order to **reason revision needed to be made**.

******Include the student engagement/grades snapshot from Lobby in PLAAFP, particularly if this revision was conducted due to failing grades

Examples:

For instance, for a revision made due to an addition of tutoring services:

“Revision 8/7/22”: A revision was made to John’s annual IEP on 8/7/2022 in order to add Tutoring for Executive Functioning services for 1x per week for 1 hour per session to his IEP because he failed all of his courses during Marking Period 1 of the 2022-23 school year.

For instance, for a revision made due to a goal change (no-meet revision):

“Revision 8/7/22”: A revision was made to John’s annual IEP on 8/7/2022 following discussions with Mrs. Smith (John’s mother) in order to increase the difficulty of his reading comprehension goal because he met the goal at the beginning of the year. The previous goal was revised to read as follows: COPY AND PASTE NEW GOAL ******.”

Name	9/13/22	9/27/22	10/18/22	11/1/22	11/15/22	12/13/22	1/10/23	1/31/23	2/7/23	2/21/23	3/7/23	3/21/23	4/18/23	6/6/23
Bathe, Jennifer	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Becker, Lare	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Black, Mary	P	P	Absent	P	P	Absent	P	P	P	P	Absent	Absent	Absent	X
Boyce, Alexis	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Caratello, Danielle	P	P	P	P	P	P	P	P	P	P	P	P	P	
Clevenger, Tammara	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Copenhaver, Stephanie	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Cose, Brynn	P	Absent	P	P	P	P	P	P	P	P	P	P	Absent	P
Costello, Michele	P	P	P	P	P	P	P	Absent (Leave)	Absent (Leave)	Absent (Leave)	P	P	P	P
Danka, Jesse	P	P	P	P	Sick	P	P	P	P	P	P	P	P	P
Doyle, Thomas	P	P	P	P	P	P	P	P	P	P	P	P	HS Meeting	P
Dukes, Caitlin	P	P	Absent	P	P	P	P	P	P	P	P	P	P	P
Efthimiadou, Michelle	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Focht, Loren	P	P	P	Absent	P	P	P	P	P	P	Absent	P	P	P
Harp, Amber	P	P	P	P	P	P	Absent	P	Absent	P	P	P	HS Meeting	P
Hernandez, April	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Hitesman, Beth	P	P	P	P	P	P	P	Absent	P	Absent	P	P	P	P
Homka, Jennifer	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Kobasic, Meredith	P	P	P	P	P	P	P	Absent	P	P	P	P	P	P
Kulp-Woodruff, Deborah	P	P	P	P	P	P	Absent	P	P	Absent	P	P	HS Meeting	P
Lasay, James	X	X	X	X	X	X	P	P	P	P	P	P	HS Meeting	P
Laurelli, Ellen	P	P	P	P	P	Absent	P	P	P	P	P	P	HS Meeting	P
Lynch, Morgan	X	X	X	X	X	X	X	X	X	X	X	X	P	P
Makin, Holly	P	Absent	P	P	P	P	P	P	P	P	P	P		P
Malkasian, Alison	Maternity Leave	Maternity Leave	Maternity Leave	Maternity Leave	Maternity Leave	P	P	P	P	P	P	P	P	P
McAlear, Julianna	P	P	P	P	P	P	P	P	P	P	P	P	P	Maternity Leave
McCartney, Ryan	P	P	P	Absent	P	P	P	P	P	P	P	P	HS Meeting	P
McGeehin, Shelby	P	P	P	Absent	P	P	P	P	P	P	P	P	HS Meeting	P
Michaels, Bryan	P	P	P	P	P	P	P	P	P	P	P	P	HS Meeting	P
Morrow, Victoria	P	P	P	Maternity Leave	Maternity Leave	Maternity Leave	P	X	X	X	X	X	X	X
Murphy, Ashley (Last Day 10/24)	P	P	P	X	X	X	X	X	X	X	X	X	X	X
Murray, Sean (Last Day 9/16)	P	X	X	X	X	X	X	X	X	X	X	X	X	X
Pardus, Merissa	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Provini, Rosalia	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Putignano, Ashley	X	X	X	P	P	P	P	P	P	P	P	P	P	P
Renfer, Kelley	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Roak-Tincani, Lisa	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Schultz, Sarah	P	P	P	P	P	P	P	P	P	P	P	P	HS Meeting	P
Show, Larissa	X	X	X	P	P	P	P	P	P	P	Absent	P	P	P
Strellec, Christina	P	P	P	P	P	P	P	P	P	P	X	X	HS Meeting	P
Williams, Lauren	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Vanderlaag, Lisa	P	P	P	P	P	P	P	P	P	P	P	Absent	HS Meeting	P

Chester County Intermediate Unit
Title III Consortium
Memorandum of Understanding
2022-2023

The Chester County Intermediate Unit will serve as the fiscal agent for members of the Chester County Title III Consortium. The purpose of the consortium is to receive a Title III subgrant, meeting all Title III requirements. As the fiscal agent, The CCIU will be responsible for filing the required application, expenditure reports and maintaining financial records.

Program Support and Development

In its role as the lead LEA, the CCIU will support the development of Title III related programs, services and resources as follows:

- Provide technical assistance to Consortium LEAs through consultation and training.
- Provide professional development workshops and trainings regarding effective English Learner instructional practices to Consortium classrooms teachers, principals, administrators and/or other school personnel based on collectively targeted needs and requests.
- Provide specific and targeted professional development and/or coaching to staff offered by a local consultant in an equitable and cost-effective manner to participating LEAs.

Performance Goals

Under this Memorandum of Understanding, it is the responsibility of each LEA to meet Performance Goals and to maintain the appropriate documentation related to each goal at the local level as defined within the CCIU Title III Grant. The following goals have been identified for the 2022-2023 school year:

1. 50% of all ELs will demonstrate gains in language proficiency by increasing their composite score by at least 0.6 on the WIDA ACCESS for ELs assessment.
2. Increase participation in professional learning opportunities, including EL teachers, coordinators, classroom and content teachers, for the 2022-2023 school year by 50%.
3. 100% of Chester County EL Title III Consortium member schools/districts will send a team to the 2022-2023 community organization outreach event.
4. Increase attendance of Nonpublic school professionals in English learner professional learning opportunities by 50%.

Parent Notification

Under this Memorandum of Understanding, the responsibility for providing notification to parents/guardians of English Learners is delegated to the individual LEA participating in the consortium.

Allowable Use of Title III Funds and Compliance

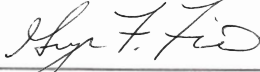
- Signature by LEA authorized representative on this MOU is assurance that the LEA has a
- compliant Core English Language Development (ELD) budget derived from local district fund
- The Title III budget for both Limited English Proficient (LEP) and Immigrant Children and Youth
- (IMM) funds should reflect Title III Program activities only and the two allocations may not be combined.
- The use of Title III funds to purchase translation and interpreting services will be limited to activities under Title III guidelines and may not be used for Core ELD Program requirements.

Non-Public Consultation

- The individual Consortium Member LEAs should ensure that timely and meaningful consultation occur between the local education agency (LEA) and nonpublic schools within the LEAs geographical boundaries prior to any decision that affects the opportunities of eligible nonpublic school children, teachers, and other educational personnel to participate in programs under this act and shall continue throughout the implementation and assessment of activities under these sections.
- The individual Consortium Member LEAs shall make initial contact with nonpublic schools within their geographical boundaries to determine if the latter wishes to participate in the Title III services. To initiate contact, a consortium-generated notification form letter to nonpublic schools will be employed for use by the Consortium Member LEA.
- After the initial contact, regular and ongoing consultation between LEAs and participating nonpublic schools will be monitored upon request by the Consortium Lead to determine the appropriate level of service needed and/or provide consultation on the following topics: identification and assessment of EL students, types of services provided through Title III including how, when, and where; identification of measures used to ensure that the services provided to the private school students are effective.

The parties to this MOU, through their duly authorized representatives, have executed this MOU on the dates set forth below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein. The effective date of this MOU is the date of the signature last affixed to this page.


Chester County Intermediate Unit


Signature

George F. Fiore, Ed.D.
Printed Name

9/20/22
Date

Laboratory Charter School


Signature

Dr. Andrea E. Coleman Hill, CEO
Printed Name

8/12/2022
Date

Agreement

Franklin & Marshall College and the Pennsylvania Leadership Charter School

In 2008, Franklin & Marshall College made a commitment to identify, support, and assist first generation college-bound students in rural Pennsylvania by hosting a regional program of the College Advising Corps. The Pennsylvania College Advising Corps trains and places recent college graduates to serve as college advisers in high schools statewide. These advisers work in collaboration with school counselors, teachers, and administrators to increase college attainment rates in the schools they serve. Advisers provide admissions and financial-aid advising to students and their families through one-on-one and group sessions that help students identify colleges that will serve them well; complete their admissions and financial aid applications; and enroll successfully at the schools they eventually choose. The program aims to increase the number of low-income, first-generation, and underrepresented students entering and completing higher education.

