

Organizational Chart

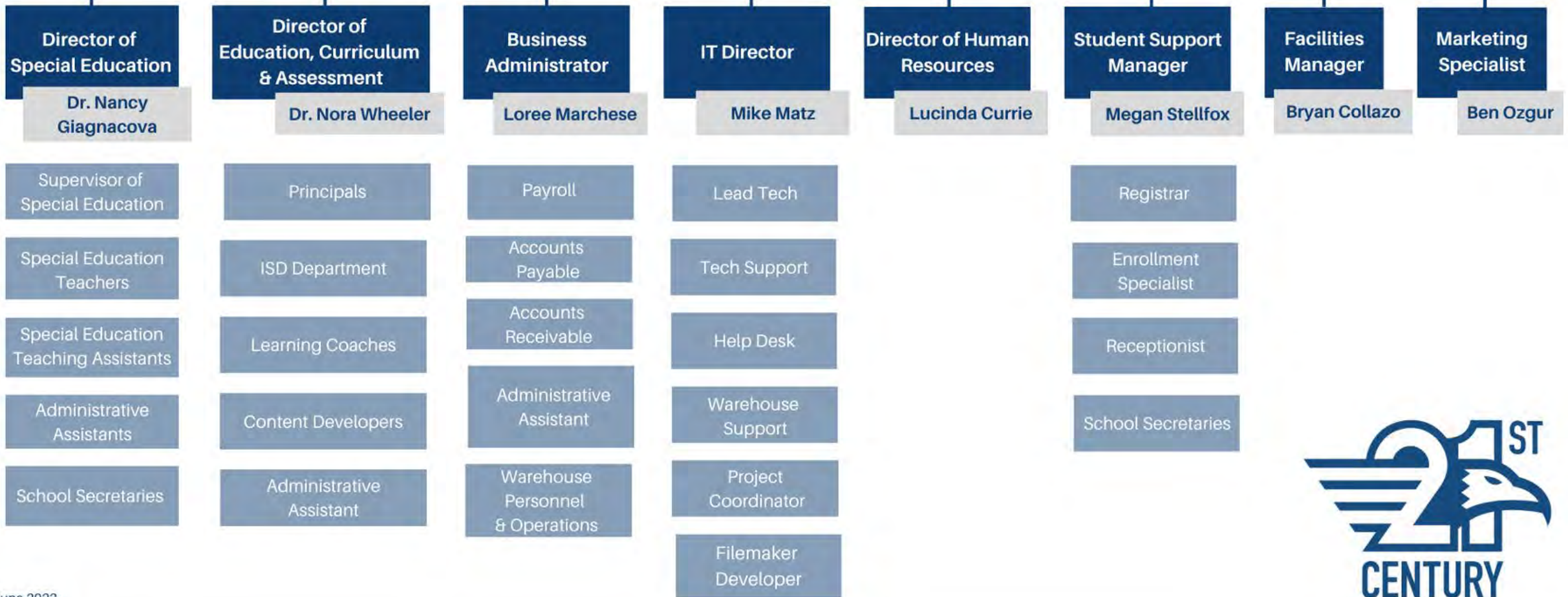
Board of Trustees

Chief Executive Officer

Dr. Matthew Flannery

Executive Assistant

Lisa Iozzi





Book	Policy Manual
Section	0000 Board of Trustees
Title	Bylaws
Code	0001
Status	Active
Adopted	November 12, 2013
Last Revised	September 12, 2023
Prior Revised Dates	September 8, 2020, May 11, 2021, January 11, 2022, May 9, 2023

Article I Name

The name of this corporation is 21st Century Cyber Charter School, Inc. hereafter called '21CCCS'.

Article II Location

The location of the primary office of 21CCCS shall be at 1245 Wrights Lane, West Chester, PA 19380, unless another location is designated by the Board of Trustees.

Article III Purpose

21st Century Cyber Charter School is a public school operated pursuant to a charter granted to it by Pennsylvania Department of Education.

Article IV Basic Policies

Section 1.

21CCCS shall be a non-profit, non-sectarian and non-partisan organization.

Section 2.

21CCCS may cooperate or contract with other non-profit or for profit agencies, organizations and entities to perform, promote or otherwise advance its purposes.

Article V Organization

21CCCS shall be organized and governed by the Nonprofit Corporation Laws of the Commonwealth of Pennsylvania, Pennsylvania Act 22 -1997, the school laws of Pennsylvania, its Articles of Incorporation and these Bylaws. Meetings shall be conducted according to O. Garfield Jones' publication, Parliamentary Procedure at a Glance to the extent the rules of procedure are consistent with the law and governing documents of 21CCCS.

Article VI Board of Trustees

Section 1. Background / Philosophy

Officers and members of the Board of Trustees ('Board') shall have an interest in the operation of a highly innovative charter school designed to meet the instructional and educational needs of school age children in the Commonwealth of Pennsylvania. A significant portion of the Board shall be comprised of experienced public educators.

Section 2. Membership and Board Terms



Book	Policy Manual
Section	0000 Board of Trustees
Title	Qualifications and Service
Code	0004
Status	Active
Adopted	September 28, 2010
Last Revised	September 12, 2023
Prior Revised Dates	January 15, 2019, September 8, 2020, November 10, 2020, January 11, 2022

Composition

The appointment or election of the Charter School's Board of Trustees (Board), and composition of the Board shall be in accordance with the incorporated Charter School's written Charter and established bylaws.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Chief Executive Officer shall have a seat on the Board and the right to speak on all matters, but not the right to vote.

Qualifications

Each member of the Board of Trustees shall be designated as a public official, and shall meet the following qualifications:
[\[4\]](#)

1. Shall be a natural person age eighteen (18) or over and unless otherwise restricted in the Charter School's established bylaws, need not be a resident of Pennsylvania.[\[5\]](#)
2. Shall not be a member of the Board of School Directors of the chartering school district(s).[\[6\]](#)
3. Shall not, as a private person, engage in any business transaction with the Charter School, be employed in any capacity by the Charter School, or receive any pay from the Charter School for services rendered to the Charter School.[\[7\]](#)[\[8\]](#)
4. Shall take and subscribe to the oath or affirmation prescribed by law before entering the duties of the office of Trustee.[\[7\]](#)
5. Shall, as a public official, abide by the provisions of the Public Officials and Employee Ethics Act, and file a statement of financial interests with the Board Secretary or designee at the following times:[\[8\]](#)[\[9\]](#)[\[10\]](#)
 1. Before taking the oath of office or entering upon the duties.
 2. Annually by May 1 while serving on the Board.
 3. By May 1 of the year after leaving the Board.
6. Shall not have been convicted of offering or accepting bribes in violation of the School Code.[\[11\]](#)[\[12\]](#)
7. Background/Philosophy Officers and members of the Board of Trustees ("Board") shall have an interest in the operation of a highly innovative charter school designed to meet the instructional and educational needs of school age children in Pennsylvania. A significant portion of the Board shall be comprised of experienced public educators.

Membership and Board Terms

The Board of Trustees shall consist of no less than seven trustees.

The Trustees shall include employees of a Pennsylvania Intermediate Unit, active Pennsylvania public school administrators, retired Pennsylvania public school educators, employees of a Pennsylvania institute of higher education, one or more parents of a child currently enrolled in or who has been enrolled in 21CCCS within three (3) years of the time of becoming a Board of Trustees member, and at least one business or government leader from Pennsylvania.

The Trustees shall be elected for terms of three years. Trustees may be re-elected. Trustees shall be installed during the annual meeting of the Board. Unless otherwise arranged, the annual meeting shall be held in January. The CEO shall be a non-voting member of the board except in the case of tie votes.

Removal from the Board

The Board of Trustees shall have the power to remove any Trustee for cause upon a two-thirds vote of the members of the Board. Provided that any Trustee whose removal is to be made under this Section shall be entitled to at least fifteen days written notice prior to such removal and shall be entitled to at least fifteen days written notice prior to such removal and shall be entitled to appear before and be heard at the next meeting of the Board following such notice.

Vacancies

By a majority vote of the members, any vacancy may be filled that shall occur on the Board. The person or persons so elected shall serve for the balance of the term for such position.

Quorum

A majority of the current members of the Board shall constitute a quorum. A quorum shall be present for the Board to conduct business. A majority vote by members present shall determine action except as otherwise provided by the bylaws.

Any Trustee convicted of a felony or any crime involving moral turpitude shall immediately be disqualified from serving on the Board.[\[13\]](#)

No religious or political test or qualification shall be required for any Trustee.[\[14\]](#)

Term

Trustees may be reappointed for additional terms, in accordance with the Charter School's established bylaws.

Vacancies

Vacancies on the Board may occur by reason of disqualification, resignation, removal, death or otherwise, or as a result of the increase in number of Trustees on the Board.[\[2\]](#)

Vacancies shall be filled by the remaining members of the Board in accordance with the Charter School's established bylaws.

1. Vacancies may be filled by a majority vote of the remaining members of the Board, and each person selected to fill the vacancy shall serve the remainder of the unexpired term.
2. If one or more Trustees resigns by giving notice specifying that such resignation shall be effective at a future date, the Board of Trustees shall have the power to elect a successor to fill the vacancy and take office when the resignation becomes effective.

Removal

A Trustee may be removed by the Board in accordance with the Charter School's established bylaws, or by the court for proper cause, in accordance with law.[\[16\]](#)

Orientation

The Board believes that the preparation of each Trustee for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new Trustee to understand the mission and vision upon which the Charter School was founded and the functions of the Board, acquire knowledge of matters related to the operation of the Charter School, and review Board policies.

Accordingly, the Board shall provide access for each new Trustee, no later than their first regular meeting, for use during their term on the Board, to the following items:

1. School's established bylaws and written Charter, including a copy of the charter school application filed for the Charter School.
2. Policy Manual.
3. School's administrative procedures and/or handbooks.
4. Budget, audit report and related fiscal materials.
5. Comprehensive planning, curriculum, assessments, facilities planning and Charter School programs.

Each new Trustee shall be invited to meet with the Board Chairperson and Chief Executive Officer to discuss Board functions and policy, and gain an understanding of the operations of the Charter School.

Required Training

Each newly appointed Trustee shall complete, within their first year of service, a training program consisting of at least five (5) hours of instruction, including, at a minimum, information regarding:[\[17\]](#)

1. Instruction and academic programs, to include, but not be limited to, a minimum of one (1) hour of instruction on best practices related to trauma-informed approaches.[\[18\]](#)
2. Personnel.
3. Fiscal management.
4. Operations.
5. Governance.
6. Ethics and open meetings, to include accountability requirements.
7. The Pennsylvania Charter School Law.[\[19\]](#)

During the fifth year of a Trustee's service on the Board of Trustees, and every four (4) years thereafter, each Trustee shall complete an advanced training program consisting of at least three (3) hours of instruction, including:[\[17\]](#)

1. Information on relevant changes to federal and state public school law and regulations, including the Pennsylvania Charter School Law.[\[19\]](#)
2. Fiscal management.
3. Trauma-informed approaches.[\[18\]](#)
4. Other information deemed appropriate by the PA Department of Education to enable Trustees to serve effectively.

Expenses

Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Trustees.[\[7\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [1. 15 Pa. C.S.A. 5723](#)

- [2. 15 Pa. C.S.A. 5725](#)
- [3. 24 P.S. 1719-A](#)
- [4. 24 P.S. 1715-A](#)
- [5. 15 Pa. C.S.A. 5722](#)
- [6. 24 P.S. 1716-A](#)
- [7. 24 P.S. 321](#)
- [8. 65 Pa. C.S.A. 1101 et seq](#)
- [9. 51 PA Code 15.2](#)
- [10. 51 PA Code 15.3](#)
- [11. 24 P.S. 325](#)
- [12. 24 P.S. 326](#)
- [13. 24 P.S. 1729-A](#)
- [14. 24 P.S. 108](#)
- [15. 15 Pa. C.S.A. 5724](#)
- [16. 15 Pa. C.S.A. 5726](#)
- [17. 24 P.S. 328](#)
- [18. 24 P.S. 102](#)
- [19. 24 P.S. 1701-A et seq](#)

The Board of Trustees shall consist of no less than seven trustees.

The Trustees shall include employees of a Pennsylvania Intermediate Unit, active Pennsylvania public school administrators, retired Pennsylvania public school educators, employees of a Pennsylvania institute of higher education, one or more parents of a child currently enrolled in or who has been enrolled in 21CCCS within three (3) years of the time of becoming a Board of Trustees member, and at least one business or government leader from Pennsylvania.

The Trustees shall be elected for terms of three years. Trustees may be re-elected. Trustees shall be installed during the annual meeting of the Board. Unless otherwise arranged, the annual meeting shall be held in January. The CEO shall be a non-voting member of the board except in the case of tie votes.

Section 3. Removal from Board

The Board of Trustees shall have the power to remove any Trustee for cause upon a two-thirds vote of the members of the Board. Provided that any Trustee whose removal is to be made under this Section shall be entitled to at least fifteen (15) days written notice prior to such removal and shall be entitled to appear before and be heard at the next meeting of the Board following such notice.

Section 4. Vacancies

By a majority vote of the members, any vacancy may be filled that shall occur on the Board. The person or persons so elected shall serve for the balance of the term for such position.

Section 5. Quorum

The quorum needed for the 21st Century Cyber Charter School Board to legally conduct business shall be set at one more than fifty percent (50%) of board members currently serving. A quorum shall be present for the Board to conduct business. A majority vote by members present shall determine action except as otherwise provided by these Bylaws.

Section 6. Meetings

The Board of Trustees shall meet every month, beginning with August and ending in May. There will be no board meetings in June or July. Special meetings shall be held upon the call of the Chairperson, the CEO or upon written request of five members of the Board of Trustees. The purpose of any special meeting shall be set forth in the request for the meeting. The minutes of all Board meetings, including notice of the date of the next meeting, shall be provided to all members of the Board. Meetings of the Board of Trustees shall comply with the Pennsylvania Open Meetings Law (Sunshine Act). Meetings shall be announced in advance and notices shall be published consistent with Pennsylvania law.

Section 7. Failure to Organize

If the Board of Trustees fails to organize or to perform the duties required by the charter granted to 21CCCS for the purpose of operating a charter school, the charter shall be returned to the Pennsylvania Department of Education. 21CCCS shall not operate a charter school under Pennsylvania Act 22 -1997 unless the Board organizes and performs all the duties required by the charter. If the Board fails to organize and to operate a school consistent with the charter 21CCCS shall return funds, if any, received from school districts on account of students who enrolled in the school.

Article VII Officers

Section 1.

The officers of 21CCCS shall be: Chairperson, Vice Chairperson, Secretary, and Treasurer. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Board of Trustees:

Chairperson:

The Chairperson, or in their absence, the Vice Chairperson, shall preside over meetings of the 21CCCS Board of Trustees; the Chairperson shall be a member ex-officio of all committees and shall perform all other duties usually pertaining to the office. The Chairperson shall appoint members of the Board of Trustees to committees as needed.

Vice Chairperson:

The Vice Chairperson shall act as the Chairperson in the latter's absence or incapacity and shall perform other duties as required.

Secretary:

The Secretary shall act as clerk during meetings of the Board and keep minutes and record all votes in books belonging to 21CCCS. They shall give notice of meetings of the Board of Trustees as required. The Secretary shall perform like duties for meetings of the Executive Committee and other standing committees. They shall have custody of the corporate seal and shall affix the same to any document or instrument requiring it.

Treasurer:

The Treasurer shall have custody of the corporate funds and shall keep accurate records of receipts and disbursements in books belonging to 21CCCS. They shall deposit all moneys of 21CCCS in one or more separate accounts owned by the corporation and authorized by 24 P.S. 4-440.1. The Treasurer shall receive and disburse funds of the corporation as directed by the Board and shall, in addition to the Chairperson, sign all checks. They shall report on the financial condition of 21CCCS at meetings of the Board of Trustees and the Executive Committee in such form and manner as required by the Board. The Treasurer shall be bonded in an amount determined by the Board and commensurate with the amount of funds handled.

Section 2. Nomination of Officers

A group of candidates for election as officers shall be presented annually by the Nominations Committee to the Board of Trustees who shall elect the officers. Other candidates may be nominated by the members of the Board of Trustees.

Section 3. Election and Installation of Officers

Officers shall be elected annually for terms of one year by the Board of Trustees of 21CCCS. When more than one candidate is nominated for an office, the election for that office shall be by secret ballot. The officers shall be installed immediately after their election at the initial meeting of the Board of Trustees and during annual meetings thereafter.

Section 4. Vacancies

By a majority vote of the members, any vacancy may be filled that shall occur in any office. The person so elected shall serve for the balance of the term for that office.

Section 5. Removal from Office

The Board of Trustees shall have the power to remove any officer for cause. The procedure shall be the same as provided in Article VI Section 3 of these Bylaws.

Article VIII Executive Committee

Section 1. Executive Committee

The Officers of the Board of Trustees of 21CCCS and the Chief Executive Officer shall comprise the Executive Committee. This committee shall govern the corporation between meetings of the Board of Trustees. The CEO may include cabinet level administrators from 21CCCS in Executive Committee meetings and discussions as deemed necessary and/or appropriate for the proper functioning of 21CCCS.

Section 2. Recommendations for Employment

The Executive Committee shall recommend a CEO and other personnel for employment by the Board of Trustees.

Section 3. Quorum and Meetings

The quorum needed for the 21st Century Cyber Charter School Executive Committee to legally conduct business is one more than fifty percent (50%) of officers currently serving. A quorum must participate in meetings of the Executive Committee to conduct business. Meetings shall be held when needed and shall be conducted consistent with Article VI Section 6. of these Bylaws.

Article IX Other Committees

The Board has the authority to establish standing or ad hoc Board committees. Board committees authorized to take official action or render advice on Charter School business shall operate in accordance with the provisions of the Sunshine Act.

Article X Staff/Employees

Section 1. Staff/Employees in General

The Board of Trustees may employ or contract with a CEO, and with other persons or entities as might be needed to carry out the objectives of 21st Century Cyber Charter School.

Section 2. CEO

The CEO shall be responsible to carry out the policies of the Board of Trustees and for the day to day management and operation of 21CCCS.

Section 3. Other Staff/Employees

The CEO shall recommend to the Executive Committee for employment or contract teachers, teacher assistants other instructional and non-instructional personnel or entities as may be necessary to carry out the objectives of 21CCCS.

The CEO may recommend the suspension, or termination of any employee or contractor for unsatisfactory performance, decline in student enrollment, termination of the charter or for any of the reasons set forth in 24 P.S. 1122. A recommendation for termination shall be made in writing to the Board of Trustees setting forth the reason for termination. The employee or contractor shall be notified in writing of the intent to terminate and the reason for termination. The employee or contractor is entitled to appeal in writing to the Board of Trustees to overturn the recommendation to terminate. The appeal request must be received within five working days of receipt of notice of intent to terminate. The Board of Trustees shall grant a hearing to the appellant within ten working days of the receipt of the appeal. The Board shall sustain, modify or reverse the decision of the CEO. The employee or contractor will be notified of the Board's decision within five (5) days of the hearing.

Article XI Indemnification

Section 1. Indemnification by 21CCCS

21CCCS shall indemnify any person who was or is threatened to be made a party to any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative by reason of the fact that they are or was a CEO, officer, employee or agent of 21CCCS against expenses (including attorney fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by them in connection with such, action, suit, or proceeding, to the extent and under the circumstances permitted by the Nonprofit Corporation Law of the Commonwealth of Pennsylvania. Such indemnification (unless ordered by a court) shall be made as authorized in a specific case upon determination that indemnification of the CEO, officer, employee or agent is proper in the circumstances because they have met the standards of conduct set forth in the Nonprofit Corporation Law of the Commonwealth of Pennsylvania. Such determination shall be made:

- (1) By the Board of Trustees by a majority vote of a quorum of trustees who were not party to such action, suit or proceeding; or
- (2) if such quorum is not obtainable, or even if obtainable a quorum of disinterested trustees so directs, by independent legal counsel in a written opinion.

The foregoing right of indemnification shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any bylaw, agreement or vote of disinterested trustees and shall continue to a person who has ceased to be a trustee, officer, employee or agent and shall inure to the benefit of the heirs, executors and administrators of such person.

Article XII Miscellaneous

Section 1. Amendments

These Bylaws may be amended or repealed or new bylaws may be adopted by a majority vote of the Board of Trustees at a regular meeting or special meeting of the Board. The proposed amendment, repeal, or new bylaws shall be set forth in, or shall accompany as an attachment, the notice of the regular or special meeting in which the action will be considered.

Section 2. Corporate Seal

The Corporation shall have a corporate seal in the form of a circle with the name of the corporation, the year of incorporation and other information approved by the Board.

Section 3. Charges on Account of Students Enrolled

21CCCS shall charge the school district of residence for each resident student enrolled in 21CCCS an amount as authorized by Sections 1725-A(A)(2 & 1725 A(A)(3 of the Charter School Law (24 P.S.17-1701-A et.seq.) Payments shall be made by the school district of residence consistent with the requirements of Section 1725-A (A) 5 of the Charter School Law.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Board Meeting Calendar from Last Three Complete School Years

2020-2021 SY

August 4, 2020 – Special Board Meeting
September 1, 2020 – _Work Session
September 8, 2020 – _Board Meeting
November 3, 2020 – _Work Session
November 10, 2020 – _Board Meeting
January 5, 2021 – _Work Session
January 10, 2020 – _Board Meeting
March 2, 2021 – _Work Session
March 9, 2021 – _Board Meeting
May 4, 2021 – _Work Session
May 11, 2021 – _Board Meeting

2021-2022 SY

August 10, 2021
September 14, 2021
October 12, 2021
November 9, 2021
December 14, 2021
January 11, 2022
February 8, 2022
March 8, 2022
April 12, 2022
May 10, 2022

2022-2023 SY

August 9, 2022
September 13, 2022
October 11, 2022
November 8, 2022
December 13, 2022
January 10, 2023
February 14, 2023
March 14, 2023
April 11, 2023
May 9, 2023



**Tuesday, August 4, 2020
Special Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
2:00 p.m.**

1. Meeting Opening

Subject **1.1 Call to Order - Roll Call**

Meeting Aug 4, 2020 - Special Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board President will call the board meeting to order, the Board Secretary will document attendance.

Subject **1.2 Notification of Recording**

Meeting Aug 4, 2020 - Special Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

Background: All board meetings and work sessions for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject **1.3 Executive Session Announcements**

Meeting Aug 4, 2020 - Special Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Session was held on July 28, 2020 and immediately prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate and negotiations.

2. Approval of Minutes

Subject	2.1 Review of June 23, 2020 Minutes
Meeting	Aug 4, 2020 - Special Board Meeting
Category	2. Approval of Minutes
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the June 23, 2020 Board Meeting as presented.

File Attachments

[6-23-2020 BM Minutes.pdf \(170 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the June 23, 2020 Board Meeting as presented.

Motion by George Fiore, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, John Toleno, Peter Mango, Christopher Marchese, George Fiore, John George

Not Present at Vote: David Goodin, Sherry DelGrosso

3. New Business

Subject	3.1 ATSI Plan
Meeting	Aug 4, 2020 - Special Board Meeting
Category	3. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the ATSI Plan, a copy of which is attached.

File Attachments

[2020-2021 ATSI Plan.pdf \(172 KB\)](#)

[ATSI Affirmation Statement August 2020.pdf \(393 KB\)](#)

Motion & Voting

Recommend the Board approve the ATSI Plan, a copy of which is attached.

Motion by George Fiore, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, John Toleno, Peter Mango, Christopher Marchese, George Fiore, John George

Not Present at Vote: David Goodin, Sherry DelGrosso

Subject	3.2 Enrollment
Meeting	Aug 4, 2020 - Special Board Meeting
Category	3. New Business
Access	Public

Type	Action
Recommended Action	Recommend the Board approve the administrative recommendation for the possible addition of staff in 21st Century Cyber Charter School for the 2020-2021 school year based on increased enrollment. These positions would be temporary full time class positions. Brian Cote, our Director of Curriculum, Instruction & Assessment will provide background information regarding enrollment numbers and any possible next steps.

Motion & Voting

Recommend the Board approve the administrative recommendation for the possible addition of staff in 21st Century Cyber Charter School for the 2020-2021 school year based on increased enrollment. These positions would be temporary full time class positions. Brian Cote, our Director of Curriculum, Instruction & Assessment will provide background information regarding enrollment numbers and any possible next steps.

Motion by Peter Mango, second by John Sanville.

Final Resolution: Motion Carries

Yea: John Sanville, John Toleno, David Goodin, Peter Mango, Christopher Marchese, George Fiore, John George

Not Present at Vote: Sherry DelGrosso

Subject **3.3 Personnel Actions**

Meeting Aug 4, 2020 - Special Board Meeting

Category 3. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

New Hire / Re-Hire (7)

Transfers/Classification Changes (0)

Leave of Absence Request (1)

Additional Duties (0)

Supplementals/Stipends (0)

Retirements/Resignations/Terminations (2)

Executive File Attachments

[Personnel Actions - August 2020.pdf \(37 KB\)](#)

Motion & Voting

Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Motion by John Sanville, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, John Toleno, David Goodin, Peter Mango, Christopher Marchese, George Fiore, John George

Not Present at Vote: Sherry DelGrosso

4. Resignation/Ratification of Board Members

Subject **4.1 Resignation of Board Member, Dr. John George**

Meeting Aug 4, 2020 - Special Board Meeting

Category 4. Resignation/Ratification of Board Members

Access	Public
Type	Action
Recommended Action	Recommend the Board approve the resignation of Board Member, Dr. John George, Executive Director of the Montgomery County Intermediate Unit, effective at the end of the special board meeting on August 4, 2020.

Dr. John George held Montgomery County Seat 1 and submitted a letter of resignation on August 4, 2020. A copy of the letter is attached.

File Attachments

[Dr. George Resignation.pdf \(156 KB\)](#)

Motion & Voting

Recommend the Board approve the resignation of Board Member, Dr. John George, Executive Director of the Montgomery County Intermediate Unit, effective at the end of the special board meeting on August 4, 2020.

Motion by George Fiore, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, John Toleno, David Goodin, Peter Mango, Christopher Marchese, George Fiore, John George

Not Present at Vote: Sherry DelGrosso

5. Board Member Comment

Subject	5.1 Board Member Comment
Meeting	Aug 4, 2020 - Special Board Meeting
Category	5. Board Member Comment
Access	Public
Type	Procedural

6. Public Comment

Subject	6.1 Public Comment
Meeting	Aug 4, 2020 - Special Board Meeting
Category	6. Public Comment
Access	Public
Type	Procedural

7. Meeting Schedule

Subject	7.1 2019-2020 Meeting Schedule
Meeting	Aug 4, 2020 - Special Board Meeting
Category	7. Meeting Schedule
Access	Public
Type	Information

The schedule below reflects the remaining Board Meetings and Work Sessions for the 2020-2021 School Year:

Work Sessions - Virtual - 2:00 p.m.

September 1, 2020
 November 3, 2020
 January 5, 2021
 March 2, 2021
 May 4, 2021

Board Meetings - 1:00 p.m.

September 8, 2020
 November 10, 2020
 January 12, 2021
 March 9, 2021
 May 11, 2021

As in the past, it was found that the day most available for meetings to be held was the second Tuesday every other month. The proposed dates for the Board Meetings will follow this model. The Work Sessions will be held one week prior to the Board Meeting on the first Tuesday of those months. All Board Meetings and Work Sessions will be held at 21CCCS, 1245 Wrights Lane, West Chester, PA 19380.

8. Adjournment

Subject 8.1 Adjournment

Meeting Aug 4, 2020 - Special Board Meeting

Category 8. Adjournment

Access Public

Type Action

Recommended Recommend the Board adjourn the Board Meeting.
 Action

Motion & Voting
 Recommend the Board adjourn the Board Meeting.

Motion by George Fiore, second by John George.

Final Resolution: Motion Carries

Yea: John Sanville, John Toleno, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, John George



**Tuesday, September 1, 2020
Work Session**

21CCCS
1245 Wrights Lane
West Chester, PA 19380
2:00 p.m.

1. Meeting Opening

Subject **1.1 Call to Order - Roll Call**

Meeting Sep 1, 2020 - Work Session

Category 1. Meeting Opening

Access Public

Type Procedural

The Board President will call the work session to order, the Board Secretary will document attendance.

Subject **1.2 Notification of Recording**

Meeting Sep 1, 2020 - Work Session

Category 1. Meeting Opening

Access Public

Type Procedural

Background: All board meetings and work sessions for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject **1.3 CEO's Reports**

Meeting Sep 1, 2020 - Work Session

Category 1. Meeting Opening

Access Public

Type Discussion

Career and Technical Education Programs

Brian Cote will discuss the programs available for the students.

Enrollment and Additional Devices

Brian Cote will provide a summary of the enrollment data and the status of additional devices received and still needed to accommodate the increased enrollment.

Temporary Full Time and Part Time Employees

Brian Cote will discuss the posted positions which were approved by the Board at the August 4, 2020 Special Board Meeting. These positions are categorized as the temporary full time and part time employees and the Decision Briefs for each are attached below for the Board's review.

Temporary - Full Time	Temporary - Part Time
3 Middle School Teachers 6 High School Teachers 2 School Counselors 1 Enrollment Clerical Support 2 SpecEd Clerical Support 1 SpecEd Teacher Assistant	1 School Nurse Clerical Support
15 Full Time	1 Part Time

File Attachments

- [DB - 3 MS Teachers.pdf \(134 KB\)](#)
- [DB - Enrollment.pdf \(60 KB\)](#)
- [DB - HS Teachers.pdf \(146 KB\)](#)
- [DB - School Counselors.pdf \(134 KB\)](#)
- [DB - SpecEd Support Staff & TA.pdf \(82 KB\)](#)
- [DB - Clerical School Nurse Support.pdf \(90 KB\)](#)

Subject 1.4 Administrators' Reports

Meeting Sep 1, 2020 - Work Session

Category 1. Meeting Opening

Access Public

Type Discussion

Graduation

A virtual graduation ceremony and a curbside diploma pickup was held this year. Our virtual graduation was held on Thursday, June 10th at 7pm. Graduates and families were able to login and comment throughout the ceremony. A Curbside Diploma Pick was held at our Murrysville location on June 16, 2020 and at our West Chester locations on June 17, 2020 . Students had an opportunity to have their name called, walk across the sidewalk, and receive their diploma. Our 2020 graduates include 37 January graduates, 191 June graduates and 32 completed graduation requirements during the 2020 summer school session.

Back to School Night

21CCCS held their Virtual Back to School Night on Wednesday, August 19, 2020. Students and parents had an opportunity to meet their academic advisors and teachers. During the hour, they became familiar with the Virtual Office, met classmates, and were given an overview of what to expect at Orientation and the beginning of the year. We were pleased that 741 students and parents attended.

Summer School

21CCCS provided summer school courses to students and school districts throughout the Commonwealth of Pennsylvania. This year we offered 30 original credit courses and 21 credit recovery courses. Along with the high school offerings, 21CCCS offered 12 credit recovery courses for middle school students. Total enrollment was 483 seats for 304 students. 59% or 285 seats earned a passing grade this year. There was a continued focus on students who were credit deficient. Following summer school, 32 seniors earned enough credits to meet graduation requirements.

Honor Roll Data

The honor roll for each quarter of the 2019-2020 school year is below.

	Q1	Q2	Q3	Q4
Distinguished	321	304	515	356
High Honors	130	102	108	89
Honors	203	187	148	94

AP School Summary

27 students took a total of 40 AP exams. A 3 or higher was earned on 55% of the tests.

New Course - Watercolors

During the 2019-2020 school year, we ran a Watercolors Course for the first time. We thought the Board would like to view some results in the video attached below:

[Students' Arts in Watercolor](#)

2020-2021 Enrollment Data

In 2020-2021, 1924 students started on the 1st day of school, 651 more students than 2019-2020. In 2019-2020, 1273 students started on the 1st day of school, 122 more students than 2018-2019.

2020-2021 Re-Enrolls=1237

1920 Re-Enrolls=934

1819 Re-Enrolls=772

2020-2021 New=687

1920 New/RO=339

1819 New/RO=379

Special Education Count as of August 24, 2020

Students with IEP/GIEP/504 Service Agreements:

<u>Grade</u>	<u>Total Students</u>	<u>IEP</u>	<u>GIEP</u>	<u>504</u>	<u>Total IEP, GIEP, 504</u>
6	233	15	1	7	23
7	291	20	11	14	45
8	380	45	14	12	71
9	421	79	8	16	103
10	374	70	13	22	105
11	383	63	9	21	93

	12	269	34	7	17	58
Total:		2,351	326	63	109	498
			14%	3%	4%	21%

**Students
Receiving Related
Services:**

Speech and Language	26
Group Social Skills Class with Counselor	59
Group Coping Skills Class with Therapist	84
Individual Counseling (including a Psychologist)	44
Occupational Therapy	8
Physical Therapy	1
Reading Instruction by Reading Therapist	3
Teacher of the Visually Impaired	0
Teacher of the Deaf and Hard of Hearing	3
Tutor	1
<p>* 142 students with RS out of 389 students with IEPs/GIEPs = 36.5 %</p> <p>* 142 of IEP students with RS there are 229 services svcs per student on average = 1.61%</p> <p>* 229 total services rendered out of the 389 students with IEP/GIEPs = 59 %</p>	
TOTAL	229
*Related Services do not include newly enrolled students	

2. Ratification of Board Members Montgomery County Seat 1 and Bucks County Seat 2

Subject	2.1 Ratification of New Board Member, Dr. Regina Speaker, Montgomery County, Seat 1
Meeting	Sep 1, 2020 - Work Session
Category	2. Ratification of Board Members Montgomery County Seat 1 and Bucks County Seat 2

Access Public

Type Discussion

Recommend the Board reviewing approving the ratification of Board Member, Dr. Regina Palubinsky, Montgomery County Seat 1, effective September 8, 2020.

Dr. Regina Palubinsky will replace Dr. John George who resigned on August 4, 2020.

Office	Board Member	Term
Montgomery County, Seat 1 Executive Director of Montgomery County Intermediate Unit	Dr. Regina Speaker	Ex Officio

Board Member vacancies will be filled according to the Bylaws Article VI Board of Trustees, Section 4 Vacancies which states "Upon recommendation of the Executive Committee, the Board, by a majority vote of the members may fill any vacancy that shall occur on the Board. The person or persons so elected shall serve for the balance of the term for such position."

Subject 2.2 Ratification of New Board Member, Dr. William Harner, Bucks County, Seat 2

Meeting Sep 1, 2020 - Work Session

Category 2. Ratification of Board Members Montgomery County Seat 1 and Bucks County Seat 2

Access Public

Type Discussion

Recommend the Board review approving the ratification of Board Member, Dr. William Harner, Bucks County Seat 2, effective September 8, 2020.

Dr. William Harner will be replacing Dr. David Baugh, who resigned on May 7, 2020.

Office	Board Member	Term
Bucks County, Seat 2 Superintendent of Quakertown Community SD	Dr. William Harner	September 11, 2018 through September 25, 2022

Board Member vacancies will be filled according to the Bylaws Article VI Board of Trustees, Section 4 Vacancies which states "Upon recommendation of the Executive Committee, the Board, by a majority vote of the members may fill any vacancy that shall occur on the Board. The person or persons so elected shall serve for the balance of the term for such position."

Subject 2.3 Oath of Office

Meeting Sep 1, 2020 - Work Session

Category 2. Ratification of Board Members Montgomery County Seat 1 and Bucks County Seat 2

Access Public

Type Discussion

The Oath will be administered by the solicitor to our new Board Members at the September 8, 2020 Board Meeting:

Dr. Regina Speaker (Montgomery County, Seat 1)

Dr. William Harner (Bucks County, Seat 2)

Admin Content

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."

3. Consent Agenda

Subject **3.1 Review of Consent Agenda Items**

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the Consent Agenda items.

The Consent Agenda Items Include:

- 3.2 Treasurer's Reports & Board Summary Reports - May 2020, June 2020, and July 2020
- 3.3 Expenditure Reports - May 2020, June 2020, and July 2020
- 3.4 Personnel Actions
- 3.5 Updated Language in Policies 0001, 0004, 1003 and 1015
- 3.6 Policy 7009 - Community Engagement
- 3.7 Fund Balance Designations
- 3.8 Contract - LinkIt!
- 3.9 Renewal Agreement - Florida Virtual - Training
- 3.10 Renewal Contract - Florida Virtual - Curriculum
- 3.11 Contract - Remote Learner - Intelliboard
- 3.12 Subscription - Diligent Corporation (BoardDocs)
- 3.13 Renewal Agreement - ClearGov
- 3.14 Renewal Agreement - Comstar Technologies - Softphone and Voicemail
- 3.15 Renewal Agreement - Comstar Technologies - Support and and Maintenance
- 3.16 Renewal Contract - Niche
- 3.17 Renewal Contract - Curriculum Associates (iReady)
- 3.18 Renewal Agreement - Mindwrap (Optix)
- 3.19 Agreement - Apple - Self Service
- 3.20 Apple Lease
- 3.21 Administrative Regulations Manual
- 3.22 Resolution - Truancy Officers
- 3.23 Warehouse Tech Position (Part-Time to Full-Time)

Subject **3.2 Treasurer's Reports & Board Summary Reports**

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the May 2020, June 2020, and July 2020 Treasurer's Reports and Board Summary Reports as presented.

File Attachments

[May 2020 Board Summary Report.pdf \(22 KB\)](#)
[June 2020 Board Summary Report.pdf \(22 KB\)](#)
[July 2020 Board Summary Report.pdf \(20 KB\)](#)
[May 2020 Treasurer's Report.pdf \(44 KB\)](#)
[June 2020 Treasurer's Report.pdf \(44 KB\)](#)
[July 2020 Treasurer's Report.pdf \(44 KB\)](#)

Subject **3.3 Expenditure Reports**

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the May 2020, June 2020, and July 2020 Expenditure Reports as presented.

File Attachments

[May 2020 Expenditure Report.pdf \(22 KB\)](#)
[June 2020 Expenditure Report.pdf \(47 KB\)](#)
[July 2020 Expenditure Report.pdf \(30 KB\)](#)

Subject **3.4 Personnel Actions**

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

New Hires/Re-Hires (18)

Transfers/Classification Changes (26)

Leaves of Absence Requests (-)

Additional Duties (12)

Supplementals/Stipends (50)

Retirements/Resignations/Terminations (-)

Executive Content

Executive File Attachments

[Personnel Actions - September 2020.pdf \(109 KB\)](#)

Subject **3.5 Updated Language in Policies 0001, 0004, 1003 and 1015**

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the Updated Language in the Bylaws (Policy 0001), Qualifications and Service (Policy 0004), Nondiscrimination/Discriminatory Harassment - School and Classroom Practices (Policy 1003), and Truancy (Policy 1015) which are attached.

The Bylaws (Policy 0001) were reviewed by Kim McCully, Dr. George Fiore, Dr. Samuel Lee, Mr. Pete Mango and our solicitor and were First Reading at our May Board Meeting.

Qualifications and Service (Policy 0004) mirrors the changes in the Bylaws discussed by Kim McCully, Dr. Fiore, Dr. Lee, Mr. Mango and our solicitor.

Policy 1003 incorrectly designated the HR Manager as the Compliance Officer. The language has been changed to reflect that the Director of Curriculum, Instruction and Assessment as the Compliance Officer for this policy.

Policy 1015 changes the age from 17 to 18 years old on page 2 and it is indicated in red.

Policy Number	Policy Name
0001	Bylaws <i>(Changes Made Under Location, Purpose, Membership and Board Terms, and Nominations Committee)</i>
0004	Qualifications and Service <i>(Changes Made Under Membership and Board Terms)</i>
1003	Nondiscrimination/Discriminatory Harassment - School and Classroom Practices <i>(Changes Made Under Delegation of Responsibility)</i>
1015	Truancy <i>(Changes the age from 17 to 18 years old)</i>

- File Attachments
- [0001.pdf \(113 KB\)](#)
 - [0004.pdf \(82 KB\)](#)
 - [1003.pdf \(89 KB\)](#)
 - [1015.pdf \(80 KB\)](#)

Subject 3.6 Policy 7009 - Community Engagement

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review Policy 7009 which is attached. This policy was reviewed by our administrative team, Dr. Christopher Marchese, Dr. John Sanville and our solicitor and was First Reading at our May 2020 Board Meeting.

Policy Number	Policy Name
7009	Community Engagement

File Attachments
[7009.pdf \(63 KB\)](#)

Subject 3.7 Fund Balance Designation

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the attached 2020-2021 Fund Balance Designation. The Fund Balance Designation was First Reading at our May Board Meeting.

File Attachments
[Fund Balance Designation-September 2020 Board.pdf \(72 KB\)](#)

Subject 3.8 Contract - LinkIt!

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the contract between 21st Century Cyber Charter School and LinkIt! for the 2020-2021 school year for a cost of \$18,525.00, a copy of which is attached. LinkIt! provides data analysis by teachers and administrators for Benchmarks, PSSAs and Keystones.

This contract has been reviewed by our solicitor's office.

File Attachments
[LinkIt!.pdf \(398 KB\)](#)

Executive File Attachments
[LinkIt!-Approval Form.pdf \(93 KB\)](#)

Subject 3.9 Renewal Agreement - Florida Virtual - Training

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the renewal agreement between 21CCCS and Florida Virtual for the 2020-2021 School Year for a total cost of \$3,000. Florida Virtual will provide continued training to our staff for the licensed coursework which is integrated into the 21CCCS curriculum. A copy of the renewal is attached.

This contract is pending legal review.

File Attachments
[FLVS.pdf \(93 KB\)](#)

Executive File Attachments
[FLVS - Training - Approval Form.pdf \(96 KB\)](#)

Subject 3.10 Renewal Contract - Florida Virtual - Curriculum

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the renewal contract between 21CCCS and Florida Virtual for the 2020-2021 SY for a total cost of \$33,536.10 with a breakdown indicated below. Florida Virtual will provide licensed coursework to be integrated into the 21CCCS curriculum. A copy of the renewal contract is attached.

This contract is pending legal review.

Description	Amount
MS Courses as Indicated on Attached Invoice	\$15,970.60
SpecEd Courses as Indicated on Attached Invoice	\$17,565.50

File Attachments
[FLVS - MS Curriculum.pdf \(96 KB\)](#)
[FLVS - SpecEd Curriculum.pdf \(95 KB\)](#)

Executive File Attachments
[Florida Virtual - Curriculum - Approval Form.pdf \(95 KB\)](#)

Subject 3.11 Contract - Remote Learner - Intelliboard

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review a contract between 21st Century Cyber Charter School and Remote Learner - Intelliboard for the 2020-2021 school year. Remote Learner - Intelliboard is a web based system that allows staff to pull statistics and reports for weekly assignments. It can also be used as a parent portal to communicate information regarding the student's weekly progress.

This contract has previously been reviewed by our solicitor's office and no changes have been made since that review.

File Attachments

[Intelliboard.pdf \(340 KB\)](#)

Executive File Attachments

[Intelliboard - Approval Form.pdf \(201 KB\)](#)

Subject 3.12 Subscription - Diligent Corporation (BoardDocs)

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the invoice from Diligent Corporation for the 2020-2021 School Year at the cost of \$9,000. Diligent Corporation (formerly Emerald Data Solutions) is our cloud based agenda management solution which we utilize for our board meetings and work sessions (BoardDocs). The invoice and Terms and Conditions have been reviewed by our solicitor. A copy of the invoice is attached.

The terms and conditions have previously been reviewed by our solicitor's office and no changes have been made since that review.

File Attachments

[Diligent.pdf \(44 KB\)](#)

Executive File Attachments

[Diligent - Approval Form.pdf \(134 KB\)](#)

Subject 3.13 Renewal Agreement - ClearGov

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the renewal Agreement between 21st Century Cyber Charter School and ClearGov for a total amount of \$3,500 for the 2020-2021 SY, as attached. ClearGov provides the data for our Transparency Center on our website.

The Invoice, Terms & Conditions and Agreement have been reviewed by our solicitor.

File Attachments

[ClearGov.pdf \(611 KB\)](#)

Executive File Attachments

[ClearGov - Approval Form.pdf \(93 KB\)](#)

Subject 3.14 Renewal Agreement - Comstar Technologies - Softphone and Voicemail

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the renewal agreement between 21st Century Cyber Charter School and Comstar Technologies for the 2020-2021 school year for a total cost of \$418.50. Comstar Technologies provides our voicemail system.