To achieve this goal, the Pennsylvania College Advising Corps seeks to foster strong and mutually rewarding partnerships with school districts and high schools, and their administrators, faculty, and staff. This memorandum of understanding has been developed to foster such a partnership between Franklin & Marshall College (“the College”) and the Pennsylvania Leadership Charter School (“the School”) by clarifying the expectations and responsibilities of each stakeholder.

The College and the School agree to:

- Work collaboratively to develop and implement programs and services that (a) foster access to postsecondary education and (b) include all students who wish to participate and who work in good faith to do so.
- Work collaboratively to (a) outline current school-based efforts to foster access to postsecondary education; (b) review Advising Corps programs and services to ensure that they complement and extend these existing efforts; and (c) establish clear and mutually agreeable timelines for the implementation of Advising Corps programs and services.
- Treat the adviser as a professional, well-trained resource for students related to college access.

The College agrees to:

- Identify, recruit, and hire an adviser to serve the School for an average of 40 hours per week during the term beginning on the first teacher day and ending on the last teacher day.
- Provide the School with documentation upon request that the adviser assigned to the District has the appropriate criminal background clearances as required by Section 1-111 of the Pennsylvania School Code and Sections 6354-6358 of the Pennsylvania Public Welfare Code (including completed PDE Form 6004 as required by Section 1-111). The College shall bear any and all costs associated with acquiring the required background clearances.
- Provide necessary and ongoing training, support, and professional development that will allow the adviser to fulfill his or her responsibilities to the School and its students.
- Employ a program director who will (a) supervise the adviser, meeting with him or her regularly to discuss job performance and develop strategies for improvement; (b) work closely with the on-site supervisor assigned by the School to ensure that the relationship between the adviser and the School remains strong and that the adviser is effectively serving students and advancing the three main aims of the Advising Corps; (c) meet with school-level post-secondary leadership teams; (d) engage in frequent dialogue with school teams around strategic collaboration and to assess progress towards the goals; (e) re-evaluate the work plan and make adjustments as needed but at least on an annual basis; (f) serve as the main liaison between the principal of the School and the Advising

- Corps, meeting at least once per year to review the partnership and ensure that its goals are being met; (g) work with the on-site supervisor to establish a mutually agreeable work schedule for the adviser; and (h) visit the school at least twice per academic year.
- Remain available to address any issues or concerns that may arise about the program or the adviser assigned to the School.
 - Share relevant data and research with the School, as the School may request.
 - Pay the full salary of the adviser, as well as any benefits that may be provided, and manage the administration of salary and benefits.
 - Work in good faith to develop funding that will sustain the partnership between the College and the School beyond the current term.
 - Keep any and all student-level data provided by the School strictly confidential, in accordance with applicable local, state, and federal law, except as may be required by law or regulation or under subpoena.
 - Require the participation of the adviser in Advising Corps activities (for example, for ongoing training or the development of funding) for no more than 10 days that the School is in session during the term of service specified above.
 - Pay the travel expenses for the adviser to conduct onsite work at the School building twice a month, on average.

The School Agrees to:

- Pay \$30,000 by July 15, 2022 to Franklin & Marshall College, on behalf of the Pennsylvania College Advising Corps, to be enrolled in the program for the 2022–2023 academic year.
- Supply reasonable access to student-level data (name, date of birth, year of graduation) for the purposes of advising, grant reporting, and program evaluation, with the understanding that such data will be kept strictly confidential by the College, in accordance with applicable local, state, and federal law, except as may be required by law or regulation or under subpoena.
- Designate a school counselor or an administrator to serve as an on-site facilitator who will (a) serve as the adviser’s primary resource and advocate within the School, facilitating the adviser’s integration into the life of the School and providing appropriate advice and counsel; (b) work closely with the Advising Corps program director to ensure that the relationship between the adviser and the School remains strong and that the adviser is effectively serving students and advancing the goals of the Advising Corps; (c) participate in adviser’s annual evaluation; (d) meet with school-level post-secondary leadership teams; (e) engage in frequent dialogue with school teams and program director around strategic collaboration and to assess progress towards the goals; (f) re-evaluate the work plan and make adjustments as needed but at least on an annual basis; (g) serve as the main liaison between the principal of the School and the College, meeting at least once per year to review the partnership and ensure that its goals are being met.
- Communicate clearly, both to the adviser and to the program director, any School policies and procedures with which the adviser is expected to comply.
- Contribute to and participate in the design of Advising Corps training, as appropriate.
- Provide access to student transcripts and schedules, either electronically or in hard copy, for the purposes of effectively advising students.
- Provide dedicated and appropriate working/meeting space for the adviser, including a computer with internet access and ready access to phone and voicemail, fax, photocopier, and printer.
- Provide the adviser with a comprehensive orientation to the School, with introductions to key administrators, teachers, and staff, as well as an overview of the mission and culture of the School.

Program Evaluation:

- Funding for the Pennsylvania Advising Corps program is provided by Franklin & Marshall College and other external funders. As a condition of external funding, the program will be evaluated on an ongoing basis.
- Data will be collected and managed through a technology firm contracted by the College Advising Corps (CAC), the Pennsylvania College Advising Corps's parent organization. It is required that the school/district provide needed data. Data will be used for program evaluation purposes only and treated as confidential, except as may be required by law. All results of data analysis will be reported in aggregate and no individual student will be identified.
- Data to be collected will include, but not necessarily limited to: baseline information on the school, including college matriculation rates and student attainment of intermediary college enrollment goals (such as percent taking college entrance exams and FAFSA applications); information on enrolled students during program implementation, including identifying information, intermediary goals, and college enrollment; and information on services provided to students. At the school level, the adviser will collect data to help target and track services and evaluate the program's success.

Duration of Agreement:

- This applies exclusively to the 2022–2023 school year beginning on 7/1/2022 and ending on 6/30/2023.
- This Agreement may be extended only by written agreement of the parties. Costs for participation in future years will be determined on a year-by-year basis.
- The parties shall at all times be independent contractors with respect to each other under this agreement.

Revisions:

- Revisions to this agreement may be suggested by either the College or the School but must be agreed to by both parties.
- Changes agreed to by both the College and the School will be incorporated into a written and signed Addendum, which will then become part of the agreement.

Termination:

- This agreement will automatically terminate at the end of the adviser's term, as noted above.
- Either party may terminate this agreement by giving thirty days' written notice to the other party.

Indemnification:

- School agrees to indemnify and hold harmless College and its trustees, officers, employees and agents from and against any claims, costs, expenses, damages, liabilities, losses or judgments ("Losses") arising out of, or in connection with, any claim, demand or action by a third party, if such Losses are sustained as a direct or indirect consequence of the engagement, excepting any Losses that are caused solely by the negligence of College and its trustees, officers, employees and agents. College shall indemnify and hold harmless School, its directors, officers, employees, and agents from and against any Losses arising solely out of the negligent acts of College and its trustees, officers, employees and agents associated with the engagement.
- Limited to the scope of college advising work agreed upon between Pennsylvania College Advising Corps/Franklin & Marshall College and the Pennsylvania Leadership Charter School.

Name of On-Site Facilitator designated by the school/district:

Name: Shavaun McGinty

Title: Supervisor of Guidance

Phone: (610) 701-3333 ext. 1172

E-mail: smcginty@palcs.org

By signing, I certify that I have read and agree with the terms of the Agreement.

James Hanak 3/23/22
Principal/Superintendent Date

SKM Ginty 3-23-22
On-Site Facilitator Date

Amanda Loh 3/23/22
Amanda Loh Date
PCAC Program Director
PO Box 3003
Lancaster, PA 17604

F&M Authorized Representative Date
Franklin & Marshall College
PO Box 3003
Lancaster, PA 17604



Memorandum of Understanding

**Memorandum of Understanding
Between**

Harmar Township Police Department

(Law Enforcement Authority)

and

Pennsylvania Leadership Charter School

(School Entity)

5/26/2023

(Date)

I. Introduction

A. Parties

The following Law Enforcement Authority or Authorities agree to follow the policies and procedures contained in this Memorandum of Understanding (hereinafter – Memorandum):

The following School Entity or Entities agree to follow the policies and procedures contained in this Memorandum:

Pennsylvania Leadership Charter School

Building: Pitt, The Landings 55 Alpha Drive West Pittsburgh, PA 15084

School Law Enforcement Liaison: Renee Donatelli-Office Manager

B. This Memorandum establishes procedures to be followed when certain incidents – described in Section II below – occur on school property, at any sponsored activity, or on a conveyance as described in the Safe Schools Act (such as a school bus) providing transportation to or from a school or school sponsored activity. This Memorandum does not cover incidents that are outside of those school settings and create no substantial disruption to the learning environment.

C. The parties seek to foster a relationship of cooperation and mutual support and to maintain a safe school environment.

D. Legal Authority

1. The parties make this agreement as required by Article XIII-A of the Public School Code of 1949, popularly known as the – Safe Schools Act, as amended, 24 P.S. §§ 13-1301-A – 13-1313-A.

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.

3. Information from Student Records

a. The Law Enforcement Authority shall be governed by the following reporting and information exchange guidelines:

i. Criminal History Record Information Act, 18 Pa C.S. § 1901 *et seq.*

ii. The prohibition against disclosures, specified in section IV (C)(5) of this Memorandum.

b. When sharing information and evidence necessary for the Law Enforcement Authority to complete its investigation, the School Entity shall:

i. Comply with the Family Educational Rights and Privacy Act (hereinafter -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, including any amendments thereto.

ii. Comply with the requirements of the Safe Schools Act, 24 P.S. §§ 13-1303-A and 13-1313-A, and any amendments thereto.

iii. Complete reports as required by section 13-303-A of the Safe Schools Act, 24 P.S. § 13-1303-A, and any amendments thereto.

c. 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 Office¹ – what circumstance led it to determine that a health or safety emergency existed and why the disclosure was justified.

E. Priorities of the Law Enforcement Authority

1. Help the School Entity prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Investigate as appropriate all incidents reported to have occurred on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity. The investigation of all reported incidents shall be conducted in the manner that the Law Enforcement Authority, in its sole discretion, deems appropriate; but any investigation shall be conducted so as to involve as little disruption to the school environment as is practicable.
3. 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 to the school environment as is practicable.
4. Establish and maintain a cooperative relationship with the School Entity in the reporting and resolution of all incidents described in Section II of this document.

F. Priorities of the School Entity

1. Help law enforcement prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Create a safe learning environment.
3. Establish and maintain a cooperative relationship with the Law Enforcement Authority in the reporting and resolution of all incidents described in Section II of this document.
4. Provide the Law Enforcement Authority with all relevant information and required assistance in the event of a reported incident.
5. The School Entity shall give the Law Enforcement Authority a copy of the School Entity's behavior support services procedures and invite Law Enforcement Authority representatives to behavior support trainings.

¹ Questions related to FERPA should be directed to the Family Policy Compliance Office within the U.S. Department of Education.

II. Notification of Incidents to Law Enforcement

The School Entity is required to notify law enforcement in specific situations listed in subsection A of this section, and has discretion over whether to notify law enforcement about incidents listed in subsection B of this section. Law enforcement's decision to investigate and file charges may be made in consultation with school administrators.

A. Mandatory Notification

1. The School Entity shall immediately notify the Law Enforcement Authority having jurisdiction where the offense occurred by the most expeditious means practicable of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:
 - a. The following offenses under 18 Pa.C.S. (relating to crimes and offenses):
 - i. Section 908 (relating to prohibited offensive weapons).

a. The term offensive weapon is defined by section 908 of the Crimes Code as

any bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by

switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for

the infliction of serious bodily injury which serves no common lawful purpose. See 18 Pa.C.S. § 908 (c) (relating to definitions).

b. Consistent with section 908(b) of the Crimes Code (relating to exceptions),

this reporting requirement does not apply to one who possessed or dealt

with an offensive weapon solely as a curio or in a dramatic performance, or to one who possessed an offensive weapon briefly in consequence of

having found it taken it from an aggressor, or under circumstances similarly negating any intent or likelihood that the weapon would be used unlawfully.

ii. Section 912 (relating to possession of weapon on school property).

a. The term weapon is defined by section 912 of the Crimes Code to include but is not limited to, a knife, cutting instrument, cutting tool, nunchuck stick,

firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

b. Consistent with section 912(c) of the Crimes Code (relating to defense), this reporting requirement does not apply to a weapon that is: (a) possessed and

used in conjunction with a lawful supervised school activity or course; or (b) is possessed for other lawful purpose.

iii. Chapter 25 (relating to criminal homicide).

iv. Section 2702 (relating to aggravated assault).

v. Section 2709.1 (relating to stalking).

vi. Section 2901 (relating to kidnapping).

vii. Section 2902 (relating to unlawful restraint).

viii. Section 3121 (relating to rape).

- ix. Section 3122.1 (relating to statutory sexual assault).
- x. Section 3123 (relating to involuntary deviate sexual intercourse).
- xi. Section 3124.1 (relating to sexual assault).
- xii. Section 3124.2 (relating to institutional sexual assault).
- xiii. Section 3125 (relating to aggravated indecent assault).
- xiv. Section 3126 (relating to indecent assault).
- xv. Section 3301 (relating to arson and related offenses)
- xvi. Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.
- xvii. Section 3502 (relating to burglary).
- xviii. Section 3503(a) and (b)(1)(v)(relating to criminal trespass).
- xix. Section 5501 (relating to riot).
- xx. Section 6110.1 (relating to possession of firearm by minor).

b. The possession, use or sale of a controlled substance, designer drug or drug paraphernalia as defined in The Controlled Substance, Drug, Device and Cosmetic Act, *as amended*, 35 P.S. §§ 780-101 – 780-144, popularly known as the Drug Act. For purposes of the Memorandum, the terms controlled substance, designer drug and drug paraphernalia shall be defined as they are in Section 102 of the Drug Act. See 35 P.S. § 780-102 (relating to definitions).

c. Attempt, solicitation or conspiracy to commit any of the offenses listed in paragraphs 1 and 2 of this subsection.

d. An offense for which registration is required under 42 Pa.C.S. § 9795.1 (relating to registration).

2. In responding to student who commit an incident listed under section 1303-A(b)(4.1) of the Safe Schools Act (24 P.S. § 13-1303-A(b)(4.1)), a school entity may consider the propriety of utilizing available school-based program, such as school-wide positive behavior supports, to address the student's behavior. Nothing in this provision shall be read to limit law enforcement's discretion.

B. Discretionary Notification

1. The School Entity may notify the Law Enforcement Authority having jurisdiction where the

incident occurred of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:

a. The following offenses under 18 Pa.C.S. (relating to crimes and offenses): i.

Section 2701 (relating to simple assault)

ii. Section 2705 (relating to recklessly endangering another person).

iii. Section 2706 (relating to terroristic threats).

iv. Section 2709 (relating to harassment).

v. Section 3127 (relating to indecent exposure)

vi. Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.

vii. Section 3503(b)(1)(i), (ii), (iii), and (iv), (b.1) and (b.2) (relating to criminal trespass).

viii. Chapter 39 (relating to theft and related offenses).

ix. Section 5502 (relating to failure of disorderly persons to disperse upon official order).

x. Section 5503 (relating to disorderly conduct).

xi. Section 6305 (relating to sale of tobacco).

xii. Section 6306.1 (relating to use of tobacco in schools prohibited).

xiii. Section 6308 (relating to purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a person under 21 years of age).

b. Attempt, solicitation or conspiracy to commit any of the offenses listed in subsection (a).

2. In exercising its discretion to determine whether to notify law enforcement of such incidents, the School Entity may consider the following factors: the seriousness of the situation, the school's ability to defuse or resolve the situation, the child's intent, the child's age, whether the student has a disability and, if so, the type of disability and its impact on the student's behavior, and other factors believed to be relevant.

C. Law Enforcement Response to Notification

1. When notified of an incident listed in subsections A or B, law enforcement's decision to investigate and file charges, at the sole discretion of the Law Enforcement Authority, may be made in consultation with school administrators.
2. In determining whether to file charges, the Law Enforcement Authority is encouraged to consult with the District Attorney. Where appropriate under the law, part of this consultation may include a discussion about the availability or propriety of utilizing a diversionary program as an alternative to filing charges.

D. Notification of the Law Enforcement Authority when incident involves children with disabilities

1. If a child with a disability commits an incident of misconduct, school administrators and the Law Enforcement Authority should take into consideration that the child's behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an IEP, a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending under 22 Pa. Code §§ 14.123 (relating to evaluation), 15.5 (relating to school district initiated evaluation and provision of services), 15.6 (relating to parent initiated evaluation and provision of services), or Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities).
2. In the event a child with a disability commits a mandatory notification offense under Subsection A, the School Entity must provide immediate notification to the Law Enforcement Authority regardless of the disability. Such notification will state that the child has an IEP or a service agreement that includes a behavior support plan and may include the School Entity's recommendation that police intervention may not be required and advisement that the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133 (relating to positive behavior support), 15.3 (relating to protected handicapped students general) or 711.46 (relating to positive behavior support). The Law Enforcement Authority may take the recommendation under advisement but reserves the right to investigate and file charges.
3. In the event a child with a disability commits a discretionary offense under Subsection B and the School Entity does not believe that police intervention is necessary, the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133, 15.3 or 711.46.
4. In accordance with 34 CFR 300.535 (relating to referral to and action by law enforcement and judicial authorities), nothing will prohibit the School Entity from reporting an offense committed by a child with a disability to the Law Enforcement Authority, and nothing 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.