This contract has previously been reviewed by our solicitor's office and no changes have been made since that review.

File Attachments

[Comstar.pdf \(5,373 KB\)](#)

Executive File Attachments

[Comstar-Approval Form.pdf \(186 KB\)](#)

Subject 3.15 Renewal Agreement - Comstar Technologies - Support and Maintenance

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the renewal agreement between 21st Century Cyber Charter School and Comstar Technologies for the 2020-2021 school year for a total cost of \$6,990.00. Comstar Technologies provides support and maintenance of our phone and softphone system.

This contract has previously been reviewed by our solicitor's office and no changes have been made since that review.

File Attachments

[Comstar2.pdf \(5,291 KB\)](#)

Executive File Attachments

[Comstar2-Approval Form.pdf \(186 KB\)](#)

Subject **3.16 Renewal Contract - Niche**

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the contract between 21st Century Cyber Charter School and Niche for the 2020-2021 school year for a total cost of \$9,157.50. Niche directs people to our website to learn more about our school. A copy of the contract is attached.

This contract was reviewed by our solicitor.

File Attachments

[Niche.pdf \(295 KB\)](#)

Executive File Attachments

[Niche - Approval Form.pdf \(93 KB\)](#)

Subject **3.17 Renewal Contract - Curriculum Associates (iReady)**

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the subscription between 21st Century Cyber Charter School and Curriculum Associates (iReady) for the 2020-2021 SY for a total cost of \$30,000. It is a diagnostic and interactive online learning environment designed to assess students and provide individualized instruction based on each one's unique needs.

The subscription is pending legal review.

File Attachments

[Curriculum Associates - iReady.pdf \(170 KB\)](#)

[Curriculum Associates Quote.pdf \(257 KB\)](#)

Executive File Attachments

[Curriculum Associates - Approval Form.pdf \(126 KB\)](#)

Subject **3.18 Renewal Agreement - Mindwrap (Optix)**

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the renewal agreement between 21st Century Cyber Charter School and Mindwrap (Optix) for the 2020-2021 school year at the cost of \$10,616.00. A copy of the agreement is attached.

This contract is pending legal review.

File Attachments

[Mindwrap - Optix.pdf \(112 KB\)](#)
[Mindwrap - Optix Terms.pdf \(9,224 KB\)](#)

Executive File Attachments

[Mindwrap - Optix - Approval Form.pdf \(187 KB\)](#)
Subject **3.19 Agreement - Apple - Self Service**

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the Agreement between 21st Century Cyber Charter School and Apple which allows our school to perform repairs on the laptops and iPads. This Agreement will provide training for in-house repairs. There is no fee.

This Agreement was reviewed by our solicitor.

File Attachments

[Apple - Self Service.pdf \(818 KB\)](#)

Executive File Attachments

[Apple Self Service - Approval Form.pdf \(180 KB\)](#)
Subject **3.20 Apple Lease**

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the lease agreement between 21st Century Cyber Charter School and Apple, Inc. for the dollar purchase financing option to acquire 1,000 MacBook Airs and 1,100 iPads for a lease term of 48 months beginning August 1, 2020 in the amount of \$1,027,950.00, as attached.

File Attachments
[Apple.pdf \(1,036 KB\)](#)

Subject 3.21 Administrative Regulations Manual

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the Administrative Regulations Manual. The majority of the administrative regulations were provided by PSBA while the remaining regulations were created by our administrative team in compliance with our policies and existing procedures. The manual was provided to our Board and solicitor in June for review. Several procedures were recently updated by PSBA and these updated procedures were provided to our Board and solicitor for review last week. A copy of the 21CCCS Administrative Regulations Manual is attached.

File Attachments
[21CCCS AR Manual.pdf.zip \(20,067 KB\)](#)

Subject 3.22 Resolution - Truancy Officers

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the Resolution and letter designating Truancy Officers, a copy of which is attached.

File Attachments
[Truancy Resolution and Letter 2020-2021 SY.pdf \(92 KB\)](#)

Subject 3.23 Warehouse Tech Position (Part-Time to Full-Time)

Meeting Sep 1, 2020 - Work Session

Category 3. Consent Agenda

Access Public

Type Discussion

Recommend the Board review changing our current part-time Warehouse Tech Position to a full-time position in order to more efficiently meet the demands of the technology needs of our students since we are now a 2:1 technology to student school.

File Attachments

[DB - Warehouse Tech Position.pdf \(126 KB\)](#)

4. Ratification of Board Members - Seat 4 of Bucks, Chester and Montgomery Counties

Subject 4.1 Ratification of New Board Member, Mr. Jason Harris, Bucks County, Seat 4

Meeting Sep 1, 2020 - Work Session

Category 4. Ratification of Board Members - Seat 4 of Bucks, Chester and Montgomery Counties

Access Public

Type Discussion

Recommend the Board review approving the ratification of Board Member, Mr. Jason Harris, Bucks County Seat 4, effective September 8, 2020.

Bucks County Seat 4 is a new seat on our Board of Trustees in accordance with the revision to our Bylaws.

Office	Board Member	Term
Bucks County, Seat 4 Superintendent of SD of the Borough of Morrisville	Mr. Jason Harris	3 Years September 8, 2020 through September 8, 2023

Board Member vacancies will be filled according to the Bylaws Article VI Board of Trustees, Section 4 Vacancies which states "Upon recommendation of the Executive Committee, the Board, by a majority vote of the members may fill any vacancy that shall occur on the Board. The person or persons so elected shall serve for the balance of the term for such position."

Subject 4.2 Ratification of New Board Member, Dr. Alan Fegley, Chester County, Seat 4

Meeting Sep 1, 2020 - Work Session

Category 4. Ratification of Board Members - Seat 4 of Bucks, Chester and Montgomery Counties

Access Public

Type Discussion

Recommend the Board review approving the ratification of Board Member, Dr. Alan Fegley, Chester County Seat 4, effective September 8, 2020.

Chester County Seat 4 is a new seat on our Board of Trustees in accordance with the revision to our Bylaws.

Office	Board Member	Term
Chester County, Seat 4 Superintendent of Phoenixville Area SD	Dr. Alan Fegley	3 Years September 8, 2020 through September 8, 2023

Board Member vacancies will be filled according to the Bylaws Article VI Board of Trustees, Section 4 Vacancies which states "Upon recommendation of the Executive Committee, the Board, by a majority vote of the members may fill any vacancy that shall occur on the Board. The person or persons so elected shall serve for the balance of the term for such position."

Subject 4.3 Ratification of New Board Member, Dr. Steven Yanni, Montgomery County, Seat 4

Meeting Sep 1, 2020 - Work Session

Category 4. Ratification of Board Members - Seat 4 of Bucks, Chester and Montgomery Counties

Access Public

Type Discussion

Recommend the Board review approving the ratification of Board Member, Dr. Steven Yanni, Superintendent of Upper Dublin School District, Montgomery County Seat 4, effective September 8, 2020.

Montgomery County Seat 4 is a new seat on our Board of Trustees in accordance with the revision to our Bylaws.

<u>Office</u>	<u>Board Member</u>	<u>Term</u>
Montgomery County, Seat 4 Superintendent of Upper Dublin SD	Dr. Steven Yanni	3 Years September 8, 2020 through September 8, 2023

Board Member vacancies will be filled according to the Bylaws Article VI Board of Trustees, Section 4 Vacancies which states “Upon recommendation of the Executive Committee, the Board, by a majority vote of the members may fill any vacancy that shall occur on the Board. The person or persons so elected shall serve for the balance of the term for such position.”

Subject 4.4 Oath of Office

Meeting Sep 1, 2020 - Work Session

Category 4. Ratification of Board Members - Seat 4 of Bucks, Chester and Montgomery Counties

Access Public

Type Discussion

The Oath will be administered by the solicitor to our new Board Members at the September 8, 2020 Board Meeting:

Mr. Jason Harris (Bucks County, Seat 4)

Dr. Alan Fegley (Chester County Seat 4)

Dr. Steven Yanni (Montgomery County Seat 4)

Admin Content

“I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity.”

5. Approval of Minutes

Subject 5.1 Review of August 4, 2020 Minutes

Meeting Sep 1, 2020 - Work Session

Category 5. Approval of Minutes

Access Public

Type Discussion

Recommend the Board review the Minutes of the August 4, 2020 Board Meeting as presented.

File Attachments

[8-4-2020 BM Minutes.pdf \(165 KB\)](#)

6. New Business

Subject 6.1 Renewal Contract - Montgomery County Intermediate Unit - Related Services

Meeting Sep 1, 2020 - Work Session

Category 6. New Business

Access Public

Type Discussion

Recommend the Board review the contract between 21CCCS and Montgomery County Intermediate Unit for related services for special education students, effective for the 2020-2021 school year as attached. Dr. Regina Speaker will recuse herself from voting on this action. A copy of Dr. Regina Speaker's Recusal Memorandum is attached.

File Attachments

[MCIU.pdf \(785 KB\)](#)

[Dr. Regina Speaker Recusal.pdf \(16 KB\)](#)

Subject 6.2 Resolution - ATSI Plan

Meeting Sep 1, 2020 - Work Session

Category 6. New Business

Access Public

Type Discussion

Recommend the Board review Brian Cote's authority to sign and submit the ATSI Plan. A Resolution of the Board of Trustees is attached.

File Attachments

[Resolution - ATSI Plan.pdf \(17 KB\)](#)

Subject 6.3 Resolution - Annual Report

Meeting Sep 1, 2020 - Work Session

Category 6. New Business

Access Public

Type Discussion

Recommend the Board review Brian Cote's authority to sign and submit the Annual Report. A Resolution of the Board of Trustees is attached.

File Attachments

[Resolution - Annual Report.pdf \(17 KB\)](#)

7. First Reading

Subject **7.1 Policy 6012 - Social Media and Networking Guidelines**

Meeting Sep 1, 2020 - Work Session

Category 7. First Reading

Access Public

Type First Reading

Recommend the Board review Policy 6012(Social Media and Networking Guidelines) in First Reading. This policy has been reviewed by the 21CCCS Administrative Team, our solicitor's office, Dr. Christopher Marchese and Dr. John Sanville. A copy is attached.

File Attachments

[6012.pdf \(90 KB\)](#)

8. Board Member Comment

Subject **8.1 Board Member Comment**

Meeting Sep 1, 2020 - Work Session

Category 8. Board Member Comment

Access Public

Type Procedural

9. Public Comment

Subject **9.1 Public Comment**

Meeting Sep 1, 2020 - Work Session

Category 9. Public Comment

Access Public

Type Procedural

10. Meeting Schedule

Subject **10.1 2020-2021 Meeting Schedule**

Meeting Sep 1, 2020 - Work Session

Category 10. Meeting Schedule

Access Public

Type Information

The schedule below reflects the remaining Board Meetings and Work Sessions for the 2020-2021 School Year:

Work Sessions - Virtual - 2:00 p.m.

November 3, 2020

January 5, 2021

March 2, 2021

May 4, 2021

Board Meetings - 1:00 p.m.

September 8, 2020

November 10, 2020

January 12, 2021

March 9, 2021

May 11, 2021

As in the past, it was found that the day most available for meetings to be held was the second Tuesday every other month. The proposed dates for the Board Meetings will follow this model. The Work Sessions will be held one week prior to the Board Meeting on the first Tuesday of those months. All Board Meetings and Work Sessions will be held virtually until further notice as a result of the current pandemic.

11. Adjournment

Subject 11.1 Adjournment

Meeting Sep 1, 2020 - Work Session

Category 11. Adjournment

Access Public

Type Action

Recommended Action Recommend the Board adjourn the Work Session.

Motion & Voting

Recommend the Board adjourn the Work Session.

Motion by Mark Hoffman, second by Peter Mango.

Final Resolution: Motion Carries

Yea: Samuel Lee, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso



**Tuesday, September 8, 2020
Board Meeting**

21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.

1. Meeting Opening

Subject 1.1 Call to Order - Roll Call

Meeting Sep 8, 2020 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board President will call the board meeting to order, the Board Secretary will document attendance.

Subject 1.2 Notification of Recording

Meeting Sep 8, 2020 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

Background: All board meetings and work sessions for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject 1.3 Executive Session Announcements

Meeting Sep 8, 2020 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Session was held after the September 1, 2020 Work Session and prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate and negotiations.

Subject 1.4 CEO's Reports

Meeting Sep 8, 2020 - Board Meeting
 Category 1. Meeting Opening
 Access Public
 Type Report

Career and Technical Education Programs

Brian Cote will discuss the programs available for the students.

Enrollment and Additional Devices

Brian Cote will provide a summary of the enrollment data and the status of additional devices received and still needed to accommodate the increased enrollment.

Temporary Full Time and Part Time Employees

Brian Cote will discuss the posted positions which were approved by the Board at the August 4, 2020 Special Board Meeting. These positions are categorized as the temporary full time and part time employees and the Decision Briefs for each are attached below for the Board's review.

Temporary - Full Time	Temporary - Part Time
3 Middle School Teachers 6 High School Teachers 2 School Counselors 1 Enrollment Clerical Support 2 SpecEd Clerical Support 1 SpecEd Teacher Assistant	1 School Nurse Clerical Support
15 Full Time	1 Part Time

File Attachments

- [DB - 3 MS Teachers.pdf \(134 KB\)](#)
- [DB - Enrollment.pdf \(60 KB\)](#)
- [DB - HS Teachers.pdf \(146 KB\)](#)
- [DB - School Counselors.pdf \(134 KB\)](#)
- [DB - SpecEd Support Staff & TA.pdf \(82 KB\)](#)
- [DB - Clerical School Nurse Support.pdf \(90 KB\)](#)

Subject 1.5 Administrators' Reports

Meeting Sep 8, 2020 - Board Meeting
 Category 1. Meeting Opening
 Access Public
 Type Report

Graduation

A virtual graduation ceremony and a curbside diploma pickup was held this year. Our virtual graduation was held on Thursday, June 10th at 7pm. Graduates and families were able to login and comment throughout the ceremony. A Curbside Diploma Pick was held at our Murrysville location on June 16, 2020 and at our West Chester locations on June 17, 2020 . Students had an opportunity to have their name called, walk across the sidewalk, and receive their diploma. Our 2020 graduates include 37 January graduates, 191 June graduates and 32 completed graduation requirements during the 2020 summer school session.

Back to School Night

21CCCS held their Virtual Back to School Night on Wednesday, August 19, 2020. Students and parents had an opportunity to meet their academic advisors and teachers. During the hour, they became familiar with the Virtual Office, met classmates, and were given an overview of what to expect at Orientation and the beginning of the year. We were pleased that 741 students and parents attended.

Summer School

21CCCS provided summer school courses to students and school districts throughout the Commonwealth of Pennsylvania. This year we offered 30 original credit courses and 21 credit recovery courses. Along with the high school offerings, 21CCCS offered 12 credit recovery courses for middle school students. Total enrollment was 483 seats for 304 students. 59% or 285 seats earned a passing grade this year. There was a continued focus on students who were credit deficient. Following summer school, 32 seniors earned enough credits to meet graduation requirements.

Honor Roll Data

The honor roll for each quarter of the 2019-2020 school year is below.

	Q1	Q2	Q3	Q4
Distinguished	321	304	515	356
High Honors	130	102	108	89
Honors	203	187	148	94

AP School Summary

27 students took a total of 40 AP exams. A 3 or higher was earned on 55% of the tests.

New Course - Watercolors

During the 2019-2020 school year, we ran a Watercolors Course for the first time. We thought the Board would like to view some results in the video attached below:

[Students' Arts in Watercolor](#)

2020-2021 Enrollment Data

In 2020-2021, 1924 students started on the 1st day of school, 651 more students than 2019-2020. In 2019-2020, 1273 students started on the 1st day of school, 122 more students than 2018-2019.

2020-2021 Re-Enrolls=1237

1920 Re-Enrolls=934

1819 Re-Enrolls=772

2020-2021 New=687

1920 New/RO=339

1819 New/RO=379

Special Education Count as of August 24, 2020

Students with IEP/GIEP/504 Service Agreements:

<u>Grade</u>	<u>Total Students</u>	<u>IEP</u>	<u>GIEP</u>	<u>504</u>	<u>Total IEP, GIEP, 504</u>

**Students
Receiving Related
Services:**

6	233	15	1	7	23
7	291	20	11	14	45
8	380	45	14	12	71
9	421	79	8	16	103
10	374	70	13	22	105
11	383	63	9	21	93
12	269	34	7	17	58
Total:	2,351	326	63	109	498
		14%	3%	4%	21%

Speech and Language	26
Group Social Skills Class with Counselor	59
Group Coping Skills Class with Therapist	84
Individual Counseling (including a Psychologist)	44
Occupational Therapy	8
Physical Therapy	1
Reading Instruction by Reading Therapist	3
Teacher of the Visually Impaired	0
Teacher of the Deaf and Hard of Hearing	3
Tutor	1
<p>* 142 students with RS out of 389 students with IEPs/GIEPs = 36.5 %</p> <p>* 142 of IEP students with RS there are 229 services svcs per student on average = 1.61%</p> <p>* 229 total services rendered out of the 389 students with IEP/GIEPs = 59 %</p> <p>TOTAL</p>	229
*Related Services do not include newly enrolled students	

2. Ratification of Board Members Montgomery County Seat 1 and Bucks County Seat 2

Subject **2.1 Ratification of New Board Member, Dr. Regina Speaker, Montgomery County, Seat 1**

Meeting Sep 8, 2020 - Board Meeting

Category 2. Ratification of Board Members Montgomery County Seat 1 and Bucks County Seat 2

Access Public

Type Action

Recommended Action Recommend the Board approve the ratification of Board Member, Dr. Regina Speaker, Montgomery County Seat 1, effective September 8, 2020.

Dr. Regina Speaker will replace Dr. John George who resigned on August 4, 2020.

Office	Board Member	Term
Montgomery County, Seat 1 Executive Director of Montgomery County Intermediate Unit	Dr. Regina Speaker	Ex Officio

Board Member vacancies will be filled according to the Bylaws Article VI Board of Trustees, Section 4 Vacancies which states "Upon recommendation of the Executive Committee, the Board, by a majority vote of the members may fill any vacancy that shall occur on the Board. The person or persons so elected shall serve for the balance of the term for such position."

Motion & Voting

Recommend the Board approve the ratification of Board Member, Dr. Regina Speaker, Montgomery County Seat 1, effective September 8, 2020.

Motion by Peter Mango, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso

Abstain: Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

Subject **2.2 Ratification of New Board Member, Dr. William Harner, Bucks County, Seat 2**

Meeting Sep 8, 2020 - Board Meeting

Category 2. Ratification of Board Members Montgomery County Seat 1 and Bucks County Seat 2

Access Public

Type Action

Recommended Action Recommend the Board approve the ratification of Board Member, Dr. William Harner, Bucks County Seat 2, effective September 8, 2020.

Dr. William Harner will be replacing Dr. David Baugh, who resigned on May 7, 2020.

Office	Board Member	Term
Bucks County, Seat 2 Superintendent of Quakertown Community SD	Dr. William Harner	September 11, 2018 through September 25, 2022

Board Member vacancies will be filled according to the Bylaws Article VI Board of Trustees, Section 4 Vacancies which states “Upon recommendation of the Executive Committee, the Board, by a majority vote of the members may fill any vacancy that shall occur on the Board. The person or persons so elected shall serve for the balance of the term for such position.”

Motion & Voting

Recommend the Board approve the ratification of Board Member, Dr. William Harner, Bucks County Seat 2, effective September 8, 2020.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso

Abstain: Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

Subject	2.3 Oath of Office
Meeting	Sep 8, 2020 - Board Meeting
Category	2. Ratification of Board Members Montgomery County Seat 1 and Bucks County Seat 2
Access	Public
Type	Procedural

The Oath will be administered by the solicitor to our new Board Members:

Dr. Regina Speaker (Montgomery County, Seat 1)

Dr. William Harner (Bucks County, Seat 2) was not present at today's meeting and will be sworn in at the November Board Meeting.

Admin Content

“I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity.”

3. Consent Agenda

Subject	3.1 Consent Agenda Items
Meeting	Sep 8, 2020 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items Include:

- 3.2 Treasurer's Reports & Board Summary Reports - May 2020, June 2020, and July 2020
- 3.3 Expenditure Reports - May 2020, June 2020, and July 2020
- 3.4 Updated Language in Policies 0001, 0004, 1003 and 1015

- 3.5 Policy 7009 - Community Engagement
- 3.6 Fund Balance Designations
- 3.7 Contract - LinkIt!
- 3.8 Renewal Agreement - Florida Virtual - Training
- 3.9 Renewal Contract - Florida Virtual - Curriculum
- 3.10 Contract - Remote Learner - Intelliboard
- 3.11 Subscription - Diligent Corporation (BoardDocs)
- 3.12 Renewal Agreement - ClearGov
- 3.13 Renewal Agreement - Comstar Technologies - Softphone and Voicemail
- 3.14 Renewal Agreement - Comstar Technologies - Support and and Maintenance
- 3.15 Renewal Contract - Niche
- 3.16 Renewal Contract - Curriculum Associates (iReady)
- 3.17 Renewal Agreement - Mindwrap (Optix)
- 3.18 Agreement - Apple - Self Service
- 3.19 Apple Lease
- 3.20 Administrative Regulations Manual
- 3.21 Resolution - Truancy Officers
- 3.22 Warehouse Tech Position (Part-Time to Full-Time)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Subject **3.2 Treasurer's Reports & Board Summary Reports**

Meeting Sep 8, 2020 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the May 2020, June 2020, and July 2020 Treasurer's Reports and Board Summary Reports as presented.

File Attachments

[May 2020 Board Summary Report.pdf \(22 KB\)](#)

[June 2020 Board Summary Report.pdf \(22 KB\)](#)

[July 2020 Board Summary Report.pdf \(20 KB\)](#)

[May 2020 Treasurer's Report.pdf \(44 KB\)](#)

[June 2020 Treasurer's Report.pdf \(44 KB\)](#)

[July 2020 Treasurer's Report.pdf \(44 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker
 Abstain: Jason Harris, Alan Fegley, Steven Yann

Subject **3.3 Expenditure Reports**

Meeting Sep 8, 2020 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the May 2020, June 2020, and July 2020 Expenditure Reports as presented.

File Attachments

[May 2020 Expenditure Report.pdf \(22 KB\)](#)

[June 2020 Expenditure Report.pdf \(47 KB\)](#)

[July 2020 Expenditure Report.pdf \(30 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yann

Subject **3.4 Updated Language in Policies 0001, 0004, 1003 and 1015**

Meeting Sep 8, 2020 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Updated Language in the Bylaws (Policy 0001), Qualifications and Service (Policy 0004), Nondiscrimination/Discriminatory Harassment - School and Classroom Practices (Policy 1003), and Truancy (Policy 1015) which are attached.

The Bylaws (Policy 0001) were reviewed by Kim McCully, Dr. George Fiore, Dr. Samuel Lee, Mr. Pete Mango and our solicitor and were First Reading at our May Board Meeting.

Qualifications and Service (Policy 0004) mirrors the changes in the Bylaws discussed by Kim McCully, Dr. Fiore, Dr. Lee, Mr. Mango and our solicitor.

Policy 1003 incorrectly designated the HR Manager as the Compliance Officer. The language has been changed to reflect that the Director of Curriculum, Instruction and Assessment as the Compliance Officer for this policy.

Policy 1015 changes the age from 17 to 18 years old on page 2 and it is indicated in red.

Policy Number	Policy Name
0001	Bylaws (Changes Made Under Location, Purpose, Membership and Board Terms, and Nominations Committee)
0004	Qualifications and Service (Changes Made Under Membership and Board Terms)
1003	Nondiscrimination/Discriminatory Harassment - School and Classroom Practices (Changes Made Under Delegation of Responsibility)
1015	Truancy (Changes the age from 17 to 18 years old)

File Attachments

[0001.pdf \(113 KB\)](#)

[0004.pdf \(82 KB\)](#)

[1003.pdf \(89 KB\)](#)

[1015.pdf \(80 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yann

Subject **3.5 Policy 7009 - Community Engagement**

Meeting Sep 8, 2020 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve Policy 7009 which is attached. This policy was reviewed by our administrative team, Dr. Christopher Marchese, Dr. John Sanville and our solicitor and was First Reading at our May 2020 Board Meeting.

Policy Number	Policy Name
7009	Community Engagement

File Attachments
[7009.pdf \(63 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yann

Subject 3.6 Fund Balance Designation

Meeting Sep 8, 2020 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the attached 2020-2021 Fund Balance Designations. The Fund Balance Designation was First Reading at our May Board Meeting.

File Attachments
[Fund Balance Designation-September 2020 Board.pdf \(72 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yann

Subject 3.7 Contract - LinkIt!

Meeting Sep 8, 2020 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract between 21st Century Cyber Charter School and LinkIt! for the 2020-2021 school year for a cost of \$18,525.00 as attached.

LinkIt! provides data analysis by teachers and administrators for Benchmarks, PSSAs and Keystones.

This contract has been reviewed by our solicitor's office.

File Attachments
[LinkIt!.pdf \(398 KB\)](#)

Executive File Attachments
[LinkIt!-Approval Form.pdf \(93 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yann

Subject 3.8 Renewal Agreement - Florida Virtual - Training

Meeting Sep 8, 2020 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement between 21CCCS and Florida Virtual for the 2020-2021 School Year for a total cost of \$3,000 as attached.

Florida Virtual will provide continued training to our staff for the licensed coursework which is integrated into the 21CCCS curriculum.

This contract is pending legal review.

File Attachments
[FLVS.pdf \(93 KB\)](#)

Executive File Attachments
[FLVS - Training - Approval Form.pdf \(96 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yann

Subject 3.9 Renewal Contract - Florida Virtual - Curriculum

Meeting Sep 8, 2020 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract between 21CCCS and Florida Virtual for the 2020-2021 SY for a total cost of \$33,536.10 with a breakdown indicated below as attached.

Florida Virtual will provide licensed coursework to be integrated into the 21CCCS curriculum.

This contract is pending legal review.

Description	Amount
MS Courses as Indicated on Attached Invoice	\$15,970.60
SpecEd Courses as Indicated on Attached Invoice	\$17,565.50

File Attachments

[FLVS - MS Curriculum.pdf \(96 KB\)](#)

[FLVS - SpecEd Curriculum.pdf \(95 KB\)](#)

Executive File Attachments

[Florida Virtual - Curriculum - Approval Form.pdf \(95 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yann

Subject 3.10 Contract - Remote Learner - Intelliboard

Meeting Sep 8, 2020 - Board Meeting

Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve a contract between 21st Century Cyber Charter School and Remote Learner - Intelliboard for the 2020-2021 school year for a total cost of \$5,700.00 as attached.

Remote Learner - Intelliboard is a web based system that allows staff to pull statistics and reports for weekly assignments. It can also be used as a parent portal to communicate information regarding the student's weekly progress.

This contract has previously been reviewed by our solicitor's office and no changes have been made since that review.

File Attachments

[Intelliboard.pdf \(340 KB\)](#)

Executive File Attachments

[Intelliboard - Approval Form.pdf \(201 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yann

Subject 3.11 Subscription - Diligent Corporation (BoardDocs)

Meeting Sep 8, 2020 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the invoice from Diligent Corporation for the 2020-2021 School Year at the cost of \$9,000 as attached.

Diligent Corporation (formerly Emerald Data Solutions) is our cloud based agenda management solution which we utilize for our board meetings and work sessions (BoardDocs). The invoice and Terms and Conditions have been reviewed by our solicitor.

The terms and conditions have previously been reviewed by our solicitor's office and no changes have been made since that review.

File Attachments

[Diligent.pdf \(44 KB\)](#)

Executive File Attachments

[Diligent - Approval Form.pdf \(134 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Gianni

Subject	3.12 Renewal Agreement - ClearGov
Meeting	Sep 8, 2020 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal Agreement between 21st Century Cyber Charter School and ClearGov for a total amount of \$3,500 for the 2020-2021 SY as attached.

ClearGov provides the data for our Transparency Center on our website.

The Invoice, Terms & Conditions and Agreement have been reviewed by our solicitor.

File Attachments

[ClearGov.pdf \(611 KB\)](#)

Executive File Attachments

[ClearGov - Approval Form.pdf \(93 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Gianni

Subject	3.13 Renewal Agreement - Comstar Technologies - Softphone and Voicemail
Meeting	Sep 8, 2020 - Board Meeting

Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal agreement between 21st Century Cyber Charter School and Comstar Technologies for the 2020-2021 school year for a total cost of \$418.50 as attached.

Comstar Technologies provides our voicemail system.

This contract has previously been reviewed by our solicitor's office and no changes have been made since that review.

File Attachments

[Comstar.pdf \(5,373 KB\)](#)

Executive File Attachments

[Comstar-Approval Form.pdf \(186 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yann

Subject 3.14 Renewal Agreement - Comstar Technologies - Support and Maintenance

Meeting Sep 8, 2020 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement between 21st Century Cyber Charter School and Comstar Technologies for the 2020-2021 school year for a total cost of \$6,990.00 as attached.

Comstar Technologies provides support and maintenance of our phone and softphone system.

This contract has previously been reviewed by our solicitor's office and no changes have been made since that review.

File Attachments

[Comstar2.pdf \(5,291 KB\)](#)

Executive File Attachments

[Comstar2-Approval Form.pdf \(186 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yann

Subject **3.15 Renewal Contract - Niche**

Meeting Sep 8, 2020 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract between 21st Century Cyber Charter School and Niche for the 2020-2021 school year for a total cost of \$9,157.50 as attached.

Niche directs people to our website to learn more about our school.

This contract was reviewed by our solicitor.

File Attachments

[Niche.pdf \(295 KB\)](#)

Executive File Attachments

[Niche - Approval Form.pdf \(93 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yann

Subject **3.16 Renewal Contract - Curriculum Associates (iReady)**

Meeting Sep 8, 2020 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the subscription between 21st Century Cyber Charter School and Curriculum Associates (iReady) for the 2020-2021 SY for a total cost of \$30,000 as attached.

It is a diagnostic and interactive online learning environment designed to assess students and provide individualized instruction based on each one's unique needs.

The subscription is pending legal review.

File Attachments

[Curriculum Associates - iReady.pdf \(170 KB\)](#)

[Curriculum Associates Quote.pdf \(257 KB\)](#)

Executive File Attachments

[Curriculum Associates - Approval Form.pdf \(126 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yann

Subject 3.17 Renewal Agreement - Mindwrap (Optix)

Meeting Sep 8, 2020 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement between 21st Century Cyber Charter School and Mindwrap (Optix) for the 2020-2021 school year at the cost of \$10,616.00 as attached.

Optix is our digital scanning system.

This contract has been reviewed by our solicitor.

File Attachments

[Mindwrap - Optix.pdf \(112 KB\)](#)

[Mindwrap - Optix Terms.pdf \(9,224 KB\)](#)

Executive File Attachments

[Mindwrap - Optix - Approval Form.pdf \(187 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Subject **3.18 Agreement - Apple - Self Service**

Meeting Sep 8, 2020 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Agreement between 21st Century Cyber Charter School and Apple which allows our school to perform repairs on the laptops and iPads. A copy of the Agreement is attached.

This Agreement will provide training for in-house repairs. There is no fee.

This Agreement was reviewed by our solicitor.

File Attachments

[Apple - Self Service.pdf \(818 KB\)](#)

Executive File Attachments

[Apple Self Service - Approval Form.pdf \(180 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Subject **3.19 Apple Lease**

Meeting Sep 8, 2020 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the lease agreement between 21st Century Cyber Charter School and Apple, Inc. for the dollar purchase financing option to acquire 1,000 MacBook Airs and 1,000 iPads for a lease term of 48 months beginning August 1, 2020 in the amount of \$1,027,950.00, as attached.

File Attachments
[Apple.pdf \(1,036 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yann

Subject 3.20 Administrative Regulations Manual

Meeting Sep 8, 2020 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Administrative Regulations Manual.

The majority of the administrative regulations were provided by PSBA while the remaining regulations were created by our administrative team in compliance with our policies and existing procedures. The manual was provided to our Board and solicitor in June for review. Several procedures were recently updated by PSBA and these updated procedures were provided to our Board and solicitor for review last week. A copy of the 21CCCS Administrative Regulations Manual is attached.

File Attachments
[21CCCS AR Manual.pdf.zip \(20,067 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yann

Subject 3.21 Resolution - Truancy Officers

Meeting Sep 8, 2020 - Board Meeting

Category 3. Consent Agenda

Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Resolution and letter designating Truancy Officers, a copy of which is attached.

File Attachments

[Truancy Resolution and Letter 2020-2021 SY.pdf \(92 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Gianni

Subject 3.22 Warehouse Tech Position (Part-Time to Full-Time)

Meeting Sep 8, 2020 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve changing our current part-time Warehouse Tech Position to a full-time position in order to more efficiently meet the demands of the technology needs of our students since we are now a 2:1 technology to student school.

File Attachments

[DB - Warehouse Tech Position.pdf \(126 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Gianni

4. Ratification of Board Members - Seat 4 of Bucks, Chester and Montgomery Counties**Subject 4.1 Ratification of New Board Member, Mr. Jason Harris, Bucks County, Seat 4**

Meeting Sep 8, 2020 - Board Meeting

Category 4. Ratification of Board Members - Seat 4 of Bucks, Chester and Montgomery Counties

Access Public

Type Action

Recommended Action Recommend the Board approve the ratification of Board Member, Mr. Jason Harris, Bucks County Seat 4, effective September 8, 2020.

Bucks County Seat 4 is a new seat on our Board of Trustees in accordance with the revision to our Bylaws.

<u>Office</u>	<u>Board Member</u>	<u>Term</u>
Bucks County, Seat 4 Superintendent of SD of the Borough of Morrisville	Mr. Jason Harris	3 Years September 8, 2020 through September 8, 2023

Board Member vacancies will be filled according to the Bylaws Article VI Board of Trustees, Section 4 Vacancies which states "Upon recommendation of the Executive Committee, the Board, by a majority vote of the members may fill any vacancy that shall occur on the Board. The person or persons so elected shall serve for the balance of the term for such position."

Motion & Voting

Recommend the Board approve the ratification of Board Member, Mr. Jason Harris, Bucks County Seat 4, effective September 8, 2020.

Motion by Mark Hoffman, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yann

Subject 4.2 Ratification of New Board Member, Dr. Alan Fegley, Chester County, Seat 4

Meeting Sep 8, 2020 - Board Meeting

Category 4. Ratification of Board Members - Seat 4 of Bucks, Chester and Montgomery Counties

Access Public

Type Action

Recommended Action Recommend the Board approve the ratification of Board Member, Dr. Alan Fegley, Chester County Seat 4, effective September 8, 2020.

Chester County Seat 4 is a new seat on our Board of Trustees in accordance with the revision to our Bylaws.

<u>Office</u>	<u>Board Member</u>	<u>Term</u>
Chester County, Seat 4 Superintendent of Phoenixville Area SD	Dr. Alan Fegley	3 Years September 8, 2020 through September 8, 2023

Board Member vacancies will be filled according to the Bylaws Article VI Board of Trustees, Section 4 Vacancies which states "Upon recommendation of the Executive Committee, the Board, by a majority vote of the members may fill any vacancy that shall occur on the Board. The person or persons so elected shall serve for the balance of the term for such position."

Motion & Voting

Recommend the Board approve the ratification of Board Member, Dr. Alan Fegley, Chester County Seat 4, effective September 8, 2020.

Motion by George Fiore, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Subject **4.3 Ratification of New Board Member, Dr. Steven Yanni, Montgomery County, Seat 4**

Meeting Sep 8, 2020 - Board Meeting

Category 4. Ratification of Board Members - Seat 4 of Bucks, Chester and Montgomery Counties

Access Public

Type Action

Recommended Action Recommend the Board approve the ratification of Board Member, Dr. Steven Yanni, Superintendent of Upper Dublin School District, Montgomery County Seat 4, effective September 8, 2020.

Montgomery County Seat 4 is a new seat on our Board of Trustees in accordance with the revision to our Bylaws.

<u>Office</u>	<u>Board Member</u>	<u>Term</u>
Montgomery County, Seat 4 Superintendent of Upper Dublin SD	Dr. Steven Yanni	3 Years September 8, 2020 through September 8, 2023

Board Member vacancies will be filled according to the Bylaws Article VI Board of Trustees, Section 4 Vacancies which states “Upon recommendation of the Executive Committee, the Board, by a majority vote of the members may fill any vacancy that shall occur on the Board. The person or persons so elected shall serve for the balance of the term for such position.”

Motion & Voting

Recommend the Board approve the ratification of Board Member, Dr. Steven Yanni, Superintendent of Upper Dublin School District, Montgomery County Seat 4, effective September 8, 2020.

Motion by Peter Mango, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Subject **4.4 Oath of Office**

Meeting Sep 8, 2020 - Board Meeting

Category 4. Ratification of Board Members - Seat 4 of Bucks, Chester and Montgomery Counties

Access Public

Type Procedural

The Oath will be administered by the solicitor to our new Board Members:

Mr. Jason Harris (Bucks County, Seat 4)

Dr. Alan Fegley (Chester County Seat 4)

Dr. Steven Yanni (Montgomery County Seat 4)

Admin Content

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."

5. Personnel

Subject	5.1 Personnel Actions
Meeting	Sep 8, 2020 - Board Meeting
Category	5. Personnel
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Please note the below categories have been updated since the Work Session on September 1, 2020.

New Hires/Re-Hires (18)
 Transfers/Classification Changes (29) (3 additional since Work Session)
 Leaves of Absence Requests (-)
 Additional Duties (12)
 Supplementals/Stipends (52) (2 additional since Work Session)
 Retirements/Resignations/Terminations (1) (1 additional since Work Session)

Executive Content

Executive File Attachments
[Personnel Actions - September 2020.pdf \(102 KB\)](#)

Motion & Voting

Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Motion by John Toleno, second by Peter Mango.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

6. Approval of Minutes

Subject	6.1 Approval of August 4, 2020 Minutes
Meeting	Sep 8, 2020 - Board Meeting

Category	6. Approval of Minutes
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the August 4, 2020 Board Meeting as presented.

File Attachments
[8-4-2020 BM Minutes.pdf \(165 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the August 4, 2020 Board Meeting as presented.

Motion by John Sanville, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yann

Subject	6.2 Approval of September 1, 2020 Minutes
Meeting	Sep 8, 2020 - Board Meeting
Category	6. Approval of Minutes
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the September 1, 2020 Work Session as presented.

File Attachments
[September 1, 2020 Work Session Minutes.pdf \(167 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the September 1, 2020 Work Session as presented.

Motion by Christopher Marchese, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yann

7. New Business

Subject	7.1 Renewal Contract - Montgomery County Intermediate Unit - Related Services
Meeting	Sep 8, 2020 - Board Meeting
Category	7. New Business
Access	Public
Type	Action

Recommended Action Recommend the Board approve the contract between 21CCCS and Montgomery County Intermediate Unit for related services for special education students, effective for the 2020-2021 school year as attached.

Dr. Regina Speaker will recuse herself from voting on this action. A copy of Dr. Regina Speaker's Recusal Memorandum is attached.

File Attachments

[MCIU.pdf \(785 KB\)](#)

[Dr. Regina Speaker - Recusal.pdf \(172 KB\)](#)

Motion & Voting

Recommend the Board approve the contract between 21CCCS and Montgomery County Intermediate Unit for related services for special education students, effective for the 2020-2021 school year as attached.

Motion by Peter Mango, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

Abstain: Mark Hoffman

Subject **7.2 Resolution - ATSI Plan**

Meeting Sep 8, 2020 - Board Meeting

Category 7. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve Brian Cote's authority to sign and submit the ATSI Plan.

A Resolution of the Board of Trustees is attached.

File Attachments

[ATSI Plan Resolution.pdf \(61 KB\)](#)

Motion & Voting

Recommend the Board approve Brian Cote's authority to sign and submit the ATSI Plan.

Motion by John Toleno, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

Subject **7.3 Resolution - Annual Report**

Meeting Sep 8, 2020 - Board Meeting

Category 7. New Business

Access Public

Type	Action
Recommended Action	Recommend the Board approve Brian Cote's authority to sign and submit the Annual Report.

A Resolution of the Board of Trustees is attached.

File Attachments
[Annual Report Resolution.pdf \(60 KB\)](#)

Motion & Voting

Recommend the Board approve Brian Cote's authority to sign and submit the Annual Report.

Motion by John Toleno, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Gianni

Subject **7.4 COVID 19 Health and Safety Grant**

Meeting Sep 8, 2020 - Board Meeting

Category 7. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the COVID 19 Health and Safety Grant award in the amount of \$90,000 as attached.

File Attachments
[COVID-19 Grant.pdf \(233 KB\)](#)

Motion & Voting

Recommend the Board approve the COVID 19 Health and Safety Grant award in the amount of \$90,000 as attached.

Motion by Samuel Lee, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Gianni

Subject **7.5 Motion to Amend Agenda**

Meeting Sep 8, 2020 - Board Meeting

Category 7. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve amending the agenda to reflect an additional personnel action and an additional legal settlement in New Business.

Motion & Voting

Recommend the Board approve amending the agenda to reflect an additional personnel action and an additional legal settlement in New Business.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yann

Subject **7.6 New Personnel Action**

Meeting Sep 8, 2020 - Board Meeting

Category 7. New Business

Access Public

Type Action

Recommended Recommend the Board approve a personnel action as presented.
Action

Executive File Attachments

[Personnel Action - Kim McCully.pdf \(32 KB\)](#)

Motion & Voting

Recommend the Board approve a personnel action as presented.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, John Toleno, Peter Mango, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yann

Abstain: Heather Saboori, Christopher Marchese

Subject **7.7 Legal Settlement #001-2020-2021**

Meeting Sep 8, 2020 - Board Meeting

Category 7. New Business

Access Public

Type Action

Recommended Recommend the Board approve the settlement for matter #001-2020-2021 as presented.
Action

Executive File Attachments

[EEOC Settlement Agreement.pdf \(86 KB\)](#)

[Resolution - Matter #001-2020-2021.pdf \(62 KB\)](#)

Motion & Voting

Recommend the Board approve the settlement for matter #001-2020-2021 as presented.

Motion by John Toleno, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yann

Subject **7.8 Legal Settlement #002-2020-2021**

Meeting Sep 8, 2020 - Board Meeting

Category 7. New Business

Access Public

Type Action

Recommended Recommend the Board approve the settlement for matter #002-2020-2021 as presented.
Action

Executive File Attachments

[Separation Agreement.pdf \(1,457 KB\)](#)

[Resolution - Matter #002-2020-2021.pdf \(55 KB\)](#)

Motion & Voting

Recommend the Board approve the settlement for matter #002-2020-2021 as presented.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, John Toleno, Peter Mango, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yann

Abstain: Heather Saboori, Christopher Marchese

8. First Reading

Subject **8.1 Policy 6012 - Social Media and Networking Guidelines**

Meeting Sep 8, 2020 - Board Meeting

Category 8. First Reading

Access Public

Type First Reading

Recommend the Board review Policy 6012(Social Media and Networking Guidelines) in First Reading. This policy has been reviewed by the 21CCCS Administrative Team, our solicitor's office, Dr. Christopher Marchese and Dr. John Sanville. A copy is attached.

File Attachments

[6012.pdf \(90 KB\)](#)

9. Board Member Comment

Subject **9.1 Board Member Comment**

Meeting Sep 8, 2020 - Board Meeting

Category	9. Board Member Comment
Access	Public
Type	Procedural

10. Public Comment

Subject	10.1 Public Comment
Meeting	Sep 8, 2020 - Board Meeting
Category	10. Public Comment
Access	Public
Type	Procedural

11. Meeting Schedule

Subject	11.1 2020-2021 Meeting Schedule
Meeting	Sep 8, 2020 - Board Meeting
Category	11. Meeting Schedule
Access	Public
Type	Information

The schedule below reflects the remaining Board Meetings and Work Sessions for the 2020-2021 School Year:

Work Sessions - Virtual - 2:00 p.m.

November 3, 2020
 January 5, 2021
 March 2, 2021
 May 4, 2021

Board Meetings - 1:00 p.m.