5. The School Entity, when reporting an offense committed by a child with a disability, should 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.
6. 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 FERPA.

[Describe any specific procedures to be followed for incidents involving a student with a disability having an IEP as required by 22 Pa. Code § 14.104 (relating to special education plans) or 22 Pa. Code Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities)]

The procedure following by Pennsylvania Leadership Charter School is as follows:

1. Notify the correct personnel of the incident: Division Principal, Special Education Teacher, Supervisor of Special Education
2. Notify the parent if the child must be dismissed from the PALCS facility immediately.
3. Once the Supervisor of Special Education has been notified, the Supervisor will schedule an IEP meeting with the family and necessary personnel and provide the family with a copy of the district's Procedural Safeguards Notice as per IDEA regulations.
4. A Manifestation Determination meeting must be held the next school day.
5. During the meeting, the team will determine whether or not the behavioral incident was a result of the student's disability.
 - a. If the team determines the incident to be a result of the disability, then the IEP team must take steps to remedy any and all deficiencies found in the student's IEP. This could include changing placement, putting additional support in place, et.
 - b. If the team determines that the incident is not a result of the disability, then the student may be disciplined as per the student handbook.
 - c. It is important to note that this decision must be made by the IEP team, including the parent.
 - d. Further, students with Emotional Disturbance may have Positive Behavior Support Plans in accordance with the IEP.

E. 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 have been notified.
 10. Identity of the school contact person.
 11. Identity of the witnesses to the incident, if any.
 12. Whether the incident involves a student with a disability and, if so, the type of disability and its impact on the student's behavior.
 13. Other such information as is known to the school entity and believed to be relevant to the incident.
- F. No later than September 30 of each year, the School Entity shall assemble and make ready for immediate deployment to its Incident Command Post the following information for the purpose of assisting the Law Enforcement Authority in responding to an emergency:
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. Most recent 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.
 10. Cable/satellite television shutoff location and procedures.
 11. Other information the School Entity deems pertinent to assist local police departments in responding to an emergency.

III. Law Enforcement Authority Response

- A. Depending on the totality of the circumstances, initial response by the Law Enforcement Authority may 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.
 - i. Secure any physical evidence at the scene.
 - ii. Identify involved persons and witnesses.
 - e. Conduct investigation.
 - f. Exchange information.
 - g. 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 initially reported to the Law Enforcement Authority

If any incident described in sections IIA or IIB is initially reported to the Law Enforcement Authority, the Law Enforcement Authority shall proceed directly with its investigation, shall immediately notify the School Entity of the incident, and shall proceed as outlined in sections IIA through IIE.

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 under any of the following circumstances:
 - 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.
 - 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 a parent, guardian or person in parental relation to such pupil concerning conduct and behavior over the pupils attending a school during the time they are in attendance, including the time required in going to and from their homes.
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 a conveyance as described in the Safe Schools Act providing transportation to or from school or a school sponsored activity.

B. Notification of Parent or Guardian

1. Parents or guardians of all victims and suspects directly involved in an incident listed under Section IIA or IIB shall be immediately notified of the involvement, and they shall be informed about any notification regarding the incident that has been, or may be, made to the Law Enforcement Authority.
2. The School Entity shall document attempts made to reach the parents or guardians of all victims and suspects directly involved in incident listed under Section IIA or IIB.

C. Scope of School Entity's Involvement

1. General principles: Once the Law Enforcement Authority assume 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 Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect the interests of the School Entity. The Law Enforcement Authority will keep the chief school administrator, or his designees, informed of the status of pending investigations.

2. Victims

- a. 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 its policies and procedures when interviewing a victim to ensure the protection of the victim's legal and constitutional rights.
- b. In the event a victim is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel may be present during the interview.

3. Witness

- a. 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 its policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.
- b. In the event a witness is interviewed by the Law Enforcement Authority on school property, a guidance counselor or similar designated personnel should be present during the interview.

4. Suspects and Custodial Interrogation

- a. The School Entity shall help 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.

- b. When a parent or guardian is not present, school authorities shall not stand *in loco parentis* (in the place of the parent/guardian) during an interview.
- c. If an interested adult cannot be contacted, the School Entity shall defer to the investigating Law Enforcement Authority, which will protect the student suspect's legal and constitutional rights as required by law.

5. Conflicts of Interest

- a. The parties to this Memorandum recognize that if a School Entity employee, contractor, or agent 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. 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

All school entities are required to submit an annual report, which will include violence statistics and reports, to the Department of Education's Office for Safe Schools. This annual report must include all new incidents described in Sections IIA and IIB. Before 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 notify the chief school administrator and the office in writing.
- 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.

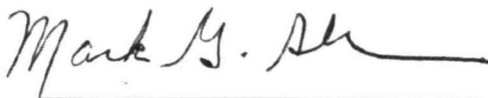
- e. Where there are discrepancies between the School Entity's incident data and the police indicate data, the following shall occur:

[Describe procedure to be followed for the resolution of school violence data discrepancies prior to filing the annual report]

The chief school administrator or designee will review any discrepancy indicated by a police department under par. b, and review any data discrepancies and determine the exact nature of any discrepancy. This school official will then review the documentation available to the school and determine whether the school's incident data is consistent with the documentation. If this does not resolve the discrepancy, the school will determine whether further investigation might address the discrepancy. This could include interviews with school officials or others with direct knowledge of the incident in question. The school will consult with the police department if the discrepancy has not been resolved at this stage. If the discrepancy is still unresolved, the school will make a notation of the discrepancy in its report.

V. General Provisions

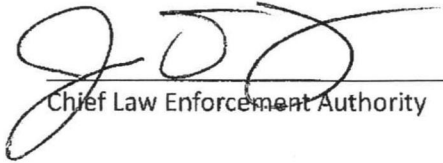
- A. This Memorandum does not create any contractual rights or obligations between the signatory Law Enforcement Authority, the signatory School Entity, any other signatory authorities or entities, or their respective officers, employees, agents or representatives.
- B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties. It must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter. Describe what modifications have been made to this Memorandum of Understanding. If you have not made any modifications or amended it in any way, please enter "Not Applicable" in the space provided.
- C. If changes in state or federal law require changes to the Memorandum, the parties shall amend this Memorandum.
- 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.



Chief School Administrator

PALCS

School Entity



Chief Law Enforcement Authority

Harmer Township Police

Law Enforcement Authority

DocuSigned by:

Renee Donatelli
8EE7AA117E81424...

School Law Enforcement Liaison

The Landings

Building



Memorandum of Understanding

**Memorandum of Understanding
Between**

Westtown-East Goshen Police Department

(Law Enforcement Authority)

and

Pennsylvania Leadership Charter School

(School Entity)

5/26/2023

(Date)

I. Introduction

A. Parties

The following Law Enforcement Authority or Authorities agree to follow the policies and procedures contained in this Memorandum of Understanding (hereinafter – Memorandum):

The following School Entity or Entities agree to follow the policies and procedures contained in this Memorandum:

Pennsylvania Leadership Charter School

Building 1: Enterprise Drive-1332 Enterprise Drive West Chester, PA 19380

School Law Enforcement Liaison: Darlene Garrow

Middle School Principal: Alex Rausch

Building 2: Advanced Ideas Center-1585 Paoli Pike West Chester, PA 19380

School Law Enforcement Liaison: Darlene Garrow

Principal: Kit Stiles

Building 3: West Chester Pike-1645 West Chester Pike West Chester, PA 19382

School Law Enforcement Liaison: Darlene Garrow

Principal: Mike Logue

B. This Memorandum establishes procedures to be followed when certain incidents – described in Section II below – occur on school property, at any sponsored activity, or on a conveyance as described in the Safe Schools Act (such as a school bus) providing transportation to or from a school or school sponsored activity. This Memorandum does not cover incidents that are outside of those school settings and create no substantial disruption to the learning environment.

C. The parties seek to foster a relationship of cooperation and mutual support and to maintain a safe school environment.

D. Legal Authority

1. The parties make this agreement as required by Article XIII-A of the Public School Code of 1949, popularly known as the – Safe Schools Act, as amended, 24 P.S. §§ 13-1301-A – 13-1313-A.

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.

3. Information from Student Records

a. The Law Enforcement Authority shall be governed by the following reporting and information exchange guidelines:

i. Criminal History Record Information Act, 18 Pa C.S. § 1901 *et seq.*

- ii. The prohibition against disclosures, specified in section IV (C)(5) of this Memorandum.
- b. When sharing information and evidence necessary for the Law Enforcement Authority to complete its investigation, the School Entity shall:
- i. Comply with the Family Educational Rights and Privacy Act (hereinafter -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, including any amendments thereto.
 - ii. Comply with the requirements of the Safe Schools Act, 24 P.S. §§ 13-1303-A and 13-1313-A, and any amendments thereto.
 - iii. Complete reports as required by section 13-303-A of the Safe Schools Act, 24 P.S. § 13-1303-A, and any amendments thereto.
- c. 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 Office¹ – what circumstance led it to determine that a health or safety emergency existed and why the disclosure was justified.

E. Priorities of the Law Enforcement Authority

1. Help the School Entity prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Investigate as appropriate all incidents reported to have occurred on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity. The investigation of all reported incidents shall be conducted in the manner that the Law Enforcement Authority, in its sole discretion, deems appropriate; but any investigation shall be conducted so as to involve as little disruption to the school environment as is practicable.
3. 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 to the school environment as is practicable.

4. Establish and maintain a cooperative relationship with the School Entity in the reporting and resolution of all incidents described in Section II of this document.

F. Priorities of the School Entity

1. Help law enforcement prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Create a safe learning environment.
3. Establish and maintain a cooperative relationship with the Law Enforcement Authority in the reporting and resolution of all incidents described in Section II of this document.
4. Provide the Law Enforcement Authority with all relevant information and required assistance in the event of a reported incident.
5. The School Entity shall give the Law Enforcement Authority a copy of the School Entity's behavior support services procedures and invite Law Enforcement Authority representatives to behavior support trainings.

¹ Questions related to FERPA should be directed to the Family Policy Compliance Office within the U.S. Department of Education.

II. Notification of Incidents to Law Enforcement

The School Entity is required to notify law enforcement in specific situations listed in subsection A of this section, and has discretion over whether to notify law enforcement about incidents listed in subsection B of this section. Law enforcement's decision to investigate and file charges may be made in consultation with school administrators.

A. Mandatory Notification

1. The School Entity shall immediately notify the Law Enforcement Authority having jurisdiction where the offense occurred by the most expeditious means practicable of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:

a. The following offenses under 18 Pa.C.S. (relating to crimes and offenses):

i. Section 908 (relating to prohibited offensive weapons).

a. The term offensive weapon is defined by section 908 of the Crimes Code as

any bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by

switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for

the infliction of serious bodily injury which serves no common lawful purpose. See 18 Pa.C.S. § 908 (c) (relating to definitions).

b. Consistent with section 908(b) of the Crimes Code (relating to exceptions),

this reporting requirement does not apply to one who possessed or dealt

with an offensive weapon solely as a curio or in a dramatic performance, or to one who possessed an offensive weapon briefly in consequence of

having found it taken it from an aggressor, or under circumstances similarly negating any intent or likelihood that the weapon would be used unlawfully.

ii. Section 912 (relating to possession of weapon on school property).

a. The term weapon is defined by section 912 of the Crimes Code to include but is not limited to, a knife, cutting instrument, cutting tool, nunchuck stick,

firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

b. Consistent with section 912(c) of the Crimes Code (relating to defense), this reporting requirement does not apply to a weapon that is: (a) possessed and

used in conjunction with a lawful supervised school activity or course; or (b) is possessed for other lawful purpose.

iii. Chapter 25 (relating to criminal homicide).

iv. Section 2702 (relating to aggravated assault).

- v. Section 2709.1 (relating to stalking).
 - vi. Section 2901 (relating to kidnapping).
 - vii. Section 2902 (relating to unlawful restraint).
 - viii. Section 3121 (relating to rape).
 - ix. Section 3122.1 (relating to statutory sexual assault).
 - x. Section 3123 (relating to involuntary deviate sexual intercourse).
 - xi. Section 3124.1 (relating to sexual assault).
 - xii. Section 3124.2 (relating to institutional sexual assault).
 - xiii. Section 3125 (relating to aggravated indecent assault).
 - xiv. Section 3126 (relating to indecent assault).
 - xv. Section 3301 (relating to arson and related offenses)
 - xvi. Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.
 - xvii. Section 3502 (relating to burglary).
 - xviii. Section 3503(a) and (b)(1)(v)(relating to criminal trespass).
 - xix. Section 5501 (relating to riot).
 - xx. Section 6110.1 (relating to possession of firearm by minor).
- b. The possession, use or sale of a controlled substance, designer drug or drug paraphernalia as defined in The Controlled Substance, Drug, Device and Cosmetic Act, *as amended*, 35 P.S. §§ 780-101 – 780-144, popularly known as the Drug Act. For purposes of the Memorandum, the terms controlled substance, designer drug and drug paraphernalia shall be defined as they are in Section 102 of the Drug Act. See 35 P.S. § 780-102 (relating to definitions).
- c. Attempt, solicitation or conspiracy to commit any of the offenses listed in paragraphs 1 and 2 of this subsection.
- d. An offense for which registration is required under 42 Pa.C.S. § 9795.1 (relating to registration).

2. In responding to student who commit an incident listed under section 1303-A(b)(4.1) of the Safe Schools Act (24 P.S. § 13-1303-A(b)(4.1)), a school entity may consider the propriety of utilizing available school-based program, such as school-wide positive behavior supports, to address the student's behavior. Nothing in this provision shall be read to limit law enforcement's discretion.

B. Discretionary Notification

1. The School Entity may notify the Law Enforcement Authority having jurisdiction where the incident occurred of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:
 - a. The following offenses under 18 Pa.C.S. (relating to crimes and offenses):
 - i. Section 2701 (relating to simple assault)
 - ii. Section 2705 (relating to recklessly endangering another person).
 - iii. Section 2706 (relating to terroristic threats).
 - iv. Section 2709 (relating to harassment).
 - v. Section 3127 (relating to indecent exposure)
 - vi. Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.
 - vii. Section 3503(b)(1)(i), (ii), (iii), and (iv), (b.1) and (b.2) (relating to criminal trespass).
 - viii. Chapter 39 (relating to theft and related offenses).
 - ix. Section 5502 (relating to failure of disorderly persons to disperse upon official order).
 - x. Section 5503 (relating to disorderly conduct).
 - xi. Section 6305 (relating to sale of tobacco).
 - xii. Section 6306.1 (relating to use of tobacco in schools prohibited).
 - xiii. Section 6308 (relating to purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a person under 21 years of age).
 - b. Attempt, solicitation or conspiracy to commit any of the offenses listed in subsection (a).

2. In exercising its discretion to determine whether to notify law enforcement of such incidents, the School Entity may consider the following factors: the seriousness of the situation, the school's ability to defuse or resolve the situation, the child's intent, the child's age, whether the student has a disability and, if so, the type of disability and its impact on the student's behavior, and other factors believed to be relevant.

C. Law Enforcement Response to Notification

1. When notified of an incident listed in subsections A or B, law enforcement's decision to investigate and file charges, at the sole discretion of the Law Enforcement Authority, may be made in consultation with school administrators.
2. In determining whether to file charges, the Law Enforcement Authority is encouraged to consult with the District Attorney. Where appropriate under the law, part of this consultation may include a discussion about the availability or propriety of utilizing a diversionary program as an alternative to filing charges.

D. Notification of the Law Enforcement Authority when incident involves children with disabilities

1. If a child with a disability commits an incident of misconduct, school administrators and the Law Enforcement Authority should take into consideration that the child's behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an IEP, a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending under 22 Pa. Code §§ 14.123 (relating to evaluation), 15.5 (relating to school district initiated evaluation and provision of services), 15.6 (relating to parent initiated evaluation and provision of services), or Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities).
2. In the event a child with a disability commits a mandatory notification offense under Subsection A, the School Entity must provide immediate notification to the Law Enforcement Authority regardless of the disability. Such notification will state that the child has an IEP or a service agreement that includes a behavior support plan and may include the School Entity's recommendation that police intervention may not be required and advisement that the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133 (relating to positive behavior support), 15.3 (relating to protected handicapped students general) or 711.46 (relating to positive behavior support). The Law Enforcement Authority may take the recommendation under advisement but reserves the right to investigate and file charges.
3. In the event a child with a disability commits a discretionary offense under Subsection B and the School Entity does not believe that police intervention is necessary, the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133, 15.3 or 711.46.

4. In accordance with 34 CFR 300.535 (relating to referral to and action by law enforcement and judicial authorities), nothing will prohibit the School Entity from reporting an offense committed by a child with a disability to the Law Enforcement Authority, and nothing 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.
5. The School Entity, when reporting an offense committed by a child with a disability, should 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.
6. 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 FERPA.

[Describe any specific procedures to be followed for incidents involving a student with a disability having an IEP as required by 22 Pa. Code § 14.104 (relating to special education plans) or 22 Pa. Code Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities)]

The procedure following by Pennsylvania Leadership Charter School is as follows:

1. Notify the correct personnel of the incident: Division Principal, Special Education Teacher, Supervisor of Special Education
2. Notify the parent if the child must be dismissed from the PALCS facility immediately.
3. Once the Supervisor of Special Education has been notified, the Supervisor will schedule an IEP meeting with the family and necessary personnel and provide the family with a copy of the district's Procedural Safeguards Notice as per IDEA regulations.
4. A Manifestation Determination meeting must be held the next school day.
5. During the meeting, the team will determine whether or not the behavioral incident was a result of the student's disability.
 - a. If the team determines the incident to be a result of the disability, then the IEP team must take steps to remedy any and all deficiencies found in the student's IEP. This could include changing placement, putting additional support in place, et.
 - b. If the team determines that the incident is not a result of the disability, then the student may be disciplined as per the student handbook.
 - c. It is important to note that this decision must be made by the IEP team, including the parent.
 - d. Further, students with Emotional Disturbance may have Positive Behavior Support Plans in accordance with the IEP.