November 10, 2020
 January 12, 2021
 March 9, 2021
 May 11, 2021

As in the past, it was found that the day most available for meetings to be held was the second Tuesday every other month. The proposed dates for the Board Meetings will follow this model. The Work Sessions will be held one week prior to the Board Meeting on the first Tuesday of those months. All Board Meetings and Work Sessions will be held virtually until further notice as a result of the current pandemic.

12. Adjournment

Subject	12.1 Adjournment
Meeting	Sep 8, 2020 - Board Meeting
Category	12. Adjournment
Access	Public

Type Action

Recommended Action Recommend the Board adjourn the Board Meeting.

Motion & Voting

Recommend the Board adjourn the Board Meeting.

Motion by George Fiore, second by Peter Mango.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Gianni



**Monday, September 21, 2020
Special Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
10:00 a.m.**

1. Meeting Opening

Subject 1.1 Call to Order - Roll Call

Meeting Sep 21, 2020 - Special Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board President will call the board meeting to order, the Board Secretary will document attendance.

Subject 1.2 Notification of Recording

Meeting Sep 21, 2020 - Special Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

Background: All board meetings and work sessions for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject 1.3 CEO's Reports

Meeting Sep 21, 2020 - Special Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

Tour of Building

We have invited our 6 new board members to tour the building immediately following the November 10th Board Meeting. Heather Saboori, Kevin McKenna, our Lead Tech Support, our ISD Coordinator, myself and Lisa Iozzi will also be in attendance. We will sit in our staff training room where we can safely social distance in excess of 6 feet apart.

2. Ratification of Board Members

Subject	2.1 Oath of Office
Meeting	Sep 21, 2020 - Special Board Meeting
Category	2. Ratification of Board Members
Access	Public
Type	Procedural

The Oath will be administered by the solicitor to our new Board Member, Dr. William Harner, Bucks County Seat 2, who was not present at the September 9, 2020 Board Meeting.

Admin Content

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."

3. Approval of Minutes

Subject	3.1 September 8, 2020 Minutes
Meeting	Sep 21, 2020 - Special Board Meeting
Category	3. Approval of Minutes
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the September 8, 2020 Board Meeting as presented.

File Attachments

[Board Meeting Minutes - 9-8-2020.pdf \(178 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the September 8, 2020 Board Meeting as presented.

Motion by George Fiore, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Gianni

4. Consent Agenda

Subject	4.1 Consent Agenda Items
Meeting	Sep 21, 2020 - Special Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)

Recommended Action Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items Include:

- 4.2 Interim CEO
- 4.3 Administrator Stipend for Additional Duties
- 4.4 Transition of American Express Credit Cards to Fulton Bank Credit Cards/Procurement Cards

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Gianni

Subject **4.2 Interim CEO**

Meeting Sep 21, 2020 - Special Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve an Interim CEO as presented.

Executive Content

Brian Cote has been named the Interim CEO.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Gianni

Subject **4.3 Administrator Stipend for Additional Duties**

Meeting Sep 21, 2020 - Special Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommend the Board approve the suggested stipend.

Recommended Action

Executive Content

On May 12, 2020, the Board reassigned to Brian Cote the essential duties of the CEO position to insure continuity of operations while Kim McCully was on administrative leave.

Mr. Cote has continued in that capacity to date.

Time Period	Amount
May 2020 through September 2020 (Total Amount for Additional Temporary Duties)	\$4,500.00
October 1, 2020 through Future Board Action (Monthly Amount as Interim CEO)	\$1,000.00

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Gianni

Subject **4.4 Transition of American Express Credit Cards to Fulton Bank Credit Cards/Procurement Cards**

Meeting Sep 21, 2020 - Special Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the board approve transition of the American Express Credit Cards to Fulton Bank Credit Cards/Procurement Cards.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Gianni

5. New Business

Subject **5.1 MCIU Agreement - Interim Business Administrator**

Meeting Sep 21, 2020 - Special Board Meeting

Category	5. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the contract between 21CCCS and MCIU for an Interim Business Administrator as presented. Dr. Regina Speaker has recused herself from discussions and voting on this action as she is the Montgomery County Intermediate Unit Executive Director. A Memorandum of Recusal is attached.

File Attachments

[MCIU Business Administrator Agreement.pdf \(179 KB\)](#)

[MCIU Business Administrator Proposal.pdf \(133 KB\)](#)

[Dr. Speaker - Recusal Memorandum.pdf \(193 KB\)](#)

Executive Content

Motion & Voting

Recommend the Board approve the contract between 21CCCS and MCIU for an Interim Business Administrator as presented. Dr. Regina Speaker has recused herself from discussions and voting on this action as she is the Montgomery County Intermediate Unit Executive Director. A Memorandum of Recusal is attached.

Motion by Peter Mango, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Steven Yann

Abstain: Regina Speaker

6. Board Member Comment

Subject	6.1 Board Member Comment
Meeting	Sep 21, 2020 - Special Board Meeting
Category	6. Board Member Comment
Access	Public
Type	Procedural

7. Public Comment

Subject	7.1 Public Comment
Meeting	Sep 21, 2020 - Special Board Meeting
Category	7. Public Comment
Access	Public
Type	Procedural

8. Meeting Schedule

Subject	8.1 2020-2021 Meeting Schedule
Meeting	Sep 21, 2020 - Special Board Meeting
Category	8. Meeting Schedule
Access	Public
Type	Information

The schedule below reflects the remaining Board Meetings and Work Sessions for the 2020-2021 School Year:

Work Sessions - Virtual - 2:00 p.m.

November 3, 2020
 January 5, 2021
 March 2, 2021
 May 4, 2021

Board Meetings - 1:00 p.m.

November 10, 2020
 January 12, 2021
 March 9, 2021
 May 11, 2021

As in the past, it was found that the day most available for meetings to be held was the second Tuesday every other month. The proposed dates for the Board Meetings will follow this model. The Work Sessions will be held one week prior to the Board Meeting on the first Tuesday of those months. All Board Meetings and Work Sessions will be held virtually until further notice as a result of the current pandemic.

9. Adjournment

Subject	9.1 Adjournment
Meeting	Sep 21, 2020 - Special Board Meeting
Category	9. Adjournment
Access	Public
Type	Action
Recommended Action	Recommend the Board adjourn the Board Meeting.
Motion & Voting	

Recommend the Board adjourn the Board Meeting.

Motion by Christopher Marchese, second by Steven Yanni.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni



**Tuesday, September 29, 2020
Committee Meeting**

21CCCS
1245 Wrights Lane
West Chester, PA 19380
11:00 a.m.

1. Meeting Opening

Subject **1.1 Call to Order - Roll Call**

Meeting Sep 29, 2020 - Committee Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board President will call the committee meeting to order, the Board Secretary will document attendance.

Subject **1.2 Notification of Recording**

Meeting Sep 29, 2020 - Committee Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

Background: All committee meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

2. New Business

Subject **2.1 Ad Hoc Committee for the CEO Search**

Meeting Sep 29, 2020 - Committee Meeting

Category 2. New Business

Access Public

Type Discussion

The Board of Trustees of the 21st Century Cyber Charter School has formed an ad hoc committee for the CEO Search. The members of the committee are Mrs. Heather Saboori, Dr. George Fiore, Dr. Regina Speaker, Dr. John Toleno and Dr. Steven Yanni.

Subject 2.2 Executive Session Announcements

Meeting Sep 29, 2020 - Committee Meeting

Category 2. New Business

Access Public

Type Information

The Board of Trustees will go into Executive Session. Possible topic discussions will be personnel and confidential legal issues.

3. Board Member Comment

Subject 3.1 Board Member Comment

Meeting Sep 29, 2020 - Committee Meeting

Category 3. Board Member Comment

Access Public

Type Procedural

4. Public Comment

Subject 4.1 Public Comment

Meeting Sep 29, 2020 - Committee Meeting

Category 4. Public Comment

Access Public

Type Procedural

5. Meeting Schedule

Subject 5.1 2019-2020 Meeting Schedule

Meeting Sep 29, 2020 - Committee Meeting

Category 5. Meeting Schedule

Access Public

Type Information

The schedule below reflects the remaining Board Meetings and Work Sessions for the 2020-2021 School Year:

Work Sessions - Virtual - 2:00 p.m.

November 3, 2020

January 5, 2021

March 2, 2021

May 4, 2021

Board Meetings - 1:00 p.m.

November 10, 2020

January 12, 2021

March 9, 2021
May 11, 2021

As in the past, it was found that the day most available for meetings to be held was the second Tuesday every other month. The proposed dates for the Board Meetings will follow this model. The Work Sessions will be held one week prior to the Board Meeting on the first Tuesday of those months. All Board Meetings and Work Sessions will be held at 21CCCS, 1245 Wrights Lane, West Chester, PA 19380.

6. Adjournment

Subject	6.1 Adjournment
Meeting	Sep 29, 2020 - Committee Meeting
Category	6. Adjournment
Access	Public
Type	Action
Recommended Action	Recommend the Board adjourn the Board Meeting.
Motion & Voting	
	Recommend the Board adjourn the Board Meeting.
	Motion by George Fiore, second by Regina Speaker.
	Final Resolution: Motion Carries
	Yea: Heather Saboori, George Fiore, Regina Speaker



**Tuesday, November 3, 2020
Work Session**

21CCCS
1245 Wrights Lane
West Chester, PA 19380
2:00 p.m.

1. Meeting Opening

Subject **1.1 Call to Order - Roll Call**

Meeting Nov 3, 2020 - Work Session

Category 1. Meeting Opening

Access Public

Type Procedural

The Board President will call the work session to order, the Board Secretary will document attendance.

Subject **1.2 Notification of Recording**

Meeting Nov 3, 2020 - Work Session

Category 1. Meeting Opening

Access Public

Type Procedural

Background: All board meetings and work sessions for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject **1.3 CEO's Reports**

Meeting Nov 3, 2020 - Work Session

Category 1. Meeting Opening

Access Public

Type Discussion

**Removal of Work Sessions for 2020-2021 School Year and
Beginning Monthly Board Meetings for 2021-2022 School Year**

After discussion with Heather Saboori, our Chairperson, we would like to propose holding only Board Meetings as we have done in the past. All discussion regarding the items on the Board Agenda will be held during the Board Meetings. We have found that most discussions take place during the Board Meeting and that this would not change the format, ability to discuss

items or transparency of the school and of our Board of Trustees to the public. If the Board is agreeable to returning to this format, we will remove the work sessions from the January, March and May calendar for the 2020-2021 school year.

Additionally, it is proposed that we begin holding a regular board meeting each month on the second Tuesday starting in August 2021. There would be no Board meetings held during the months of June and July. If the Board is agreeable to this format, the following meeting dates would be as follows:

- August 10, 2021
- September 14, 2021
- October 12, 2021
- November 9, 2021
- December 14, 2021
- January 11, 2022
- February 8, 2022
- March 8, 2022
- April 12, 2022
- May 10, 2022

CTE Program

The October 16, 2020 Board Update provided a summary of findings regarding a CTE Program and a cost analysis.

The Pennsylvania Coalition of Public Charter Schools

On October 22nd, we had staff members present at The Pennsylvania Coalition of Public Charter Schools virtual conference. Dr. Nancy Giagnacova and Ms. Estella Greco presented, "Making IEP Meetings a Partnership" and Mrs. Debbie Parvin presented, "Teaching World Languages in a Virtual Classroom".

Executive Content

As a point of reference, the October 16th Weekly Board Update is attached to share the findings and cost analysis for a CTE program.

Executive File Attachments
[10-16-2020.pdf \(172 KB\)](#)

Subject 1.4 Administrators' Reports

Meeting Nov 3, 2020 - Work Session

Category 1. Meeting Opening

Access Public

Type Discussion

Student Recognition

Logan W. is a 6th grader at 21CCCS with an extreme entrepreneurial spirit. He has established his own business and has been selling flavored salts and sugars. Logan's ultimate goal is to make his customers happy and satisfied. He says he finds the 21CCCS schedule very flexible for his needs, and that helps him work with his mom every day and learn the new skills needed to grow his business!

Ethan is a 9th grader and is star-rank in boy scout troop 83 Lionville. He spent a lot of his summer participating in a Summer of Service event that lasted eight weeks. Each week, the troop focused on an area of need and did community service, all while following Covid-19 protocols. Ethan participated in all eight weeks and racked up the highest number of community service hours in his troop. The troop totaled one hundred ten service hours. Ethan did a total of twenty hours of community service.



Student Activities/Field Trips/Adventure Club

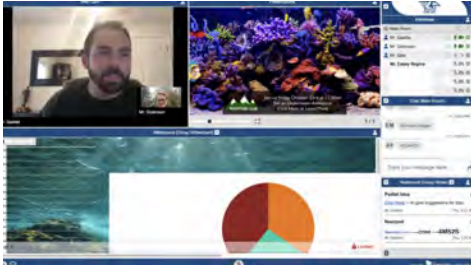
Virtual Fall Fest: Approximately 125 students joined a virtual fall fest, participating in activities such as sharing pictures of costumes, online trivia, guessing the object of close-up pictures, and many more.



Camp 21: 26 middle school students joined the virtual version of Camp 21 for this quarter, participating in activities based on the core subjects and arts.



Underwater at Sea: Approximately 65 students attended this virtual underwater Adventure Club trip. The students explored aquatic themed questions, played a challenge game, and explored the mysteries of the Loch Ness Monster.



**Special Education Count as of :
Students with IEP/GIEP/504 Service Agreements:**

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	257	18	22	19	59
7	309	24	16	14	54
8	408	46	17	21	84
9	459	80	14	26	120
10	417	76	13	28	117
11	378	59	11	20	90
12	325	37	9	20	66
Total	2,553	340 13%	102 4%	148 6%	590 23%

Students Receiving Related Services:

Speech and Language	37
---------------------	----

Group Social Skills Class with Counselor	68
Group Coping Skills Class with Therapist	78
Individual Counseling (including a Psychologist)	42
Executive Functioning Counseling	2
Occupational Therapy	12
Physical Therapy	1
Reading Instruction by Reading Therapist	3
Teacher of the Visually Impaired	0
Teacher of the Deaf and Hard of Hearing	2
Tutor	1
PCA	1
* 160 students with RS out of 442 students with IEPs/GIEPs = 36%	247
* 160 of IEP students with RS there are 247 services = svcs per student on average = 1.54%	
* 247 total services rendered out of the 442 students with IEP/GIEPS = 56%	
TOTAL:	

- File Attachments
- [Logan.png \(1,736 KB\)](#)
 - [Ethan.png \(1,272 KB\)](#)
 - [Fall Fest.png \(363 KB\)](#)
 - [Camp 21.png \(1,044 KB\)](#)
 - [Underwater.png \(430 KB\)](#)

2. Renewal and Ratification of Board Members

Subject **2.1 Renewal of Term of Board Members**

Meeting Nov 3, 2020 - Work Session

Category 2. Renewal and Ratification of Board Members

Access Public

Type Discussion

Dr. John Sanville, Superintendent of Unionville-Chadds Ford School District, will renew his 3 year term which ended September 2020. Dr. Sanville entered his current term in September 2017 and will now renew his term through September 2023. This will occur at the November 10, 2020 Board Meeting.

Dr. David Goodin, Superintendent of Spring-Ford School District, will renew his 3 year term which ended September 2020. Dr. Goodin entered his current term in September 2017 and will now renew his term through September 2023. This will occur at the November 10, 2020 Board Meeting.

Office	Board Member	Term
Chester County, Seat 3	Dr. John Sanville	September 2020 through September 2023
Montgomery County, Seat 2	Dr. David Goodin	September 2020 through September 2023

Subject **2.2 Resignation of Board Treasurer**

Meeting Nov 3, 2020 - Work Session

Category 2. Renewal and Ratification of Board Members

Access Public

Type Discussion

Recommend the Board review the resignation of Sharee McGibboney, as Board Treasurer, effective October 5, 2020. A copy of Sharee McGibboney's letter of resignation as Board Treasurer is attached.

Board Member vacancies will be filled according to the Bylaws Article VI Board of Trustees, Section 4 Vacancies which states "Upon recommendation of the Executive Committee, the Board, by a majority vote of the members may fill any vacancy that shall occur on the Board. The person or persons so elected shall serve for the balance of the term for such position."

File Attachments

[Resignation - Sharee McGibboney.pdf \(60 KB\)](#)

Subject **2.3 Resignation of Substitute Board Secretary**

Meeting Nov 3, 2020 - Work Session

Category 2. Renewal and Ratification of Board Members

Access Public

Type Discussion

Recommend the Board review the resignation of Kristine Doyle, as Substitute Board Secretary, effective November 10, 2020. A copy of her letter of resignation as Substitute Board Secretary is attached.

Board Member vacancies will be filled according to the Bylaws Article VI Board of Trustees, Section 4 Vacancies which states "Upon recommendation of the Executive Committee, the Board, by a majority vote of the members may fill any vacancy that shall occur on the Board. The person or persons so elected shall serve for the balance of the term for such position."

File Attachments

[Resignation - Kristine Doyle.pdf \(8 KB\)](#)**Subject** **2.4 Organization of the Board - Nominate a 2020-2021 Temporary Board Treasurer**

Meeting Nov 3, 2020 - Work Session

Category 2. Renewal and Ratification of Board Members

Access Public

Type Discussion

Recommend the Board nominate Tamara Darden as 2020-2021 Temporary Board Treasurer at the November 10, 2020 Board Meeting.

As directed by the 21st Century Cyber Charter School Bylaws, Officers shall be elected at the annual meeting, Article VII, Section 3, "Officers shall be elected annually for terms of one year by the Board of Trustees of 21st." "The officers shall be installed immediately after their election at the initial meeting of the Board of Trustees and during annual meetings thereafter." Article VI, Section 2, "Unless otherwise arranged, the annual meeting shall be held in January."

Subject **2.5 Organization of the Board - Elect a 2020-2021 Temporary Board Treasurer**

Meeting Nov 3, 2020 - Work Session

Category 2. Renewal and Ratification of Board Members

Access Public

Type Discussion

Recommend the Board elect Tamara Darden as Temporary Board Treasurer for 2020-2021 at the November 10, 2020 board meeting.

Subject **2.6 Organization of the Board - Nominate a New Substitute Board Secretary**

Meeting Nov 3, 2020 - Work Session

Category 2. Renewal and Ratification of Board Members

Access Public

Type Discussion

Recommend the Board nominate Blair Christo as the new Substitute Board Secretary at the November 10, 2020 Board Meeting. Blair Christo will replace Kristine Doyle as the Substitute Board Secretary.

As directed by the 21st Century Cyber Charter School Bylaws, Officers shall be elected at the annual meeting, Article VII, Section 3, "Officers shall be elected annually for terms of one year by the Board of Trustees of 21st." "The officers shall be installed immediately after their election at the initial meeting of the Board of Trustees and during annual meetings thereafter." Article VI, Section 2, "Unless otherwise arranged, the annual meeting shall be held in January."

Subject **2.7 Organization of the Board - Elect a New Substitute Board Secretary**

Meeting Nov 3, 2020 - Work Session

Category 2. Renewal and Ratification of Board Members

Access Public

Type Discussion

Recommend the Board elect Blair Christo as the new Substitute Board Secretary at the November 10, 2020 Board Meeting.

Subject **2.8 Oath of Office**

Meeting Nov 3, 2020 - Work Session

Category 2. Renewal and Ratification of Board Members

Access Public

Type Discussion

The Oath will be administered by the solicitor at the November 10, 2020 Board Meeting to:

- New Board Member, Dr. William Harner, Bucks County Seat 2
- Board Members, Dr. John Sanville and Dr. David Goodin, who will be renewing their terms; and
- Newly elected Officer of the Board, Tamara Darden, Temporary Board Treasurer
- Newly elected Substitute Board Secretary, Blair Christo

Admin Content

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."

3. Board Meeting Minutes

Subject **3.1 Review of September 21, 2020 Minutes**

Meeting Nov 3, 2020 - Work Session

Category 3. Board Meeting Minutes

Access Public

Type Discussion

Recommend the Board review the Minutes of the September 21, 2020 Board Meeting as presented.

File Attachments

[9-21-20 Special Board Meeting Minutes.pdf \(122 KB\)](#)

Subject **3.2 Review of September 29, 2020 Minutes**

Meeting Nov 3, 2020 - Work Session

Category 3. Board Meeting Minutes

Access Public

Type Discussion

Recommend the Board review the Minutes of the September 29, 2020 Committee Meeting as presented.

File Attachments

[9-29-2020 Committee Meeting Minutes.pdf \(120 KB\)](#)**4. Consent Agenda**

Subject **4.1 Consent Agenda Items**

Meeting Nov 3, 2020 - Work Session

Category 4. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the Consent Agenda items. The Consent Agenda Items Include:

- 4.2 Treasurer's Reports & Board Summary Reports - August 2020 and September 2020
- 4.3 Expenditure Reports - August 2020 and September 2020
- 4.4 Personnel Actions
- 4.5 Contract - Connective Intervention Services, LLC
- 4.6 Contract - Flourish
- 4.7 Addendum - Therapy Source
- 4.8 Quote - Watershed Counseling and Consultation Services
- 4.9 Proposal - Jigsaw Expansion
- 4.10 Agreement - SSI Fire and Explosion Protection
- 4.11 Agreement - Breakout EDU
- 4.12 Agreement - Aveanna Healthcare
- 4.13 Agreement - Access
- 4.14 Contract - IU 13 Related Services
- 4.15 Contract - DVL Group, Inc.
- 4.16 Project "Go" School Attendance Support
- 4.17 Proposal - Remote Learner
- 4.18 New Policies
- 4.19 Revised / Updated Language in Policies
- 4.20 Revised / Updated Language in Procedures

Subject **4.2 Treasurer's Reports & Board Summary Reports**

Meeting Nov 3, 2020 - Work Session

Category 4. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the August 2020 and September 2020 Treasurer's Reports and Board Summary Reports as presented.

File Attachments

[August 2020 - Board Summary Report.pdf \(18 KB\)](#)

[August 2020 - Treasurer's Report.pdf \(44 KB\)](#)

[September 2020 - Board Summary Report.pdf \(18 KB\)](#)

[September 2020 - Treasurer's Report.pdf \(322 KB\)](#)

Subject 4.3 Expenditure Reports

Meeting Nov 3, 2020 - Work Session

Category 4. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the August 2020 and September 2020 Expenditure Reports as presented.

File Attachments

[August 2020 - Expenditure Report.pdf \(96 KB\)](#)

[September 2020 - Expenditure Report.pdf \(20 KB\)](#)

Subject 4.4 Personnel Actions

Meeting Nov 3, 2020 - Work Session

Category 4. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

New Hires/Re-Hires (9)

Transfers/Classification Changes (3)

Leaves of Absence Requests (7)

Additional Duties (3)

Supplementals/Stipends (18)

Retirements/Resignations/Terminations (3)

Executive Content

Executive File Attachments

[Personnel Actions Nov 2020 REV.pdf \(68 KB\)](#)

Subject **4.5 Contract - Connective Intervention Services, LLC**

Meeting Nov 3, 2020 - Work Session

Category 4. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the contract between 21st Century Cyber Charter School and Connective Intervention Services, LLC. They will provide occupational therapy, physical therapy, audiology evaluations, and/or speech therapy for the 2020-2021 SY at a cost as indicated below. The contract has been reviewed by our solicitor.

Service	Rate for Service	Incremental Rate*
Occupational Therapy	\$75.00/hr **	\$18.25
Occupational Therapy Assistant	\$75.00/hr **	\$18.25
Physical Therapy	\$75.00/hr **	\$18.25
Speech Therapy	\$75.00/hr **	\$18.25
No Show Session / Service ***	\$75.00/hr	\$18.25
Indirect billing (session note writing/family/teacher communication, IEPs and evaluation reports)	\$75.00/hr	\$18.25

* Incremental rate is per every 15 minutes of service

** If travel is necessary for face-to-face services, \$95.00/hour

*** A No Show session is a session that is scheduled, and the client does not show up at the mutually agreed upon times.

File Attachments

[Connective Intervention Services.pdf \(254 KB\)](#)

Executive File Attachments

[Approval - Connective Intervention.pdf \(118 KB\)](#)

Subject **4.6 Contract - Flourish Therapy, LLC**

Meeting Nov 3, 2020 - Work Session

Category 4. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the contract between 21st Century Cyber Charter School and Flourish Therapy, LLC. They will provide occupational therapy and/or speech therapy for the 2020-2021 SY at a cost as indicated in the attached fee schedule below. The contract has been reviewed by our solicitor.

File Attachments

[Flourish.pdf \(964 KB\)](#)

[Flourish - Fee Schedule.pdf \(46 KB\)](#)

Executive File Attachments
[Approval Form - Flourish.pdf \(169 KB\)](#)

Subject 4.7 Addendum - Therapy Source

Meeting Nov 3, 2020 - Work Session

Category 4. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the Addendum between 21st Century Cyber Charter School and Therapy Source for the 2020-2021 SY. Therapy Source will now also provide Personal Care Assistants at the cost indicated below. Our solicitor has reviewed the Addendum.

Service	Fee
Personal Care Assistant Services - In Person	\$30.00 per hour for direct and indirect time
Personal Care Assistant Services - Theraweb	\$30.00 per hour for direct and indirect time

File Attachments
[Therapy Source Addendum.pdf \(210 KB\)](#)

Executive File Attachments
[Approval - Therapy Source Addendum.pdf \(111 KB\)](#)

Subject 4.8 Quote - Watershed Counseling and Consultation Services

Meeting Nov 3, 2020 - Work Session

Category 4. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the quote from Watershed Counseling and Consultation Services for a total amount of \$6,000 for the 2020-2021 school year. Watershed will provide professional development training for our teaching staff with regard to transgender students. A copy of the quote is attached.

File Attachments
[Watershed Counseling and Consultation Services.pdf \(234 KB\)](#)

Executive File Attachments
[Approval Form - Watershed.pdf \(97 KB\)](#)

Subject 4.9 Proposal - Jigsaw Seat Expansion

Meeting Nov 3, 2020 - Work Session

Category 4. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the proposal from Jigsaw for a 700 student seat expansion at the cost of \$19,800 to accommodate the increased enrollment of students. A copy of the proposal is attached. This was previously reviewed by our solicitor.

File Attachments

[Jigsaw Seat Expansion.pdf \(158 KB\)](#)

Executive File Attachments

[Approval - Jigsaw Seat Expansion.pdf \(97 KB\)](#)

Subject 4.10 Agreement - SSI Fire and Explosion Protection

Meeting Nov 3, 2020 - Work Session

Category 4. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the agreement between 21st Century Cyber Charter School and SSI Fire and Explosion Protection for the West Chester location for a total cost of \$940.00 for the 2020-2021 school year. A copy of the agreement is attached.

This agreement has been reviewed by our solicitor.

File Attachments

[SSI Fire and Explosion.pdf \(752 KB\)](#)

Executive File Attachments

[Approval - SSI.pdf \(1,051 KB\)](#)

Subject 4.11 Agreement - Breakout EDU

Meeting Nov 3, 2020 - Work Session

Category 4. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the agreement between 21st Century Cyber Charter School and Breakout EDU for a total cost of \$100.00 for the 2020-2021 school year. Breakout EDU provides record management services. A copy of the agreement is attached.

This agreement has been reviewed by our solicitor.

File Attachments
[Breakout EDU.pdf \(153 KB\)](#)

Executive File Attachments
[Approval - Breakout EDU.pdf \(59 KB\)](#)

Subject **4.12 Agreement - Aveanna Healthcare**

Meeting Nov 3, 2020 - Work Session

Category 4. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the agreement between 21st Century Cyber Charter School and Aveanna Healthcare for related services for the 2020-2021 school year. The fee schedule is below:

Service	Standard Hourly Rate
BCBA-D	\$125.00
Behavior Specialist Consultant	\$95.00
Speech Language Pathologist	\$63.00
Occupational Therapist	\$95.00
Physical Therapist	\$75.00
Charter School Psychologist	\$75.00
Licensed Clinical Social Worker	\$60.00
Master Level Social Worker	\$63.00
Special Education Teacher	\$45.00
Long Term Substitute	\$45.00
Registered Behavior Technician	\$25.00
Behavior Technician	\$24.00
Paraprofessional	\$24.00

Our solicitor has reviewed this agreement.

File Attachments
[Aveanna.pdf \(98 KB\)](#)

Executive File Attachments
[Approval - Aveanna.pdf \(172 KB\)](#)

Subject **4.13 Agreement - Access**

Meeting Nov 3, 2020 - Work Session

Category 4. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the agreement between 21st Century Cyber Charter School and Access for offsite storage at the cost of \$90 per month. A copy of the agreement is attached. The agreement has been reviewed by our solicitor.

File Attachments

[Access.pdf \(4,618 KB\)](#)

Executive File Attachments

[Approval - Access.pdf \(180 KB\)](#)

Subject 4.14 Contract - IU 13 Related Services

Meeting Nov 3, 2020 - Work Session

Category 4. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the contract between 21st Century Cyber Charter School and IU 13 for related services for the 2020-2021 school year. IU 13 will provide related services at the cost indicated below. A copy of the contract is attached.

The contract has been reviewed by our solicitor.

Related Service	Cost
Speech and Language	\$126.00
Teacher of the Visually Impaired	\$112.98
Teacher of Deaf/Hard of Hearing	\$137.51
Psychologist	\$84.00
OT	\$126.00
PT	\$126.00
Assistive Technology	\$89.50

File Attachments

[IU 13 Related Services.pdf \(125 KB\)](#)

Executive File Attachments

[Approval - IU 13 - Related Services.pdf \(172 KB\)](#)

Subject **4.15 Contract - DVL Group, Inc.**

Meeting Nov 3, 2020 - Work Session

Category 4. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the contract between 21st Century Cyber Charter School and DVL Group, Inc. for the 2 Vertiv /Liebert Minimate crac units (HVAC Units) in the West Chester location server room at the cost of \$4,350 for the 2020-2021 school year.

A copy of the contract is attached. This service contract has been reviewed by our solicitor.

File Attachments

[DVL.pdf \(3,696 KB\)](#)

Executive File Attachments

[Approval - DVL.pdf \(277 KB\)](#)**Subject** **4.16 Project "Go" School Attendance Support**

Meeting Nov 3, 2020 - Work Session

Category 4. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the Project "Go" School Attendance Support Memorandum of Understanding as presented. This provides truancy prevention/intervention services for students currently in need of additional school attendance support in Philadelphia County.

File Attachments

[Project Go MOU.pdf \(267 KB\)](#)

Executive File Attachments

[Approval - Project Go.pdf \(77 KB\)](#)**Subject** **4.17 Proposal - Remote Learner**

Meeting Nov 3, 2020 - Work Session

Category 4. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the proposal from Remote Learner for an upgrade to the Moodle platform at a cost of \$4,500 for the 2020-2021 school year.

A copy of the proposal is attached. This was previously reviewed by our solicitor.

File Attachments

[Remote Learner - 21CCCS Dev Site Proposal.pdf \(185 KB\)](#)

Executive File Attachments

[Remote Learner Moodle Development Site Board Agenda Approval Form.docx \(91 KB\)](#)

Subject **4.18 New Policies**

Meeting Nov 3, 2020 - Work Session

Category 4. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the new policies as indicated below. The policies have been reviewed by the 21CCCS Administrative Team, our solicitor's office, Dr. Christopher Marchese and Dr. John Sanville. A copy of each policy is attached.

Policy Number	Policy Name
2066	Transgender and Gender Conforming Student
3009.1	Telework
6005.1	Emergency Preparedness and Response
6012	Social Media and Networking Guidelines

File Attachments

[2066.pdf \(108 KB\)](#)

[3009.1.pdf \(97 KB\)](#)

[6005.1.pdf \(169 KB\)](#)

[6012.pdf \(133 KB\)](#)

Subject **4.19 Revised / Updated Language in Policies**

Meeting Nov 3, 2020 - Work Session

Category 4. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the updated language in the indicated policies. The updated language has been recommended by the PSBA legal team and is indicated in bold. The policies have been reviewed by the 21CCCS Administrative Team, our solicitor's office, Dr. Christopher Marchese and Dr. John Sanville. A copy of each policy is attached.

Policy Number	Policy Name
0004	Qualifications and Service

0006	Attendance at Meetings Via Electronic Communications
1004	Discrimination / Title IX Sexual Harassment Affecting Staff
2003	Immunizations and Communicable Disease
2004	Attendance
2009	Health Services
2022	Tobacco and Vaping Products
2033	Suspension and Expulsion
2047	Hazing
2049	Bullying / Cyberbullying
3014	Physical Examination
3017.1	Educator Misconduct
3023	Tobacco and Vaping Products
3031	Job Related Expenses
3032	Working Periods
3033	Professional Development
3034	Sick Leave
3035	Family and Medical Leaves
3040	Responsibility for Student Welfare
5005	Facilities and Workplace Safety
5009	Building Security
6005	Relations with Law Enforcement Agencies
6024	Maintaining Professional Adult / Student Boundaries
7004	Public Attendance at Charter School Events
7007	Visitors

File Attachments

[0004.pdf \(94 KB\)](#)
[0006.pdf \(70 KB\)](#)
[1004.pdf \(240 KB\)](#)
[2003.pdf \(133 KB\)](#)
[2004.pdf \(235 KB\)](#)
[2009.pdf \(148 KB\)](#)
[2022.pdf \(143 KB\)](#)
[2033.pdf \(156 KB\)](#)
[2047.pdf \(182 KB\)](#)
[2049.pdf \(126 KB\)](#)
[3014.pdf \(110 KB\)](#)
[3017.1.pdf \(151 KB\)](#)
[3023.pdf \(128 KB\)](#)
[3031.pdf \(80 KB\)](#)
[3032.pdf \(80 KB\)](#)
[3033.pdf \(127 KB\)](#)
[3034.pdf \(87 KB\)](#)
[3035.pdf \(95 KB\)](#)
[3040.pdf \(84 KB\)](#)
[5005.pdf \(101 KB\)](#)
[5009.pdf \(73 KB\)](#)
[6005.pdf \(124 KB\)](#)
[6024.pdf \(174 KB\)](#)
[7004.pdf \(140 KB\)](#)
[7007.pdf \(89 KB\)](#)

Subject **4.20 Revised / Updated Language in Procedures**

Meeting Nov 3, 2020 - Work Session

Category 4. Consent Agenda

Access Public

Type Discussion

Recommend the Board review the updated language in the indicated procedures. The updated language has been recommended by our administrative team and is indicated in bold. A copy of each procedure is attached.

Procedure Number	Procedure Name
2004-AR-2	Truancy Warning Email
2004-AR-3	Truancy Level 1
2004-AR-4	Truancy Level 2
2004-AR-5	Truancy Level 3
2004-AR-6	Truancy Level 4
2004-AR-7	Truancy Level 5

File Attachments

[2004-AR-2.pdf \(73 KB\)](#)[2004-AR-3.pdf \(74 KB\)](#)[2004-AR-4.pdf \(74 KB\)](#)[2004-AR-5.pdf \(74 KB\)](#)[2004-AR-6.pdf \(71 KB\)](#)[2004-AR-7.pdf \(72 KB\)](#)**5. New Business**

Subject **5.1 Removal of Work Sessions After November 10, 2020 Board Meeting**

Meeting Nov 3, 2020 - Work Session

Category 5. New Business

Access Public

Type Discussion

Recommend the Board review removal of the Work Sessions. All discussions will take place during Board Meetings. There would be no work sessions after the November 10, 2020 board meeting.

Subject **5.2 Monthly Board Meetings Beginning with 2021-2022 School Year**

Meeting Nov 3, 2020 - Work Session

Category 5. New Business

Access Public

Type Discussion

Recommend the Board review holding board meeting each month on the second Tuesday starting in August 2021. There would be no Board meetings held during the months of June and July. If the Board is agreeable to this format, the following meeting dates for the 2021-2022 school year would be as follows:

- August 10, 2021
- September 14, 2021
- October 12, 2021
- November 9, 2021
- December 14, 2021
- January 11, 2022
- February 8, 2022
- March 8, 2022
- April 12, 2022
- May 10, 2022

6. Board Member Comment

Subject **6.1 Board Member Comment**

Meeting Nov 3, 2020 - Work Session

Category 6. Board Member Comment

Access Public

Type Procedural

7. Public Comment

Subject **7.1 Public Comment**

Meeting Nov 3, 2020 - Work Session

Category 7. Public Comment

Access Public

Type Procedural

8. Meeting Schedule

Subject **8.1 2020-2021 Meeting Schedule**

Meeting Nov 3, 2020 - Work Session

Category 8. Meeting Schedule

Access Public

Type Information

If the Board of Trustees is in agreement to return to a schedule of Board Meetings only, the below schedule reflects the remaining Board Meetings for the 2020-2021 School Year:

Board Meetings - 1:00 p.m.

November 10, 2020

January 12, 2021

March 9, 2021

May 11, 2021

As in the past, it was found that the day most available for meetings to be held was the second Tuesday every other month. The proposed dates for the Board Meetings will follow this model. There will no longer be Work Sessions. All Board Meetings will be held virtually until further notice as a result of the current pandemic.

9. Adjournment

Subject **9.1 Adjournment**

Meeting Nov 3, 2020 - Work Session

Category 9. Adjournment

Access Public

Type Action

Recommended Recommend the Board adjourn the Work Session.
Action

Motion & Voting
Recommend the Board adjourn the Work Session.

Motion by Peter Mango, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Alan Fegley



**Tuesday, November 10, 2020
Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.**

1. Meeting Opening

Subject **1.1 Call to Order - Roll Call**

Meeting Nov 10, 2020 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board President will call the board meeting to order, the Board Secretary will document attendance.

Subject **1.2 Notification of Recording**

Meeting Nov 10, 2020 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

Background: All board meetings and work sessions for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject **1.3 Executive Session Announcements**

Meeting Nov 10, 2020 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Session was held prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate and negotiations.

Subject **1.4 CEO's Reports**

Meeting Nov 10, 2020 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

Removal of Work Sessions for 2020-2021 School Year and Beginning Monthly Board Meetings for 2021-2022 School Year

After discussion with Heather Saboori, our Chairperson, we would like to propose holding only Board Meetings as we have done in the past. All discussion regarding the items on the Board Agenda will be held during the Board Meetings. We have found that most discussions take place during the Board Meeting and that this would not change the format, ability to discuss items or transparency of the school and of our Board of Trustees to the public. If the Board is agreeable to returning to this format, we will remove the work sessions from the January, March and May calendar for the 2020-2021 school year.

Additionally, it is proposed that we begin holding a regular board meeting each month on the second Tuesday starting in August 2021. There would be no Board meetings held during the months of June and July. If the Board is agreeable to this format, the following meeting dates would be as follows:

- August 10, 2021
- September 14, 2021
- October 12, 2021
- November 9, 2021
- December 14, 2021
- January 11, 2022
- February 8, 2022
- March 8, 2022
- April 12, 2022
- May 10, 2022

The Pennsylvania Coalition of Public Charter Schools

On October 22nd, we had staff members present at The Pennsylvania Coalition of Public Charter Schools virtual conference. Dr. Nancy Giagnacova and Ms. Estella Greco presented, "Making IEP Meetings a Partnership" and Mrs. Debbie Parvin presented, "Teaching World Languages in a Virtual Classroom".

CTE Program

The October 16, 2020 Board Update provided a summary of findings regarding a CTE Program and a cost analysis.

Executive Content

As a point of reference, the October 16th Weekly Board Update is attached to share the findings and cost analysis for a CTE program.

Executive File Attachments

[10-16-2020.pdf \(172 KB\)](#)

Subject 1.5 Administrators' Reports

Meeting Nov 10, 2020 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

Student Recognition

Logan W. is a 6th grader at 21CCCS with an extreme entrepreneurial spirit. He has established his own business and has been selling flavored salts and sugars. Logan's ultimate goal is to make his customers happy and satisfied. He says he finds the 21CCCS schedule very flexible for his needs, and that helps him work with his mom every day and learn the new skills needed to grow his business!



Ethan is a 9th grader and is star-rank in boy scout troop 83 Lionville. He spent a lot of his summer participating in a Summer of Service event that lasted eight weeks. Each week, the troop focused on an area of need and did community service, all while following Covid-19 protocols. Ethan participated in all eight weeks and racked up the highest number of community service hours in his troop. The troop totaled one hundred ten service hours. Ethan did a total of twenty hours of community service.



Student Activities/Field Trips/Adventure Club

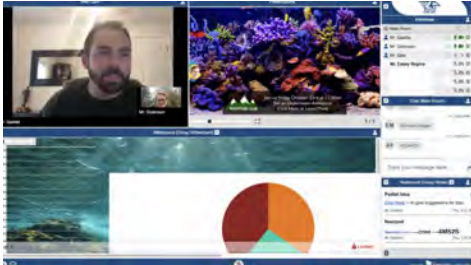
Virtual Fall Fest: Approximately 125 students joined a virtual fall fest, participating in activities such as sharing pictures of costumes, online trivia, guessing the object of close-up pictures, and many more.



Camp 21: 26 middle school students joined the virtual version of Camp 21 for this quarter, participating in activities based on the core subjects and arts.



Underwater at Sea: Approximately 65 students attended this virtual underwater Adventure Club trip. The students explored aquatic themed questions, played a challenge game, and explored the mysteries of the Loch Ness Monster.



**Special Education Count as of :
Students with IEP/GIEP/504 Service Agreements:**

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	257	18	22	19	59
7	309	24	16	14	54
8	408	46	17	21	84
9	459	80	14	26	120
10	417	76	13	28	117
11	378	59	11	20	90
12	325	37	9	20	66
Total	2,553	340 13%	102 4%	148 6%	590 23%

Students Receiving Related Services:

Speech and Language	37
---------------------	----

Group Social Skills Class with Counselor	68
Group Coping Skills Class with Therapist	78
Individual Counseling (including a Psychologist)	42
Executive Functioning Counseling	2
Occupational Therapy	12
Physical Therapy	1
Reading Instruction by Reading Therapist	3
Teacher of the Visually Impaired	0
Teacher of the Deaf and Hard of Hearing	2
Tutor	1
PCA	1
* 160 students with RS out of 442 students with IEPs/GIEPs = 36%	247
* 160 of IEP students with RS there are 247 services = svcs per student on average = 1.54%	
* 247 total services rendered out of the 442 students with IEP/GIEPS = 56%	
TOTAL:	

File Attachments

- [Logan.png \(1,736 KB\)](#)
- [Ethan.png \(1,272 KB\)](#)
- [Fall Fest.png \(363 KB\)](#)
- [Camp 21.png \(1,044 KB\)](#)
- [Underwater.png \(430 KB\)](#)

2. Renewal and Ratification of Board Members

Subject	2.1 Renewal of Term of Board Members
Meeting	Nov 10, 2020 - Board Meeting
Category	2. Renewal and Ratification of Board Members
Access	Public
Type	Action

Recommended Action Recommend the Board approve Dr. John Sanville and Dr David Goodin renewing their terms through September 2023.

Dr. John Sanville, Superintendent of Unionville-Chadds Ford School District, is renewing his 3 year term which ended September 2020. Dr. Sanville entered his current term in September 2017 and will now renew his term through September 2023.

Dr. David Goodin, Superintendent of Spring-Ford School District, is renewing his 3 year term which ended September 2020. Dr. Goodin entered his current term in September 2017 and will now renew his term through September 2023.

Office	Board Member	Term
Chester County, Seat 3	Dr. John Sanville	September 2020 through September 2023
Montgomery County, Seat 2	Dr. David Goodin	September 2020 through September 2023

Motion & Voting

Recommend the Board approve Dr. John Sanville and Dr David Goodin renewing their terms through September 2023.

Motion by George Fiore, second by Peter Mango.

Final Resolution: Motion Carries

Yea: Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Abstain: John Sanville, David Goodin

Subject 2.2 Resignation of Board Treasurer

Meeting Nov 10, 2020 - Board Meeting

Category 2. Renewal and Ratification of Board Members

Access Public

Type Action

Recommended Action Recommend the Board approve the resignation of Sharee McGibboney, as Board Treasurer, effective October 5, 2020. A copy of Sharee McGibboney's letter of resignation as Board Treasurer is attached.