E. 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 have been notified.
10. Identity of the school contact person.
11. Identity of the witnesses to the incident, if any.
12. Whether the incident involves a student with a disability and, if so, the type of disability and its impact on the student's behavior.
13. Other such information as is known to the school entity and believed to be relevant to the incident.

F. No later than September 30 of each year, the School Entity shall assemble and make ready for immediate deployment to its Incident Command Post the following information for the purpose of assisting the Law Enforcement Authority in responding to an emergency:

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. Most recent 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.
10. Cable/satellite television shutoff location and procedures.
11. Other information the School Entity deems pertinent to assist local police departments in responding to an emergency.

III. Law Enforcement Authority Response

A. Depending on the totality of the circumstances, initial response by the Law Enforcement Authority may 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.
 - i. Secure any physical evidence at the scene.

- ii. Identify involved persons and witnesses.
 - e. Conduct investigation.
 - f. Exchange information.
 - g. 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 initially reported to the Law Enforcement Authority

If any incident described in sections IIA or IIB is initially reported to the Law Enforcement Authority, the Law Enforcement Authority shall proceed directly with its investigation, shall immediately notify the School Entity of the incident, and shall proceed as outlined in sections IIA through IIE.

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 under any of the following circumstances:
 - 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.
 - 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 a parent, guardian or person in parental relation to such pupil concerning conduct and behavior over the pupils attending a school during the

time they are in attendance, including the time required in going to and from their homes.

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 a conveyance as described in the Safe Schools Act providing transportation to or from school or a school sponsored activity.

B. Notification of Parent or Guardian

1. Parents or guardians of all victims and suspects directly involved in an incident listed under Section IIA or IIB shall be immediately notified of the involvement, and they shall be informed about any notification regarding the incident that has been, or may be, made to the Law Enforcement Authority.
2. The School Entity shall document attempts made to reach the parents or guardians of all victims and suspects directly involved in incident listed under Section IIA or IIB.

C. Scope of School Entity's Involvement

1. General principles: Once the Law Enforcement Authority assume 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 Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect the interests of the School Entity. The Law Enforcement Authority will keep the chief school administrator, or his designees, informed of the status of pending investigations.

2. Victims

- a. 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 its policies and procedures when interviewing a victim to ensure the protection of the victim's legal and constitutional rights.
- b. In the event a victim is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel may be present during the interview.

3. Witness

- a. 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 its policies and procedures when interviewing a witness to ensure the protection

of the witness's legal and constitutional rights.

- b. In the event a witness is interviewed by the Law Enforcement Authority on school property, a guidance counselor or similar designated personnel should be present during the interview.

4. Suspects and Custodial Interrogation

- a. The School Entity shall help 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.
- b. When a parent or guardian is not present, school authorities shall not stand *in loco parentis* (in the place of the parent/guardian) during an interview.
- c. If an interested adult cannot be contacted, the School Entity shall defer to the investigating Law Enforcement Authority, which will protect the student suspect's legal and constitutional rights as required by law.

5. Conflicts of Interest

- a. The parties to this Memorandum recognize that if a School Entity employee, contractor, or agent 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. 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

All school entities are required to submit an annual report, which will include violence statistics and reports, to the Department of Education's Office for Safe Schools. This annual report must include all new incidents described in Sections IIA and IIB. Before 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 notify the chief school administrator and the office in writing.
- 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 indicate data, the following shall occur:

[Describe procedure to be followed for the resolution of school violence data discrepancies prior to filing the annual report]

The chief school administrator or designee will review any discrepancy indicated by a police department under par. b, and review any data discrepancies and determine the exact nature of any discrepancy. This school official will then review the documentation available to the school and determine whether the school's incident data is consistent with the documentation. If this does not resolve the discrepancy, the school will determine whether further investigation might address the discrepancy. This could include interviews with school officials or others with direct knowledge of the incident in question. The school will consult with the police department if the discrepancy has not been resolved at this stage. If the discrepancy is still unresolved, the school will make a notation of the discrepancy in its report.

V. General Provisions

- A. This Memorandum does not create any contractual rights or obligations between the signatory Law Enforcement Authority, the signatory School Entity, any other signatory authorities or entities, or their respective officers, employees, agents or representatives.
- B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties. It must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter. Describe what modifications have been made to this Memorandum of Understanding. If you have not made any modifications or amended it in any way, please enter "Not Applicable" in the space provided.
- C. If changes in state or federal law require changes to the Memorandum, the parties shall amend

this Memorandum.

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.

Mark M. Sh
Chief School Administrator

PALCS
School Entity

Melinda M Berrat
Chief Law Enforcement Authority

WEGO PD
Law Enforcement Authority

DocuSigned by:
Darlene Arrow
649114854FF498...
School Law Enforcement Liaison

DocuSigned by:
Alex Rausch
1C78FCD32E964A1...
Building Principal

Enterprise Drive
School Building

DocuSigned by:
Christopher Stiles
0386FF18D86748E...
Building Principal

Advanced Ideas Center
School Building

DocuSigned by:
Mike Logue
F0F20FA07DDF422...
Building Principal

West Chester Pike
School Building



Memorandum of Understanding

**Memorandum of Understanding
Between**

West Goshen Police Department

(Law Enforcement Authority)

and

Pennsylvania Leadership Charter School

(School Entity)

5/26/2023

(Date)

I. Introduction

A. Parties

The following Law Enforcement Authority or Authorities agree to follow the policies and procedures contained in this Memorandum of Understanding (hereinafter – Memorandum):

The following School Entity or Entities agree to follow the policies and procedures contained in this Memorandum:

Pennsylvania Leadership Charter School

Building: Performing Arts 211 Carter Drive Suite C West Chester, PA 19382

School Law Enforcement Liaison: Darlene Garrow

Head Administrator: Steven Dziekonski

B. This Memorandum establishes procedures to be followed when certain incidents – described in Section II below – occur on school property, at any sponsored activity, or on a conveyance as described in the Safe Schools Act (such as a school bus) providing transportation to or from a school or school sponsored activity. This Memorandum does not cover incidents that are outside of those school settings and create no substantial disruption to the learning environment.

C. The parties seek to foster a relationship of cooperation and mutual support and to maintain a safe school environment.

D. Legal Authority

1. The parties make this agreement as required by Article XIII-A of the Public School Code of 1949, popularly known as the – Safe Schools Act, as amended, 24 P.S. §§ 13-1301-A – 13-1313-A.

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.

3. Information from Student Records

a. The Law Enforcement Authority shall be governed by the following reporting and information exchange guidelines:

i. Criminal History Record Information Act, 18 Pa C.S. § 1901 *et seq.*

ii. The prohibition against disclosures, specified in section IV (C)(5) of this Memorandum.

b. When sharing information and evidence necessary for the Law Enforcement Authority to complete its investigation, the School Entity shall:

- i. Comply with the Family Educational Rights and Privacy Act (hereinafter -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, including any amendments thereto.
 - ii. Comply with the requirements of the Safe Schools Act, 24 P.S. §§ 13-1303-A and 13-1313-A, and any amendments thereto.
 - iii. Complete reports as required by section 13-303-A of the Safe Schools Act, 24 P.S. § 13-1303-A, and any amendments thereto.
- c. 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 Office¹ – what circumstance led it to determine that a health or safety emergency existed and why the disclosure was justified.

E. Priorities of the Law Enforcement Authority

1. Help the School Entity prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Investigate as appropriate all incidents reported to have occurred on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity. The investigation of all reported incidents shall be conducted in the manner that the Law Enforcement Authority, in its sole discretion, deems appropriate; but any investigation shall be conducted so as to involve as little disruption to the school environment as is practicable.
3. 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 to the school environment as is practicable.
4. Establish and maintain a cooperative relationship with the School Entity in the reporting and resolution of all incidents described in Section II of this document.

F. Priorities of the School Entity

1. Help law enforcement prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Create a safe learning environment.
3. Establish and maintain a cooperative relationship with the Law Enforcement Authority in the reporting and resolution of all incidents described in Section II of this document.
4. Provide the Law Enforcement Authority with all relevant information and required assistance in the event of a reported incident.
5. The School Entity shall give the Law Enforcement Authority a copy of the School Entity's behavior support services procedures and invite Law Enforcement Authority representatives to behavior support trainings.

¹Questions related to FERPA should be directed to the Family Policy Compliance Office within the U.S. Department of Education.

II. Notification of Incidents to Law Enforcement

The School Entity is required to notify law enforcement in specific situations listed in subsection A of this section, and has discretion over whether to notify law enforcement about incidents listed in subsection B of this section. Law enforcement's decision to investigate and file charged may be made in consultation with school administrators.

A. Mandatory Notification

1. The School Entity shall immediately notify the Law Enforcement Authority having jurisdiction where the offense occurred by the most expeditious means practicable of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:
 - a. The following offenses under 18 Pa.C.S. (relating to crimes and offenses):
 - i. Section 908 (relating to prohibited offensive weapons).

- a. The term offensive weapon is defined by section 908 of the Crimes Code as

any bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by

switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for

the infliction of serious bodily injury which serves no common lawful purpose. See 18 Pa.C.S. § 908 (c) (relating to definitions).

- b. Consistent with section 908(b) of the Crimes Code (relating to exceptions),

this reporting requirement does not apply to one who possessed or dealt

with an offensive weapon solely as a curio or in a dramatic performance, or to one who possessed an offensive weapon briefly in consequence of

having found it taken it from an aggressor, or under circumstances similarly negating any intent or likelihood that the weapon would be used unlawfully.

- ii. Section 912 (relating to possession of weapon on school property).
 - a. The term weapon is defined by section 912 of the Crimes Code to include but is not limited to, a knife, cutting instrument, cutting tool, nunchuck stick,

firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

 - b. Consistent with section 912(c) of the Crimes Code (relating to defense), this reporting requirement does not apply to a weapon that is: (a) possessed and

used in conjunction with a lawful supervised school activity or course; or (b) is possessed for other lawful purpose.

- iii. Chapter 25 (relating to criminal homicide).

- iv. Section 2702 (relating to aggravated assault).

- v. Section 2709.1 (relating to stalking).

- vi. Section 2901 (relating to kidnapping).

- vii. Section 2902 (relating to unlawful restraint).
 - viii. Section 3121 (relating to rape).
 - ix. Section 3122.1 (relating to statutory sexual assault).
 - x. Section 3123 (relating to involuntary deviate sexual intercourse).
 - xi. Section 3124.1 (relating to sexual assault).
 - xii. Section 3124.2 (relating to institutional sexual assault).
 - xiii. Section 3125 (relating to aggravated indecent assault).
 - xiv. Section 3126 (relating to indecent assault).
 - xv. Section 3301 (relating to arson and related offenses)
 - xvi. Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.
 - xvii. Section 3502 (relating to burglary).
 - xviii. Section 3503(a) and (b)(1)(v)(relating to criminal trespass).
 - xix. Section 5501 (relating to riot).
 - xx. Section 6110.1 (relating to possession of firearm by minor).
- b. The possession, use or sale of a controlled substance, designer drug or drug paraphernalia as defined in The Controlled Substance, Drug, Device and Cosmetic Act, *as amended*, 35 P.S. §§ 780-101 – 780-144, popularly known as the Drug Act. For purposes of the Memorandum, the terms controlled substance, designer drug and drug paraphernalia shall be defined as they are in Section 102 of the Drug Act. See 35 P.S. § 780-102 (relating to definitions).
- c. Attempt, solicitation or conspiracy to commit any of the offenses listed in paragraphs 1 and 2 of this subsection.
- d. An offense for which registration is required under 42 Pa.C.S. § 9795.1 (relating to registration).
2. In responding to student who commit an incident listed under section 1303-A(b)(4.1) of the Safe Schools Act (24 P.S. § 13-1303-A(b)(4.1)), a school entity may consider the propriety of utilizing available school-based program, such as school-wide positive behavior supports, to address the student’s behavior. Nothing in this provision shall be read to limit law enforcement’s discretion.

B. Discretionary Notification

1. The School Entity may notify the Law Enforcement Authority having jurisdiction where the incident occurred of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:

a. The following offenses under 18 Pa.C.S. (relating to crimes and offenses):

- i. Section 2701 (relating to simple assault)
- ii. Section 2705 (relating to recklessly endangering another person).
- iii. Section 2706 (relating to terroristic threats).
- iv. Section 2709 (relating to harassment).
- v. Section 3127 (relating to indecent exposure)
- vi. Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.
- vii. Section 3503(b)(1)(i), (ii), (iii), and (iv), (b.1) and (b.2) (relating to criminal trespass).
- viii. Chapter 39 (relating to theft and related offenses).
- ix. Section 5502 (relating to failure of disorderly persons to disperse upon official order).
- x. Section 5503 (relating to disorderly conduct).
- xi. Section 6305 (relating to sale of tobacco).
- xii. Section 6306.1 (relating to use of tobacco in schools prohibited).
- xiii. Section 6308 (relating to purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a person under 21 years of age).

b. Attempt, solicitation or conspiracy to commit any of the offenses listed in subsection (a).

2. In exercising its discretion to determine whether to notify law enforcement of such incidents, the School Entity may consider the following factors: the seriousness of the situation, the school's ability to defuse or resolve the situation, the child's intent, the child's

age, whether the student has a disability and, if so, the type of disability and its impact on the student's behavior, and other factors believed to be relevant.

C. Law Enforcement Response to Notification

1. When notified of an incident listed in subsections A or B, law enforcement's decision to investigate and file charges, at the sole discretion of the Law Enforcement Authority, may be made in consultation with school administrators.
2. In determining whether to file charges, the Law Enforcement Authority is encouraged to consult with the District Attorney. Where appropriate under the law, part of this consultation may include a discussion about the availability or propriety of utilizing a diversionary program as an alternative to filing charges.

D. Notification of the Law Enforcement Authority when incident involves children with disabilities

1. If a child with a disability commits an incident of misconduct, school administrators and the Law Enforcement Authority should take into consideration that the child's behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an IEP, a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending under 22 Pa. Code §§ 14.123 (relating to evaluation), 15.5 (relating to school district initiated evaluation and provision of services), 15.6 (relating to parent initiated evaluation and provision of services), or Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities).
2. In the event a child with a disability commits a mandatory notification offense under Subsection A, the School Entity must provide immediate notification to the Law Enforcement Authority regardless of the disability. Such notification will state that the child has an IEP or a service agreement that includes a behavior support plan and may include the School Entity's recommendation that police intervention may not be required and advisement that the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133 (relating to positive behavior support), 15.3 (relating to protected handicapped students general) or 711.46 (relating to positive behavior support). The Law Enforcement Authority may take the recommendation under advisement but reserves the right to investigate and file charges.
3. In the event a child with a disability commits a discretionary offense under Subsection B and the School Entity does not believe that police intervention is necessary, the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133, 15.3 or 711.46.
4. In accordance with 34 CFR 300.535 (relating to referral to and action by law enforcement and judicial authorities), nothing will prohibit the School Entity from reporting an offense committed by a child with a disability to the Law Enforcement Authority, and nothing 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.

5. The School Entity, when reporting an offense committed by a child with a disability, should 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.
6. 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 FERPA.

[Describe any specific procedures to be followed for incidents involving a student with a disability having an IEP as required by 22 Pa. Code § 14.104 (relating to special education plans) or 22 Pa. Code Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities)]

The procedure following by Pennsylvania Leadership Charter School is as follows:

1. Notify the correct personnel of the incident: Division Principal, Special Education Teacher, Supervisor of Special Education
2. Notify the parent if the child must be dismissed from the PALCS facility immediately.
3. Once the Supervisor of Special Education has been notified, the Supervisor will schedule an IEP meeting with the family and necessary personnel and provide the family with a copy of the district's Procedural Safeguards Notice as per IDEA regulations.
4. A Manifestation Determination meeting must be held the next school day.
5. During the meeting, the team will determine whether or not the behavioral incident was a result of the student's disability.
 - a. If the team determines the incident to be a result of the disability, then the IEP team must take steps to remedy any and all deficiencies found in the student's IEP. This could include changing placement, putting additional support in place, et.
 - b. If the team determines that the incident is not a result of the disability, then the student may be disciplined as per the student handbook.
 - c. It is important to note that this decision must be made by the IEP team, including the parent.
 - d. Further, students with Emotional Disturbance may have Positive Behavior Support Plans in accordance with the IEP.

E. 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 have been notified.
10. Identity of the school contact person.
11. Identity of the witnesses to the incident, if any.
12. Whether the incident involves a student with a disability and, if so, the type of disability and its impact on the student's behavior.
13. Other such information as is known to the school entity and believed to be relevant to the incident.

F. No later than September 30 of each year, the School Entity shall assemble and make ready for immediate deployment to its Incident Command Post the following information for the purpose of assisting the Law Enforcement Authority in responding to an emergency:

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. Most recent 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.
10. Cable/satellite television shutoff location and procedures.
11. Other information the School Entity deems pertinent to assist local police departments in responding to an emergency.