Board Member vacancies will be filled according to the Bylaws Article VI Board of Trustees, Section 4 Vacancies which states "Upon recommendation of the Executive Committee, the Board, by a majority vote of the members may fill any vacancy that shall occur on the Board. The person or persons so elected shall serve for the balance of the term for such position."

File Attachments

[Resignation - Sharee McGibboney.pdf \(60 KB\)](#)

Motion & Voting

Recommend the Board approve the resignation of Sharee McGibboney, as Board Treasurer, effective October 5, 2020. A copy of Sharee McGibboney's letter of resignation as Board Treasurer is attached.

Motion by George Fiore, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject **2.3 Resignation of Substitute Board Secretary**

Meeting Nov 10, 2020 - Board Meeting

Category 2. Renewal and Ratification of Board Members

Access Public

Type Action

Recommended Action Recommend the Board approve the resignation of Kristine Doyle, as Substitute Board Secretary, effective November 10, 2020. A copy of her letter of resignation as Substitute Board Secretary is attached.

Board Member vacancies will be filled according to the Bylaws Article VI Board of Trustees, Section 4 Vacancies which states "Upon recommendation of the Executive Committee, the Board, by a majority vote of the members may fill any vacancy that shall occur on the Board. The person or persons so elected shall serve for the balance of the term for such position."

File Attachments

[Resignation - Kristine Doyle.pdf \(8 KB\)](#)

Motion & Voting

Recommend the Board approve the resignation of Kristine Doyle, as Substitute Board Secretary, effective November 10, 2020. A copy of her letter of resignation as Substitute Board Secretary is attached.

Motion by Peter Mango, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject **2.4 Organization of the Board - Nominate a 2020-2021 Temporary Board Treasurer**

Meeting Nov 10, 2020 - Board Meeting

Category 2. Renewal and Ratification of Board Members

Access Public

Type Action

Recommended Action Recommend the Board nominate Tamara Darden as 2020-2021 Temporary Board Treasurer.

As directed by the 21st Century Cyber Charter School Bylaws, Officers shall be elected at the annual meeting, Article VII, Section 3, "Officers shall be elected annually for terms of one year by the Board of Trustees of 21st." "The officers shall be installed immediately after their election at the initial meeting of the Board of Trustees and during annual meetings thereafter." Article VI, Section 2, "Unless otherwise arranged, the annual meeting shall be held in January."

Motion & Voting

Recommend the Board nominate Tamara Darden as 2020-2021 Temporary Board Treasurer.

Motion by John Sanville, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject **2.5 Organization of the Board - Elect a 2020-2021 Temporary Board Treasurer**

Meeting Nov 10, 2020 - Board Meeting

Category 2. Renewal and Ratification of Board Members

Access Public

Type Action

Recommended Recommend the Board elect Tamara Darden as Temporary Board Treasurer for 2020-2021.
Action

Motion & Voting

Recommend the Board elect Tamara Darden as Temporary Board Treasurer for 2020-2021.

Motion by Christopher Marchese, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject **2.6 Organization of the Board - Nominate a New Substitute Board Secretary**

Meeting Nov 10, 2020 - Board Meeting

Category 2. Renewal and Ratification of Board Members

Access Public

Type Action

Recommended Recommend the Board nominate Blair Christo as the new Substitute Board Secretary. Blair
Action Christo will replace Kristine Doyle as the Substitute Board Secretary.

As directed by the 21st Century Cyber Charter School Bylaws, Officers shall be elected at the annual meeting, Article VII, Section 3, "Officers shall be elected annually for terms of one year by the Board of Trustees of 21st." "The officers shall be installed immediately after their election at the initial meeting of the Board of Trustees and during annual meetings thereafter." Article VI, Section 2, "Unless otherwise arranged, the annual meeting shall be held in January."

Motion & Voting

Recommend the Board nominate Blair Christo as the new Substitute Board Secretary. Blair Christo will replace Kristine Doyle as the Substitute Board Secretary.

Motion by Peter Mango, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject **2.7 Organization of the Board - Elect a New Substitute Board Secretary**

Meeting	Nov 10, 2020 - Board Meeting
Category	2. Renewal and Ratification of Board Members
Access	Public
Type	Action
Recommended Action	Recommend the Board elect Blair Christo as the new Substitute Board Secretary.

Motion & Voting

Recommend the Board elect Blair Christo as the new Substitute Board Secretary.

Motion by John Sanville, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject **2.8 Oath of Office**

Meeting	Nov 10, 2020 - Board Meeting
Category	2. Renewal and Ratification of Board Members
Access	Public
Type	Procedural

The Oath will be administered by the solicitor to:

- New Board Member, Dr. William Harner, Bucks County Seat 2
- Board Members, Dr. John Sanville and Dr. David Goodin, who will be renewing their terms; and
- Newly elected Officer of the Board, Tamara Darden, Temporary Board Treasurer
- Newly elected Substitute Board Secretary, Blair Christo

Admin Content

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."

3. Board Meeting Minutes

Subject	3.1 Approval of September 21, 2020 Minutes
Meeting	Nov 10, 2020 - Board Meeting
Category	3. Board Meeting Minutes
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the September 21, 2020 Board Meeting as presented.

File Attachments

[9-21-20 Special Board Meeting Minutes.pdf \(122 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the September 21, 2020 Board Meeting as presented.

Motion by John Sanville, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject	3.2 Approval of September 29, 2020 Minutes
Meeting	Nov 10, 2020 - Board Meeting
Category	3. Board Meeting Minutes
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the September 29, 2020 Committee Meeting as presented.

File Attachments

[9-29-2020 Committee Meeting Minutes.pdf \(120 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the September 29, 2020 Committee Meeting as presented.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject	3.3 Approval of November 3, 2020 Work Session Minutes
Meeting	Nov 10, 2020 - Board Meeting
Category	3. Board Meeting Minutes
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the November 3, 2020 Work Session as presented.

File Attachments

[11-3-2020 Work Session Minutes.pdf \(115 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the November 3, 2020 Work Session as presented.

Motion by Peter Mango, second by John Sanville.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DeIGrosso, Alan Fegley, Regina Speaker

4. Consent Agenda

Subject **4.1 Consent Agenda Items**

Meeting Nov 10, 2020 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the Consent Agenda items. The Consent Agenda Items
Action Include:

4.2 Treasurer's Reports & Board Summary Reports - August 2020 and September 2020

4.3 Expenditure Reports - August 2020 and September 2020

4.4 Personnel Actions

4.5 Contract - Connective Intervention Services, LLC

4.6 Contract - Flourish

4.7 Addendum - Therapy Source

4.8 Quote - Watershed Counseling and Consultation Services

4.9 Proposal - Jigsaw Expansion

4.10 Agreement - SSI Fire and Explosion Protection

4.11 Agreement - Breakout EDU

4.12 Agreement - Aveanna Healthcare

4.13 Agreement - Access

4.14 Agreement - edpuzzle

4.15 Contract - IU 13 Related Services

4.16 Project "Go" School Attendance Support

4.17 Contract - DVL Group, Inc.

4.18 Proposal - Remote Learner

4.19 New Policies

4.20 Revised / Updated Language in Policies

4.21 Revised / Updated Language in Procedures

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DeIGrosso, Alan Fegley, Regina Speaker

Subject **4.2 Treasurer's Reports & Board Summary Reports**

Meeting Nov 10, 2020 - Board Meeting

Category 4. Consent Agenda

Access Public

Type	Action (Consent)
Recommended Action	Recommend the Board approve the August 2020 and September 2020 Treasurer's Reports and Board Summary Reports as presented.

File Attachments

[August 2020 - Board Summary Report.pdf \(18 KB\)](#)

[August 2020 - Treasurer's Report.pdf \(44 KB\)](#)

[September 2020 - Board Summary Report.pdf \(18 KB\)](#)

[September 2020 - Treasurer's Report.pdf \(322 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject **4.3 Expenditure Reports**

Meeting Nov 10, 2020 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the August 2020 and September 2020 Expenditure Reports as presented.

File Attachments

[August 2020 - Expenditure Report.pdf \(96 KB\)](#)

[September 2020 - Expenditure Report.pdf \(20 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject **4.4 Personnel Actions**

Meeting Nov 10, 2020 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

- New Hires/Re-Hires (9)
- Transfers/Classification Changes (3)
- Leaves of Absence Requests (7)
- Additional Duties (3)
- Supplementals/Stipends (18)
- Retirements/Resignations/Terminations (3)

Executive Content

Executive File Attachments
[Personnel Actions Nov 2020 REV.pdf \(68 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject 4.5 Contract - Connective Intervention Services, LLC

Meeting Nov 10, 2020 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract between 21st Century Cyber Charter School and Connective Intervention Services, LLC.

They will provide occupational therapy, physical therapy, audiology evaluations, and/or speech therapy for the 2020-2021 SY at a cost as indicated below. The contract has been reviewed by our solicitor.

Service	Rate for Service	Incremental Rate*
Occupational Therapy	\$75.00/hr **	\$18.25
Occupational Therapy Assistant	\$75.00/hr **	\$18.25
Physical Therapy	\$75.00/hr **	\$18.25
Speech Therapy	\$75.00/hr **	\$18.25
No Show Session / Service ***	\$75.00/hr	\$18.25
Indirect billing (session note writing/family/teacher communication, IEPs and evaluation reports	\$75.00/hr	\$18.25

- * Incremental rate is per every 15 minutes of service
- ** If travel is necessary for face-to-face services, \$95.00/hour
- *** A No Show session is a session that is scheduled, and the client does not show up at the mutually agreed upon times.

File Attachments

[Connective Intervention Services.pdf \(254 KB\)](#)

Executive File Attachments

[Approval - Connective Intervention.pdf \(118 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject	4.6 Contract - Flourish Therapy, LLC
Meeting	Nov 10, 2020 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the contract between 21st Century Cyber Charter School and Flourish Therapy, LLC.

They will provide occupational therapy and/or speech therapy for the 2020-2021 SY at a cost as indicated in the attached fee schedule below. The contract has been reviewed by our solicitor.

File Attachments

[Flourish.pdf \(964 KB\)](#)

[Flourish - Fee Schedule.pdf \(46 KB\)](#)

Executive File Attachments

[Approval Form - Flourish.pdf \(169 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject **4.7 Addendum - Therapy Source**

Meeting Nov 10, 2020 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Addendum between 21st Century Cyber Charter School and Therapy Source for the 2020-2021 SY.

Therapy Source will now also provide Personal Care Assistants at the cost indicated below. Our solicitor has reviewed the Addendum.

Service	Fee
Personal Care Assistant Services - In Person	\$30.00 per hour for direct and indirect time
Personal Care Assistant Services - Theraweb	\$30.00 per hour for direct and indirect time

File Attachments

[Therapy Source Addendum.pdf \(210 KB\)](#)

Executive File Attachments

[Approval - Therapy Source Addendum.pdf \(111 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject **4.8 Quote - Watershed Counseling and Consultation Services**

Meeting Nov 10, 2020 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the quote from Watershed Counseling and Consultation Services for a total amount of \$6,000 for the 2020-2021 school year.

Watershed will provide professional development training for our teaching staff with regard to transgender students. A copy of the quote is attached.

File Attachments

[Watershed Counseling and Consultation Services.pdf \(234 KB\)](#)

Executive File Attachments

[Approval Form - Watershed.pdf \(97 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject **4.9 Proposal - Jigsaw Seat Expansion**

Meeting Nov 10, 2020 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the proposal from Jigsaw for a 700 student seat expansion at the cost of \$19,800 to accommodate the increased enrollment of students.

A copy of the proposal is attached. This was previously reviewed by our solicitor.

File Attachments

[Jigsaw Seat Expansion.pdf \(158 KB\)](#)

Executive File Attachments

[Approval - Jigsaw Seat Expansion.pdf \(97 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject **4.10 Agreement - SSI Fire and Explosion Protection**

Meeting Nov 10, 2020 - Board Meeting

Category 4. Consent Agenda

Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the agreement between 21st Century Cyber Charter School and SSI Fire and Explosion Protection for the West Chester location for a total cost of \$940.00 for the 2020-2021 school year.

A copy of the agreement is attached.

This agreement has been reviewed by our solicitor.

File Attachments

[SSI Fire and Explosion.pdf \(752 KB\)](#)

Executive File Attachments

[Approval - SSI.pdf \(1,051 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject	4.11 Agreement - Breakout EDU
Meeting	Nov 10, 2020 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the agreement between 21st Century Cyber Charter School and Breakout EDU for a total cost of \$100.00 for the 2020-2021 school year.

Breakout EDU provides record management services. A copy of the agreement is attached.

This agreement has been reviewed by our solicitor.

File Attachments

[Breakout EDU.pdf \(153 KB\)](#)

Executive File Attachments

[Approval - Breakout EDU.pdf \(59 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject 4.12 Agreement - Aveanna Healthcare

Meeting Nov 10, 2020 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement between 21st Century Cyber Charter School and Aveanna Healthcare for related services for the 2020-2021 school year.

The fee schedule is below:

Service	Standard Hourly Rate
BCBA-D	\$125.00
Behavior Specialist Consultant	\$95.00
Speech Language Pathologist	\$63.00
Occupational Therapist	\$95.00
Physical Therapist	\$75.00
Charter School Psychologist	\$75.00
Licensed Clinical Social Worker	\$60.00
Master Level Social Worker	\$63.00
Special Education Teacher	\$45.00
Long Term Substitute	\$45.00
Registered Behavior Technician	\$25.00
Behavior Technician	\$24.00
Paraprofessional	\$24.00

Our solicitor has reviewed this agreement.

File Attachments
[Aveanna.pdf \(98 KB\)](#)

Executive File Attachments
[Approval - Aveanna.pdf \(172 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject **4.13 Agreement - Access**

Meeting Nov 10, 2020 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement between 21st Century Cyber Charter School and Access for offsite storage at the cost of \$90 per month.

A copy of the agreement is attached. The agreement has been reviewed by our solicitor.

File Attachments

[Access.pdf \(4,618 KB\)](#)

Executive File Attachments

[Approval - Access.pdf \(180 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject **4.14 Agreement - edpuzzle**

Meeting Nov 10, 2020 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement between 21st Century Cyber Charter School and edpuzzle for unlimited access to Edpuzzle for all the teachers in the school. | 1 year at the cost of \$1,555.20.

A copy of the agreement is attached. The agreement has been previously reviewed by our solicitor.

File Attachments

[Invoice 9339.pdf \(98 KB\)](#)

Executive File Attachments
[Board Agenda Approval Form - EdPuzzle.docx \(92 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject 4.15 Contract - IU 13 Related Services

Meeting Nov 10, 2020 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract between 21st Century Cyber Charter School and IU 13 for related services for the 2020-2021 school year.

IU 13 will provide related services at the cost indicated below. A copy of the contract is attached.

The contract has been reviewed by our solicitor.

Related Service	Cost
Speech and Language	\$126.00
Teacher of the Visually Impaired	\$112.98
Teacher of Deaf/Hard of Hearing	\$137.51
Psychologist	\$84.00
OT	\$126.00
PT	\$126.00
Assistive Technology	\$89.50

File Attachments
[IU 13 Related Services.pdf \(125 KB\)](#)

Executive File Attachments
[Approval - IU 13 - Related Services.pdf \(172 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject **4.16 Project "Go" School Attendance Support**

Meeting Nov 10, 2020 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Project "Go" School Attendance Support Memorandum of Understanding as presented.

This provides truancy prevention/intervention services for students currently in need of additional school attendance support in Philadelphia County.

File Attachments

[Project Go MOU.pdf \(267 KB\)](#)

Executive File Attachments

[Approval - Project Go.pdf \(77 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject **4.17 Contract - DVL Group, Inc.**

Meeting Nov 10, 2020 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract between 21st Century Cyber Charter School and DVL Group, Inc. for the 2 Vertiv /Liebert Minimate crac units (HVAC Units) in the West Chester location server room at the cost of \$4,350 for the 2020-2021 school year.

A copy of the contract is attached. This service contract has been reviewed by our solicitor.

File Attachments
[DVL.pdf \(3,696 KB\)](#)

Executive File Attachments
[Approval - DVL.pdf \(277 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject	4.18 Proposal - Remote Learner
Meeting	Nov 10, 2020 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the proposal from Remote Learner for an upgrade to the Moodle platform, at a cost of \$4,500 for the 2020-2021 school year.

A copy of the proposal is attached. This was previously reviewed by our solicitor.

File Attachments
[Remote Learner - 21CCCS Dev Site Proposal \(1\).pdf \(185 KB\)](#)

Executive File Attachments
[Remote Learner Moodle Development Site Board Agenda Approval Form.docx \(91 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject **4.19 New Policies**

Meeting Nov 10, 2020 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the new policies as indicated below.

The policies have been reviewed by the 21CCCS Administrative Team, our solicitor's office, Dr. Christopher Marchese and Dr. John Sanville. A copy of each policy is attached.

Policy Number	Policy Name
2066	Transgender and Gender Conforming Student
3009.1	Telework
6005.1	Emergency Preparedness and Response
6012	Social Media and Networking Guidelines

File Attachments

[2066.pdf \(108 KB\)](#)

[3009.1.pdf \(97 KB\)](#)

[6005.1.pdf \(169 KB\)](#)

[6012.pdf \(133 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject 4.20 Revised / Updated Language in Policies

Meeting Nov 10, 2020 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the updated language in the indicated policies.

The updated language has been recommended by the PSBA legal team and is indicated in bold. The policies have been reviewed by the 21CCCS Administrative Team, our solicitor's office, Dr. Christopher Marchese and Dr. John Sanville. A copy of each policy is attached.

Policy Number	Policy Name
0004	Qualifications and Service

0006	Attendance at Meetings Via Electronic Communications
1004	Discrimination / Title IX Sexual Harassment Affecting Staff
2003	Immunizations and Communicable Disease
2004	Attendance
2009	Health Services
2022	Tobacco and Vaping Products
2033	Suspension and Expulsion
2047	Hazing
2049	Bullying / Cyberbullying
3014	Physical Examination
3017.1	Educator Misconduct
3023	Tobacco and Vaping Products
3031	Job Related Expenses
3032	Working Periods
3033	Professional Development
3034	Sick Leave
3035	Family and Medical Leaves
3040	Responsibility for Student Welfare
5005	Facilities and Workplace Safety
5009	Building Security
6005	Relations with Law Enforcement Agencies
6024	Maintaining Professional Adult / Student Boundaries
7004	Public Attendance at Charter School Events
7007	Visitors

File Attachments

[0004.pdf \(94 KB\)](#)
[0006.pdf \(70 KB\)](#)
[1004.pdf \(240 KB\)](#)
[2003.pdf \(133 KB\)](#)
[2004.pdf \(235 KB\)](#)
[2009.pdf \(148 KB\)](#)
[2022.pdf \(143 KB\)](#)
[2033.pdf \(156 KB\)](#)
[2047.pdf \(182 KB\)](#)
[2049.pdf \(126 KB\)](#)
[3014.pdf \(110 KB\)](#)
[3017.1.pdf \(151 KB\)](#)
[3023.pdf \(128 KB\)](#)
[3031.pdf \(80 KB\)](#)
[3032.pdf \(80 KB\)](#)
[3033.pdf \(127 KB\)](#)
[3034.pdf \(87 KB\)](#)
[3035.pdf \(95 KB\)](#)
[3040.pdf \(84 KB\)](#)
[5005.pdf \(101 KB\)](#)
[5009.pdf \(73 KB\)](#)
[6005.pdf \(124 KB\)](#)
[6024.pdf \(174 KB\)](#)
[7004.pdf \(140 KB\)](#)
[7007.pdf \(89 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject **4.21 Revised / Updated Language in Procedures**

Meeting Nov 10, 2020 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the updated language in the indicated procedures.

The updated language has been recommended by our administrative team and is indicated in bold. A copy of each procedure is attached.

Procedure Number	Procedure Name
2004-AR-2	Truancy Warning Email
2004-AR-3	Truancy Level 1
2004-AR-4	Truancy Level 2
2004-AR-5	Truancy Level 3
2004-AR-6	Truancy Level 4
2004-AR-7	Truancy Level 5

File Attachments

[2004-AR-2.pdf \(73 KB\)](#)

[2004-AR-3.pdf \(74 KB\)](#)

[2004-AR-4.pdf \(74 KB\)](#)

[2004-AR-5.pdf \(74 KB\)](#)

[2004-AR-6.pdf \(71 KB\)](#)

[2004-AR-7.pdf \(72 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

5. New Business

Subject **5.1 Removal of Work Sessions After November 10, 2020 Board Meeting**

Meeting Nov 10, 2020 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Recommend the Board approve removal of the Work Sessions.
Action

All discussions will take place during Board Meetings. There would be no work sessions after the November 10, 2020 board meeting.

Motion & Voting

Recommend the Board approve removal of the Work Sessions.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Subject **5.2 Monthly Board Meetings Beginning with 2021-2022 School Year**

Meeting Nov 10, 2020 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Recommend the Board approve holding board meeting each month on the second Tuesday
Action starting in August 2021.

There would be no Board meetings held during the months of June and July. If the Board is agreeable to this format, the following meeting dates for the 2021-2022 school year would be as follows:

- August 10, 2021
- September 14, 2021
- October 12, 2021
- November 9, 2021
- December 14, 2021
- January 11, 2022
- February 8, 2022
- March 8, 2022
- April 12, 2022
- May 10, 2022

Motion & Voting

Recommend the Board approve holding board meeting each month on the second Tuesday starting in August 2021.

Motion by George Fiore, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

6. Board Member Comment

Subject **6.1 Board Member Comment**

Meeting Nov 10, 2020 - Board Meeting

Category 6. Board Member Comment

Access Public

Type Procedural

7. Public Comment

Subject **7.1 Public Comment**

Meeting Nov 10, 2020 - Board Meeting

Category 7. Public Comment

Access Public

Type Procedural

8. Meeting Schedule

Subject **8.1 2020-2021 Meeting Schedule**

Meeting Nov 10, 2020 - Board Meeting

Category 8. Meeting Schedule

Access Public

Type Information

If the Board of Trustees is in agreement to return to a schedule of Board Meetings only, the below schedule reflects the remaining Board Meetings for the 2020-2021 School Year:

Board Meetings - 1:00 p.m.

November 10, 2020

January 12, 2021

March 9, 2021

May 11, 2021

As in the past, it was found that the day most available for meetings to be held was the second Tuesday every other month. The proposed dates for the Board Meetings will follow this model. There will no longer be Work Sessions. All Board Meetings will be held virtually until further notice as a result of the current pandemic.

9. Adjournment

Subject **9.1 Adjournment**

Meeting Nov 10, 2020 - Board Meeting

Category 9. Adjournment

Access Public

Type Action

Recommended Action Recommend the Board adjourn the Board Meeting.

Motion & Voting
Recommend the Board adjourn the Board Meeting.

Motion by George Fiore, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker



**Monday, December 7, 2020
Special Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
2:00 p.m.**

1. Meeting Opening

Subject 1.1 Call to Order - Roll Call

Meeting Dec 7, 2020 - Special Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board President will call the board meeting to order, the Board Secretary will document attendance.

Subject 1.2 Notification of Recording

Meeting Dec 7, 2020 - Special Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

Background: All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject 1.3 Executive Session Announcements

Meeting Dec 7, 2020 - Special Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Session was held prior to the start of this Special Board Meeting. Possible topic discussions were litigation, personnel, real estate and negotiations.

2. Old Business

Subject **2.1 Oath of Office - Dr. William Harner**

Meeting Dec 7, 2020 - Special Board Meeting

Category 2. Old Business

Access Public

Type Procedural

The Oath will be administered by the solicitor to new Board Member, Dr. William Harner, Bucks County Seat 2.

Admin Content

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."

3. New Business

Subject **3.1 Confidential Settlement Agreement**

Meeting Dec 7, 2020 - Special Board Meeting

Category 3. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the Confidential Settlement Agreement and Resolution as presented.

Executive File Attachments

[Confidential Settlement Agreement 003-2020-2021.pdf \(195 KB\)](#)[Resolution - 003-2020-2021.pdf \(52 KB\)](#)

Motion & Voting

Recommend the Board approve the Confidential Settlement Agreement and Resolution as presented.

Motion by Peter Mango, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Samuel Lee

4. Board Member Comment

Subject **4.1 Board Member Comment**

Meeting Dec 7, 2020 - Special Board Meeting

Category 4. Board Member Comment

Access Public

Type Procedural

5. Public Comment

Subject **5.1 Public Comment**

Meeting Dec 7, 2020 - Special Board Meeting

Category 5. Public Comment

Access Public

Type Procedural

6. Meeting Schedule

Subject 6.1 2020-2021 Meeting Schedule

Meeting Dec 7, 2020 - Special Board Meeting

Category 6. Meeting Schedule

Access Public

Type Information

The schedule below reflects the remaining Board Meetings for the 2020-2021 School Year:

Board Meetings - 1:00 p.m.

January 12, 2021
 March 9, 2021
 May 11, 2021

As in the past, it was found that the day most available for meetings to be held was the second Tuesday every other month. The proposed dates for the Board Meetings will follow this model. All Board Meetings will be held virtually until further notice as a result of the current pandemic.

7. Adjournment

Subject 7.1 Adjournment

Meeting Dec 7, 2020 - Special Board Meeting

Category 7. Adjournment

Access Public

Type Action

Recommended Action Recommend the Board adjourn the Board Meeting.

Motion & Voting

Recommend the Board adjourn the Board Meeting.

Motion by George Fiore, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Samuel Lee



**Friday, December 18, 2020
Special Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.**

1. Meeting Opening

Subject **1.1 Call to Order - Roll Call**

Meeting Dec 18, 2020 - Special Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board President will call the special board meeting to order, the Board Secretary will document attendance.

Subject **1.2 Notification of Recording**

Meeting Dec 18, 2020 - Special Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

Background: All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

2. Oath of Office

Subject **2.1 Oath of Office - Dr. William Harner**

Meeting Dec 18, 2020 - Special Board Meeting

Category 2. Oath of Office

Access Public

Type Procedural

The Oath will also be administered to new Board Member, Dr. William Harner, Bucks County Seat 2, who was not able to attend the November 10, 2020 and December 7, 2020 board meetings.

Admin Content

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."

3. New Business

Subject **3.1 Executive Session Announcements**

Meeting Dec 18, 2020 - Special Board Meeting

Category 3. New Business

Access Public

Type Information

The Board of Trustees will go into Executive Session. Possible topic discussions will be litigation, personnel, real estate, confidential legal issues and negotiations.

4. Board Member Comment

Subject **4.1 Board Member Comment**

Meeting Dec 18, 2020 - Special Board Meeting

Category 4. Board Member Comment

Access Public

Type Procedural

5. Public Comment

Subject **5.1 Public Comment**

Meeting Dec 18, 2020 - Special Board Meeting

Category 5. Public Comment

Access Public

Type Procedural

6. Meeting Schedule

Subject **6.1 2020-2021 Meeting Schedule**

Meeting Dec 18, 2020 - Special Board Meeting

Category 6. Meeting Schedule

Access Public

Type Information

The schedule below reflects the remaining Board Meetings for the 2020-2021 School Year:

Committee Meeting - 3:00 p.m.

January 6, 2021

Board Meetings - 1:00 p.m.

January 12, 2021

March 9, 2021

May 11, 2021

As in the past, it was found that the day most available for meetings to be held was the second Tuesday every other month. The proposed dates for the Board Meetings will follow this model. All Board Meetings will be held virtually until further notice as a result of the current pandemic.

7. Adjournment

Subject 7.1 Adjournment

Meeting Dec 18, 2020 - Special Board Meeting

Category 7. Adjournment

Access Public

Type Action

Recommended Recommend the Board adjourn the special board meeting.
Action

Motion & Voting

Recommend the Board adjourn the special board meeting.

Motion by George Fiore, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Samuel Lee, William Harner



**Wednesday, January 6, 2021
Committee Meeting**

21CCCS
1245 Wrights Lane
West Chester, PA 19380
3:00 p.m.

1. Meeting Opening

Subject **1.1 Call to Order - Roll Call**

Meeting Jan 6, 2021 - Committee Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board President will call the committee meeting to order, the Board Secretary will document attendance.

Subject **1.2 Notification of Recording**

Meeting Jan 6, 2021 - Committee Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

Background: All committee meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

2. New Business

Subject **2.1 Ad Hoc Committee for the CEO Search**

Meeting Jan 6, 2021 - Committee Meeting

Category 2. New Business

Access Public

Type Information

The Board of Trustees of the 21st Century Cyber Charter School's CEO Search Committee consists of Mrs. Heather Saboori, Dr. George Fiore, Dr. Regina Speaker, Dr. John Toleno and Dr. Steven Yanni.

Subject 2.2 Executive Session Announcements

Meeting Jan 6, 2021 - Committee Meeting

Category 2. New Business

Access Public

Type Information

The Board of Trustees will go into Executive Session. Possible topic discussions will be litigation, personnel, real estate, confidential legal issues and negotiations.

3. Board Member Comment

Subject 3.1 Board Member Comment

Meeting Jan 6, 2021 - Committee Meeting

Category 3. Board Member Comment

Access Public

Type Procedural

4. Public Comment

Subject 4.1 Public Comment

Meeting Jan 6, 2021 - Committee Meeting

Category 4. Public Comment

Access Public

Type Procedural

5. Meeting Schedule

Subject 5.1 2020-2021 Meeting Schedule

Meeting Jan 6, 2021 - Committee Meeting

Category 5. Meeting Schedule

Access Public

Type Information

The schedule below reflects the remaining Board Meetings for the 2020-2021 School Year:

Board Meetings - 1:00 p.m.

January 12, 2021

March 9, 2021

May 11, 2021

As in the past, it was found that the day most available for meetings to be held was the second Tuesday every other month. The proposed dates for the Board Meetings will follow this model. All Board Meetings will be held virtually until further notice as a result of the current pandemic.

6. Adjournment

Subject	6.1 Adjournment
Meeting	Jan 6, 2021 - Committee Meeting
Category	6. Adjournment
Access	Public
Type	Action
Recommended Action	Recommend the Board adjourn the Committee Meeting.



**Tuesday, January 12, 2021
Board Meeting**

21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.

1. Meeting Opening

Subject **1.1 Call to Order - Roll Call**

Meeting Jan 12, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board President will call the board meeting to order, the Board Secretary will document attendance.

Subject **1.2 Notification of Recording**

Meeting Jan 12, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject **1.3 Executive Session Announcements**

Meeting Jan 12, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Sessions was held prior to the start of this Board Meeting. Executive Sessions were also held on December 18, 2020 and on January 6, 2021. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject **1.4 CEO's Reports**

Meeting Jan 12, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

2019-2020 Financial Audit

Megan Thompson from Herbein + Company, Inc. will present the 2019-2020 Audit for 21CCCS, as attached.

2021-2022 Budget Highlights

Tamara Darden will discuss the 2021-2022 Preliminary Budget as presented. A copy of the proposed 2021-2022 Budget Book is attached.

File Attachments

[21CCCS 2019-2020 Audit Report.pdf \(897 KB\)](#)

[2021-2022 Proposed Budget.pdf \(142 KB\)](#)

Executive File Attachments

[Communication Letter to Board of Trustees.pdf \(467 KB\)](#)

Subject 1.5 Administrators' Reports

Meeting Jan 12, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

Student Recognition

Hanna B. (10th Grader) has been playing golf for the last 8 years and recently placed 2nd in the District 3AAA tournament. She finished her current season by being tied for 14th at states! Golfing has given Hannah the opportunity to make many new friends at tournaments, and she says 21CCCS "allows my schedule to be flexible and be able to play and practice golf during the week. It also allowed me to social distance and ensure I would play the full season."



Field Trips/ Adventure Club/ Community Outreach

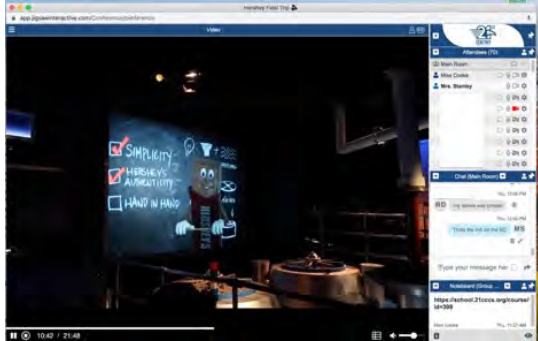
Community Service Team Challenge

Approximately 50 students completed a Community Service Team Challenge during the month of November. The students took a team approach to complete five community service challenges, socially distanced, and shared their teams service accomplishments with one another in December. A video is attached.

[Community Service Video](#)

Field Trip: Hershey’s Chocolate World Virtual Tour

Approximately 108 students joined the Field Trip team on a virtual tour of Hershey’s Chocolate world in October. The tour was supplemented with a social studies-based lesson.



Adventure Club: Search for Superstitions

On Friday the 13th in November, approximately 65 students joined the Adventure Club on a virtual exploration of some of the most common superstitions.



Field Trip: Johnson Space Center Virtual Tour

Approximately 95 students joined our field trip coordinators on a virtual tour of the Johnson Space Center. They explored what Boeing employees face in a behind the scenes tour of launching the newest spacecrafts at the Johnson Space Center!

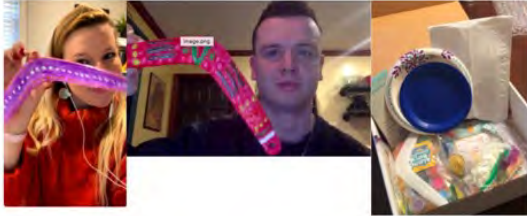
Student Clubs: Club Fair

In November, approximately 240 students stopped in a Virtual Clubs Fair to explore the many student-led club offerings. Student club leaders and teacher sponsors shared club descriptions and information on how to join during the fair, and students visited each on a walk-in setting.



Camp 21

Twenty-three middle school students attended the second Camp 21 session in early December. The students engaged in a number of hands-on core subject-related activities found in their camp kits.



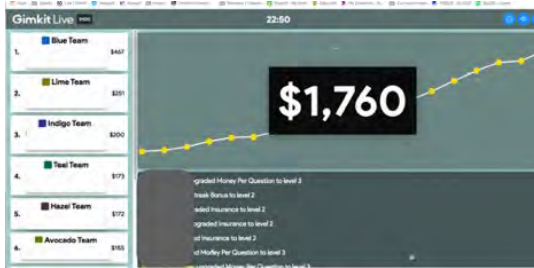
Community Outreach: Hour of Code

Approximately 85 students and 20 staff participated in an Hour of Code event in mid-December. Students had the option of joining any of five coding groups, ranging from coding an arcade game to coding a happy place meditation app.



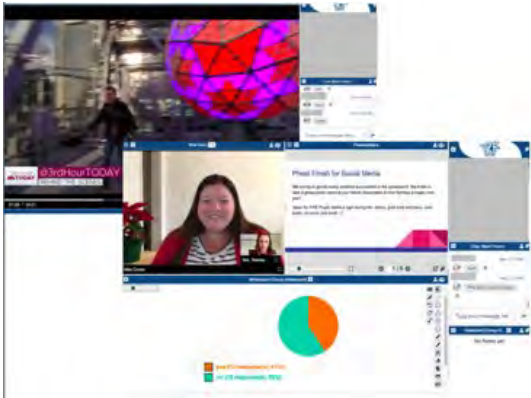
Adventure Club: 2020 Trivia

Approximately 60 students participated in a 2020 Trivia game. Students worked together in teams for this challenge and utilized an online quiz game.



Field Trip: New Year's Eve- Behind the Scenes

Approximately 30 students joined this virtual field trip to learn about what goes on behind the scenes at the New Year's Eve Celebration in New York City. Students shared their experiences and traditions during New Year's Eve, and joined together for a New Year's celebration picture to conclude the event.



Angel Tree

Each year, 21CCCS participates in gift giving to many of our families who are experiencing a financially difficult holiday season. Gifts cards for Old Navy, Target, Ross, Redners, ShopRite, Aldi, Fresh Grocer, Giant, Giant Eagle, Acme, Wegmans and Weis, according to each family's need, were delivered just prior to our winter break.

Special Education Count as of January 4, 2021.

Students with IEP/GIEP/504 Service Agreements:

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	236	19	21	16	56
7	296	27	13	15	55
8	391	46	18	20	84
9	462	81	15	24	120
10	405	76	13	28	117
11	373	62	10	18	90
12	328	37	9	19	65
Total	2,491	348 13%	99 3%	140 5%	587 21%

Students Receiving Related Services:

Speech and Language	38
Group Social Skills Class with Counselor	77
Group Coping Skills Class with Therapist	88
Individual Counseling (including a Psychologist)	50
Executive Functioning Counseling	2

Occupational Therapy	15
Physical Therapy	1
Reading Instruction by Reading Therapist	4
Teacher of the Visually Impaired	1
Orientation and Mobility	1
Teacher of the Deaf and Hard of Hearing	2
Tutor	1
PCA	3
* 180 students with RS out of 447 students with IEPs/GIEPs = 40.3%	
* 180 of IEP students with RS there are 283 services per student on average = 1.57 services per student	
* 283 total services rendered out of the 447 students with IEP/GIEPS = 63.3%	
TOTAL:	283
<i>*Related Services do not include newly enrolled students.</i>	

File Attachments

- [HannaB.png \(305 KB\)](#)
- [Hershey.jpg \(37 KB\)](#)
- [Friday13th.jpg \(15 KB\)](#)
- [Camp21.jpg \(32 KB\)](#)
- [StudentClubs.jpg \(14 KB\)](#)
- [Coding.jpg \(25 KB\)](#)
- [Trivia.jpg \(27 KB\)](#)
- [NYE.jpg \(30 KB\)](#)

2. Ratification & Oath of Office

Subject	2.1 Annual Organization of the Board - Appoint Temporary Chairperson
Meeting	Jan 12, 2021 - Board Meeting
Category	2. Ratification & Oath of Office
Access	Public
Type	Action
Recommended Action	Recommend the Board appoint Dr. Mark Hoffman as a temporary Chairperson for the election of a 2021 Board Chairperson and 2021 Board Vice Chairperson.

Motion & Voting

Recommend the Board appoint Dr. Mark Hoffman as a temporary Chairperson for the election of a 2021 Board Chairperson and 2021 Board Vice Chairperson.

Motion by William Harner, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Abstain: Heather Saboori

Subject **2.2 Annual Organization of the Board - Nominate 2021 Chairperson**

Meeting Jan 12, 2021 - Board Meeting

Category 2. Ratification & Oath of Office

Access Public

Type Action

Recommended Action Recommend the Board nominate a 2021 Chairperson. The Board of Trustees Nominations Committee has recommended Peter Mango as the 2021 Chairperson.

As directed by the 21st Century Cyber Charter School Bylaws, Officers shall be elected at the annual meeting, Article VII, Section 3, "Officers shall be elected annually for terms of one year by the Board of Trustees of 21st." "The officers shall be installed immediately after their election at the initial meeting of the Board of Trustees and during annual meetings thereafter." Article VI, Section 2, "Unless otherwise arranged, the annual meeting shall be held in January."

Motion & Voting

Recommend the Board nominate a 2021 Chairperson. The Board of Trustees Nominations Committee has recommended Peter Mango as the 2021 Chairperson.

Motion by George Fiore, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Abstain: Peter Mango

Subject **2.3 Annual Organization of the Board - Elect 2021 Chairperson**

Meeting Jan 12, 2021 - Board Meeting

Category 2. Ratification & Oath of Office

Access Public

Type Action

Recommended Action Recommend the Board elect Peter Mango as the 2021 Chairperson.

Motion & Voting

Recommend the Board elect Peter Mango as the 2021 Chairperson.

Motion by Samuel Lee, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Abstain: Peter Mango

Subject **2.4 Annual Organization of the Board - Nominate a 2021 Vice Chairperson**

Meeting Jan 12, 2021 - Board Meeting

Category 2. Ratification & Oath of Office

Access Public

Type Action

Recommended Action Recommend the Board nominate a 2021 Vice Chairperson. The Board of Trustees Nominations Committee has recommended Heather Saboori as the 2021 Vice Chairperson.

As directed by the 21st Century Cyber Charter School Bylaws, Officers shall be elected at the annual meeting, Article VII, Section 3, "Officers shall be elected annually for terms of one year by the Board of Trustees of 21st." "The officers shall be installed immediately after their election at the initial meeting of the Board of Trustees and during annual meetings thereafter." Article VI, Section 2, "Unless otherwise arranged, the annual meeting shall be held in January."

Motion & Voting

Recommend the Board nominate a 2021 Vice Chairperson. The Board of Trustees Nominations Committee has recommended Heather Saboori as the 2021 Vice Chairperson.

Motion by Peter Mango, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Abstain: Heather Saboori

Subject **2.5 Annual Organization of the Board - Elect a 2020 Vice Chairperson**

Meeting Jan 12, 2021 - Board Meeting

Category 2. Ratification & Oath of Office

Access Public

Type Action

Recommended Action Recommend the Board elect Heather Saboori as the 2021 Vice Chairperson.

Motion & Voting

Recommend the Board elect Heather Saboori as the 2021 Vice Chairperson.

Motion by Peter Mango, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Abstain: Heather Saboori

Subject 2.6 Annual Organization of the Board - Appoint a 2021 Board Secretary

Meeting Jan 12, 2021 - Board Meeting

Category 2. Ratification & Oath of Office

Access Public

Type Action

Recommended Action Recommend the Board appoint Lisa Iozzi as the 2021 Board Secretary.

As directed by the 21st Century Cyber Charter School Bylaws, Officers shall be elected at the annual meeting, Article VII, Section 3, "Officers shall be elected annually for terms of one year by the Board of Trustees of 21st." "The officers shall be installed immediately after their election at the initial meeting of the Board of Trustees and during annual meetings thereafter." Article VI, Section 2, "Unless otherwise arranged, the annual meeting shall be held in January."

Motion & Voting

Recommend the Board appoint Lisa Iozzi as the 2021 Board Secretary.

Motion by George Fiore, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Subject 2.7 Oath of Office - Officers

Meeting Jan 12, 2021 - Board Meeting

Category 2. Ratification & Oath of Office

Access Public

Type Procedural

The Oath will be administered by the solicitor to newly elected Officers of the Board.

Admin Content

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."

3. Approval of Minutes

Subject 3.1 November 10, 2020 Board Meeting Minutes

Meeting Jan 12, 2021 - Board Meeting

Category 3. Approval of Minutes

Access Public

Type	Action
Recommended Action	Recommend the Board approve the Minutes of the November 10, 2020 Board Meeting as presented.

File Attachments
[Board Meeting Minutes - 11-10-2020.pdf \(183 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the November 10, 2020 Board Meeting as presented.

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Subject **3.2 December 7, 2020 Special Board Meeting Minutes**

Meeting Jan 12, 2021 - Board Meeting

Category 3. Approval of Minutes

Access Public

Type Action

Recommended Action Recommend the Board approve the Minutes of the December 7, 2020 Special Board Meeting as presented.

File Attachments
[December 7, 2020 Special Board Meeting Minutes.pdf \(132 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the December 7, 2020 Special Board Meeting as presented.

Motion by George Fiore, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Subject **3.3 December 18, 2020 Special Board Meeting Minutes**

Meeting Jan 12, 2021 - Board Meeting

Category 3. Approval of Minutes

Access Public

Type Action

Recommended Action Recommend the Board approve the Minutes of the December 18, 2020 Special Board Meeting as presented.

File Attachments

[December 18, 2020 Special Board Meeting Minutes.pdf \(119 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the December 18, 2020 Special Board Meeting as presented.

Motion by John Sanville, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Subject **3.4 January 6, 2021 Committee Meeting Minutes**

Meeting Jan 12, 2021 - Board Meeting

Category 3. Approval of Minutes

Access Public

Type Action

Recommended Action Recommend the Board approve the Minutes of the January 6, 2021 Committee Meeting as presented.

File Attachments

[Committee Meeting Minutes - January 6, 2021.pdf \(113 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the January 6, 2021 Committee Meeting as presented.

Motion by Christopher Marchese, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

4. Consent Agenda

Subject **4.1 Approval of Consent Agenda Items**

Meeting Jan 12, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

4.2 Treasurer's Reports & Board Summary Reports - October 2020 and November 2020

4.3 Expenditure Reports - October 2020 and November 2020

4.4 Personnel Actions

4.5 Testing Coordinator - Supplemental/Stipend Position

4.6 2021-2022 School Calendar

4.7 Agreement - LinkIt

4.8 Agreement - Visual Sound: Smart Notebook Software

- 4.9 Revised / Updated Language in Policies
- 4.10 New Policy
- 4.11 2020-2021 Budget Revision

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Subject	4.2 Treasurer's Reports & Board Summary Reports
Meeting	Jan 12, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the October 2020 and November 2020 Treasurer's Reports and Board Summary Reports as presented.

File Attachments

[October 2020 Treasurer's Report.pdf \(320 KB\)](#)

[October 2020 Board Summary Report.pdf \(18 KB\)](#)

[November 2020 Treasurer's Report.pdf \(316 KB\)](#)

[November 2020 Board Summary Report.pdf \(19 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Subject	4.3 Expenditure Reports
Meeting	Jan 12, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Expenditure Reports for October 2020 and November 2020 as presented.

File Attachments

[October 2020 Expenditure Report.pdf \(41 KB\)](#)
[November 2020 Expenditure Report.pdf \(24 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Subject	4.4 Personnel Actions
Meeting	Jan 12, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)
New Hires/Re-Hires (35)	
Transfers/Classification Changes (9)	
Leaves of Absence Requests (7)	
Additional Duties (4)	
Supplementals/Stipends (5)	
Retirements/Resignations/Terminations (3)	

Executive File Attachments

[Personnel Actions 1-12-2021.pdf \(84 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Subject	4.5 Testing Coordinator - Supplemental/Stipend Position
Meeting	Jan 12, 2021 - Board Meeting
Category	4. Consent Agenda

Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the addition of a new supplemental/stipend position for the role of Testing Coordinator, as presented.

File Attachments

[Decision Brief - Testing Coordinator.pdf \(228 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Subject	4.6 2021-2022 School Calendar
Meeting	Jan 12, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the 2021-2022 school calendar, a copy of which is attached.

File Attachments

[2020-2021 School Calendar.pdf \(117 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Subject	4.7 Agreement - LinkIt
Meeting	Jan 12, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)

Recommended Action Recommend the Board approve the agreement between 21st Century Cyber Charter School and LinkIt for a total cost of \$5843.00 for the 2020-2021 school year.

A copy of the agreement is attached. The agreement has been reviewed by our solicitor.

File Attachments

[LinkIt Additional License \(Enrollment Growth\).pdf \(151 KB\)](#)

Executive File Attachments

[LinkIt Additional License 20-21 Board Agenda Approval Form \(1\).pdf \(104 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Subject **4.8 Agreement - Visual Sound: SMART Notebook Software**

Meeting Jan 12, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement between 21st Century Cyber Charter School and Visual Sound: SMART Notebook Software at the cost of \$11,850 for a 3 year agreement.

File Attachments

[21st Century Cyber School Agreement Signed.pdf \(1,061 KB\)](#)

Executive File Attachments

[Visual Sound-SMART Notebook Board Agenda Approval Form.pdf \(111 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Subject **4.9 Revised / Updated Language in Policies**

Meeting Jan 12, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the updated language in the indicated policies.
Action

The updated language has been recommended by the PSBA legal team and is indicated in bold red lettering. The policies have been reviewed by the 21CCCS Administrative Team, our solicitor's office, Dr. Christopher Marchese and Dr. John Sanville. A copy of each policy is attached.

Policy Number	Policy Name
1003	Nondiscrimination/Discriminatory Harassment - School and Classroom Practices
1013	Special Education
1013.2	Behavior Support
1013.3	Discipline of Students with Disabilities
1013.4	Confidentiality of Special Education Student Information
2000	Admission and Enrollment of Students

File Attachments

[1003 - Revised.pdf \(169 KB\)](#)[1013 - Revised.pdf \(120 KB\)](#)[1013.2 - Revised.pdf \(194 KB\)](#)[1013.3 - Revised.pdf \(114 KB\)](#)[1013.4 - Revised.pdf \(214 KB\)](#)[2000 - Revised.pdf \(221 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Subject **4.10 New Policy**

Meeting Jan 12, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the new policy 2018.3, Discipline of Student Convicted/Adjudicated of Sexual Assault, as attached.

The new policy has been recommended by the PSBA legal team. The policy has been reviewed by the 21CCCS Administrative Team, our solicitor's office, Dr. Christopher Marchese and Dr. John Sanville. A copy of the policy is attached.

Policy Number	Policy Name
2018.3	Discipline of Student Convicted/Adjudicated of Sexual Assault

File Attachments

[2018.3 - New.pdf \(136 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Subject 4.11 2020-2021 Budget Revision

Meeting Jan 12, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the proposed annual budget revision for the 2020-2021 school year, a copy of which is attached.

File Attachments

[2020-2021 Budget Revision.pdf \(28 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

5. New Business

Subject 5.1 2019-2020 Financial Audit

Meeting Jan 12, 2021 - Board Meeting

Category	5. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the 2019-2020 Financial Audit.

File Attachments

[21CCCS 2019-2020 Audit Report.pdf \(897 KB\)](#)

Executive File Attachments

[Communication Letter to Board of Trustees.pdf \(467 KB\)](#)

Motion & Voting

Recommend the Board approve the 2019-2020 Financial Audit.

Motion by Christopher Marchese, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

6. Old Business

Subject	6.1 Confidential Agreement
Meeting	Jan 12, 2021 - Board Meeting
Category	6. Old Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Confidential Agreement as presented for legal matter 001-2020-2021 approved at the September 8, 2020 Board Meeting.

Executive File Attachments

[Separation Agreement 001-2020-2021.pdf \(1,093 KB\)](#)

Motion & Voting

Recommend the Board approve the Confidential Agreement as presented for legal matter 001-2020-2021 approved at the September 8, 2020 Board Meeting.

Motion by Samuel Lee, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

7. Board Member Comment

Subject	7.1 Board Member Comment
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Meeting Jan 12, 2021 - Board Meeting
 Category 7. Board Member Comment
 Access Public
 Type Procedural

8. Public Comment

Subject 8.1 Public Comment

Meeting Jan 12, 2021 - Board Meeting
 Category 8. Public Comment
 Access Public
 Type Procedural

9. Meeting Schedule

Subject 9.1 2020-2021 Meeting Schedule

Meeting Jan 12, 2021 - Board Meeting
 Category 9. Meeting Schedule
 Access Public
 Type Information

The schedule below reflects the remaining Board Meeting dates for the 2020-2021 School Year.

2020-2021 Board Meetings - Virtual - 1:00 p.m.

March 9, 2021

May 11, 2021

As in the past, it was found that the day most available for meetings to be held was the second Tuesday every other month. The proposed dates for the Board Meetings will follow this model.

10. Adjournment

Subject 10.1 Adjournment

Meeting Jan 12, 2021 - Board Meeting
 Category 10. Adjournment
 Access Public
 Type Action

Recommended Action Recommend the Board adjourn the board meeting.

Motion & Voting

Recommend the Board adjourn the board meeting.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner



**Tuesday, March 9, 2021
Board Meeting**

21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.

1. Meeting Opening

Subject **1.1 Call to Order - Roll Call**

Meeting Mar 9, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board President will call the board meeting to order, the Board Secretary will document attendance.

Subject **1.2 Notification of Recording**

Meeting Mar 9, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject **1.3 Executive Session Announcements**

Meeting Mar 9, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Sessions was held on February 8, 2021 and immediately prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject **1.4 CEO's Report**

Meeting Mar 9, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

2020 Advance Placement (AP) Computer Science Female Diversity Award

As an ongoing effort to advance students and challenge them academically, we continue to use Pennsylvania Valued Added Assessment Systems (PVAAS) projection data to inform conversations with students so they may challenge themselves academically. As a result, our school has been recognized by the College Board and offered the following congratulations:

Congratulations! Your school has earned the College Board AP® Computer Science Female Diversity Award for expanding young women’s access to AP Computer Science A (CSA). This award acknowledges 1,119 schools for their work toward equal gender representation during the 2019-20 school year—nearly 37% more than the 818 schools recognized last year. Your school is one of only 232 schools to be recognized for achieving this important result in CSA. This honor recognizes the outstanding work your school is doing to engage more female students in computer science.

Subject 1.5 Administrators' Report

Meeting Mar 9, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

Student Recognition

Emma (9th Grade) completed the US equestrian Interscholastic Athlete Program in December 2020, and her ultimate goal is to start showing at high levels and eventually going professional.

Emma has ridden since she was six, and she works tirelessly to include her passion in her education. She also wants to be a coach because she loves sharing her passion for riding with others.

Emma finds her academic schedule vigorous yet flexible. She says "I like the way the academics seem hard but still manageable. I chose 21CCCS because I could pick my schedule and be away from home but still attending school."



Adventure Club

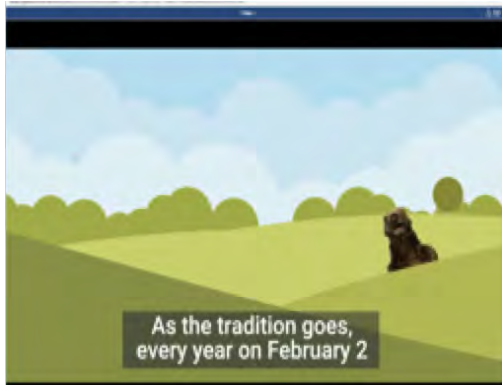
Calming Quarter 2 Cool Down

At this virtual event, students joined the Adventure Club in exploring and completing general de-stressing activities to help wind down after the end of the second marking period.



Gabbing About Groundhog Day

On Tuesday, Feb. 2nd, over 100 students got together with the Adventure Club for Groundhog’s Day. The group discussed this tradition and the history of the event while live-streaming Phil.



Community Outreach

Literature Lover’s Escape Room

This Literature Lover’s Virtual Escape Room challenged students to visit literary destinations across the globe and solve puzzles along the way.



Field Trip

Behind the Scenes of Toyota

Through science, technology, and innovation, approximately 59 students learned the future of safety with Toyota Motor. The field trip showed students new design features made by engineers, scientists, and technicians that help improve driver's safety.



NHS / NJHS

156 students have been admitted to NHS and NJHS for the 2020-2021 school year. 69 students were accepted to NHS and 87 to NJHS. Our coordinators are working on a virtual induction ceremony to hold in March.

Quarter 2 Honor Roll

Distinguished Honors: 149
 High Honors: 93
 Honors: 176

Mid-Year Graduation

The January Graduate Celebration was held virtually on February 3, 2021. We had 43 students who graduated in January and approximately 18 attended the celebration. We offered this opportunity for students and their families to come together and celebrate their academic success.

Camp 21

Camp 21 quarterly virtual events will be held on Saturday, March 6 and Saturday, May 1. There will also be an end of year session that will be held on Sunday, June 6.

Camp 21 is a virtual camp held quarterly that promotes socialization through English, Social Studies, Math, and Science, as well as, physical and art activities.

Summer School 2021

Summer school registration opens on April 5, 2021 for all courses, and closes on April 23, 2021 for original credit courses and June 17, 2021 for course recovery and credit recovery. Original credit courses begin on April 26, 2021 and credit recovery and course recovery courses begin on June 21, 2021. All courses will close on July 29, 2021.

Special Education Count as of February 22, 2021

Students with IEP/GIEP/504 Service Agreements:

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	227	20	18	1	39

7	303	31	13	1	45
8	380	42	18	20	80
9	453	81	14	27	122
10	400	69	13	29	111
11	366	63	9	18	90
12	287	31	8	17	56
Total	2,416	337 14%	93 4%	113 5%	543 23%

Students Receiving Related Services:

Speech and Language	38
Group Social Skills Class with Counselor	82
Group Coping Skills Class with Therapist	91
Individual Counseling (including a Psychologist)	54
Executive Functioning Counseling	4
Occupational Therapy	16
Physical Therapy	1
Reading Instruction by Reading Therapist	4
Teacher of the Visually Impaired	2
Orientation and Mobility	1
Teacher of the Deaf and Hard of Hearing	2
Tutor	1
PCA	6
* 188 students with RS out of 430 students with IEPs/GIEPs = 43.72%	
* 188 of IEP students with RS there are 302 services per student on average = 1.61 services per student	
* 302 total services rendered out of the 403 students with IEP/GIEPS = 70.2%	
TOTAL:	302

*Related Services do not include newly enrolled students.	
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File Attachments

[Emma.png \(1,545 KB\)](#)
[Cool Down.png \(307 KB\)](#)
[Groundhog Day.png \(80 KB\)](#)
[Escape Room.png \(362 KB\)](#)
[Toyota.png \(196 KB\)](#)

2. Approval of Minutes

Subject	2.1 January 12, 2021 Board Meeting Minutes
Meeting	Mar 9, 2021 - Board Meeting
Category	2. Approval of Minutes
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the January 12, 2021 Board Meeting as presented.

File Attachments

[January 12, 2021 Board Meeting Minutes.pdf \(151 KB\)](#)

3. Board Members, Board Officers and Committee Information

Subject	3.1 Departure of Board Member, Dr. David Goodin
Meeting	Mar 9, 2021 - Board Meeting
Category	3. Board Members, Board Officers and Committee Information
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the departure of Board Member, Dr. David Goodin, Superintendent of the Spring-ford Area School District. Dr. Goodin held Montgomery County Seat 2.

Executive Content

A Board Resolution detailing Dr. Goodin's departure is attached.

Executive File Attachments

[Resolution - Dr. David Goodin.pdf \(58 KB\)](#)

Subject	3.2 Ratification of New Board Member, Dr. Allyn Roche, Montgomery County Seat 2
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Meeting Mar 9, 2021 - Board Meeting

Category 3. Board Members, Board Officers and Committee Information

Access Public

Type Action

Recommended Action Recommend the Board approve the ratification of Board Member, Dr. Allyn Roche, Montgomery County Seat 2, effective March 9, 2021.

Dr. Allyn Roche will replace Dr. David Goodin who resigned on December 17, 2020.

Office	Board Member	Term
Montgomery County Seat 2 Upper Perkiomen School District	Dr. Allyn Roche	March 9, 2021 through September 25, 2023

Board Member vacancies will be filled according to the Bylaws Article VI Board of Trustees, Section 4 Vacancies which states “Upon recommendation of the Executive Committee, the Board, by a majority vote of the members may fill any vacancy that shall occur on the Board. The person or persons so elected shall serve for the balance of the term for such position.”

Subject 3.3 Resignation of Temporary 2020-2021 Board Treasurer

Meeting Mar 9, 2021 - Board Meeting

Category 3. Board Members, Board Officers and Committee Information

Access Public

Type Action

Recommended Action Recommend the Board approve the resignation of Tamara Darden, as Temporary Board Treasurer, effective January 29, 2021. A copy of Tamara Darden's letter of resignation as Temporary Board Treasurer is attached.

Board Member vacancies will be filled according to the Bylaws Article VI Board of Trustees, Section 4 Vacancies which states “Upon recommendation of the Executive Committee, the Board, by a majority vote of the members may fill any vacancy that shall occur on the Board. The person or persons so elected shall serve for the balance of the term for such position.”

File Attachments

[T.Darden Letter of Resignation as Temporary Board Treasurer.pdf \(258 KB\)](#)

Subject 3.4 Organization of the Board - Nominate an Interim Board Treasurer

Meeting Mar 9, 2021 - Board Meeting

Category 3. Board Members, Board Officers and Committee Information

Access Public

Type Action

Recommended Action Recommend the Board nominate Heather Saboori, Vice Chairperson, as an Interim Board Treasurer.

As directed by the 21st Century Cyber Charter School Bylaws, Officers shall be elected at the annual meeting, Article VII, Section 3, "Officers shall be elected annually for terms of one year by the Board of Trustees of 21st." "The officers shall be installed immediately after their election at the initial meeting of the Board of Trustees and during annual meetings thereafter." Article VI, Section 2, "Unless otherwise arranged, the annual meeting shall be held in January."

Executive Content

A Board Resolution detailing the nomination of Heather Saboori as Interim Board Treasurer is attached.

Executive File Attachments

[Resolution - Interim Board Treasurer.pdf \(55 KB\)](#)

Subject **3.5 Organization of the Board - Elect an Interim Board Treasurer**

Meeting Mar 9, 2021 - Board Meeting

Category 3. Board Members, Board Officers and Committee Information

Access Public

Type Action

Recommended Action Recommend the Board elect Heather Saboori as Interim Board Treasurer.

Subject **3.6 Oath of Office**

Meeting Mar 9, 2021 - Board Meeting

Category 3. Board Members, Board Officers and Committee Information

Access Public

Type Procedural

The Oath will be administered by the solicitor to newly elected Board Member, Dr. Allyn Roche, and Officer of the Board, Interim Board Treasurer, Heather Saboori.

Admin Content

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."

Subject **3.7 Resolution - CEO Search Committee**

Meeting Mar 9, 2021 - Board Meeting

Category 3. Board Members, Board Officers and Committee Information

Access Public

Type Action

Recommended Action Recommend the Board approve Resolution of the Board of Trustees regarding the CEO Search Committee. A copy of the Resolution is attached.

File Attachments

[Resolution - CEO Search Committee.pdf \(45 KB\)](#)

Subject **3.8 CEO Search Committee**

Meeting Mar 9, 2021 - Board Meeting

Category 3. Board Members, Board Officers and Committee Information

Access Public

Type Information

The CEO Search Committee now consists of Mr. Peter Mango, Dr. George Fiore, Dr. Regina Speaker, Dr. John Toleno and Dr. Steven Yanni. They began the review of the applications in a committee meeting held on February 18, 2021, with the interview process beginning this month.

4. Consent Agenda

Subject **4.1 Approval of Consent Agenda Items**

Meeting Mar 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

- 4.2 Revised - November 2020 Treasurer's Report
- 4.3 Treasurer's Reports & Board Summary Reports - December 2020 and January 2021
- 4.4 Expenditure Reports - December 2020 and January 2021
- 4.5 Personnel Decision Briefs
- 4.6 Personnel Actions
- 4.7 2021-2022 HS and MS Course Catalogs
- 4.8 Proposal - Assetworks
- 4.9 Proposal - Corporate Environments
- 4.10 Proposal - Baxter Landscaping
- 4.11 Contract - Whitford Country Club
- 4.12 Contract - Conrad Seigel
- 4.13 Contract - KenCrest
- 4.14 Memorandum of Understanding - Compass Mark
- 4.15 Pilot Quote and Contract - Incident IQ

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject **4.2 Revised - November 2020 Treasurer's Report**

Meeting Mar 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the revised November 2020 Treasurer's Report as attached.

File Attachments

[REVISED - November 2020 Treasurer's Report.pdf \(45 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject	4.3 Treasurer's Reports & Board Summary Reports
Meeting	Mar 9, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the December 2020 and January 2021 Treasurer's Reports and Board Summary Reports as presented.

File Attachments

[December 2020 Treasurer's Report.pdf \(44 KB\)](#)
[December 2020 Board Summary Report.pdf \(19 KB\)](#)
[January 2021 Treasurer's Report.pdf \(45 KB\)](#)
[January 2021 Board Summary Report.pdf \(19 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject	4.4 Expenditure Reports
Meeting	Mar 9, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Expenditure Reports for December 2020 and January 2021 as presented.

File Attachments

[December 2020 Expenditure Report.pdf \(27 KB\)](#)
[January 2021 Expenditure Report.pdf \(72 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject **4.5 Personnel Decision Briefs**

Meeting Mar 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the two (2) Personnel Decision Briefs as outlined below. A copy of each is attached.

Executive File Attachments

[DB - Certified School Nurse.pdf \(181 KB\)](#)[DB - Technology Support Specialist.pdf \(113 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject **4.6 Personnel Actions**

Meeting Mar 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

New Hires/Re-Hires (3)

Transfers/Classification Changes (4)

Leaves of Absence Requests (1)

Additional Duties (1)

Supplementals/Stipends (2)

Retirements/Resignations/Terminations (2)

Executive File Attachments

[Personnel Actions - March 2021.pdf \(48 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject **4.7 2021-2022 HS and MS Course Catalogs**

Meeting Mar 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Middle School and High School Course Catalogs for the 2021-2022 school year, copies of which are attached.

File Attachments

[21-22 MS Course Catalog.pdf \(4,680 KB\)](#)

[21-22 HS Course Catalog.pdf \(5,126 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject **4.8 Proposal - Assetworks**

Meeting Mar 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the proposal from Assetworks for our annual inventory process at a cost of \$3,600.

Our solicitor has reviewed the proposal. A copy of the proposal and invoice are attached.

File Attachments

[Proposal - Assetworks.pdf \(795 KB\)](#)

Executive File Attachments

[Approval - Assetworks.pdf \(216 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject **4.9 Proposal - Corporate Environments**

Meeting Mar 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the proposal from Corporate Environments in the amount of \$11,741.91. This proposal details the installation of 4 workstations in the warehouse at Wrights Lane.

Our solicitor has reviewed the proposal. A copy of the proposal and invoice are attached.

File Attachments

[Corporate Environments Proposal.pdf \(1,535 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject **4.10 Proposal - Baxter Landscaping**

Meeting Mar 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the two proposals from Baxter Landscaping for the 2021-2022 school year for property landscaping needs at the Downingtown and West Chester locations for a total cost of \$19,473.50. A breakdown of the cost of each proposal is indicated below.

Our solicitor has reviewed the proposals. A copy of the proposals and invoice are attached.

Location	Time Frame	Cost
Downingtown	April 1, 2021 - June 30, 2021	\$1133.00
Downingtown	July 1, 2021 - January 31, 2022	\$2644.40
West Chester	April 1, 2021 - June 30, 2021	\$4709.10
West Chester	July 1, 2021 - January 31, 2022	\$10987.90

File Attachments

[Baxter - Downingtown.pdf \(136 KB\)](#)
[Baxter - West Chester.pdf \(165 KB\)](#)

Executive File Attachments

[Approval - Baxter - Downingtown.pdf \(125 KB\)](#)
[Approval - Baxter - West Chester.pdf \(125 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject **4.11 Contract - Whitford Country Club**

Meeting Mar 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board review the Whitford Country Club invoice for the prom which will take place on May 27, 2021 for a total cost of \$1,635.00. This cost might change based on number of attendees. The cost breakdown is \$20 per person, \$350 room rental and \$75 for the dance floor set up.

Our solicitor has reviewed the contract. A copy of the contract and invoice are attached.

File Attachments

[Whitford Country Club.pdf \(265 KB\)](#)

Executive File Attachments

[Approval - Whitford Country Club.pdf \(124 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject **4.12 Agreement - Conrad Seigel**

Meeting Mar 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the contract with Conrad Seigel to provide actuarial GASB
Action 75 valuation and related services through December 31, 2021 for a total cost of \$3,550.00.

Review by our solicitor is in process and approval is pending legal review. A copy of the contract and invoice are attached.

File Attachments

[Contract - Conrad Seigel.pdf \(468 KB\)](#)

Executive File Attachments

[Approval - Conrad Seigel.pdf \(97 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject **4.13 Contract - KenCrest**

Meeting Mar 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the KenCrest contract for February 2021 through June 2022
Action for related services at the cost of \$40.00 per hour.

Our solicitor has reviewed the contract. A copy of the contract and invoice are attached.

File Attachments

[KenCrest.pdf \(114 KB\)](#)

Executive File Attachments

[Approval - KenCrest.pdf \(320 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject	4.14 Memorandum of Understanding - Compass Mark
Meeting	Mar 9, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Memorandum of Understanding between 21CCCS and Compass Mark. They will be holding sessions with our students around positive behavior and trauma informed strategies through the end of the 2020-2021 school year. There is no fee. A copy is attached.

File Attachments
[Compass Mark.pdf \(108 KB\)](#)

Executive File Attachments
[Approval - Compass Mark.pdf \(107 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject	4.15 Pilot Quote and Contract - Incident IQ
Meeting	Mar 9, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the quote from Incident IQ for \$695, a copy of which is attached. This is a pilot where Incident IQ would provide ticketing software for 21CCCS. If the pilot program is a success, the contract between 21CCCS and Incident IQ is also attached. The contract would be for one full year school year at the cost of \$4,728.36 and would be signed in June 2021.

File Attachments
[Pilot Quote - Incident IQ.pdf \(86 KB\)](#)
[Contract - Incident IQ.pdf \(282 KB\)](#)

Executive File Attachments
[Approval - Incident IQ.pdf \(111 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

5. Board Member Comment

Subject	5.1 Board Member Comment
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Meeting Mar 9, 2021 - Board Meeting
 Category 5. Board Member Comment
 Access Public
 Type Procedural

6. Public Comment

Subject 6.1 Public Comment

Meeting Mar 9, 2021 - Board Meeting
 Category 6. Public Comment
 Access Public
 Type Procedural

7. Meeting Schedule

Subject 7.1 2020-2021 Meeting Schedule

Meeting Mar 9, 2021 - Board Meeting
 Category 7. Meeting Schedule
 Access Public
 Type Information

The schedule below reflects the remaining Board Meeting for the 2020-2021 School Year:

2020-2021 Board Meeting - Virtual - 1:00 p.m.

May 11, 2021

8. Adjournment

Subject 8.1 Adjournment

Meeting Mar 9, 2021 - Board Meeting
 Category 8. Adjournment
 Access Public
 Type Action
 Recommended Action Recommend the Board adjourn the board meeting.



**Friday, March 19, 2021
Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
10:15 a.m.**

1. Meeting Opening

Subject **1.1 Call to Order - Roll Call**

Meeting Mar 19, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board President will call the board meeting to order, the Board Secretary will document attendance.

Subject **1.2 Notification of Recording**

Meeting Mar 19, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject **1.3 Executive Session Announcements**

Meeting Mar 19, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Sessions was held on February 8, 2021 and immediately prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject **1.4 CEO's Report**

Meeting Mar 19, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

2020 Advance Placement (AP) Computer Science Female Diversity Award

As an ongoing effort to advance students and challenge them academically, we continue to use Pennsylvania Valued Added Assessment Systems (PVAAS) projection data to inform conversations with students so they may challenge themselves academically. As a result, our school has been recognized by the College Board and offered the following congratulations:

Congratulations! Your school has earned the College Board AP® Computer Science Female Diversity Award for expanding young women’s access to AP Computer Science A (CSA). This award acknowledges 1,119 schools for their work toward equal gender representation during the 2019-20 school year—nearly 37% more than the 818 schools recognized last year. Your school is one of only 232 schools to be recognized for achieving this important result in CSA. This honor recognizes the outstanding work your school is doing to engage more female students in computer science.

Subject 1.5 Administrators' Report

Meeting Mar 19, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

Student Recognition

Emma (9th Grade) completed the US equestrian Interscholastic Athlete Program in December 2020, and her ultimate goal is to start showing at high levels and eventually going professional.

Emma has ridden since she was six, and she works tirelessly to include her passion in her education. She also wants to be a coach because she loves sharing her passion for riding with others.

Emma finds her academic schedule vigorous yet flexible. She says "I like the way the academics seem hard but still manageable. I chose 21CCCS because I could pick my schedule and be away from home but still attending school."



Adventure Club

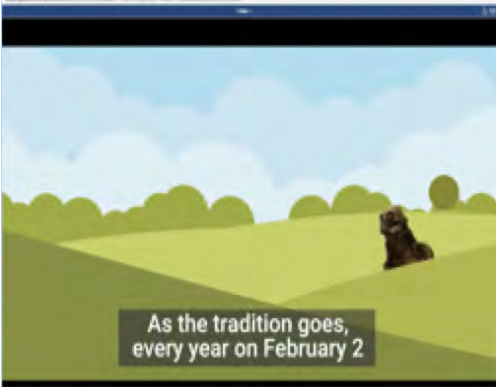
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At this virtual event, students joined the Adventure Club in exploring and completing general de-stressing activities to help wind down after the end of the second marking period.



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On Tuesday, Feb. 2nd, over 100 students got together with the Adventure Club for Groundhog’s Day. The group discussed this tradition and the history of the event while live-streaming Phil.



Community Outreach

Literature Lover’s Escape Room

This Literature Lover’s Virtual Escape Room challenged students to visit literary destinations across the globe and solve puzzles along the way.



Field Trip

Behind the Scenes of Toyota

Through science, technology, and innovation, approximately 59 students learned the future of safety with Toyota Motor. The field trip showed students new design features made by engineers, scientists, and technicians that help improve driver’s safety.



NHS / NJHS

156 students have been admitted to NHS and NJHS for the 2020-2021 school year. 69 students were accepted to NHS and 87 to NJHS. Our coordinators are working on a virtual induction ceremony to hold in March.

Quarter 2 Honor Roll

Distinguished Honors: 149
 High Honors: 93
 Honors: 176

Mid-Year Graduation

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Executive Functioning Counseling	4
Occupational Therapy	16
Physical Therapy	1
Reading Instruction by Reading Therapist	4
Teacher of the Visually Impaired	2
Orientation and Mobility	1
Teacher of the Deaf and Hard of Hearing	2
Tutor	1
PCA	6
* 188 students with RS out of 430 students with IEPs/GIEPs = 43.72%	
* 188 of IEP students with RS there are 302 services per student on average = 1.61 services per student	
* 302 total services rendered out of the 403 students with IEP/GIEPS = 70.2%	
TOTAL:	302

*Related Services do not include newly enrolled students.	
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File Attachments

[Emma.png \(1,545 KB\)](#)
[Cool Down.png \(307 KB\)](#)
[Groundhog Day.png \(80 KB\)](#)
[Escape Room.png \(362 KB\)](#)
[Toyota.png \(196 KB\)](#)

2. Board Members, Board Officers and Committee Information

Subject	2.1 Departure of Board Member, Dr. David Goodin
Meeting	Mar 19, 2021 - Board Meeting
Category	2. Board Members, Board Officers and Committee Information
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the departure of Board Member, Dr. David Goodin, Superintendent of the Spring-ford Area School District. Dr. Goodin held Montgomery County Seat 2.

Executive Content

A Board Resolution detailing Dr. Goodin's departure is attached.

Executive File Attachments

[Resolution - Departure Dr. Goodin.pdf \(287 KB\)](#)

Motion & Voting

Recommend the Board approve the departure of Board Member, Dr. David Goodin, Superintendent of the Spring-ford Area School District. Dr. Goodin held Montgomery County Seat 2.

Motion by Jason Harris, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Subject	2.2 Ratification of New Board Member, Dr. Allyn Roche, Montgomery County Seat 2
Meeting	Mar 19, 2021 - Board Meeting
Category	2. Board Members, Board Officers and Committee Information
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the ratification of Board Member, Dr. Allyn Roche, Montgomery County Seat 2, effective March 9, 2021.

Dr. Allyn Roche will replace Dr. David Goodin who resigned on December 17, 2020.

Office	Board Member	Term
Montgomery County Seat 2 Upper Perkiomen School District	Dr. Allyn Roche	March 9, 2021 through September 25, 2023

Board Member vacancies will be filled according to the Bylaws Article VI Board of Trustees, Section 4 Vacancies which states "Upon recommendation of the Executive Committee, the Board, by a majority vote of the members may fill any vacancy that shall occur on the Board. The person or persons so elected shall serve for the balance of the term for such position."

Motion & Voting

Recommend the Board approve the ratification of Board Member, Dr. Allyn Roche, Montgomery County Seat 2, effective March 9, 2021.

Motion by Jason Harris, second by Steven Yanni.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Subject **2.3 Resignation of Temporary 2020-2021 Board Treasurer**

Meeting Mar 19, 2021 - Board Meeting

Category 2. Board Members, Board Officers and Committee Information

Access Public

Type Action

Recommended Recommend the Board approve the resignation of Tamara Darden, as Temporary Board
Action Treasurer, effective January 29, 2021. A copy of Tamara Darden's letter of resignation as
Temporary Board Treasurer is attached.

Board Member vacancies will be filled according to the Bylaws Article VI Board of Trustees, Section 4 Vacancies which states "Upon recommendation of the Executive Committee, the Board, by a majority vote of the members may fill any vacancy that shall occur on the Board. The person or persons so elected shall serve for the balance of the term for such position."

File Attachments

[T.Darden Letter of Resignation as Temporary Board Treasurer.pdf \(258 KB\)](#)

Motion & Voting

Recommend the Board approve the resignation of Tamara Darden, as Temporary Board Treasurer, effective January 29, 2021. A copy of Tamara Darden's letter of resignation as Temporary Board Treasurer is attached.

Motion by Regina Speaker, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Subject **2.4 Organization of the Board - Nominate an Interim Board Treasurer**

Meeting Mar 19, 2021 - Board Meeting

Category 2. Board Members, Board Officers and Committee Information

Access Public

Type Action

Recommended Action Recommend the Board nominate Heather Saboori, Vice Chairperson, as an Interim Board Treasurer.

As directed by the 21st Century Cyber Charter School Bylaws, Officers shall be elected at the annual meeting, Article VII, Section 3, "Officers shall be elected annually for terms of one year by the Board of Trustees of 21st." "The officers shall be installed immediately after their election at the initial meeting of the Board of Trustees and during annual meetings thereafter." Article VI, Section 2, "Unless otherwise arranged, the annual meeting shall be held in January."

Executive Content

A Board Resolution detailing the nomination of Heather Saboori as Interim Board Treasurer is attached.

Executive File Attachments

[Resolution - Interim Board Treasurer.pdf \(246 KB\)](#)

Motion & Voting

Recommend the Board nominate Heather Saboori, Vice Chairperson, as an Interim Board Treasurer.

Motion by Regina Speaker, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Abstain: Heather Saboori

Subject 2.5 Organization of the Board - Elect an Interim Board Treasurer

Meeting Mar 19, 2021 - Board Meeting

Category 2. Board Members, Board Officers and Committee Information

Access Public

Type Action

Recommended Action Recommend the Board elect Heather Saboori as Interim Board Treasurer.

Motion & Voting

Recommend the Board elect Heather Saboori as Interim Board Treasurer.

Motion by Regina Speaker, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Abstain: Heather Saboori

Subject 2.6 Oath of Office

Meeting Mar 19, 2021 - Board Meeting

Category 2. Board Members, Board Officers and Committee Information

Access Public

Type Procedural

The Oath will be administered by the solicitor to newly elected Board Member, Dr. Allyn Roche, and Officer of the Board, Interim Board Treasurer, Heather Saboori.

Admin Content

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."

Subject 2.7 Resolution - CEO Search Committee

Meeting Mar 19, 2021 - Board Meeting

Category 2. Board Members, Board Officers and Committee Information

Access Public

Type Action

Recommended Action Recommend the Board approve Resolution of the Board of Trustees regarding the CEO Search Committee. A copy of the Resolution is attached.

File Attachments

[Resolution - CEO Search Committee.pdf \(264 KB\)](#)

Motion & Voting

Recommend the Board approve Resolution of the Board of Trustees regarding the CEO Search Committee. A copy of the Resolution is attached.

Motion by Jason Harris, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Subject 2.8 CEO Search Committee

Meeting Mar 19, 2021 - Board Meeting

Category 2. Board Members, Board Officers and Committee Information

Access Public

Type Information

The CEO Search Committee now consists of Mr. Peter Mango, Dr. George Fiore, Dr. Regina Speaker, Dr. John Toleno and Dr. Steven Yanni. They began the review of the applications in a committee meeting held on February 18, 2021, with the interview process beginning this month.

3. Approval of Minutes

Subject 3.1 January 12, 2021 Board Meeting Minutes

Meeting Mar 19, 2021 - Board Meeting

Category 3. Approval of Minutes

Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the January 12, 2021 Board Meeting as presented.

File Attachments

[January 12, 2021 Board Meeting Minutes.pdf \(151 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the January 12, 2021 Board Meeting as presented.

Motion by John Toleno, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Subject **3.2 March 9, 2021 Board Meeting Minutes**

Meeting Mar 19, 2021 - Board Meeting

Category 3. Approval of Minutes

Access Public

Type Action

Recommended Action Recommend the Board approve the Minutes of the March 9, 2021 Board Meeting as presented.

File Attachments

[Board Minutes - March 9, 2021.pdf \(68 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the March 9, 2021 Board Meeting as presented.

Motion by Christopher Marchese, second by Heather Saboori.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

4. Consent Agenda

Subject **4.1 Approval of Consent Agenda Items**

Meeting Mar 19, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

- 4.2 Revised - November 2020 Treasurer's Report
- 4.3 Treasurer's Reports & Board Summary Reports - December 2020 and January 2021
- 4.4 Expenditure Reports - December 2020 and January 2021
- 4.5 Personnel Decision Briefs
- 4.6 Personnel Actions
- 4.7 2021-2022 HS and MS Course Catalogs
- 4.8 Proposal - Assetworks
- 4.9 Proposal - Corporate Environments
- 4.10 Proposal - Baxter Landscaping
- 4.11 Contract - Whitford Country Club
- 4.12 Contract - Conrad Seigel
- 4.13 Contract - KenCrest
- 4.14 Memorandum of Understanding - Compass Mark
- 4.15 Pilot Quote and Contract - Incident IQ

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Subject **4.2 Revised - November 2020 Treasurer's Report**

Meeting Mar 19, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the revised November 2020 Treasurer's Report as attached.

File Attachments

[REVISED - November 2020 Treasurer's Report.pdf \(45 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Subject **4.3 Treasurer's Reports & Board Summary Reports**

Meeting Mar 19, 2021 - Board Meeting

Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the December 2020 and January 2021 Treasurer's Reports and Board Summary Reports as presented.

File Attachments

[December 2020 Treasurer's Report.pdf \(44 KB\)](#)
[December 2020 Board Summary Report.pdf \(19 KB\)](#)
[January 2021 Treasurer's Report.pdf \(45 KB\)](#)
[January 2021 Board Summary Report.pdf \(19 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Subject **4.4 Expenditure Reports**

Meeting	Mar 19, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Expenditure Reports for December 2020 and January 2021 as presented.

File Attachments

[December 2020 Expenditure Report.pdf \(27 KB\)](#)
[January 2021 Expenditure Report.pdf \(72 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Subject **4.5 Personnel Decision Briefs**

Meeting	Mar 19, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the two (2) Personnel Decision Briefs as outlined below. A copy of each is attached.

Executive File Attachments

[DB - Certified School Nurse.pdf \(181 KB\)](#)
[DB - Technology Support Specialist.pdf \(113 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Subject **4.6 Personnel Actions**

Meeting	Mar 19, 2021 - Board Meeting
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Category	4. Consent Agenda
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Access	Public
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Type	Action (Consent)
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Recommended Action	Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)
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New Hires/Re-Hires (3)

Transfers/Classification Changes (4)

Leaves of Absence Requests (1)

Additional Duties (1)

Supplementals/Stipends (2)

Retirements/Resignations/Terminations (2)

Executive File Attachments

[Personnel Actions - March 2021.pdf \(48 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Subject 4.7 2021-2022 HS and MS Course Catalogs

Meeting Mar 19, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Middle School and High School Course Catalogs for the 2021-2022 school year, copies of which are attached.

File Attachments

[21-22 MS Course Catalog.pdf \(4,680 KB\)](#)

[21-22 HS Course Catalog.pdf \(5,126 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Subject 4.8 Proposal - Assetworks

Meeting Mar 19, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the proposal from Assetworks for our annual inventory process at a cost of \$3,600.

Our solicitor has reviewed the proposal. A copy of the proposal and invoice are attached.

File Attachments

[Proposal - Assetworks.pdf \(795 KB\)](#)

Executive File Attachments

[Approval - Assetworks.pdf \(216 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Subject 4.9 Proposal - Corporate Environments

Meeting Mar 19, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the proposal from Corporate Environments in the amount of \$11,741.91. This proposal details the installation of 4 workstations in the warehouse at Wrights Lane.

Our solicitor has reviewed the proposal. A copy of the proposal and invoice are attached.

File Attachments

[Corporate Environments Proposal.pdf \(1,279 KB\)](#)

[4416 Shipping Workstations Plan-11 X 17.pdf \(290 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Subject 4.10 Proposal - Baxter Landscaping

Meeting Mar 19, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the two proposals from Baxter Landscaping for the 2021-2022 school year for property landscaping needs at the Downingtown and West Chester locations for a total cost of \$19,473.50. A breakdown of the cost of each proposal is indicated below.

Our solicitor has reviewed the proposals. A copy of the proposals and invoice are attached.

Location	Time Frame	Cost
----------	------------	------

Downingtown	April 1, 2021 - June 30, 2021	\$1133.00
Downingtown	July 1, 2021 - January 31, 2022	\$2644.40
West Chester	April 1, 2021 - June 30, 2021	\$4709.10
West Chester	July 1, 2021 - January 31, 2022	\$10987.90

File Attachments

[Baxter - Downingtown.pdf \(136 KB\)](#)

[Baxter - West Chester.pdf \(165 KB\)](#)

Executive File Attachments

[Approval - Baxter - Downingtown.pdf \(125 KB\)](#)

[Approval - Baxter - West Chester.pdf \(125 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Subject **4.11 Contract - Whitford Country Club**

Meeting Mar 19, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board review the Whitford Country Club invoice for the prom which will take place on May 27, 2021 for a total cost of \$1,635.00. This cost might change based on number of attendees. The cost breakdown is \$20 per person, \$350 room rental and \$75 for the dance floor set up.

Our solicitor has reviewed the contract. A copy of the contract and invoice are attached.

File Attachments

[Whitford Country Club.pdf \(265 KB\)](#)

Executive File Attachments

[Approval - Whitford Country Club.pdf \(124 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yann, Allyn Roche

Subject **4.12 Agreement - Conrad Seigel**

Meeting Mar 19, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the contract with Conrad Seigel to provide actuarial GASB
Action 75 valuation and related services through December 31, 2021 for a total cost of \$3,550.00.

Review by our solicitor is in process and approval is pending legal review. A copy of the contract and invoice are attached.

File Attachments

[Contract - Conrad Seigel.pdf \(468 KB\)](#)

Executive File Attachments

[Approval - Conrad Seigel.pdf \(97 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yann, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yann, Allyn Roche

Subject **4.13 Contract - KenCrest**

Meeting Mar 19, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the KenCrest contract for February 2021 through June 2022
Action for related services at the cost of \$40.00 per hour.

Our solicitor has reviewed the contract. A copy of the contract and invoice are attached.

File Attachments

[KenCrest.pdf \(178 KB\)](#)

Executive File Attachments

[Approval - KenCrest.pdf \(320 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Subject **4.14 Memorandum of Understanding - Compass Mark**

Meeting Mar 19, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Memorandum of Understanding between 21CCCS and Compass Mark. They will be holding sessions with our students around positive behavior and trauma informed strategies through the end of the 2020-2021 school year. There is no fee. A copy is attached.

File Attachments

[Compass Mark.pdf \(108 KB\)](#)

Executive File Attachments

[Approval - Compass Mark.pdf \(107 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Subject **4.15 Pilot Quote and Contract - Incident IQ**

Meeting Mar 19, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the quote from Incident IQ for \$695, a copy of which is attached. This is a pilot where Incident IQ would provide ticketing software for 21CCCS. If the pilot program is a success, the contract between 21CCCS and Incident IQ is also attached. The contract would be for one full year school year at the cost of \$4,728.36 and would be signed in June 2021.

File Attachments

[Pilot Quote - Incident IQ.pdf \(86 KB\)](#)
[Contract - Incident IQ.pdf \(282 KB\)](#)

Executive File Attachments

[Approval - Incident IQ.pdf \(111 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

5. Old Business

Subject 5.1 Career & Technical Education (CTE) Pilot for 2021-2022

Meeting Mar 19, 2021 - Board Meeting

Category 5. Old Business

Access Public

Type Discussion

Discussion follow-up on Career and Technical Education Programming which was discussed at the September 8, 2020 and November 10, 2020 Board meetings.

Executive Content

The attachment below is some details from the October 16, 2020 Board Updates regarding CTE.

Executive File Attachments

[Board Update 10162020.docx \(87 KB\)](#)

6. Board Member Comment

Subject 6.1 Board Member Comment

Meeting Mar 19, 2021 - Board Meeting

Category 6. Board Member Comment

Access Public

Type Procedural

7. Public Comment

Subject	7.1 Public Comment
Meeting	Mar 19, 2021 - Board Meeting
Category	7. Public Comment
Access	Public
Type	Procedural

8. Meeting Schedule

Subject	8.1 2020-2021 Meeting Schedule
Meeting	Mar 19, 2021 - Board Meeting
Category	8. Meeting Schedule
Access	Public
Type	Information

The schedule below reflects the remaining Board Meeting for the 2020-2021 School Year:

2020-2021 Board Meeting - Virtual - 1:00 p.m.