III. Law Enforcement Authority Response

A. Depending on the totality of the circumstances, initial response by the Law Enforcement Authority may 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.
 - i. Secure any physical evidence at the scene.
 - ii. Identify involved persons and witnesses.
 - e. Conduct investigation.
 - f. Exchange information.

g. 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 initially reported to the Law Enforcement Authority

If any incident described in sections IIA or IIB is initially reported to the Law Enforcement Authority, the Law Enforcement Authority shall proceed directly with its investigation, shall immediately notify the School Entity of the incident, and shall proceed as outlined in sections IIA through IIE.

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 under any of the following circumstances:
 - 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.
 - 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 a parent, guardian or person in parental relation to such pupil concerning conduct and behavior over the pupils attending a school during the time they are in attendance, including the time required in going to and from their homes.
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 a conveyance as described in the Safe Schools Act providing transportation to or from school or a school

sponsored activity.

B. Notification of Parent or Guardian

1. Parents or guardians of all victims and suspects directly involved in an incident listed under Section IIA or IIB shall be immediately notified of the involvement, and they shall be informed about any notification regarding the incident that has been, or may be, made to the Law Enforcement Authority.
2. The School Entity shall document attempts made to reach the parents or guardians of all victims and suspects directly involved in incident listed under Section IIA or IIB.

C. Scope of School Entity's Involvement

1. General principles: Once the Law Enforcement Authority assume 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 Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect the interests of the School Entity. The Law Enforcement Authority will keep the chief school administrator, or his designees, informed of the status of pending investigations.

2. Victims

- a. 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 its policies and procedures when interviewing a victim to ensure the protection of the victim's legal and constitutional rights.
- b. In the event a victim is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel may be present during the interview.

3. Witness

- a. 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 its policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.
- b. In the event a witness is interviewed by the Law Enforcement Authority on school property, a guidance counselor or similar designated personnel should be present during the interview.

4. Suspects and Custodial Interrogation

- a. The School Entity shall help 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.
- b. When a parent or guardian is not present, school authorities shall not stand *in loco parentis* (in the place of the parent/guardian) during an interview.
- c. If an interested adult cannot be contacted, the School Entity shall defer to the investigating Law Enforcement Authority, which will protect the student suspect's legal and constitutional rights as required by law.

5. Conflicts of Interest

- a. The parties to this Memorandum recognize that if a School Entity employee, contractor, or agent 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. 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

All school entities are required to submit an annual report, which will include violence statistics and reports, to the Department of Education's Office for Safe Schools. This annual report must include all new incidents described in Sections IIA and IIB. Before 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 notify the chief school administrator and the office in writing.
- 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 indicate data, the following shall occur:

[Describe procedure to be followed for the resolution of school violence data discrepancies prior to filing the annual report]

The chief school administrator or designee will review any discrepancy indicated by a police department under par. b, and review any data discrepancies and determine the exact nature of any discrepancy. This school official will then review the documentation available to the school and determine whether the school's incident data is consistent with the documentation. If this does not resolve the discrepancy, the school will determine whether further investigation might address the discrepancy. This could include interviews with school officials or others with direct knowledge of the incident in question. The school will consult with the police department if the discrepancy has not been resolved at this stage. If the discrepancy is still unresolved, the school will make a notation of the discrepancy in its report.

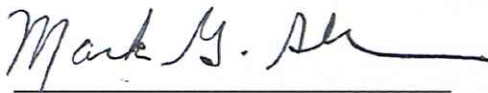
V. General Provisions

A. This Memorandum does not create any contractual rights or obligations between the signatory Law Enforcement Authority, the signatory School Entity, any other signatory authorities or entities, or their respective officers, employees, agents or representatives.

B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties. It must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter. Describe what modifications have been made to this Memorandum of Understanding. If you have not made any modifications or amended it in any way, please enter "Not Applicable" in the space provided.

C. If changes in state or federal law require changes to the Memorandum, the parties shall amend this Memorandum.

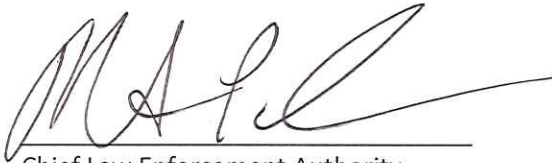
D. All parties to this Memorandum will communicate fully and openly with each other in order to resolve any problems that may arise in the fulfillment of the terms of this Memorandum.



Chief School Administrator

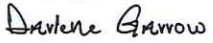
5-26-23 PALCS

School Entity



Chief Law Enforcement Authority

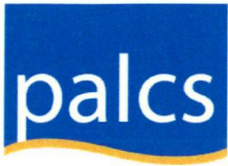
WEST GOSHEN TOWNSHIP
POLICE DEPT.
1025 Paoli Pike
West Chester, PA 19380-4699
Law Enforcement Authority

DocuSigned by:

649114C54F7F490...
School Law Enforcement Liaison

DocuSigned by:

95FE3E77417D4AF...
Head Administrator

Center for Performing
and Fine Arts
Building



PA Leadership Charter School
1332 Enterprise Drive
West Chester, PA 19830

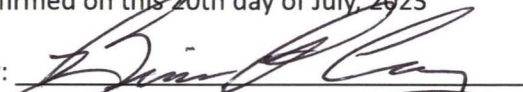
Board Affirmation Statement

The purpose of this document is for the President of the governing board to affirm that the annual report information is accurate.

Charter Annual Report Affirmation

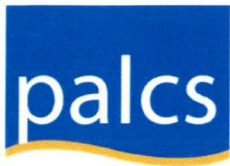
I verify that all information and records in this charter school annual report are complete and accurate.

Affirmed on this 20th day of July, 2023

By:  (Signature of Board President)

BRIAN P. NEY (Print Name)

_____ Board of Trustees



PA Leadership Charter School
1332 Enterprise Drive
West Chester, PA 19830

Charter School Law Affirmation

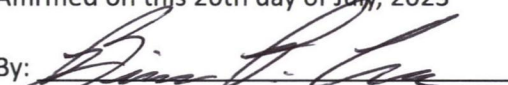
Pennsylvania's first Charter School Law was Act 22 of 1997, 24 P.S. § 17-1701-A et seq., which primarily became effective June 19, 1997, and has subsequently been amended.

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).

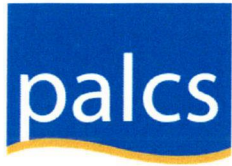
Additional information about charter schools is available on the Pennsylvania Department's website at: <http://www.education.state.pa.us>.

Affirmed on this 20th day of July, 2023

By:  (Signature of Board President)

BRIAN P. NEY (Print Name)

_____ Board of Trustees



PA Leadership Charter School

1332 Enterprise Drive

West Chester, PA 19830

Ethics Act Affirmation

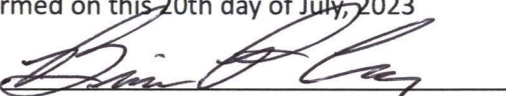
Pennsylvania's current Public Official and Employee Ethics Act (Ethics Act), Act 93 of 1998, Chapter 11, 65 Pa.C.S. § 1101 et seq., became effective December 14, 1998 and has subsequently been amended.

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.

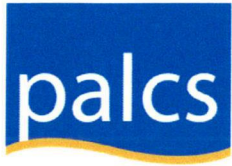
The charter school assures that it will comply with the requirements of the Ethics Act and with the policies, regulations and procedures of the Commission. Additional information about the Ethics Act is available on the Commission's website at: <http://www.ethics.state.pa.us>.

Affirmed on this 20th day of July, 2023

By:  (Signature of Board President)

BRIAN P. NEY (Print Name)

_____ Board of Trustees



PA Leadership Charter School

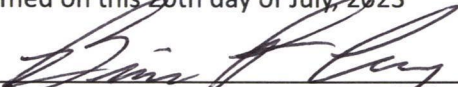
1332 Enterprise Drive

West Chester, PA 19830

Charter Annual Background Check Affirmation

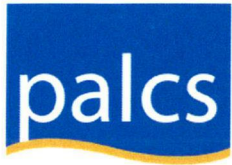
I certify that, as of this date, the above referenced LEA is in compliance with all applicable provisions of Sections 111 and 111.1 of the Public School Code of 1949.

Affirmed on this 20th day of July, 2023

By:  (Signature of Board President)

BRIAN P. NEFF (Print Name)

_____ Board of Trustees



PA Leadership Charter School

1332 Enterprise Drive

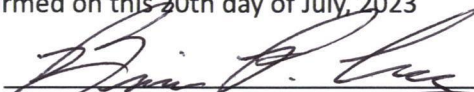
West Chester, PA 19830

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 30th day of July, 2023

By:  (Signature of Board President)

BRIAN P. NEY (Print Name)

_____ Board of Trustees



PA Leadership Charter School
1332 Enterprise Drive
West Chester, PA 19830

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 20th day of July, 2023

By:  (Signature of Board President)

BRIAN P. NEY (Print Name)

_____ Board of Trustees