May 11, 2021

9. Adjournment

Subject	9.1 Adjournment
Meeting	Mar 19, 2021 - Board Meeting
Category	9. Adjournment
Access	Public
Type	Action
Recommended Action	Recommend the Board adjourn the board meeting.

Motion & Voting

Recommend the Board adjourn the board meeting.

Motion by Jason Harris, second by Steven Yanni.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche



**Tuesday, May 11, 2021
Board Meeting**

21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.

1. Meeting Opening

Subject 1.1 Suspend the Agenda

Meeting May 11, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Action

Recommended Recommend the Board suspend the agenda.
 Action

Motion & Voting

Recommend the Board suspend the agenda.

Motion by John Toleno, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 1.2 Reinstate the Agenda

Meeting May 11, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Action

Recommended Recommend the Board reinstate the agenda.
 Action

Motion & Voting

Recommend the Board reinstate the agenda.

Motion by Jason Harris, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **1.3 Call to Order - Roll Call**

Meeting May 11, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board President will call the board meeting to order, the Board Secretary will document attendance.

Subject **1.4 Pledge of Allegiance**

Meeting May 11, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject **1.5 Notification of Recording**

Meeting May 11, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject **1.6 Executive Session Announcements**

Meeting May 11, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Session was held on April 13, 2021 and prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject **1.7 CEO's Reports**

Meeting May 11, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

Joe Cyber Program

In continuation of last year's suggestion, we'd like to invite our Board Members to participate in our Joe Cyber Program. This was postponed due to the CDC Guidelines with regard to social distancing and safety protocols as a result of COVID-19. Lisa Iozzi, our Board Secretary, will reach out to find a convenient date and time for all board members to schedule your participation in the Joe Cyber Program at the start of the 2021-2022 school year.

2020-2021 Board Goals

No specific goals were set for the 2020-2021 school year due to the pandemic and transition in leadership for the school. However, changes and accomplishments were made within the school that Brian Cote will highlight below:

- 2020 Advance Placement (AP) Computer Science Female Diversity Award
- Continuation of Student Social Events (Virtual)
- 69 National Honor Society Inductees
- 87 National Junior Honor Society Inductees
- CTE Pilot Program
- Expansion of Murrysville Location
- Renewal of Murrysville Lease
- Awarded the PCCD Health and Safety Grant
- Movement of Warehouse from Dowingtown to West Chester Location
- Implementation of Temporary Staff to Support Increased Enrollment

2021-2022 Board Goals

The 2021-2022 Board Goals will be presented to the Board of Trustees at the August 2021 Board Meeting.

Annual Budget for 2021-2022 SY

Our interim Business Administrator, Tamara Darden, prepared and presented a draft Annual Budget for the 2021-2022 SY to the Board at the January Board Meeting. This is the budget we are placing on the Consent Agenda for approval. This may need to be reviewed and revised once a Business Administrator has been employed and, if needed, revisions will be placed for approval at the September 2021 Board Meeting.

Fund Balance Designations for 2021-2022 SY

Absent a Business Administrator since February of the 2020-2021 school year, the 2021-2022 Fund Balance Designations will be placed for First Reading at the September 2021 Board Meeting.

Subject 1.8 Administrators' Reports

Meeting May 11, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

Student Recognition

Donna - 12th Grade

Donna conducted Albright Creative Research Experience (ACRE) projects over the winter, received the Norman H. and Mary T. Lutz Scholarship and she will start Penn State College of Medicine in the Fall.

Gillian- 9th Grade

Gillian completed the US Equestrian Interscholastic Athlete Program in February, and she desires a career that allows her to work with horses. Gillian chose 21CCCS because her family decided that it would be the safest option for her during the pandemic, but after seeing how well it suits her, she wants to stay until graduation. Gillian says, "21CCCS's flexible schedule has helped me and my horseback riding. I can take early lessons before the barn gets crowded without worrying about being late for class. I can do things at my own pace, so if something comes up, my flexible schedule allows me to work around it."



Grace - 7th Grade

Grace earned a 1st place all-around in her recent gymnastics competition and made it to states and nationals. Grace enjoys her flexible schedule at 21CCCS and says that being a competitive gymnast can be time consuming. 21CCCS allows her to work around her busy gymnastic schedule and get all her school work completed in time. It's a nice balance.



Tiana - 12th Grade

Tiana has an exciting opportunity to travel to Greece and serve refugees in crisis for two months at Camp Moria. Her service will include childcare and working in the camp with children and their mothers. She says, "I am looking forward to this cross-cultural experience both to expand my knowledge and to bring hope to people in a hopeless situation." She finds the school schedule very flexible, and the 21CCS program has helped her donate her time to helping others and working. Tiana's ultimate goal is to bring joy to those in need and to put a smile on their faces during hard times. After she graduates, Tiana plans to pursue her dream of working at a daycare for kids who have disabilities.



Jessica - 9th Grade

Jessica was recently featured in her local newspaper for her recent service project to her community. She and her family donated plants to local shut-ins and nursing homes in memory of her uncle.



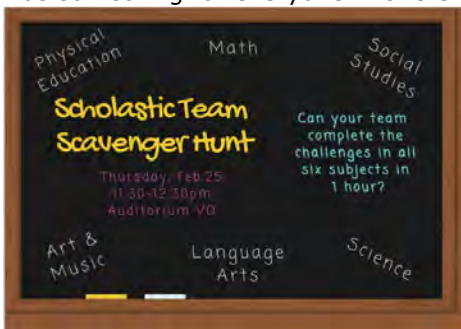
Robby - 7th Grade

After becoming a junior firefighter last year, Robby kept educating and training himself in what he aspires to do in the future. When the fire department in his neighborhood purchased new air packs last month, Robby got involved in the training and received his fire gear. Robby says, "I want to be a firefighter because I want to help people in our community." He regularly attends the fire department's meetings, checks trucks and equipment.



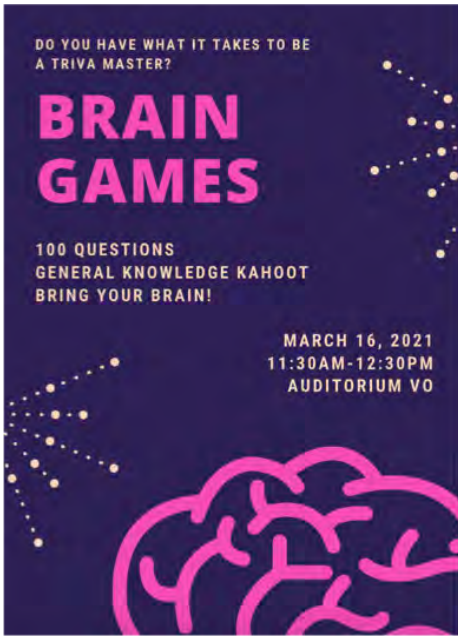
Community Outreach: Scholastic Scavenger Hunt

In February, approximately 30 students joined a Scholastic Scavenger Hunt. Students were be put into teams of six to complete short, but fun, challenges in six subject areas within a 1-hour limit. From singing karaoke to solving equations there was something for everyone in this event to show off their skills and have a laugh.



Community Outreach: Brain Games

In March, over 40 students participated in this virtual outreach which challenged them with questions regarding all academic subjects and pop culture.



Camp 21: Quarter 3

Sixteen middle school students attended the second Camp 21 session in March. The students engaged in a number of hands-on core subject-related activities found in their camp kits.



Adventure Club: Pulse-Pounding Podium Pursuit

In March, many students participated in Adventure Club’s virtual competition to see who can wear the crown. Students compete in a handful of heart-pumping competitions to race the clock!



Field Trip: Virtual Talent Show

In April, over 70 students, guests, and staff joined us for our third annual Virtual Talent Show. Students recorded their many talents, which were showcased at this event.



Community Outreach: Spring Fling

In April, 48 students participated in a series of interactive, challenging games related to spring using Padlet.



Adventure Club: Earth Day Celebration

In April, students joined the Adventure Club to celebrate Earth Day. Students shared how they are proactively working to improve the environment and have a positive impact on their communities. Students created videos to share their Earth Day activities with one another.



School Event: NHS/NJHS Virtual Induction Ceremony

On March 31, 114 students and guests, along with 14 staff joined us for an NHS/NJHS Virtual Induction Ceremony.



Quarter 3 Honor Roll

Distinguished Honors: 561

High Honors: 189

Honors: 225

Student Achievement Ceremony

With COVID19, we have not been able to hold our annual luncheon and award presentation for students and their families who were highlighted in the Board Meetings throughout the 2020-2021 school year. However, Award Certificates have been sent to each student in recognition of their dedication and efforts in addition to their academic success with 21CCCS.

Prom

Both of our in- person proms have been canceled due to COVID-19 and social distancing restrictions. A virtual event for juniors and seniors is being planned for June 7, 2021.

Graduation

We are planning to hold in-person graduation ceremonies this year:

- **West Chester Graduation Information:**
Thursday, June 3, 2021, at the Alloy, King of Prussia, PA
- **Murrysville Graduation Information:**
Tuesday June 1, 2021, at Westmoreland County Community College- Science Hall Auditorium

Special Education Count as of April 26, 2021**Students with IEP/GIEP/504 Service Agreements:**

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	220	18	17	14	49
7	297	28	12	17	57
8	364	40	17	18	75
9	445	83	14	27	124
10	395	72	11	31	114
11	352	59	8	22	89
12	285	33	6	18	57
Total	2,385	333 14%	85 3%	147 6%	565 23%

Students Receiving Related Services:

Speech and Language	31
Group Social Skills Class with Counselor	82
Group Coping Skills Class with Therapist	79

Individual Counseling (including a Psychologist)	57
Executive Functioning Counseling	8
Occupational Therapy	16
Physical Therapy	2
Reading Instruction by Reading Therapist	4
Teacher of the Visually Impaired	3
Orientation and Mobility	1
Teacher of the Deaf and Hard of Hearing	2
Tutor	1
PCA	10
<p>* 179 students with RS out of 418 students with IEPs/GIEPs = 42.82%</p> <p>* 179 of IEP students with RS there are 296 services per student on average = 1.65 services per student</p> <p>* 296 total services rendered out of the 418 students with IEP/GIEPS = 70.8%</p>	
TOTAL:	296
*Related Services do not include newly enrolled students.	

File Attachments

- [Scavenger Hunt.png \(171 KB\)](#)
- [Brain Games.png \(107 KB\)](#)
- [Camp21.png \(314 KB\)](#)
- [Podium Pursuit.png \(428 KB\)](#)
- [Talent Show.png \(574 KB\)](#)
- [Spring Fling.png \(519 KB\)](#)
- [Earth Day.png \(553 KB\)](#)
- [NHS.png \(336 KB\)](#)
- [Gillian.png \(1,042 KB\)](#)
- [Grace.png \(754 KB\)](#)
- [Tiana.png \(948 KB\)](#)
- [Jessica.png \(657 KB\)](#)
- [Robby.png \(949 KB\)](#)

2. Approval of Minutes

Subject	2.1 Approval of March 19, 2021 Minutes
Meeting	May 11, 2021 - Board Meeting
Category	2. Approval of Minutes
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the March 19, 2021 Board Meeting as presented.

File Attachments

[March 19, 2021 Board Meeting Minutes.pdf \(117 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the March 19, 2021 Board Meeting as presented.

Motion by George Fiore, second by John Toleno.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

3. New Business

Subject	3.1 Amend the Agenda
Meeting	May 11, 2021 - Board Meeting
Category	3. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board amend the agenda.

Motion & Voting

Recommend the Board amend the agenda.

Motion by Christopher Marchese, second by Heather Saboori.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject	3.2 Revision of Resolution of Director of Curriculum, Instruction & Assessment
Meeting	May 11, 2021 - Board Meeting
Category	3. New Business
Access	Public
Type	Action

Recommended Action Recommend the Board revise the Resolution of the Director of Curriculum, Instruction & Assessment in Agenda Item 3.3.

Executive Content

Brian Cote's Resolution will be revised to reflect an additional stipend of \$10,000 for the additional duties and leadership roles as Interim CEO for the 2020-2021 school year. The revised Resolution will be attached to Item 3.3.

Motion & Voting

Recommend the Board revise the Resolution of the Director of Curriculum, Instruction & Assessment in Agenda Item 3.3.

Motion by Jason Harris, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **3.3 CEO and Director of Curriculum, Instruction & Assessment**

Meeting May 11, 2021 - Board Meeting

Category 3. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the Resolutions of the Board of Trustees.

Peter Mango, our Board Chairperson, will make an announcement regarding these positions within 21st Century Cyber Charter School, which details are reflected in the attached Resolutions.

Executive File Attachments

[Resolution - CEO - Dr. Matthew Flannery - May 2021.pdf \(66 KB\)](#)

[Resolution - CEO - Flannery - Per Diem - May 2021.pdf \(76 KB\)](#)

[Director of CI&A Resolution.pdf \(51 KB\)](#)

[Revised Resolution - Director of CI&A.pdf \(183 KB\)](#)

Motion & Voting

Recommend the Board approve the Resolutions of the Board of Trustees.

Motion by George Fiore, second by William Harner.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **3.4 CEO Employment Agreement**

Meeting May 11, 2021 - Board Meeting

Category 3. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the CEO's Employment Agreement as presented.

Executive File Attachments

[Dr. Matthew Flannery - Employment Agreement.pdf \(172 KB\)](#)

Motion & Voting

Recommend the Board approve the CEO's Employment Agreement as presented.

Motion by George Fiore, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject	3.5 CEO - Life Insurance
Meeting	May 11, 2021 - Board Meeting
Category	3. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve that attached Resolution with regard to the life insurance policy of the CEO.

Executive File Attachments

[Resolution - CEO - Flannery - Insurance - May 2021.pdf \(79 KB\)](#)

Motion & Voting

Recommend the Board approve that attached Resolution with regard to the life insurance policy of the CEO.

Motion by Christopher Marchese, second by John Sanville.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject	3.6 National Labor Relations Board
Meeting	May 11, 2021 - Board Meeting
Category	3. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Appeal to the National Labor Relations Board effective May 6, 2021.

Motion & Voting

Recommend the Board approve the Appeal to the National Labor Relations Board effective May 6, 2021.

Motion by Jason Harris, second by Heather Saboori.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

4. Consent Agenda

Subject	4.1 Review of Consent Agenda Items
Meeting	May 11, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items (Listed by Department) Include:

Financial

- 4.2 Treasurer's Reports & Board Summary Reports - February 2021, March 2021, April 2021
- 4.3 Expenditure Reports - February 2021, March 2021, April 2021
- 4.4 Annual Budget - 2021-2022 SY

Human Resources

- 4.5 Personnel Actions
- 4.6 Personnel Decision Briefs
- 4.7 2021-2022 Salaries
- 4.8 2021-2022 Benefits
- 4.9 Renewal Contract - Frontline Education
- 4.10 Renewal Subscription - Go Formative
- 4.11 10-Month and 12-Month Employee Handbooks & Compensation Plan for 2021-2022 SY

Special Education

- 4.12 Renewal Agreement - Sweet, Stevens, Katz & Williams LLP
- 4.13 Renewal Agreement - Aveana Healthcare
- 4.14 Renewal Contract - Delta-T
- 4.15 Renewal Contract - Fick Educational Services
- 4.16 Renewal Contract - Flourish Therapy Services
- 4.17 Contract - Lancaster Lebanon IU-13
- 4.18 Renewal Contract - Lindamood Bell Learning Processes
- 4.19 Renewal Contract - Therapy Source
- 4.20 Renewal Contract - U.S. Healthcare Services
- 4.21 Agreement - ACLD Tillotson School

Technology Department

- 4.22 Renewal - Apple Self Service
- 4.23 Renewal Agreement - CDWG (Beyond Trust)
- 4.24 Renewal Agreement - CDWG (Druva)
- 4.25 Renewal Agreement - iBoss Cybersecurity
- 4.26 Renewal Subscription - Intrado (School Messenger)
- 4.27 Renewal Contract - Jamf
- 4.28 Renewal Quote - Lerro Corporation
- 4.29 License Renewal - MacEasy Computing
- 4.30 Renewal Agreement - Mindwrap (Optix)
- 4.31 Renewal Agreement - Remind
- 4.32 Renewal Agreement - Sage Technologies
- 4.33 Renewal Subscription - StreamText
- 4.34 Quote - Weidenhammer (Meraki)

Curriculum

- 4.35 ATSI Plan
- 4.36 Renewal Agreement - Buzz Math
- 4.37 Renewal Agreement - EdPuzzle
- 4.38 Renewal Agreement - Hosting Solutions and Library Consulting
- 4.39 Renewal Agreement - Insert Learning
- 4.40 Renewal Agreement - Smart Futures
- 4.41 Renewal Agreement - S'more

ISD Department

- 4.42 Renewal Subscription - Atlassian Trello
- 4.43 Renewal Subscription - Deck Toys
- 4.44 Renewal Subscription - Powtoon
- 4.45 Renewal Subscription - Quizlet
- 4.46 Renewal Subscription - Read Speaker
- 4.47 Renewal Subscription - Red Circle Solutions (School App Express)
- 4.48 Renewal Subscription - Remote Leaner
- 4.49 Renewal Subscription - SmartKeter (Bannersnack)

Business Office

- 4.50 Renewal Contract - Central Susquehanna Intermediate Unit

Board / School / Family Communication

- 4.51 Subscription - Bent Creek Services
- 4.52 Renewal Quote - Diligent Corporation
- 4.53 Policies and Administrative Regulations
- 4.54 2021-2022 Student/Parent Handbook

Facilities Management

- 4.55 Renewal Agreement - Access
- 4.56 Agreement - Invision Security
- 4.57 Renewal Agreement - Vector Solutions
- 4.58 Renewal Contracts - Vertiv Corporation
- 4.59 Lease Agreement Renewal - Murrysville Location
- 4.60 Quote - Corporate Environments

Marketing

- 4.61 Renewal Agreement - Niche.com
- 4.62 Renewal Contract - Webimax
- 4.63 Renewal Subscription - Yext

Prom / Graduation

- 4.64 Agreement - The Alloy
- 4.65 Contract - Ash Photography
- 4.66 Contract - Westmoreland County Community College
- 4.67 Contract - Moxie Events

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.2 Treasurer's Reports & Board Summary Reports**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the February 2021, March 2021 and April 2021 Treasurer's Reports and Board Summary Reports as presented.

File Attachments

[Board Summary Report - February 2021.pdf \(19 KB\)](#)

[Board Summary Report - March 2021.pdf \(19 KB\)](#)

[Board Summary Report -April 2021.pdf \(19 KB\)](#)

[Treasurer's Report - February 2021.pdf \(84 KB\)](#)

[Treasurer's Report - March 2021.pdf \(84 KB\)](#)

[Treasurer's Report - April 2021.pdf \(394 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.3 Expenditure Reports**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the February 2021, March 2021 and April 2021 Expenditure Reports as presented.

File Attachments

[Expenditure Report - February 2021.pdf \(109 KB\)](#)

[Expenditure Report - March 2021.pdf \(34 KB\)](#)

[Expenditure Report - April 2021.pdf \(23 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.4 Annual Budget - 2021-2022 SY

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the 2021-2022 Annual Budget, a copy of which is attached.

The 2021-2022 Annual Budget was presented by our Interim Business Administrator, Tamara Darden, at the January 2021 Board Meeting.

A revised 2021-2022 Annual Budget, once a permanent Business Administrator has been employed, may be necessary and will be recommended for Board approval at the September 2021 Board Meeting.

File Attachments

[2021-2022 Annual Budget.pdf \(141 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.5 Personnel Actions

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

New Hires/Re-Hires (6)
Transfers/Classification Changes (2)
Leaves of Absence Requests (4)

Additional Duties (16)
Supplementals/Stipends (3)
Retirements/Resignations/Terminations (3)

Executive Content

Executive File Attachments
[Personnel Actions - May 2021.pdf \(55 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.
Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.6 Personnel Decision Briefs

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Personnel Decision Briefs. A copy of each is attached.

Executive File Attachments
[Decision Brief - Stipend - Facilities Manager.pdf \(123 KB\)](#)
[Decision Brief - Summer Temporary PT Clerical Help, Nurse Office.pdf \(146 KB\)](#)
[Decision Brief - Murrysville Receptionist Admin Assistant.docx.pdf \(156 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.
Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.7 2021-2022 Salaries

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the proposed 2021-2022 salaries, as presented.

Executive File Attachments
[2021-2022 SALARIES BOARD 051121.pdf \(2,634 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.8 2021-2022 Benefits

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the proposed renewal rates for the 2021-2022 employee benefit plans.

The benefit plan renewal highlights for the 2021-22 school year are summarized below:

- Medical/Rx will renew with existing carrier, Cigna, with no plan design change. The final 1-year renewal rate was negotiated at 3%, representing an annual premium increase of \$44,448, based on current enrollment.
- Vision (Vision Benefits of America) will renew with no plan design changes, at a 0% increase, with a 2-year rate guarantee.
- Dental (United Concordia) will renew with no plan design changes, at a 0% increase, with a 1-year rate guarantee.

There are two options for ancillary insurance renewals (Group Term Life, Accidental Death & Dismemberment, Short Term/Long Term disability insurances).

Option 1 - renewal for existing employee classifications, Administrator and all other employees, with a 2-year rate guarantee of 7.6%. The additional annual expense, based on current enrollment, is anticipated to be \$4,494.

Option 2 - Renewal for existing employee classifications plus one additional employee class (CEO), with a 2-year rate guarantee of 8.4%. The additional annual expense, based on current enrollment, is anticipated to be \$4,950.

The following carriers provided COVID relief reimbursement credits to the School during the 2020-21 benefit plan year:

Cigna - \$11,956
 United Concordia - \$3,000

Greg Grimm from Exude will be attendance at the May 11, 2021 Board Meeting to answer any questions.

File Attachments
[Final 2021 21st Century Proposal.pdf \(302 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.9 Renewal Contract - Frontline Education**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract with Frontline Education at a cost of \$7,770.89 for the 2021-2022 school year, a copy of which is attached.

Frontline Education provides professional learning management and employee evaluation management.

The contract was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[Frontline Education.pdf \(523 KB\)](#)

Executive File Attachments

[Approval Form - Frontline Education.pdf \(526 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.10 Renewal Subscription - Go Formative**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal subscription with Go Formative at a cost of \$16,273.00 for the 2021-2022 school year, a copy of which is attached.

Go Formative is a cloud-based learning and assessment platform which gives timely feedback, keeping students engaged and accountable. It allows teachers to intervene in real-time and challenge their students as needed.

The subscription was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[Go Formative.pdf \(402 KB\)](#)

Executive File Attachments

[Approval Form - Go Formative.pdf \(99 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.11 10-Month and 12-Month Employee Handbooks & Compensation Plan for 2021-2022 SY**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve a continuation of the current 10-Month and 12-Month Employee Handbooks for the 2021-2022 school year with no changes.

A copy of each handbook is attached with the current school year reflected.

File Attachments

[10 Month 21-22.pdf \(3,371 KB\)](#)

[12 Month 21-22.pdf \(3,257 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject **4.12 Renewal Agreement - Sweet, Stevens, Katz & Williams LLP**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal Agreement with Sweet, Stevens, Katz & Williams LLP as special education pool counsel at a cost of \$7,500 for the 2021-2022 school year, a copy of which is attached.

The Agreement continues to provide for telephone and email advice including participation in a pool email arrangement and access to their Special Education Resource Room, a searchable database of past pool opinions, forms, visual aids, and other useful documents.

The contract was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[SSKW Contract.pdf \(61 KB\)](#)

Executive File Attachments

[Approval Form - SSKW.pdf \(104 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.13 Renewal Contract - Aveanna Healthcare

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract with Aveanna Healthcare at costs indicated below for the 2021-2022 school year, a copy of which is attached.

Aveanna Healthcare's fee schedule is below:

Service	Standard Hourly Rate
BCBA-D	\$125
Behavior Specialist Consultant	\$95
Speech Language Pathologist	\$63
Occupational Therapist	\$95
Physical Therapist	\$75
Charter School Psychologist	\$75
Licensed Clinical Social Worker	\$60
Master Level Social Worker	\$63
Special Education Teacher	\$45
Long Term Substitute	\$45

Registered Behavior Technician	\$25
Behavior Technician	\$24
Paraprofessional	\$24

The contract has been reviewed by our solicitor.

File Attachments

[Aveanna Healthcare.pdf \(148 KB\)](#)

Executive File Attachments

[Approval Form - Aveanna Healthcare.pdf \(128 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject	4.14 Renewal Contract - Delta-T
Meeting	May 11, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal contract with Delta-T at costs indicated below for the 2021-2022 school year, a copy of which is attached.

Delta-T provides child and family services as listed below:

Service	Fee
PCA / 1:1 / Teacher Aide	\$21 per hour
Secretary Staff	\$21 per hour
Teacher	\$165 per day
Bi-Lingual Spanish Psychologist	\$2,200 per evaluation
RN	\$53 per hour
LPN	\$43 per hour
Parent Meeting (Phone / In Person)	\$125 per meeting
Psychological Evaluations (Counties: Philadelphia, Bucks, Montgomery, Chester and Delaware)	\$950 per evaluation
Psychological Evaluations (Rest of State of PA)	\$1,100 per evaluation
Functional Behavioral Assessment or Neuropsychological Evaluation	\$450 (in addition to cost of Psychological Evaluation)

The contract was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[Delta-T.pdf \(6,291 KB\)](#)

Executive File Attachments

[Approval Form - Delta-T.pdf \(462 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.15 Renewal Contract - Fick Educational Services

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract with Fick Educational Services at costs indicated below for the 2021-2022 school year, a copy of which is attached.

Fick Educational Services provides child and family services as listed below:

Service	Tutoring	Review of Records	IEP/MDE Meetings	Formal Consult
Agency Location Social Skills (Group)	\$70/hr.	N/A	\$150/hr.	\$150/hr.
Agency Location Social Skills (Individual)	\$70/hr.	\$200/ Review of Records	\$150/hr.	\$150/hr.
Agency Location Tutoring	\$85/hr.	\$200/ Review of Records	\$150/hr.	\$150/hr.
Online Tutoring	\$85/hr.	N/A	\$150/hr.	\$100/hr.

The contract was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[Fick Educational.pdf \(7,505 KB\)](#)

Executive File Attachments

[Approval Form - Fick Educational.pdf \(471 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.16 Renewal Contract - Flourish Therapy, LLC**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract with Flourish Therapy, LLC at costs indicated below for the 2021-2022 school year, a copy of which is attached.

Flourish Therapy provides occupational therapy and/or speech therapy as listed below:

Service	Fee
Speech Therapy Initial Evaluation or Re-Evaluations	\$400
Direct Service Rate	\$85 per hour
Indirect Service Rate (Preparing for and Cleaning up from Direct Therapy Services, consulting in person, via email or telephone with 21CCCS personnel and/or parent or guardian involved in therapy services in accordance with the IEP, review of therapy session notes and IEP goals)	\$20 per session
No show (less than 24 hours notice)	\$40
Travel to Approved Third Party Location or Office	\$50
MA Eligible Student Billing	\$35 per month
Quarterly Progress Reports	\$35 per student
ESY Eligibility Determination	\$35 per student
IEP Meeting (Includes participation and goal writing)	\$80 per hour

The contract was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[Flourish Therapy.pdf \(130 KB\)](#)

Executive File Attachments

[Approval Form - Flourish Therapy.pdf \(104 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.17 Contract - Lancaster Lebanon IU-13

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract with Lancaster Lebanon IU-13 for the 2021-2022 school year, a copy of which is attached.

The Lancaster Lebanon IU-13 provides child and family services. Lancaster Lebanon IU-13 is still calculating the costs associated with the services they will provide but will be in compliance with industry standards.

This contract has been reviewed by our solicitor.

File Attachments

[Lancaster Lebanon IU13.pdf \(116 KB\)](#)

Executive File Attachments

[Approval Form - Lancaster Lebanon IU13.pdf \(104 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.18 Renewal Contract - Lindamood-Bell Learning Processes

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract with Lindamood-Bell Learning Processes at a cost of \$23,769.00 for the 2021-2022 school year, a copy of which is attached.

Lindamood-Bell Learning Processes provides 1:1 sensory cognitive instruction for 180 hours at the rate of \$132.05 per hour.

The contract was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[Lindamood Bell.pdf \(8,358 KB\)](#)

Executive File Attachments

[Approval Form - Lindamood Bell.pdf \(305 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.19 Renewal Contract - Therapy Source

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract with Therapy Source at costs indicated below for the 2021-2022 school year, a copy of which is attached.

Therapy Source provides child and family services as listed below:

Service	Fee
Speech/Occupational/Physical Therapy (In-Person)	\$82 per hour for direct and indirect time, plus travel time
Speech/Occupational/Physical Therapy (Thera-Web)	\$78 per hour for direct and indirect time
Social Work and Counseling Services (In-Person)	\$82 per hour for direct and indirect time, plus travel time
Social Work and Counseling Services (Thera-Web)	\$78 per hour for direct and indirect time
TheraWeb Coping Skills Group	\$118 per hour with 30 minutes of Prep/Planning per group
TheraWeb Social Skills Group	\$118 per hour with 30 minutes of Prep/Planning per group

BCBA Services	\$95 per hour for direct and indirect time, plus travel time
School Psychology Services	\$120 per hour for direct and indirect time, plus travel time
Audiology Services	\$82 per hour for direct and indirect time, plus travel time
Teacher of the Visually Impaired Services (In-Person)	\$82 per hour for direct and indirect time, plus travel time
Teacher of the Visually Impaired Services (Thera-Web)	\$78 per hour for direct and indirect time
Wilson Reading Services (In-Person and Thera-Web)	\$75 per hour for direct and indirect time, plus travel time
Tutoring Services (In-Person and Thera-Web)	\$50 per hour for direct and indirect time, plus travel time

The contract was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[Therapy Source.pdf \(343 KB\)](#)

Executive File Attachments

[Approval Form - Therapy Source.pdf \(476 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.20 Agreement - ACLD Tillotson School**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement with ACLD Tillotson at a daily rate of \$287.23 for the 2020-2021 ESY, a copy of which is attached.

ACLD Tillotson School is providing placement of a special education student in ESY.

This agreement has been reviewed by our solicitor.

File Attachments

[ACLD Tillotson School.pdf \(2,534 KB\)](#)

Executive File Attachments
[Approval Form - ACLD Tillotson School.pdf \(513 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.21 Renewal Contract - U.S. Healthcare Services

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract with U.S. Healthcare Services at costs indicated below for the 2021-2022 school year, a copy of which is attached.

U.S. Healthcare Services provides child and family services as listed below:

Service	Therapy	Evaluations/ Re-Evaluations	Indirect Time	Travel
Hearing Support	\$100 per hour	\$100 per hour	\$100 per hour	IRS Rate
Occupational Therapy	\$100 per hour	\$100 per hour	\$100 per hour	IRS Rate
Physical Therapy	\$100 per hour	\$100 per hour	\$100 per hour	IRS Rate
Psychologist		\$115 per hour		IRS Rate
Counseling	\$95 per hour	\$95 per hour	\$95 per hour	IRS Rate
Behavioral Support	\$95 per hour	\$95 per hour	\$95 per hour	IRS Rate
Tutoring	\$75 per hour		\$75 per hour	IRS Rate
Speech Therapy	\$100 per hour	\$100 per hour	\$100 per hour	IRS Rate

The contract was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments
[US Healthcare.pdf \(246 KB\)](#)

Executive File Attachments
[Approval Form - US Healthcare.pdf \(104 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.22 Renewal Agreement - Apple Self Service**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with Apple Self Service for in-house training for the 2021-2022 school year. There is no fee.

This renewal agreement with Apple allows our school to perform repairs on the laptops and iPads and provides training for in-house repairs.

This agreement has been reviewed by our solicitor.

File Attachments

[Apple Self Service.pdf \(584 KB\)](#)

Executive File Attachments

[Approval Form - Apple Self Service.pdf \(308 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.23 Renewal Agreement - CDWG (Beyond Trust)**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with CDWG at a cost of \$10,715.52 for the 2021-2022 school year, a copy of which is attached.

CDWG (Beyond Trust) provides remote support software.

This agreement has been reviewed by our solicitor.

File Attachments

[CDWG - Beyond Trust.pdf \(255 KB\)](#)

Executive File Attachments

[Approval Form - CDWG - Beyond Trust.pdf \(294 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.24 Renewal Agreement - CDWG (Druva)**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with CDWG (Druva) at a cost of \$11,830.00 for the 2021-2022 school year, a copy of which is attached.

CDWG (Druva) provides endpoint backup software for staff laptops.

This agreement has been reviewed by our solicitor.

File Attachments

[CDWG - Druva.pdf \(394 KB\)](#)

Executive File Attachments

[Approval Form - CDWG - Druva.pdf \(287 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.25 Renewal Agreement - iBoss Cybersecurity**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with iBoss Cybersecurity at a cost of \$15,510.82 for the 2021-2022 school year, a copy of which is attached.

iBoss Cybersecurity provides content filtering software.

This agreement has been reviewed by our solicitor.

File Attachments

[iBoss Cybersecurity.pdf \(274 KB\)](#)

Executive File Attachments

[Approval Form - iBoss.pdf \(288 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.26 Renewal Subscription - Intrado (School Messenger)**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal subscription with Intrado at a cost of \$1,870.00 for the 2021-2022 school year, a copy of which is attached.

Intrado (School Messenger) is a robocall application used for school announcements for families, students, and staff.

This subscription has not been reviewed by our solicitor, but has been reviewed internally, as it is a subscription with Terms of Service which the vendor will not change.

File Attachments

[Intrado \(School Messenger\).pdf \(20 KB\)](#)

Executive File Attachments

[Approval Form - Intrado.pdf \(286 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.27 Renewal Contract - Jamf**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract with Jamf at a cost of \$58,636.50 for the 2021-2022 school year, a copy of which is attached.

Jamf provides mobile deployment management software to remotely install software onto our users' laptop and iPads.

The contract was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[Jamf.pdf \(15 KB\)](#)

Executive File Attachments

[Approval Form - Jamf.pdf \(288 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.28 Renewal Quote - Lerro Corporation**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal quote with Lerro Corporation at a cost of \$2,900.00 for the 2021-2022 school year, a copy of which is attached.

Lerro Corporation provides support and maintenance for the PolyCom System, which is the cameras and the video screen at our West Chester location.

Our solicitor has not reviewed this renewal quote as it has been reviewed internally. There are no terms of use.

File Attachments
[Lerro.pdf \(32 KB\)](#)

Executive File Attachments
[Approval Form - Lerro.pdf \(290 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.29 License Renewal - MacEasy Computing

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the License Renewal with MacEasy Computing at a cost of \$4,100.00 for the 2021-2022 school year, a copy of which is attached.

MacEasy Computing provides the Filemaker Pro Site License Renewal.

This renewal has not been reviewed by our solicitor, but has been reviewed internally, as it is a license with Terms of Service which the vendor will not change.

File Attachments
[MacEasy Computing.pdf \(192 KB\)](#)

Executive File Attachments
[Approval Form - MacEasy Computing.pdf \(285 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.30 Renewal Agreement - Mindwrap (Optix)

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with Mindwrap (Optix) at a cost of \$10,616.00 for the 2021-2022 school year, a copy of which is attached.

Mindwrap (Optix) is our digital scanning system.

The agreement was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments
[Mindwrap.pdf \(9,330 KB\)](#)

Executive File Attachments
[Approval Form - Mindwrap.pdf \(287 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.31 Renewal Agreement - Remind

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with Remind at a cost of \$9,900.00 for the 2021-2022 school year, a copy of which is attached.

Remind provides a communication platform for staff and students.

The agreement was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[Remind.pdf \(38 KB\)](#)

Executive File Attachments

[Approval Form - Remind.pdf \(161 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject	4.32 Renewal Agreement - Sage Technologies
Meeting	May 11, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal agreement with Sage Technologies at a cost of \$7,280.00 for the 2021-2022 school year, a copy of which is attached.

Sage Technologies provides our Mitel softphone and voicemail system.

This agreement has been reviewed by our solicitor.

File Attachments

[Sage.pdf \(5,495 KB\)](#)

Executive File Attachments

[Approval Form - Sage.pdf \(161 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.33 Renewal Subscription - StreamText**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the renewal subscription with StreamText at a cost of \$15
Action per hour for the 2021-2022 school year, a copy of which is attached.

StreamText provides closed captioning software.

This subscription has not been reviewed by our solicitor, but has been reviewed internally, as it is a subscription with Terms of Service which the vendor will not change.

File Attachments

[StreamText.pdf \(95 KB\)](#)

Executive File Attachments

[Approval Form - StreamText.pdf \(159 KB\)](#)*These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.*

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.34 Quote - Weidenhammer (Meraki)**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the quote from Weidenhammer (Meraki) at a cost of
Action \$13,570.00, a copy of which is attached.

Weidenhammer (Meraki) will provide the equipment needed in the space expansion at our Murrysville location.

There is no contract/agreement for our solicitor to review as this is strictly an equipment purchase.

File Attachments

[Weidenhammer \(Meraki\).pdf \(35 KB\)](#)

Executive File Attachments

[Approval Form - Weidenhammer.pdf \(289 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject	4.35 ATSI Plan
Meeting	May 11, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the ATSI Plan for the 2021-2022 school year, a copy of which is attached.

The Comprehensive Plan reflects the 2021-2024 school year. This ATSI Plan covers the 2021-2022 school year. A copy of the Board Affirmation Statement is attached.

File Attachments

[ATSI non-Title 1 Comprehensive Plan 2021 - 2022.pdf \(315 KB\)](#)

[Affirmation Statement for ATSI 2021-2022 SY.pdf \(155 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject	4.36 Renewal Agreement - Scolab (Buzz Math)
Meeting	May 11, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal agreement with Scolab (Buzz Math) at a cost of \$2,875.00 for the 2021-2022 school year, a copy of which is attached.

Scolab (Buzz Math) provides a digital math platform.

This agreement has been reviewed by our solicitor.

File Attachments
[BuzzMath.pdf \(134 KB\)](#)

Executive File Attachments
[Approval Form - Scolab \(BuzzMath\).pdf \(159 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.37 Renewal Agreement - EdPuzzle

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with EdPuzzle at a cost of \$1,695.00 for the 2021-2022 school year, a copy of which is attached.

EdPuzzle is a resource used by teachers for live labs and live lab assignments.

The agreement was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments
[Ed Puzzle.pdf \(758 KB\)](#)

Executive File Attachments
[Approval Form - EdPuzzle.pdf \(253 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.38 Renewal Agreement - Hosting Solutions and Library Consulting**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with Hosting Solutions and Library Consulting at a cost of \$295.00 for the 2021-2022 school year, a copy of which is attached.

Hosting Solutions and Library Consulting is a nonprofit funded largely by state and local governments. Its primary product in Pennsylvania is Access Pennsylvania and POWER Library program. The Access Pennsylvania Catalog and ILL System is a coordinated resource-sharing program of the Pennsylvania Department of Education and the Office of Commonwealth Libraries and contains millions of titles.

This agreement has been reviewed by our solicitor.

File Attachments

[Hosting Solutions and Library Consulting.pdf \(2,320 KB\)](#)

Executive File Attachments

[Approval Form - HSLC.pdf \(158 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.39 Renewal Agreement - Insert Learning**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with Insert Learning at a cost of \$480.00 for the 2021-2022 school year, a copy of which is attached.

Insert Learning provides the ability for teachers to insert questions, discussions, and insight directly into any website. When students go to that website, they can respond to those questions and discussions, see the insight, and take their own notes.

This agreement has been reviewed by our solicitor.

File Attachments

[Insert Learning.pdf \(617 KB\)](#)

Executive File Attachments

[Approval Form - Insert Learning.pdf \(159 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.40 Renewal Agreement - Smart Futures

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with Smart Futures at a cost of \$5,000 for the 2021-2022 school year, a copy of which is attached.

This is a resource used by our school counselors in our Career & College Readiness course.

This renewal agreement has been reviewed by our solicitor.

File Attachments

[Smart Futures.pdf \(197 KB\)](#)

Executive File Attachments

[Approval Form - Smart Futures.pdf \(136 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.41 Renewal Subscription - S'more

Meeting May 11, 2021 - Board Meeting

Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal subscription with S'more at a cost of \$149.00 for the 2021-2022 school year, a copy of which is attached.

S'more provides an online newsletter platform.

This agreement has been reviewed by our solicitor.

File Attachments
[Smore.pdf \(537 KB\)](#)

Executive File Attachments
[Approval Form - Smore.pdf \(159 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.42 Renewal Subscription - Atlassian Trello**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal subscription with Atlassian Trello at a cost of \$8,547.12 for the 2021-2022 school year, a copy of which is attached.

Atlassian Trello is a project planning tool used by the ISD Department as a tool for project and workflow management. It allows the ISD Department to collect, analyze, and act on data from students and staff.

This subscription has not been reviewed by our solicitor, but has been reviewed internally, as it is a subscription with Terms of Service which the vendor will not change.

File Attachments
[Atlassian Trello.pdf \(596 KB\)](#)

Executive File Attachments
[Approval Form - Atlassian Trello.pdf \(110 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.43 Renewal Subscription - Deck Toys**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal subscription with Deck Toys at a cost of \$3,000 for the 2021-2022 school year, a copy of which is attached.

Deck Toys is our middle school development tool that "gamifies" our Moodle lessons and activities.

This subscription has not been reviewed by our solicitor, but has been reviewed internally, as it is a subscription with Terms of Service which the vendor will not change.

File Attachments

[Deck Toys.pdf \(762 KB\)](#)

Executive File Attachments

[Approval Form - Deck Toys.pdf \(101 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.44 Renewal Subscription - PowToon**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal subscription with PowToon at a cost of \$468.00 for the 2021-2022 school year, a copy of which is attached.

The PowToon product is used by our curriculum developers to deliver engaging and interactive instruction in the form of clickable content in our Moodle lessons.

This subscription has not been reviewed by our solicitor, but has been reviewed internally, as it is a subscription with Terms of Service which the vendor will not change.

File Attachments
[PowToon.pdf \(1,122 KB\)](#)

Executive File Attachments
[Approval Form - Powtoon.pdf \(101 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.45 Renewal Subscription - Quizlet

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal subscription with Quizlet at a cost of \$153.20 for the 2021-2022 school year, a copy of which is attached.

This is a free subscription where we add 2 teacher upgrades which our staff shares. Quizlet is a vocabulary resource that students can use directly on the Quizlet website or can be integrated in their Moodle lessons to practice vocabulary and spelling.

This subscription has not been reviewed by our solicitor, but has been reviewed internally, as it is a subscription with Terms of Service which the vendor will not change.

File Attachments
[Quizlet.pdf \(240 KB\)](#)

Executive File Attachments
[Approval Form - Quizlet.pdf \(102 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.46 Renewal Subscription - Read Speaker**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal subscription with Read Speaker at a cost of \$3,600 for the 2021-2022 school year, a copy of which is attached.

Read Speaker provides text to speech, transcribing screen reading in Moodle and in files uploaded to Moodle.

This subscription has not been reviewed by our solicitor, but has been reviewed internally, as it is a subscription with Terms of Service which the vendor will not change.

File Attachments

[Read Speaker.pdf \(147 KB\)](#)

Executive File Attachments

[Approval Form - Read Speaker.pdf \(102 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.47 Renewal Subscription - Red Circle Solutions (School App Express)**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal subscription with Red Circle Solutions (School App Express) at a cost of \$2,500 for the 2021-2022 school year, a copy of which is attached.

Red Circle Solutions (School App Express) provides teachers a place to communicate with students and families on a class by class basis.

This subscription has not been reviewed by our solicitor, but has been reviewed internally, as it is a subscription with Terms of Service which the vendor will not change.

File Attachments
[Red Circle.pdf \(408 KB\)](#)

Executive File Attachments
[Approval Form - Red Circle.pdf \(102 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.48 Renewal Subscription - Remote Learner Intelliboard

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal subscription with Remote Learner Intelliboard at a cost of \$5,412 for the 2021-2022, a copy of which is attached.

Remote Learner is the hosting and support company for the 21CCCS Moodle LMS. They have a partnership with Intelliboard where we are able to purchase the subscription through the regular Remote Learner support services.

The subscription terms were previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments
[Remote Learner - Intelliboard.pdf \(502 KB\)](#)

Executive File Attachments
[Approval Form - Remoter Learner Intelliboard.pdf \(102 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.49 Renewal Subscription - SmartKeter(Bannersnack)**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal subscription with SmartKeter at a cost of \$4,200 for the 2021-2022 school year, a copy of which is attached.

The SmartKeter (Bannersnack) product is used by our curriculum development to deliver engaging and interactive instruction in the form of clickable content in our Moodle lessons.

This subscription has not been reviewed by our solicitor, but has been reviewed internally, as it is a subscription with Terms of Service which the vendor will not change.

File Attachments

[SmartKeter.pdf \(294 KB\)](#)

Executive File Attachments

[Approval Form - Smartketer \(Bannersnack\).pdf \(126 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.50 Renewal Contract - Central Susquehanna Intermediate Unit**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract Central Susquehanna Intermediate Unit (CSIU) at a cost of \$15,057.00 for the 2021-2022 school year, a copy of which is attached.

CSIU provides eService Fund Accounting, Payroll, and Personnel software applications, training and support.

The contract was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments
[CSIU Contract.pdf \(274 KB\)](#)

Executive File Attachments
[Approval Form - CSIU.pdf \(98 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.51 Subscription - Bent Creek Services

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the subscription with Bent Creek Services for the policy maintenance and administrative regulations maintenance program at a cost of \$7,503.00 (breakdown below) for the 2021-2022 school year, a copy of which is attached.

The PSBA subscription is being transitioned to Bent Creek Services to provide 21CCCS with a service that meets our specific needs. It will be a continuation of the policy and administrative regulations program.

Bent Creek Description of Services	Cost
Policy Maintenance Based on \$1,250 + \$1 per student based on PDE's Public School Enrollment Data Reports for 2020-2021	\$3,753.00
Administrative Regulations Manual Maintenance	\$1,250.00
Administrative Regulations Manual Final Installment	\$2,500.00
TOTAL	\$7,503.00

This subscription has not been reviewed by our solicitor, but has been reviewed internally, as it is a subscription with Terms of Service which the vendor will not change. This subscription is also used by multiple Pennsylvania school districts.

File Attachments
[Bent Creek.pdf \(322 KB\)](#)

Executive File Attachments
[Approval Form - Bent Creek.pdf \(127 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.52 Renewal Quote - Diligent Corporation

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal quote from Diligent Corporation at a cost \$9,270 for the 2021-2022 school year, a copy of which is attached.

Diligent Corporation (BoardDocs) is our cloud based agenda management solution which we utilize for our board meetings.

The contract was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments
[Diligent.pdf \(387 KB\)](#)

Executive File Attachments
[Approval Form - Diligent.pdf \(120 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.53 Policies and Administrative Regulations

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the below updated Policies and Administrative Regulations.

These Policies and/or Administrative Regulations have been updated to reflect changes in our Student Parent Handbook. Updated language is in red. These policies and administrative regulations have been reviewed by Dr. Marchese and Dr. Sanville, as well as by our solicitor's office. A copy of the policies and administrative regulations are attached.

Policy Number	Policy Name
0001	Bylaws
1005.1	Review of Instructional Materials by Parents/Guardians and Students
1038	Language Instruction Educational Program for English Learners
2019	Student Complaint Process
2019-AR-1	Student Complaint Process
2026	Searches
2060-AR-1	Loss / Damage / Replacement of School Materials
6015	Acceptable Use and Internet Safety

File Attachments

[0001 - UPDATED.pdf \(1,134 KB\)](#)

[1005.1 - UPDATED.pdf \(95 KB\)](#)

[1038 - UPDATED.pdf \(109 KB\)](#)

[2019 - UPDATED.pdf \(87 KB\)](#)

[2019-AR-1 UPDATED.pdf \(64 KB\)](#)

[2026 - UPDATED.pdf \(109 KB\)](#)

[2060-AR-1 - UPDATED.pdf \(74 KB\)](#)

[6015 - UPDATED.pdf \(371 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.54 2021-2022 Student/Parent Handbook

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Student/Parent Handbook for the 2021-2022 school year.

A copy is attached and a description of the changes is indicated below:

Removed Language	Strike Through Red Ink Pgs. 5, 8, 12, 26-29, 35, 38-41, 43, 47, 51-56, 60, 65, 66, 69, 70, 72, 73, 76
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Added Language	Highlighted in Yellow Pgs. 3, 5, 25, 26, 28, 29, 32, 34, 35, 38, 40, 41, 45-47, 51-54, 60, 65-70, 72, 73, 76, 80
Name to be Added	Highlighted in Blue Pgs. 5, 69, 76

File Attachments

[Student Parent 2021-2022.pdf \(4,822 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.55 Renewal Agreement - Access**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with Access at a cost of \$90 per month for the 2021-2022 school year, a copy of which is attached.

Access provides offsite storage.

The agreement was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[Access.pdf \(458 KB\)](#)

Executive File Attachments

[Approval Form - Access.pdf \(1,841 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.56 Agreement - Invision Security**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement with Invision Security at a cost of \$350 for the 2021-2022 school year, a copy of which is attached.

Invision Security provides inspections of the Downingtown location security system.

This agreement was reviewed by our solicitor.

File Attachments

[Invision Security.pdf \(1,075 KB\)](#)

Executive File Attachments

[Approval Form - Invision Security.pdf \(124 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.57 Renewal Agreement - Vector Solutions**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with Vector Solutions at a cost of \$1,220.61 for the 2021-2022 school year, a copy of which is attached.

Vector Solutions provides Safe Schools Training.

This agreement has been reviewed by our solicitor.

File Attachments

[Vector Solutions.pdf \(9,428 KB\)](#)

Executive File Attachments

[Approval Form - Vector Solutions.pdf \(82 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject	4.58 Renewal Contracts - Vertiv Corporation
Meeting	May 11, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal contracts with Vertiv Corporation at a cost of \$7,913.28 for the remainder of the 2020-2021 school year and the 2021-2022 school year, a copy of which is attached.

Vertiv Corporation provides server maintenance for our West Chester and Murrysville locations.

The contracts were previously reviewed by our solicitor and no changes have been made for the renewals.

File Attachments

[Vertiv 20-21 SY.pdf \(554 KB\)](#)

[Vertiv 21-22 SY.pdf \(562 KB\)](#)

Executive File Attachments

[Approval Form - Vertiv.pdf \(104 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject	4.59 Lease Agreement Renewal - Murrysville Location
Meeting	May 11, 2021 - Board Meeting
Category	4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the lease agreement renewal for our Murrysville location, a copy of which is attached.

A copy of the Murrysville floor plan is also attached.

The lease renewal has been reviewed by our solicitor.

File Attachments

[Murrysville Lease Amendment.pdf \(176 KB\)](#)
[Murrysville Floor Plan.pdf \(118 KB\)](#)

Executive File Attachments

[Approval Form - Murrysville Lease.pdf \(135 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.60 Quote - Corporate Environments**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the quote from Corporate Environments at a cost of \$42,236.46, a copy of which is attached.

This quote is for furniture for the space expansion at our Murrysville location. A copy of the Corporate Environments furniture expansion plan is also attached.

There is no contract/agreement for our solicitor to review as this is strictly an equipment purchase.

File Attachments

[Corporate Environments Furniture Quote.pdf \(1,486 KB\)](#)
[Expansion Plan.png \(408 KB\)](#)

Executive File Attachments

[Approval Form - Corporate Environments.pdf \(134 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.61 Renewal Agreement - Niche.com**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with Niche.com at a cost of \$15,000.00 for the 2021-2022 school year, a copy of which is attached.

Niche provides a digital marketing campaign to increase brand awareness, build leadership and drive traffic to 21CCCS.org through Niche.com, Google and Facebook.

The agreement was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[Niche.pdf \(592 KB\)](#)

Executive File Attachments

[Approval Form - Niche.pdf \(120 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.62 Renewal Contract - Webimax**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract with Webimax at a cost of \$98,000 for the 2021-2022 school year, a copy of which is attached.

Webimax is a Google based digital marketing campaign to increase brand awareness, rank on Google's first page and drive traffic to 21CCCS.org. It generates qualified leads to recruit prospective families by using data-drive strategies throughout PA.

This renewal contract has been reviewed by our solicitor.

File Attachments

[Webimax.pdf \(606 KB\)](#)

Executive File Attachments

[Approval Form - Webimax.pdf \(156 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject 4.63 Renewal Subscription - Yext

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal subscription with Yext at costs indicated below for the 2021-2022 school year, a copy of which is attached.

Yext provides local SEO, listing management and over 90 directory platforms including but not limited to Apple, Apple Maps, Bing, Google Maps, Yahoo, Uber, Yellow Pages, White Pages, Yelp and Foursquare.

This subscription has not been reviewed by our solicitor, but has been reviewed internally, as it is a subscription with Terms of Service which the vendor will not change.

File Attachments

[Yext.pdf \(155 KB\)](#)

Executive File Attachments

[Approval Form - Yext.pdf \(120 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.64 Agreement - The Alloy**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement with The Alloy at a cost of \$2,000 plus 23% service and administrative charge for the 2020-2021 graduation ceremony, a copy of which is attached.

This agreement has not been reviewed by our solicitor, but has been reviewed internally with no concerns of agreement language. Multiple venues were explored and The Alloy permits multiple ceremonies and has a current capacity to meet our needs on June 3, 2021.

File Attachments

[The Alloy.pdf \(271 KB\)](#)

Executive File Attachments

[Approval Form - The Alloy.pdf \(124 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.65 Contract - Westmoreland County Community College**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract with Westmoreland County Community College at a cost of \$300 for the 2020-2021 graduation ceremony, a copy of which is attached.

This contract has been reviewed by our solicitor. We have previously utilized this venue for graduation, which has a current capacity to meet our needs on June 1, 2021.

This contract has been reviewed by our solicitor.

File Attachments

[Westmoreland County Community College.pdf \(464 KB\)](#)

Executive File Attachments

[Approval Form - Westmoreland County Community College.pdf \(124 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.66 Contract - Ash Photography**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract with Ash Photography at a cost of \$1,450 for the 2021-2022 graduation ceremony photographs, a copy of which is attached.

This contract has not been reviewed by our solicitor, but has been reviewed internally with no concerns of contract language.

File Attachments

[Ash Photography.pdf \(1,688 KB\)](#)

Executive File Attachments

[Approval Form - Ash Photography.pdf \(148 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **4.67 Contract - Moxie Events**

Meeting May 11, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the contract with Moxie Events at a cost of \$890 for the
Action 2020-2021 Junior/Senior Prom virtual event, a copy of which is attached.

This contract has not been reviewed by our solicitor, but has been reviewed internally with no concerns of contract language.

File Attachments

[Moxie Events.pdf \(511 KB\)](#)

Executive File Attachments

[Approval Form - Moxie.pdf \(90 KB\)](#)*These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.*

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

5. Bucks, Chester and Montgomery County Intermediate Unit Contracts**Subject** **5.1 Amend the Agenda**

Meeting May 11, 2021 - Board Meeting

Category 5. Bucks, Chester and Montgomery County Intermediate Unit Contracts

Access Public

Type Action

Recommended Recommend the Board amend the Agenda with regard to Bucks, Chester and Montgomery
Action County Intermediate Unit Agenda Items.

Motion & Voting

Motion to Amend the Agenda with regard to Bucks, Chester and Montgomery County Intermediate Unit Agenda Items.

Motion by Jason Harris, second by Heather Saboori.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Subject **5.2 Combination of Bucks, Chester and Montgomery County Intermediate Unit
Contract Agenda Items**

Meeting May 11, 2021 - Board Meeting

Category 5. Bucks, Chester and Montgomery County Intermediate Unit Contracts

Access Public

Type Action

Recommended Action Recommend the Board combine Agenda Items 5.3. through 5.8 with regard to Bucks, Chester and Montgomery County Intermediate Units.

Dr. Hoffman and Dr. Marchese have recused themselves from voting and their Recusal Memorandums are attached to each appropriate agenda item. Dr. Speaker was not present at today's meeting, but a Recusal Memorandum has been attached to the appropriate agenda items.

Motion & Voting

Motion to Combine Agenda Items 5.3. through 5.8 with regard to Bucks, Chester and Montgomery County Intermediate Units.

Motion by Christopher Marchese, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Abstain: Mark Hoffman, George Fiore

Subject 5.3 Proposal - Pilot for Career Technical Education Program

Meeting May 11, 2021 - Board Meeting

Category 5. Bucks, Chester and Montgomery County Intermediate Unit Contracts

Access Public

Type Action

Recommended Action Recommend the Board approve the proposal for the pilot of the Career Technical Education Program for the 2021-2022, 2022-2023 and 2023-2024 school years, a copy of which is attached.

The Career Technical Education Program is a pilot program for the next three (3) school years with vocational high schools within the Bucks County IU, Chester County IU and Montgomery County IU.

The Executive Directors of the Bucks County, Chester County and Montgomery County Intermediate Units have recused themselves from voting on this action. A copy of Dr. Hoffman, Dr. Fiore and Dr. Speaker's Recusal Memorandums are attached.

File Attachments

[CTE Pilot Program.pdf \(58 KB\)](#)

[21st CCCS Draft Service Agreement REV .pdf \(748 KB\)](#)

[Addendum CCIU 21CCCS Service Agreement Template 9.24.20.pdf \(214 KB\)](#)

[Dr. Fiore Recusal - CTE Program.pdf \(32 KB\)](#)

[Dr. Hoffman Recusal - CTE Program.pdf \(199 KB\)](#)

[Dr. Speaker Recusal - CTE Program.pdf \(229 KB\)](#)

Motion & Voting

Recommend the Board approve the proposal for the pilot of the Career Technical Education Program for the 2021-2022, 2022-2023 and 2023-2024 school years, a copy of which is attached.

Motion by Christopher Marchese, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Abstain: Mark Hoffman, George Fiore

Subject **5.4 Renewal Contract - Bucks County Intermediate Unit - Related Services**

Meeting May 11, 2021 - Board Meeting

Category 5. Bucks, Chester and Montgomery County Intermediate Unit Contracts

Access Public

Type Action

Recommended Action Recommend the Board approve the renewal contract with Bucks County Intermediate Unit for related services for the 2021-2022 school year, a copy of which is attached.

Bucks County Intermediate Unit provides related services for special education students.

Bucks County Intermediate Unit is still calculating the costs associated with the services they will provide but will be in compliance with industry standards.

Dr. Mark Hoffman, the Executive Director of the Bucks County Intermediate Unit, has recused himself from voting on this action. A copy of Dr. Hoffman's Recusal Memorandum is attached.

File Attachments

[BCIU.pdf \(149 KB\)](#)

[Dr. Hoffman Recusal - BCIU Related Services.pdf \(163 KB\)](#)

Executive File Attachments

[Approval Form - BCIU.pdf \(497 KB\)](#)

Motion & Voting

Recommend the Board approve the renewal contract with Bucks County Intermediate Unit for related services for the 2021-2022 school year, a copy of which is attached.

Motion by Christopher Marchese, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Abstain: Mark Hoffman

Subject **5.5 Renewal Contract - Chesco.net - Broadband Services**

Meeting May 11, 2021 - Board Meeting

Category 5. Bucks, Chester and Montgomery County Intermediate Unit Contracts

Access Public

Type Action

Recommended Action Recommend the Board approve the renewal contract with Chesco.net at a cost of \$32,000.00 for the 2021-2022 school year, a copy of which is attached.

Chesco.net provides broadband services to 21CCCS.

The contract was previously reviewed by our solicitor and no changes have been made for the renewal.

Dr. George Fiore, the Executive Director of the Chester County Intermediate Unit, has recused himself from voting on this action. A copy of Dr. Fiore's Recusal Memorandum is attached.

File Attachments

[Chesco.net.pdf \(152 KB\)](#)

[Dr. Fiore Recusal - Chesco.net.pdf \(25 KB\)](#)

Executive File Attachments

[Approval Form - Chesco.Net.pdf \(286 KB\)](#)

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Christopher Marchese, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Abstain: George Fiore

Subject	5.6 Renewal Contract - Chester County Intermediate Unit - Network Services
Meeting	May 11, 2021 - Board Meeting
Category	5. Bucks, Chester and Montgomery County Intermediate Unit Contracts
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the renewal contract with Chester County Intermediate Unit - Network Services at a cost of 6 hours per month at the rate of \$125 per hour with a minimum of \$750 per month for the 2021-2022 school year, a copy of which is attached.

This is an ongoing network services contract where Chester County Intermediate Unit will maintain 21CCCS' network infrastructure and provide network troubleshooting to resolve technical problems, including both on-site and remote work.

This renewal contract has been reviewed by our solicitor.

Dr. George Fiore, the Executive Director of the Chester County Intermediate Unit, has recused himself from voting on this action. A copy of Dr. Fiore's Recusal Memorandum is attached.

File Attachments

[CCIU Network Services.pdf \(166 KB\)](#)

[Dr. Fiore Recusal - CCIU Network Services.pdf \(28 KB\)](#)

Executive File Attachments

[Approval Form - CCIU Network Services.pdf \(285 KB\)](#)

Motion & Voting

Recommend the Board approve the renewal contract with Chester County Intermediate Unit - Network Services at a cost of 6 hours per month at the rate of \$125 per hour with a minimum of \$750 per month for the 2021-2022 school year, a copy of which is attached.

Motion by Christopher Marchese, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Abstain: George Fiore

Subject	5.7 Renewal Contract - Chester County Intermediate Unit - Related Services
Meeting	May 11, 2021 - Board Meeting
Category	5. Bucks, Chester and Montgomery County Intermediate Unit Contracts
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the renewal contract with Chester County Intermediate Unit for related services at a cost breakdown as indicated below for the 2021-2022 school year, a copy of which is attached.

Chester County Intermediate Unit provides related services for special education students.

Service	In Person (Hourly)	Online (Hourly)
Speech	\$169.60	\$124.74
OT	\$84.82	\$84.62
PT	\$84.62	\$84.62
Vision	\$172.19	\$130.03
Hearing	\$206.92	\$156.11
Licensed Social Work/Counseling	\$153.41	\$115.58
Mental Health Specialist	\$86.22	\$86.22
BCBA	\$94.10	\$94.10
Reading Specialist	\$86.13	\$86.13
Audiology	\$206.92	\$156.11
Foreign Language Interpreter	\$46.50	\$46.50
Psychological Evaluation	N/A	N/A
Executive Functions Coaching	\$86.22	\$86.22
School-based neuropsychological	\$4,440.06	N/A

The contract was previously reviewed by our solicitor and no changes have been made for the renewal.

Dr. George Fiore, the Executive Director of the Chester County Intermediate Unit, has recused himself from voting on this action. A copy of Dr. Fiore's Recusal Memorandum is attached.

File Attachments

[CCIU Related Services.pdf \(546 KB\)](#)

[Dr. Fiore Recusal - CCIU Related Services.pdf \(24 KB\)](#)

Executive File Attachments

[Approval Form - CCIU Related Services.pdf \(104 KB\)](#)

Motion & Voting

Recommend the Board approve the renewal contract with Chester County Intermediate Unit for related services at a cost breakdown as indicated below for the 2021-2022 school year, a copy of which is attached.

Motion by Christopher Marchese, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Abstain: George Fiore

Subject	5.8 Renewal Contract - Montgomery County Intermediate Unit - Related Services
Meeting	May 11, 2021 - Board Meeting
Category	5. Bucks, Chester and Montgomery County Intermediate Unit Contracts
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the renewal contract with Montgomery County Intermediate Unit for related services at costs indicated in pages 4-12 of the contract for the 2021-2022 school year, a copy of which is attached.

Montgomery County Intermediate Unit provides related services for special education students.

Dr. Regina Speaker, the Executive Director of the Montgomery County Intermediate Unit, has recused herself from voting on this action. A copy of Dr. Speaker's Recusal Memorandum is attached.

File Attachments

[MCIU - Related Services.pdf \(9,852 KB\)](#)

[Dr. Speaker Recusal - MCIU Related Services.pdf \(186 KB\)](#)

Executive File Attachments

[Approval Form - MCIU.pdf \(104 KB\)](#)

Motion & Voting

Recommend the Board approve the renewal contract with Montgomery County Intermediate Unit for related services at costs indicated in pages 4-12 of the contract for the 2021-2022 school year, a copy of which is attached.

Motion by Christopher Marchese, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Abstain: George Fiore

6. Board Member Comment

Subject	6.1 Board Member Comment
Meeting	May 11, 2021 - Board Meeting
Category	6. Board Member Comment

Access Public
 Type Procedural

7. Public Comment

Subject 7.1 Public Comment
 Meeting May 11, 2021 - Board Meeting
 Category 7. Public Comment
 Access Public
 Type Procedural

8. Meeting Schedule

Subject 8.1 2021-2022 Meeting Schedule
 Meeting May 11, 2021 - Board Meeting
 Category 8. Meeting Schedule
 Access Public
 Type Information

The schedule below reflects the Board Meetings for the 2021-2022 School Year:

Board Meetings - 1:00 p.m.

August 10, 2021
 September 14, 2021
 October 12, 2021
 November 9, 2021
 December 14, 2021
 January 11, 2022
 February 15, 2022
 March 15, 2022
 April 12, 2022
 May 10, 2022

The Board Meetings will be held the second Tuesday of every month from August through May at 1:00 p.m. at 1245 Wrights Lane, West Chester, PA 19380. There will be no Board Meetings in June or July. Calendar invites will be sent to the Board of Trustees and Administrators of 21st Century Cyber Charter School.

9. Adjournment

Subject 9.1 Adjournment
 Meeting May 11, 2021 - Board Meeting
 Category 9. Adjournment
 Access Public
 Type Action
 Recommend the Board adjourn the Board Meeting.

**Recommended
Action**

Motion & Voting

Recommend the Board adjourn the Board Meeting.

Motion by Christopher Marchese, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche



**Wednesday, June 2, 2021
Special Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
8:00 a.m.**

1. Meeting Opening

Subject **1.1 Call to Order - Roll Call**

Meeting Jun 2, 2021 - Special Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board President will call the board meeting to order, the Board Secretary will document attendance.

Subject **1.2 Notification of Recording**

Meeting Jun 2, 2021 - Special Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

Background: All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

2. New Business

Subject **2.1 Legal Settlement #003-2020-2021**

Meeting Jun 2, 2021 - Special Board Meeting

Category 2. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the settlement for matter #003-2020-2021 as presented. A copy of the Resolution of the Board of Trustees is also attached.

Executive File Attachments

[McKenna Snyder LLC Synopsis.pdf \(112 KB\)](#)
[Settlement Agreement.pdf \(257 KB\)](#)
[Exhibit A of Settlement Agreement.pdf \(367 KB\)](#)
[Resolution Approving Settlement.pdf \(76 KB\)](#)

Motion & Voting

Recommend the Board approve the settlement for matter #003-2020-2021 as presented. A copy of the Resolution of the Board of Trustees is also attached.

Motion by Peter Mango, second by Heather Saboori.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

Subject **2.2 Insurance - Willis Towers Watson**

Meeting Jun 2, 2021 - Special Board Meeting

Category 2. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve Option 2 of the WillisTowersWatson Insurance Proposal as presented below. Supporting documentation is attached.

 Summary

File Attachments

[2021-22 Insurance Proposal \(Revised 5-25\) - 21CCCS - Updated.pdf \(496 KB\)](#)

Motion & Voting

Recommend the Board approve Option 2 of the WillisTowersWatson Insurance Proposal as presented below. Supporting documentation is attached.

Motion by Peter Mango, second by Steven Yanni.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

3. Board Member Comment

Subject **3.1 Board Member Comment**

Meeting Jun 2, 2021 - Special Board Meeting

Category 3. Board Member Comment

Access Public

Type Procedural

4. Public Comment

Subject **4.1 Public Comment**

Meeting Jun 2, 2021 - Special Board Meeting
Category 4. Public Comment
Access Public
Type Procedural

5. Adjournment

Subject 5.1 Adjournment

Meeting Jun 2, 2021 - Special Board Meeting
Category 5. Adjournment
Access Public
Type Action

Recommended Action Recommend the Board adjourn the Special Board Meeting.

Motion & Voting

Recommend the Board adjourn the Special Board Meeting.

Motion by Peter Mango, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

**21st Century Cyber Charter School
Board of Trustees
1245 Wrights Lane
West Chester, PA 19380**

**Tuesday, August 4, 2020
Special Board Meeting Minutes**

Approved by:



August 13, 2020

1. Meeting Opening

Procedural: 1.1 Call to Order - Roll Call

The Board Meeting of the 21st Century Cyber Charter School Board of Trustees was held at 1245 Wrights Lane, West Chester, PA 19380. Mr. Peter Mango called the meeting to order at 2:01 p.m.

Members Present:

John Sanville, John Toleno, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, John George

Non-Members Present:

Brian Cote - Director of Curriculum, Instruction & Assessment, Lisa Iozzi - Board Secretary, Kevin McKenna - Solicitor, Sharee McGibboney - Business Administrator, Nancy Giagnacova - Director of Special Education, Prakash Patel - IT Director, Monica Frank - High School Principal, Erika Laidlaw - Middle School Principal, Casey Regina - Acting Assistant Principal, Cindy Currie - Human Resources, Stefanie Christy - Facilities Manager, John Provasnik - ISD Coordinator, Kristine Doyle - Enrollment Specialist, Maryann Faralli - Receptionist, Kelley Shelander - Receptionist, Mary Certo - Shipping, Ian Grawl - Shipping Clerk, Maggie Leysen - Parent, Kathy (Last Name Unknown) - Member of the Public, Tara (Last Name Unknown) - Member of the Public

Procedural: 1.2 Notification of Recording

Information: 1.3 Executive Session Announcements

2. Approval of Minutes

Action: 2.1 Review of June 23, 2020 Minutes

Recommend the Board approve the Minutes of the June 23, 2020 Board Meeting as presented.

Motion by George Fiore, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, John Toleno, Peter Mango, Christopher Marchese, George Fiore, John George

Not Present at Vote: David Goodin, Sherry DelGrosso

3. New Business

Action: 3.1 ATSI Plan

Recommend the Board approve the ATSI Plan, a copy of which is attached.

Motion by George Fiore, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, John Toleno, Peter Mango, Christopher Marchese, George Fiore, John George

Not Present at Vote: David Goodin, Sherry DelGrosso

Action: 3.2 Enrollment

Recommend the Board approve the administrative recommendation for the possible addition of staff in 21st Century Cyber Charter School for the 2020-2021 school year based on increased enrollment. These positions would be temporary full time class positions. Brian Cote, our Director of Curriculum, Instruction & Assessment will provide background information regarding enrollment numbers and any possible next steps.

There was some discussion on this agenda item. Brian Cote indicated he would like to hire 15-22 new staff members as temporary full time employees with full disclosure that these positions were directly related to increased enrollment. Kevin McKenna, our solicitor, commented that the plan to hire temporary staff based on enrollment was a sound plan. He felt the Board needed to be flexible in order to support the school. He also reminded everyone that we will not know our ADM until the end of the school year. Brian indicated that our case load is currently 160 to 1 and that he will keep the Board updated on a weekly basis as to enrollment numbers, teacher loads and staffing needs. Dr. Fiore inquired as to whether we would need to access our fund balance for the new positions. Sharee McGibboney indicated that the funding from each student would allow for the new staff without accessing the fund balance. The Board was in support of the plan in order to benefit the students.

Motion by Peter Mango, second by John Sanville.

Final Resolution: Motion Carries

Yea: John Sanville, John Toleno, David Goodin, Peter Mango, Christopher Marchese, George Fiore, John George

Not Present at Vote: Sherry DelGrosso

Action: 3.3 Personnel Actions

Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Motion by John Sanville, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, John Toleno, David Goodin, Peter Mango, Christopher Marchese, George Fiore, John George

Not Present at Vote: Sherry DelGrosso

4. Resignation/Ratification of Board Members

Action: 4.1 Resignation of Board Member, Dr. John George

Recommend the Board approve the resignation of Board Member, Dr. John George, Executive Director of the Montgomery County Intermediate Unit, effective at the end of the special board meeting on August 4, 2020.

There was some discussion on this agenda item. Brian Cote and the Board thanked Dr. George for his years of service as a member of the Board of Trustees for the 21st Century Cyber Charter School and that it was with regret to accept his resignation. Dr. George was grateful for his years of service and enjoyed the opportunities it presented. He indicated Dr. Regina Speaker was looking forward to serving on the Board of Trustees in his place and was sorry that she was unable to attend today's meeting due to weather conditions causing technical difficulties.

Motion by George Fiore, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, John Toleno, David Goodin, Peter Mango, Christopher Marchese, George Fiore, John George

Not Present at Vote: Sherry DelGrosso

5. Board Member Comment

Procedural: 5.1 Board Member Comment

Dr. Fiore reminded the executive directors of Montgomery County and Bucks County that the new board members for each of those counties as well as a replacement for Dr. David Baugh would need to be recommended prior to the September Board Meeting. They would be sworn in, along with Dr. Regina Speaker, at that time.

6. Public Comment

Procedural: 6.1 Public Comment

7. Meeting Schedule

Information: 7.1 2019-2020 Meeting Schedule

8. Adjournment

Action: 8.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by George Fiore, second by John George.

Final Resolution: Motion Carries

Yea: John Sanville, John Toleno, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, John George

The board meeting was adjourned at 2:25 p.m.

**21. t Century Cyber Charter School
Board of Trustees
1245 Wrights Lane
West Chester, PA 19380**

**Tuesday, September 1, 2020
Work Session Minutes**

Approved by:



September 1, 2020

1. Meeting Opening

The Work Session of the 21st Centur. Cyber Charter School Board of Trustees was held virtually. Mrs. Heather Saboori called the work session to order at 2:00 p.m.

Procedural: 1.1 Call to Order - Roll Call

Members Present:

Samuel Lee, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso

Non-Members Present:

Brian Cote - Director of Curriculum, Instruction & Assessment,, Lisa Iozzi - Board Secretary, Kevin McKenna - Solicitor, Sharee McGibboney - Business Administrator, Nancy Giagnacova - Director of Special Education, Prakash Patel - IT Director, Monica Frank - High School Principal, Erika Laidlaw - Middle School Principal, Casey Regina - Acting Assistant Principal, Megan Stellfox - Student Support Manager, Cindy Currie - Human Resources Manager, Stefanie Christy - Facilities Manager, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Ben Ozgur - Marketing Specialist, Dr. Alan Fegley - Future Board Member, Dr. Steven Yanni - Future Board Member, Dr. Regina Speaker - Future Board Member, Michelle Sapp - Parent, Regina Warner - Member of the Public

Procedural: 1.2 Notification of Recording

Discussion: 1.3 CEO's Reports

It was agreed that there would be a subcommittee consisting of the Intermediate Unit Directors, Dr. Mark Hoffman, Dr. Regina Speaker and Dr. George Fiore, to discuss the options for career and technical education programs offered by 21st Century Cyber Charter School.

There was discussion about the increasing enrollment and how it affects technology needs, monthly enrollment, potential of capping enrollment, the budget and the school's charter. There are concerns in how each of these issues comply with the school's charter. The Board asked our solicitor to review how monthly enrollment, capping enrollment, and geographical limitations are discussed in the school's charter and whether or not it can be revised and/or updated. Kevin McKenna indicated our charter did not provide the ability to cap enrollment. He further indicated schools need to provide education within ten (10) days of registration. Brian Cote indicated the plan was to have enrollment on the 1st of each month, with the student being fully registered and ready to begin on the 10th of each month. Kevin McKenna indicated he would review the legality and report back to the Board. The Board requested Sharee McGibboney to provide a cost analysis of revenue less expense per student in relation to our budget for the 2020-2021 school year.

Discussion: 1.4 Administrators' Reports

2. Ratification of Board Members Montgomery County Seat 1 and Bucks County Seat 2

Discussion: 2.1 Ratification of New Board Member, Dr. Regina Speaker, Montgomery County, Seat 1

Discussion: 2.2 Ratification of New Board Member, Dr. William Harner, Bucks County, Seat 2

Discussion: 2.3 Oath of Office

3. Consent Agenda

Discussion: 3.1 Review of Consent Agenda Items

Discussion: 3.2 Treasurer's Reports & Board Summary Reports

Discussion: 3.3 Expenditure Reports

Discussion: 3.4 Personnel Actions

Discussion: 3.5 Updated Language in Policies 0001, 0004, 1003 and 1015

Discussion: 3.6 Policy 7009 - Community Engagement

Discussion: 3.7 Fund Balance Designation

Discussion: 3.8 Contract - LinkIt!

Discussion: 3.9 Renewal Agreement - Florida Virtual - Training

Discussion: 3.10 Renewal Contract - Florida Virtual - Curriculum

Discussion: 3.11 Contract - Remote Learner - Intelliboard

Discussion: 3.12 Subscription - Diligent Corporation (BoardDocs)

Discussion: 3.13 Renewal Agreement - ClearGov

Discussion: 3.14 Renewal Agreement - Comstar Technologies - Softphone and Voicemail

Discussion: 3.15 Renewal Agreement - Comstar Technologies - Support and Maintenance

Discussion: 3.16 Renewal Contract - Niche

Discussion: 3.17 Renewal Contract - Curriculum Associates (iReady)

Discussion: 3.18 Renewal Agreement - Mindwrap (Optix)

Discussion: 3.19 Agreement - Apple - Self Service

Discussion: 3.20 Apple Lease

Discussion: 3.21 Administrative Regulations Manual

Discussion: 3.22 Resolution - Truancy Officers

Discussion: 3.23 Warehouse Tech Position (Part-Time to Full-Time)

4. Ratification of Board Members - Seat 4 of Bucks, Chester and Montgomery Counties

Discussion: 4.1 Ratification of New Board Member, Mr. Jason Harris, Bucks County, Seat 4

Discussion: 4.2 Ratification of New Board Member, Dr. Alan Fegley, Chester County, Seat 4

Discussion: 4.3 Ratification of New Board Member, Dr. Steven Yanni, Montgomery County, Seat 4

Discussion: 4.4 Oath of Office

5. Approval of Minutes

Discussion: 5.1 Review of August 4, 2020 Minutes

6. New Business

Discussion: 6.1 Renewal Contract - Montgomery County Intermediate Unit - Related Services

Discussion: 6.2 Resolution - ATSI Plan

Discussion: 6.3 Resolution - Annual Report

7. First Reading

First Reading: 7.1 Policy 6012 - Social Media and Networking Guidelines

8. Board Member Comment

Procedural: 8.1 Board Member Comment

9. Public Comment

Procedural: 9.1 Public Comment

10. Meeting Schedule

Information: 10.1 2020-2021 Meeting Schedule

11. Adjou.. ment

Action: 11.1 Adjo. rnment

Recommend the Board adjourn the Work Session.

Motion by Mark Hoffman, second by Peter Mango.

Final Resolution: Motion Carries

Yea: Samuel Lee, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso

The Work Session was adjourned by Heather Saboori at 2:27 p.m.

**21. t Century Cyber Charter School
Board of Trustees
1245 Wrights Lane
West Chester, PA 19380**

**Tuesday, September 8, 2020
Board Meeting Minutes**

Approved by:



9/9/2020

The Board Meeting of the 21st Century Cyber Charter School Board of Trustees was held virtually. Mrs. Heather Saboori called the board meeting to order at 1:00 p.m.

1. Meeting Opening

Procedural: 1.1 Call to Order - Roll Call

Members Present:

Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

Non-Members Present:

Brian Cote - Director of Curriculum, Instruction & Assessment,, Lisa Iozzi - Board Secretary, Kevin McKenna - Solicitor, Sharee McGibboney - Business Administrator, Nancy Giagnacova - Director of Special Education, Prakash Patel - IT Director, Monica Frank - High School Principal, Erika Laidlaw - Middle School Principal, Casey Regina - Acting Assistant Principal, Megan Stellfox - Student Support Manager, Cindy Currie - Human Resources Manager, Stefanie Christy - Facilities Manager, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Ben Ozgur - Marketing Specialist, Michelle Sapp and Wayne Sapp - Parents, Sarah (No Last Name Indicated) - Member of the Public

Procedural: 1.2 Notification of Recording

Information: 1.3 Executive Session Announcements

Report: 1.4 CEO's Reports

Report: 1.5 Administrators' Reports

2. Ratification of Board Members Montgomery County Seat 1 and Bucks County Seat 2

Action: 2.1 Ratification of New Board Member, Dr. Regina Speaker, Montgomery County, Seat 1
Recommend the Board approve the ratification of Board Member, Dr. Regina Speaker, Montgomery County Seat 1, effective September 8, 2020.

Motion by Peter Mango, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso

Abstain: Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

Action: 2.2 Ratification of New Board Member, Dr. William Harner, Bucks County, Seat 2
Recommend the Board approve the ratification of Board Member, Dr. William Harner, Bucks County Seat 2, effective September 8, 2020.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso

Abstain: Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

Procedural: 2.3 Oath of Office

Dr. William Harner was not present at the board meeting and he will be sworn into office at the November 10, 2020 Board Meeting.

3. Consent Agenda

Action (Consent): 3.1 Consen` Agenda Item.

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yann

Action (Consent): 3.2 Treasurer's Reports & Board Summary Reports

Resolution: Recommend the Board approve the May 2020, June 2020, and July 2020 Treasurer's Reports and Board Summary Reports as presented.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yann

Action (Consent): 3.3 Expenditure Reports

Resolution: Recommend the Board approve the May 2020, June 2020, and July 2020 Expenditure Reports as presented.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yann

Action (Consent): 3.4 Updated Language in Policies 0001, 0004, 1003 and 1015

Resolution: Recommend the Board approve the Updated Language in the Bylaws (Policy 0001), Qualifications and Service (Policy 0004), Nondiscrimination/Discriminatory Harassment - School and Classroom Practices (Policy 1003), and Truancy (Policy 1015) which are attached.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yann

Action (Consent): 3.5 Policy 7009 - Community Engagement

Resolution: Recommend the Board approve Policy 7009 which is attached. This policy was reviewed by our administrative team, Dr. Christopher Marchese, Dr. John Sanville and our solicitor and was First Reading at our May 2020 Board Meeting.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yann

Action (Consent): 3.6 Fund Balance Designation

Resolution: Recommend the Board approve the attached 2020-2021 Fund Balance Designations. The Fund Balance Designation was First Reading at our May Board Meeting.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Action (Consent): 3.7 Contract - LinkIt!

Resolution: Recommend the Board approve the contract between 21st Century Cyber Charter School and LinkIt! for the 2020-2021 school year for a cost of \$18,525.00 as attached.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Action (Consent): 3.8 Renewal Agreement - Florida Virtual - Training

Resolution: Recommend the Board approve the renewal agreement between 21CCCS and Florida Virtual for the 2020-2021 School Year for a total cost of \$3,000 as attached.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Action (Consent): 3.9 Renewal Contract - Florida Virtual - Curriculum

Resolution: Recommend the Board approve the renewal contract between 21CCCS and Florida Virtual for the 2020-2021 SY for a total cost of \$33,536.10 with a breakdown indicated below as attached.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Action (Consent): 3.10 Contract - Remote Learner - Intelliboard

Resolution: Recommend the Board approve a contract between 21st Century Cyber Charter School and Remote Learner - Intelliboard for the 2020-2021 school year for a total cost of \$5,700.00 as attached.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Action (Consent): 3.11 Subscription - Diligent Corporation (BoardDocs)

Resolution: Recommend the Board approve the invoice from Diligent Corporation for the 2020-2021 School Year at the cost of \$9,000 as attached.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Action (Consent): 3.12 Renewal Agreement - ClearGov

Resolution: Recommend the Board approve the renewal Agreement between 21st Century Cyber Charter School and ClearGov for a total amount of \$3,500 for the 2020-2021 SY as attached.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Action (Consent): 3.13 Renewal Agreement - Comstar Technologies - Softphone and Voicemail

Resolution: Recommend the Board approve the renewal agreement between 21st Century Cyber Charter School and Comstar Technologies for the 2020-2021 school year for a total cost of \$418.50 as attached.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Action (Consent): 3.14 Renewal Agreement - Comstar Technologies - Support and Maintenance

Resolution: Recommend the Board approve the renewal agreement between 21st Century Cyber Charter School and Comstar Technologies for the 2020-2021 school year for a total cost of \$6,990.00 as attached.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Action (Consent): 3.15 Renewal Contract - Niche

Resolution: Recommend the Board approve the contract between 21st Century Cyber Charter School and Niche for the 2020-2021 school year for a total cost of \$9,157.50 as attached.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Action (Consent): 3.16 Renewal Contract - Curriculum Associates (iReady)

Resolution: Recommend the Board approve the subscription between 21st Century Cyber Charter School and Curriculum Associates (iReady) for the 2020-2021 SY for a total cost of \$30,000 as attached.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Action (Consent): 3.17 Renewal Agreement - Mindwrap (Optix)

Resolution: Recommend the Board approve the renewal agreement between 21st Century Cyber Charter School and Mindwrap (Optix) for the 2020-2021 school year at the cost of \$10,616.00 as attached.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Action (Consent): 3.18 Agreement - Apple - Self Service

Resolution: Recommend the Board approve the Agreement between 21st Century Cyber Charter School and Apple which allows our school to perform repairs on the laptops and iPads. A copy of the Agreement is attached.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Action (Consent): 3.19 Apple Lease

Resolution: Recommend the Board approve the lease agreement between 21st Century Cyber Charter School and Apple, Inc. for the dollar purchase financing option to acquire 1,000 MacBook Airs and 1,000 iPads for a lease term of 48 months beginning August 1, 2020 in the amount of \$1,027,950.00, as attached.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Action (Consent): 3.20 Administrative Regulations Manual

Resolution: Recommend the Board approve the Administrative Regulations Manual.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Action (Consent): 3.21 Resolution - Truancy Officers

Resolution: Recommend the Board approve the Resolution and letter designating Truancy Officers, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Action (Consent): 3.22 Warehouse Tech Position (Part-Time to Full-Time)

Resolution: Recommend the Board approve changing our current part-time Warehouse Tech Position to a full-time position in order to more efficiently meet the demands of the technology needs of our students since we are now a 2:1 technology to student school.

Recommend the Board approve the Consent Agenda items.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

4. Ratification of Board Members - Seat 4 of Bucks, Chester and Montgomery Counties

Action: 4.1 Ratification of New Board Member, Mr. Jason Harris, Bucks County, Seat 4

Recommend the Board approve the ratification of Board Member, Mr. Jason Harris, Bucks County Seat 4, effective September 8, 2020.

Motion by Mark Hoffman, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Action: 4.2 Ratification of New Board Member, Dr. Alan Fegley, Chester County, Seat 4

Recommend the Board approve the ratification of Board Member, Dr. Alan Fegley, Chester County Seat 4, effective September 8, 2020.

Motion by George Fiore, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Action: 4.3 Ratification of New Board Member, Dr. Steven Yanni, Montgomery County, Seat 4

Recommend the Board approve the ratification of Board Member, Dr. Steven Yanni, Superintendent of Upper Dublin School District, Montgomery County Seat 4, effective September 8, 2020.

Motion by Peter Mango, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Regina Speaker

Abstain: Jason Harris, Alan Fegley, Steven Yanni

Procedural: 4.4 Oath of Office

5. Personnel

Action: 5.1 Personnel Actions

Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Motion by John Toleno, second by Peter Mango.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

6. A. Approval of Minutes

Action: 6.1 Approval of August 4, 2020 Minutes

Recommend the Board approve the Minutes of the August 4, 2020 Board Meeting as presented.

Motion by John Sanville, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

Action: 6.2 Approval of September 1, 2020 Minutes

Recommend the Board approve the Minutes of the September 1, 2020 Work Session as presented.

Motion by Christopher Marchese, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

7. New Business

Action: 7.1 Renewal Contract - Montgomery County Intermediate Unit - Related Services

Recommend the Board approve the contract between 21CCCS and Montgomery County Intermediate Unit for related services for special education students, effective for the 2020-2021 school year as attached.

Motion by Peter Mango, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni
Abstain: Mark Hoffman

Action: 7.2 Resolution - ATSI Plan

Recommend the Board approve Brian Cote's authority to sign and submit the ATSI Plan.

Motion by John Toleno, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

Action: 7.3 Resolution - Annual Report

Recommend the Board approve Brian Cote's authority to sign and submit the Annual Report.

Motion by John Toleno, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

Action: 7.4 COVID 19 Health and Safety Grant

Recommend the Board approve the COVID 19 Health and Safety Grant award in the amount of \$90,000 as attached.

Motion by Samuel Lee, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: Sam. el Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

Action: 7.5 Motion to Amend Agenda

Recommend the Board approve amending the agenda to reflect an additional personnel action and an additional legal settlement in New Business.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

Action: 7.6 New Personnel Action

Recommend the Board approve a personnel action as presented.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, John Toleno, Peter Mango, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

Abstain: Heather Saboori, Christopher Marchese

Action: 7.7 Legal Settlement #001-2020-2021

Recommend the Board approve the settlement for matter #001-2020-2021 as presented.

Motion by John Toleno, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

Action: 7.8 Legal Settlement #002-2020-2021

Recommend the Board approve the settlement for matter #002-2020-2021 as presented.

Motion by John Toleno, second by John Sanville.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, John Toleno, Peter Mango, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

Abstain: Heather Saboori, Christopher Marchese

8. First Reading

First Reading: 1 Policy 6012 - Social Media and Networking Guidelines

9. Board Member Comment

Procedural: 1 Board Member Comment

Mr. Peter Mango commented that the Board was grateful to Brian Cote and the rest of the team at 21st Century Cyber Charter School for their hard work and dedication over the last several months.

10. Public Comment

Procedural: 1 Public Comment

11. Meeting Schedule

Information: 1 2020-2021 Meeting Schedule

12. Adjou.. ment

Action: 1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by George Fiore, second by Peter Mango.

Final Resolution: Motion Carries

Yea: Samuel Lee, John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Gianni

The Board Meeting was adjourned at 1:24 p.m.

**21. t Century Cyber Charter School
Board of Trustees
1245 Wrights Lane
West Chester, PA 19380**

**Monday, September 21, 2020
Special Board Meeting Minutes**

The Board Meeting of the 21st Centur. Cyber Charter School Board of Trustees was held virtually. Mrs. Heather Saboori called the board meeting to order at 10:00 a.m.

1. Meeting Opening

Procedural: 1.1 Call to Order - Roll Call

Members Present:

John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yann

Non-Members Present:

Brian Cote - Director of Curriculum, Instruction & Assessment,, Lisa Iozzi - Board Secretary, Kevin McKenna - Solicitor, Sharee McGibboney - Business Administrator, Nancy Giagnacova - Director of Special Education, Prakash Patel - IT Director, Monica Frank - High School Principal, Erika Laidlaw - Middle School Principal, Casey Regina - Acting Assistant Principal, Megan Stellfox - Student Support Manager, Stefanie Christy - Facilities Manager, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Ben Ozgur - Marketing Specialist, Michelle Sapp and Wayne Sapp - Parents, Sarah (No Last Name Indicated) - Member of the Public

Procedural: 1.2 Notification of Recording

Report: 1.3 CEO's Reports

2. Ratification of Board Members

Procedural: 2.1 Oath of Office

Dr. William Harner did not attend today's board meeting. He will be sworn in at the November Board Meeting.

3. Approval of Minutes

Action: 3.1 September 8, 2020 Minutes

Recommend the Board approve the Minutes of the September 8, 2020 Board Meeting as presented.

Motion by George Fiore, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yann

4. Consent Agenda

Action (Consent): 4.1 Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yann

Action (Consent): 4.2 Interim CEO

Resolution: Recommend the Board approve an Interim CEO as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherr. DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

Action (Consent): 4.3 Administrator Stipend for Additional Duties
Resolution: Recommend the Board approve the suggested stipend.

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

Action (Consent): 4.4 Transition of American Express Credit Cards to Fulton Bank Credit Cards/Procurement Cards
Resolution: Recommend the board approve transition of the American Express Credit Cards to Fulton Bank Credit Cards/Procurement Cards.

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

5. New Bu... ess

Action: 5.1 MCIU Agreement - Interim Business Administrator
Recommend the Board approve the contract between 21CCCS and MCIU for an Interim Business Administrator as presented. Dr. Regina Speaker has recused herself from discussions and voting on this action as she is the Montgomery County Intermediate Unit Executive Director. A Memorandum of Recusal is attached.

Motion by Peter Mango, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Steven Yanni

Abstain: Regina Speaker

6. Board Member Comment

Procedural: 6.1 Board Member Comment

Dr. Fiore invited the members of our Board of Trustees and the attendees of 21st Century Cyber Charter School to keep Dr. Mark Hoffman and his family in our prayers as his daughter has been hospitalized since Monday.

7. Public Comment

Procedural: 7.1 Public Comment

8. Meeting Schedule

Information: 8.1 2020-2021 Meeting Schedule

9. Adjournment

Action: 9.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by Christopher Marchese, second by Steven Yanni.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

The Board Meeting was adjourned at 10:13 a.m.

**21. t Century Cyber Charter School
Board of Trustees
1245 Wrights Lane
West Chester, PA 19380**

**Tuesday, September 29, 2020
Committee Meeting Minutes**

The Committee Meeting of the 21st Century Cyber Charter School Board of Trustees was held virtually. Mrs. Heather Saboori called the board meeting to order at 11:04 a.m.

1. Meeting Opening

Procedural: 1.1 Call to Order - Roll Call

Members Present:

Heather Saboori, George Fiore, Regina Speaker

Non-Members Present:

Brian Cote - Interim CEO/Director of Curriculum, Instruction & Assessment, Lisa Iozzi - Board Secretary, Kevin McKenna - Solicitor, Sharee McGibboney - Business Administrator, Nancy Giagnacova - Director of Special Education, Mike Matz - IT Director, Monica Frank - High School Principal, Erika Laidlaw - Middle School Principal, Megan Stellfox - Student Support Manager, Lucinda Currie - Human Resources Manager, George Wade - Lead Tech Support, Alicia Simpson - ISD Tech Developer. Dr. William Harner - Future Board Member

1. Meeting Opening

Procedural: 1.1 Call to Order - Roll Call

Procedural: 1.2 Notification of Recording

2. New Business

Discussion: 2.1 Ad Hoc Committee for the CEO Search

Information: 2.2 Executive Session Announcements

Dr. William Harner left the meeting when the Committee went into Executive Session as he had not yet been sworn in. The CEO Search Committee was in Executive Session from 11:07 am. to 11:33 a.m.

3. Board Member Comment

Procedural: 3.1 Board Member Comment

4. Public Comment

Procedural: 4.1 Public Comment

5. Meeting Schedule

Information: 5.1 2019-2020 Meeting Schedule

6. Adjournment

Action: 6.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by George Fiore, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Heather Saboori, George Fiore, Regina Speaker

The Committee Meeting was adjourned at 11:37 a.m.

**21st Century Cyber Charter School
Board of Trustees
1245 Wrights Lane
West Chester, PA 19380**

**Tuesday, November 3, 2020
Work Session Minutes**

1. Meeting Opening

The Work Session of the 21st Century Cyber Charter School Board of Trustees was held virtually. Mrs. Heather Saboori called the work session to order at 2:00 p.m.

Procedural: 1.1 Call to Order - Roll Call

Members Present:

Heather Saboori, Peter Mango, George Fiore, Christopher Marchese, John Sanville, Mark Hoffman, Alan Fegley, Samuel Lee

Non-Members Present:

Brian Cote - Interim CEO / Director of Curriculum, Instruction & Assessment, Kristine Doyle - Substitute Board Secretary, Kevin McKenna - Solicitor, Blair Christo - Confidential Secretary, Nancy Giagnacova - Director of Special Education, Tamara Darden - Interim Business Administrator, Mike Matz - IT Director, Monica Frank - High School Principal, Erika Laidlaw - Middle School Principal, Casey Regina - Acting Assistant Principal, Megan Stellfox - Student Support Manager, Cindy Currie - Human Resources Manager, Stefanie Christy - Facilities Manager, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Ben Ozgur - Marketing Specialist, Dr. William Harner - Future Board Member

Procedural: 1.2 Notification of Recording

Discussion: 1.3 CEO's Reports

Heather Saboori commented that she would like to discuss the removal of the work sessions at the November 10th Board Meeting.

Discussion: 1.4 Administrators' Reports

2. Renewal and Ratification of Board Members

Discussion: 2.1 Renewal of Term of Board Members

Discussion: 2.2 Resignation of Board Treasurer

Discussion: 2.3 Resignation of Substitute Board Secretary

Discussion: 2.4 Organization of the Board - Nominate a 2020-2021 Temporary Board Treasurer

Discussion: 2.5 Organization of the Board - Elect a 2020-2021 Temporary Board Treasurer

Discussion: 2.6 Organization of the Board - Nominate a New Substitute Board Secretary

Discussion: 2.7 Organization of the Board - Elect a New Substitute Board Secretary

Discussion: 2.8 Oath of Office

3. Board Meeting Minutes

Discussion: 3.1 Review of September 21, 2020 Minutes

Discussion: 3.2 Review of September 29, 2020 Minutes

4. Consent Agenda

Discussion: 4.1 Consent Agenda Items

Discussion: 4.2 Treasurer's Reports & Board Summary Reports

Discussion: 4.3 Expenditure Reports

Discussion: 4.4 Personnel Actions

Discussion: 4.5 Contract - Connective Intervention Services, LLC

Discussion: 4.6 Contract - Flourish Therapy, LLC
Discussion: 4.7 Addendum - Therapy Source
Discussion: 4.8 Quote - Watershed Counseling and Consultation Services
Discussion: 4.9 Proposal - Jigsaw Seat Expansion
Discussion: 4.10 Agreement - SSI Fire and Explosion Protection
Discussion: 4.11 Agreement - Breakout EDU
Discussion: 4.12 Agreement - Aveanna Healthcare
Discussion: 4.13 Agreement - Access
Discussion: 4.14 Contract - IU 13 Related Services
Discussion: 4.15 Contract - DVL Group, Inc.
Discussion: 4.16 Project "Go" School Attendance Support
Discussion: 4.17 Proposal - Remote Learner
Discussion: 4.18 New Policies
Discussion: 4.19 Revised / Updated Language in Policies
Discussion: 4.20 Revised / Updated Language in Procedures

5. New Business

Discussion: 5.1 Removal of Work Sessions After November 10, 2020 Board Meeting
Discussion: 5.2 Monthly Board Meetings Beginning with 2021-2022 School Year

6. Board Member Comment

Procedural: 6.1 Board Member Comment

7. Public Comment

Procedural: 7.1 Public Comment

8. Meeting Schedule

Information: 8.1 2020-2021 Meeting Schedule

9. Adjournment

Action: 9.1 Adjournment
Recommend the Board adjourn the Work Session.

Motion by Pete Mango, second by Mark Hoffman
Final Resolution: Motion Carries

Yea: Heather Saboori, Peter Mango, George Fiore, Christopher Marchese, John Sanville, Mark Hoffman, Alan Fegley, Samuel Lee

The Work Session was adjourned by Heather Saboori at 2:07 p.m.

21st Century Cyber Charter School
Board of Trustees
1245 Wrights Lane
West Chester, PA 19380

Tuesday, November 10, 2020
Board Meeting Minutes

The Board Meeting of the 21st Century Cyber Charter School Board of Trustees was held virtually. Mrs. Heather Saboori called the board meeting to order at 1:08 p.m.

1. Meeting Opening

Procedural: 1.1 Call to Order - Roll Call

Members Present:

John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Non-Members Present:

Brian Cote – Interim CEO / Director of Curriculum, Instruction & Assessment, Kristine Doyle – Substitute Board Secretary, Carolyn Flynn – Solicitor, Blair Christo – Confidential Secretary / Future Substitute Board Secretary, Tamara Darden – Interim Business Administrator – Future Temporary Board Treasurer, Mike Matz – IT Director, Erika Laidlaw – Middle School Principal, Casey Regina – Acting Assistant Principal, Megan Stellfox – Student Manager, Stefanie Christy – Facilities Manager, George Wade – Lead Tech Support, John Provasnik – ISD Coordinator, Ben Ozgur – Marketing Specialist, Public - Mary Certo, Maryann Faralli, Nancy McMickle, Veronica Danahy, Andrea Fox, Marissa (no last name given), Maria Swiderski

Procedural: 1.2 Notification of Recording

Information: 1.3 Executive Session Announcements

Report: 1.4 CEO's Reports

Report: 1.5 Administrators' Reports

2. Renewal and Ratification of Board Members

Action: 2.1 Renewal of Term of Board Members

Recommend the Board approve Dr. John Sanville and Dr. David Goodin renewing their terms through September 2023.

Motion by George Fiore, second by Peter Mango.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Abstain: John Sanville, David Goodin

Action: 2.2 Resignation of Board Treasurer

Recommend the Board approve the resignation of Sharee McGibboney, as Board Treasurer, effective October 5, 2020. A copy of Sharee McGibboney's letter of resignation as Board Treasurer is attached.

Motion by George Fiore, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action: 2.3 Resignation of Substitute Board Secretary

Recommend the Board approve the resignation of Kristine Doyle, as Substitute Board Secretary, effective November 10, 2020. A copy of her letter of resignation as Substitute Board Secretary is attached.

Motion by Peter Mango, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action: 2.4 Organization of the Board - Nominate a 2020-2021 Temporary Board Treasurer

Recommend the Board nominate Tamara Darden as 2020-2021 Temporary Board Treasurer.

Motion by John Sanville, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action: 2.5 Organization of the Board - Elect a 2020-2021 Temporary Board Treasurer

Recommend the Board elect Tamara Darden as Temporary Board Treasurer for 2020-2021.

Motion by Christopher Marchese, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action: 2.6 Organization of the Board - Nominate a New Substitute Board Secretary

Recommend the Board nominate Blair Christo as the new Substitute Board Secretary. Blair Christo will replace Kristine Doyle as the Substitute Board Secretary.

Motion by Peter Mango, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action: 2.7 Organization of the Board - Elect a New Substitute Board Secretary

Recommend the Board elect Blair Christo as the new Substitute Board Secretary.

Motion by John Sanville, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Procedural: 2.8 Oath of Office

3. Board Meeting Minutes

Action: 3.1 Approval of September 21, 2020 Minutes

Recommend the Board approve the Minutes of the September 21, 2020 Board Meeting as presented.

Motion by John Sanville, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action: 3.2 Approval of September 29, 2020 Minutes

Recommend the Board approve the Minutes of the September 29, 2020 Committee Meeting as presented.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action: 3.3 Approval of November 3, 2020 Work Session Minutes

Recommend the Board approve the Minutes of the November 3, 2020 Work Session as presented.

Motion by Peter Mango, second by John Sanville.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

4. Consent Agenda

Action (Consent): 4.1 Consent Agenda Items

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action (Consent): 4.2 Treasurer's Reports & Board Summary Reports

Recommend the Board approve the August 2020 and September 2020 Treasurer's Reports and Board Summary Reports as presented.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action (Consent): 4.3 Expenditure Reports

Recommend the Board approve the August 2020 and September 2020 Expenditure Reports as presented.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action (Consent): 4.4 Personnel Actions

Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action (Consent): 4.5 Contract - Connective Intervention Services, LLC

Recommend the Board approve the contract between 21st Century Cyber Charter School and Connective Intervention Services, LLC.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action (Consent): 4.6 Contract - Flourish Therapy, LLC

Recommend the Board approve the contract between 21st Century Cyber Charter School and Flourish Therapy, LLC.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action (Consent): 4.7 Addendum - Therapy Source

Recommend the Board approve the Addendum between 21st Century Cyber Charter School and Therapy Source for the 2020-2021 SY.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action (Consent): 4.8 Quote - Watershed Counseling and Consultation Services

Recommend the Board approve the quote from Watershed Counseling and Consultation Services for a total amount of \$6,000 for the 2020-2021 school year.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action (Consent): 4.9 Proposal - Jigsaw Seat Expansion

Recommend the Board approve the proposal from Jigsaw for a 700 student seat expansion at the cost of \$19,800 to accommodate the increased enrollment of students.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action (Consent): 4.10 Agreement - SSI Fire and Explosion Protection

Recommend the Board approve the agreement between 21st Century Cyber Charter School and SSI Fire and Explosion Protection for the West Chester location for a total cost of \$940.00 for the 2020-2021 school year.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action (Consent): 4.11 Agreement - Breakout EDU

Recommend the Board approve the agreement between 21st Century Cyber Charter School and Breakout EDU for a total cost of \$100.00 for the 2020-2021 school year.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action (Consent): 4.12 Agreement - Aveanna Healthcare

Recommend the Board approve the agreement between 21st Century Cyber Charter School and Aveanna Healthcare for related services for the 2020-2021 school year.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action (Consent): 4.13 Agreement - Access

Recommend the Board approve the agreement between 21st Century Cyber Charter School and Access for offsite storage at the cost of \$90 per month.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action (Consent): 4.14 Agreement - Edpuzzle

Recommend the Board approve the agreement between 21st Century Cyber Charter School and edpuzzle for unlimited access to Edpuzzle for all the teachers in the school. | 1 year at the cost of \$1,555.20.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action (Consent): 4.15 Contract - IU 13 Related Services

Recommend the Board approve the contract between 21st Century Cyber Charter School and IU 13 for related services for the 2020-2021 school year.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action (Consent): 4.16 Project "Go" School Attendance Support

Recommend the Board approve the Project "Go" School Attendance Support Memorandum of Understanding as presented.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action (Consent): 4.17 Contract - DVL Group, Inc.

Recommend the Board approve the contract between 21st Century Cyber Charter School and DVL Group, Inc. for the 2 Vertiv /Liebert Minimate crac units (HVAC Units) in the West Chester location server room at the cost of \$4,350 for the 2020-2021 school year.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action (Consent): 4.18 Proposal - Remote Learner

Recommend the Board approve the proposal from Remote Learner for an upgrade to the Moodle platform, at a cost of \$4,500 for the 2020-2021 school year.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action (Consent): 4.19 New Policies

Recommend the Board approve the new policies as indicated below.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action (Consent): 4.20 Revised / Updated Language in Policies

Recommend the Board approve the updated language in the indicated policies.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action (Consent): 4.21 Revised / Updated Language in Procedures

Recommend the Board approve the updated language in the indicated procedures.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

5. New Business

Action: 5.1 Removal of Work Sessions After November 10, 2020 Board Meeting

Recommend the Board approve removal of the Work Sessions.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

Action: 5.2 Monthly Board Meetings Beginning with 2021-2022 School Year

Recommend the Board approve holding board meeting each month on the second Tuesday starting in August 2021.

Motion by George Fiore, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

6. Board Member Comment

Procedural: 6.1 Board Member Comment

Dr. Marchese requested that Board Members be provided their own 21CCCS issued email account. Brian Cote agreed and will work with Mike Matz and our Tech Department to effectuate.

7. Public Comment

Procedural: 7.1 Public Comment

8. Meeting Schedule

Information: 8.1 2020-2021 Meeting Schedule

9. Adjournment

Action: 9.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by George Fiore, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, David Goodin, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Alan Fegley, Regina Speaker

The meeting was adjourned by Mrs. Heather Saboori at 1:27 p.m.

**21. t Century Cyber Charter School
Board of Trustees
1245 Wrights Lane
West Chester, PA 19380**

**Monday, December 7, 2020
Special Board Meeting Minutes**

The Special Board Meeting of the 21st Century Cyber Charter School Board of Trustees was held virtually on December 7, 2020. Mrs. Heather Saboori called the board meeting to order at 2:00 p.m.

1. Meeting Opening

Procedural: 1.1 Call to Order - Roll Call

Members Present:

Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Samuel Lee

Non-Members Present:

Brian Cote - Director of Curriculum, Instruction & Assessment, Lisa Iozzi - Board Secretary, Nicole Snyder - Solicitor, Tamara Darden - Interim Business Administrator, Mike Matz - IT Director, Monica Frank - High School Principal, Erika Laidlaw - Middle School Principal, Casey Regina - Assistant Principal, Megan Stellfox - Student Support Manager, Cindy Currie - Human Resources Manager, Stefanie Christy - Facilities Manager, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Ben Ozgur - Marketing Specialist, Blair Christo - Substitute Board Secretary

Procedural: 1.2 Notification of Recording

Information: 1.3 Executive Session Announcements

2. Old Business

Procedural: 2.1 Oath of Office - Dr. William Harner

Dr. Harner was not present and the oath of office was not able to be administered.

3. New Business

Action: 3.1 Confidential Settlement Agreement

Recommend the Board approve the Confidential Settlement Agreement and Resolution as presented.

Motion by Peter Mango, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Samuel Lee

4. Board Member Comment

Procedural: 4.1 Board Member Comment

5. Public Comment

Procedural: 5.1 Public Comment

6. Meeting Schedule

Information: 6.1 2020-2021 Meeting Schedule

7. Adjournment

Action: 7.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by George Fiore, second by Samuel Lee.

Final Resolution: Motion Carries

Y. a: Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Sherry DelGrosso, Jason Harris, Alan Fegley, Regina Speaker, Samuel Lee

The special board meeting was adjourned at 2:04 p.m.

**21. t Century Cyber Charter School
Board of Trustees
1245 Wrights Lane
West Chester, PA 19380**

**Friday, December 18, 2020
Special Board Meeting Minutes**

Approved by:



December 21, 2020

The Special Board Meeting of the 21st Century Cyber Charter School Board of Trustees was held virtually on December 18, 2020. Mrs. Heather Saboori called the board meeting to order at 1:00 p.m.

1. Meeting Opening

Procedural: 1.1 Call to Order - Roll Call

Members Present:

John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Samuel Lee, William Harner

Non-Members Present:

Brian Cote - Director of Curriculum, Instruction & Assessment, Lisa Iozzi - Board Secretary, Kevin McKenna - Solicitor, Carolyn Flynn - Solicitor, Tamara Darden - Interim Business Administrator, Mike Matz - IT Director, Monica Frank - High School Principal, Erika Laidlaw - Middle School Principal, Casey Regina - Assistant Principal, Megan Stellfox - Student Support Manager, Cindy Currie - Human Resources Manager, Stefanie Christy - Facilities Manager, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Ben Ozgur - Marketing Specialist, Blair Christo - Substitute Board Secretary, Sean Galiczynski - School Counselor, Brittany Trotter - Social Studies Teacher, Zeek Weil - Pennsylvania State Education Association

Procedural: 1.2 Notification of Recording

2. Oath of Office

Procedural: 2.1 Oath of Office - Dr. William Harner

3. New Business

Information: 3.1 Executive Session Announcements

4. Board Member Comment

Procedural: 4.1 Board Member Comment

5. Public Comment

Procedural: 5.1 Public Comment

6. Meeting Schedule

Information: 6.1 2020-2021 Meeting Schedule

7. Adjournment

Action: 7.1 Adjournment

Recommend the Board adjourn the special board meeting.

Motion by George Fiore, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Samuel Lee, William Harner

The Special Board Meeting was adjourned at 1:33 p.m.

**21. t Century Cyber Charter School
Board of Trustees
1245 Wrights Lane
West Chester, PA 19380**

**Wednesday, January 6, 2021
Committee Meeting Minutes**

The C. mmittee Meeting of the 21st Century Cyber Charter School Board of Trustees was called to order by Mrs. Heather Saboori at 3:00 p.m. on January 6, 2021. The Committee Meeting . as suspended due to lack of a quorum and the following board members and our solicitor, Kevin McKenna, entered Executive Session:

Mark Hoffman, Heather Saboori, Christopher Marchese, Jason Harris, Alan Fegley, Regina Speaker, Steven Yann

Approved by:



January 7, 2021

**21. t Century Cyber Charter School
Board of Trustees
1245 Wrights Lane
West Chester, PA 19380**

**Tuesday, January 12, 2021
Board Meeting Minutes**

1. Meeting Opening

.. ocedural: 1.1 Call to Order - Roll Call

The Board Meeting of the 21st Centur. Cyber Charter School Board of Trustees was called to order by Mrs. Heather Saboori at 1:03 p.m. on January 12, 2021.

Members Present:

John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Non Members Present:

Brian Cote – Interim CEO / Director of Curriculum, Instruction & Assessment, Lisa Iozzi - Board Secretary, Kevin McKenna – Solicitor, Tamara Darden – Interim Business Administrator, Mike Matz – IT Director, Nancy Giagnacova - Director of Special Education, Monica Frank - High School Principal, Erika Laidlaw – Middle School Principal, Casey Regina – Assistant Principal, Megan Stellfox – Student Manager, Cindy Currie - Human Resources, Stefanie Christy – Facilities Manager, George Wade – Lead Tech Support, John Provasnik – ISD Coordinator, Ben Ozgur – Marketing Specialist, Public - Mary Certo, Maryann Faralli, Heather Iovine, Kelley Shelander, Stephen Goodson, Cindy Passner, Veronica Danahy, Megan Thompson - Herbein + Company, Chris Turtell - Herbein + Company, Shannon (no last name given)

Procedural: 1.2 Notification of Recording

Information: 1.3 Executive Session Announcements

Report: 1.4 CEO's Reports

M.. Peter Mango would requested Tamara Darden email the 2021-2022 Budget Presentation to the Board.
Mr. Jason Harris also requested Tamara Darden email a line by line itemization of the legal fees to the Board.

Report: 1.5 Administrators' Reports

2. Ratification & Oath of Office

Action: 2.1 Annual Organization of the Board - Appoint Temporary Chairperson

Recommend the Board appoint Dr. Mark Hoffman as a temporary Chairperson for the election of a 2021 Board Chairperson and 2021 Board Vice Chairperson.

Motion by William Harner, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Abstain: Heather Saboori

Action: 2.2 Annual Organization of the Board - Nominate 2021 Chairperson

Recommend the Board nominate a 2021 Chairperson. The Board of Trustees Nominations Committee has recommended Peter Mango as the 2021 Chairperson.

Motion by George Fiore, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Abstain: Peter Mango

Action: 2.3 Annual Organization of the Board - Elect 2021 Chairperson

Recommend the Board elect Peter Mango as the 2021 Chairperson.

Motion by Samuel Lee, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Abstain: Peter Mango

Action: 2.4 Annual Organization of the Board - Nominate a 2021 Vice Chairperson

Recommend the Board nominate a 2021 Vice Chairperson. The Board of Trustees Nominations Committee has recommended Heather Saboori as the 2021 Vice Chairperson.

Motion by Peter Mango, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Abstain: Heather Saboori

Action: 2.5 Annual Organization of the Board - Elect a 2020 Vice Chairperson

Recommend the Board elect Heather Saboori as the 2021 Vice Chairperson.

Motion by Peter Mango, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Abstain: Heather Saboori

Action: 2.6 Annual Organization of the Board - Appoint a 2021 Board Secretary

Recommend the Board appoint Lisa Iozzi as the 2021 Board Secretary.

Motion by George Fiore, second by Samuel Lee.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Procedural: 2.7 Oath of Office - Officers

3. A. proval of Minutes

Action: 3.1 November 10, 2020 Board Meeting Minutes

Recommend the Board approve the Minutes of the November 10, 2020 Board Meeting as presented.

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Action: 3.2 December 7, 2020 Special Board Meeting Minutes

Recommend the Board approve the Minutes of the December 7, 2020 Special Board Meeting as presented.

Motion by George Fiore, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Action: 3.3 December 18, 2020 Special Board Meeting Minutes

Recommend the Board approve the Minutes of the December 18, 2020 Special Board Meeting as presented.

Motion by John Sanville, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John San. ille, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Action (Consent): 3.4 January 6, 2021 Committee Meeting Minutes

Recommend the Board approve the Minutes of the January 6, 2021 Committee Meeting as presented.

Motion by Christopher Marchese, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

4. Consent Agenda

Action (Consent): 4.1 Approval of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Action (Consent): 4.2 Treasurer's Reports & Board Summary Reports

Resolution: Recommend the Board approve the October 2020 and November 2020 Treasurer's Reports and Board Summary Reports as presented.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Action (Consent): 4.3 Expenditure Reports

Resolution: Recommend the Board approve the Expenditure Reports for October 2020 and November 2020 as presented.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Action (Consent): 4.4 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Action (Consent): 4.5 Testing Coordinator - Supplemental/Stipend Position

Resolution: Recommend the Board approve the addition of a new supplemental/stipend position for the role of Testing Coordinator, as presented.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Action (Consent): 4.6 2021-2022 School Calendar

Resolution: Recommend the Board approve the 2021-2022 school calendar, a copy of which is attached.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Action (Consent): 4.7 Agreement - LinkIt

Resolution: Recommend the Board approve the agreement between 21st Century Cyber Charter School and LinkIt for a total cost of \$5843.00 for the 2020-2021 school year.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Action (Consent): 4.8 Agreement - Visual Sound: SMART Notebook Software

Resolution: Recommend the Board approve the agreement between 21st Century Cyber Charter School and Visual Sound: SMART Notebook Software at the cost of \$11,850 for a 3 year agreement.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Action (Consent): 4.9 Revised / Updated Language in Policies

Resolution: Recommend the Board approve the updated language in the indicated policies.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Action (Consent): 4.10 New Policy

Resolution: Recommend the Board approve the new policy 2018.3, Discipline of Student Convicted/Adjudicated of Sexual Assault, as attached.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Action: 4.11 2020-2021 Budget Revision

Resolution: Recommend the Board approve the proposed annual budget revision for the 2020-2021 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Heather Saboori, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

5. New Business

Action: 5.1 2019-2020 Financial Audit

Recommend the Board approve the 2019-2020 Financial Audit.

Dr. George Fiore commented that each of the Board of Trustees had already reviewed the 2019-2020 Financial Audit, in detail, prior to the board meeting, as is their practice in their own intermediate units and school districts.

Motion by Christopher Marchese, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

6. Old Business

Action: 6.1 Confidential Agreement

Recommend the Board approve the Confidential Agreement as presented for legal matter 001-2020-2021 approved at the September 8, 2020 Board Meeting.

Motion by Samuel Lee, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

7. Board Member Comment

Procedural: 7.1 Board Member Comment

M.. Peter Mango and Dr. George Fiore thanked Tamara Darden, the business office and Megan Thompson and Chris Turtell of Herbein + Company for working so diligently, especially in the time of a pandemic, to complete the 2019-2020 Financial Audit on time.

8. Public Comment

Procedural: 8.1 Public Comment

9. Meeting Schedule

Information: 9.1 2020-2021 Meeting Schedule

10. Adjournment

Action: 10.1 Adjournment

Recommend the Board adjourn the board meeting.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, Samuel Lee, William Harner

Dr. Christopher Marchese had to leave the board meeting at 1:28 p.m. This was after all voting had taken place and at the end of the 2021-2022 budget discussion, which had been moved to the end of the board meeting. The meeting was adjourned by Mr. Peter Mango at 1:45 p.m.

**21. t Century Cyber Charter School
Board of Trustees
1245 Wrights Lane
West Chester, PA 19380**

**Tuesday, March 9, 2021
Board Meeting Minutes**

The board meeting was suspended due of lack of a quorum and was rescheduled to March 19, 2021.

**21. t Century Cyber Charter School
Board of Trustees
1245 Wrights Lane
West Chester, PA 19380**

**Board Meeting Minutes
Friday, March 19, 2021**

1. Meeting Opening

Procedural: 1.1 Call to Order - Roll Call

The Board Meeting of the 21st Century Cyber Charter school was called to order by Peter Mango at 10:17 a.m.

Board Members Present:

Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Non-Members Present:

Brian Cote - Interim CEO/Director of Curriculum, Instruction & Assessment, Blair Christo - Substitute Board Secretary, James Munnely - Solicitor, Nancy Giagnacova - Director of Special Education, Monica Frank - High School Principal, Erika Laidlaw - Middle School Principal, Casey Regina - Assistant Principal, Mike Matz - IT Director, Megan Stellfox - Student Support Manager, John Provasnik - ISD Coordinator, George Wade - Lead Tech Support, Tom Lance - Tech Support, Ben Ozgur - Marketing Specialist, Michelle Sapp - Parent

Procedural: 1.2 Notification of Recording

Information: 1.3 Executive Session Announcements

Report: 1.4 CEO's Report

Report: 1.5 Administrators' Report

2. Board Members, Board Officers and Committee Information

Action: 2.1 Departure of Board Member, Dr. David Goodin

Recommend the Board approve the departure of Board Member, Dr. David Goodin, Superintendent of the Spring-ford Area School District. Dr. Goodin held Montgomery County Seat 2.

Motion by Jason Harris, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Action: 2.2 Ratification of New Board Member, Dr. Allyn Roche, Montgomery County Seat 2

Recommend the Board approve the ratification of Board Member, Dr. Allyn Roche, Montgomery County Seat 2, effective March 9, 2021.

Motion by Jason Harris, second by Steven Yanni.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Action: 2.3 Resignation of Temporary 2020-2021 Board Treasurer

Recommend the Board approve the resignation of Tamara Darden, as Temporary Board Treasurer, effective January 29, 2021. A copy of Tamara Darden's letter of resignation as Temporary Board Treasurer is attached.

Motion by Regina Speaker, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Action: 2.4 Organi. ation of the Board - Nominate an Interim Board Treasurer

Recommend the Board nominate Heather Saboori, Vice Chairperson, as an Interim Board Treasurer.

Motion by Regina Speaker, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Abstain: Heather Saboori

Action: 2.5 Organization of the Board - Elect an Interim Board Treasurer
Recommend the Board elect Heather Saboori as Interim Board Treasurer.

Motion by Regina Speaker, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Abstain: Heather Saboori

Procedural: 2.6 Oath of Office

Action: 2.7 Resolution - CEO Search Committee

Recommend the Board approve Resolution of the Board of Trustees regarding the CEO Search Committee. A copy of the Resolution is attached.

Motion by Jason Harris, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Information: 2.8 CEO Search Committee

3. A. Approval of Minutes

Action: 3.1 January 12, 2021 Board Meeting Minutes

Recommend the Board approve the Minutes of the January 12, 2021 Board Meeting as presented.

Motion by John Toleno, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Action: 3.2 March 9, 2021 Board Meeting Minutes

Recommend the Board approve the Minutes of the March 9, 2021 Board Meeting as presented.

Motion by Christopher Marchese, second by Heather Saboori.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

4. Consent Agenda

Action (Consent): 4.1 Approval of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Action (Consent): 4.2 Revised - November 2020 Treasurer's Report

Resolution: Recommend the Board approve the revised November 2020 Treasurer's Report as attached.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Action (Consent): 4.3 Treasurer's Reports & Board Summary Reports

Resolution: Recommend the Board approve the December 2020 and January 2021 Treasurer's Reports and Board Summary Reports as presented.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Ste. en Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Action (Consent): 4.4 Expenditure Reports

Resolution: Recommend the Board approve the Expenditure Reports for December 2020 and January 2021 as presented.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Action (Consent): 4.5 Personnel Decision Briefs

Resolution: Recommend the Board approve the two (2) Personnel Decision Briefs as outlined below. A copy of each is attached.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Action (Consent): 4.6 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Action (Consent): 4.7 2021-2022 HS and MS Course Catalogs

Resolution: Recommend the Board approve the Middle School and High School Course Catalogs for the 2021-2022 school year, copies of which are attached.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Action (Consent): 4.8 Proposal - Assetworks

Resolution: Recommend the Board approve the proposal from Assetworks for our annual inventory process at a cost of \$3,600.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Action (Consent): 4.9 Proposal - Corporate Environments

Resolution: Recommend the Board approve the proposal from Corporate Environments in the amount of \$11,741.91. This proposal details the installation of 4 workstations in the warehouse at Wrights Lane.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Action (Consent): 4.10 Proposal - Baxter Landscaping

Resolution: Recommend the Board approve the two proposals from Baxter Landscaping for the 2021-2022 school year for property landscaping needs at the Downingtown and West Chester locations for a total cost of \$19,473.50. A breakdown of the cost of each proposal is indicated below.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Action (Consent): 4.11 Contract - Whitford Country Club

Resolution: Recommend the Board review the Whitford Country Club invoice for the prom which will take place on May 27, 2021 for a total cost of \$1,635.00. This cost might change based on number of attendees. The cost breakdown is \$20 per person, \$350 room rental and \$75 for the dance floor set up.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Action (Consent): 4.12 Agreement - Conrad Seigel

Resolution: Recommend the Board approve the contract with Conrad Seigel to provide actuarial GASB 75 valuation and related services through December 31, 2021 for a total cost of \$3,550.00.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Action (Consent): 4.13 Contract - KenCrest

Resolution: Recommend the Board approve the KenCrest contract for February 2021 through June 2022 for related services at the cost of \$40.00 per hour.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Action (Consent): 4.14 Memorandum of Understanding - Compass Mark

Resolution: Recommend the Board approve the Memorandum of Understanding between 21CCCS and Compass Mark. They will be holding sessions with our students around positive behavior and trauma informed strategies through the end of the 2020-2021 school year. There is no fee. A copy is attached.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

Action (Consent): 4.15 Pilot Quote and Contract - Incident IQ

Resolution: Recommend the Board approve the quote from Incident IQ for \$695, a copy of which is attached. This is a pilot where Incident IQ would provide ticketing software for 21CCCS. If the pilot program is a success, the contract between 21CCCS and Incident IQ is also attached. The contract would be for one full year school year at the cost of \$4,728.36 and would be signed in June 2021.

Recommend the Board approve the Consent Agenda items. The Consent Agenda Items Include:

Motion by Steven Yanni, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yanni, Allyn Roche

5. Old Bu... ess

Discussion: 5.1 Career & Technical Education (CTE) Pilot for 2021-2022

Discussion follo. -up on Career & Technical Education Programming which was discussed at the September 8, 2020 and November 10, 2020 Board Meetings. Dr. Christopher Marchese spoke on behalf of the Chester County Board Members. They are in support of this program and would like to make sure that consideration is provided regarding reimbursement of transportation to the school districts by the charter school for students who are attending the program.

6. Board Member Comment

Procedural: 6.1 Board Member Comment

7. Public Comment

Procedural: 7.1 Public Comment

Michelle Sapp, parent of 2 students interested in Career & Technical Education (CTE) Pilot discussed what a great service this program will be, glad we are promoting options and open to exploring the pilot program. 21st Century Cyber Charter School came highly recommended to her; her son is flourishing online.

8. Meeting Schedule

Information: 8.1 2020-2021 Meeting Schedule

9. Adjournment

Action: 9.1 Adjournment

Recommend the Board adjourn the board meeting.

Motion by Jason Harris, second by Steven Yann.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Regina Speaker, Steven Yann, Allyn Roche

The Board Meeting was adjourned at 10:35 a.m.

**21. t Century Cyber Charter School
Baord of Trustees
1245 Wrights Lane
West Chester, PA 19380**

**Board Meeting Minutes
Tuesday, May 11, 2021**



5/12/2021

1. Meeting Opening

The Ma. 11, 2021 Board Meeting was called to order by Peter Mango at 12:58 p.m.

Action: 1.1 S. spend the Agenda

Recommend the Board suspend the agenda.

The Board of Trustees first reviewed and voted on the following agenda items, in this order, in the interest of keeping a quorum, as Montgomery County Board of Trustees' members were scheduled for another meeting in their county and there was a potential of them needing to leave the 21CCCS Board Meeting:

- Consent Agenda
- Approval of Minutes
- New Business
- Bucks, Chester and Montgomery County Intermediate Unit Contracts

Motion by John Toleno, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action: 1.2 Reinstate the Agenda

Recommend the Board reinstate the agenda.

The Board of Trustees continued the board Meeting with the following agenda items, in this order:

- Meeting Opening
- Board Member Comment
- Public Comment
- Meeting Schedule
- Adjournment

Motion by Jason Harris, second by Christopher Marchese.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Procedural: 1.3 Call to Order - Roll Call

Members Present:

John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Non Members Present:

Brian Cote - Interim CEO and Director of Curriculum, Instruction & Assessment, Lisa Iozzi - Board Secretary, Kevin McKenna - Solicitor, Dr. Nancy Giagnacova - Director of Special Education, Monica Frank - High School Principal, Erika Laidlaw - Middle School Principal, Casey Regina - Assistant Principal, Mike Matz - IT Director, Megan Stellfox - Student Support Manager, Lucinda Currie - Human Resources Manager, Ben Ozgur - Marketing Specialist, George Wade - Lead Tech Support, Alicia Simpson - ISD Tech Developer, Mary Certo - Shipping, Ian Grawl - Shipping Clerk, Kristine Doyle - Enrollment Specialist, Cindy Passner - School Secretary, Dr. Matthew Flannery - CEO (7/1/2021), Greg Grimm - Exude, Zeek Weil - National Education Association

Procedural: 1.4 Pledge of Allegiance

Procedural: 1.5 Notification of Recording

Information: 1.6 Executive Session Announcements

Report: 1.7 CEO's Reports

Brian Cote thanked the Board, the administration, the staff, the families and the students for the opportunity to lead the school over the past year during a transition in leadership and a pandemic. He welcomed Dr. Matthew Flannery to 21CCCS and offered his support as Dr. Flannery transitioned into the role of CEO.

Report: 1.8 Administrators' Reports

2. A. proval of Minutes

Action: 2.1 Appro. al of March 19, 2021 Minutes

Recommend the Board approve the Minutes of the March 19, 2021 Board Meeting as presented.

Motion by George Fiore, second by John Toleno.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

3. New Business

Action: 3.1 Amend the Agenda

Recommend the Board amend the agenda.

Motion by Christopher Marchese, second by Heather Saboori.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action: 3.2 Revision of Resolution of Director of Curriculum, Instruction & Assessment

Recommend the Board revise the Resolution of the Director of Curriculum, Instruction & Assessment in Agenda Item 3.3.

Motion by Jason Harris, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action: 3.3 CEO and Director of Curriculum, Instruction & Assessment

Recommend the Board approve the Resolutions of the Board of Trustees.

Motion by George Fiore, second by William Harner.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action: 3.4 CEO Employment Agreement

Recommend the Board approve the CEO's Employment Agreement as presented.

Dr. George Fiore thanked Brian Cote and the administrative team at 21CCCS for the work they had accomplished over the past year during a transition in leadership as well as during a pandemic. He congratulated Dr. Matthew Flannery as our new CEO and was excited to take 21CCCS on the right path to its continued future success.

Motion by George Fiore, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action: 3.5 CEO - Life Insurance

Recommend the Board approve that attached Resolution with regard to the life insurance policy of the CEO.

Motion by Christopher Marchese, second by John Sanville.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action: 3.6 National Labor Relations Board

Recommend the Board approve the Appeal to the National Labor Relations Board effective May 6, 2021.

Motion by Jason Harris, second by Heather Saboori.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

4. Consent Agenda

Action (Consent): 4.1 Review of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.2 Treasurer's Reports & Board Summary Reports

Resolution: Recommend the Board approve the February 2021, March 2021 and April 2021 Treasurer's Reports and Board Summary Reports as presented.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.3 Expenditure Reports

Resolution: Recommend the Board approve the February 2021, March 2021 and April 2021 Expenditure Reports as presented.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.4 Annual Budget - 2021-2022 SY

Resolution: Recommend the Board approve the 2021-2022 Annual Budget, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.5 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by Geo.ge Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.6 Personnel Decision Briefs

Resolution: Recommend the Board approve the Personnel Decision Briefs. A copy of each is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.7 2021-2022 Salaries

Resolution: Recommend the Board approve the proposed 2021-2022 salaries, as presented.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.8 2021-2022 Benefits

Resolution: Recommend the Board approve the proposed renewal rates for the 2021-2022 employee benefit plans.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.9 Rene. al Contract - Frontline Education

Resolution: Recommend the Board approve the renewal contract with Frontline Education at a cost of \$7,770.89 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.10 Renewal Subscription - Go Formative

Resolution: Recommend the Board approve the renewal subscription with Go Formative at a cost of \$16,273.00 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action: 4.11 10-Month and 12-Month Emplo. ee Handbooks & Compensation Plan for 2021-2022 SY

Resolution: Recommend the Board approve a continuation of the current 10-Month and 12-Month Employee Handbooks for the 2021-2022 school year with no changes.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.12 Renewal Agreement - Sweet, Stevens, Katz & Williams LLP

Resolution: Recommend the Board approve the renewal Agreement with Sweet, Stevens, Katz & Williams LLP as special education pool counsel at a cost of \$7,500 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.13 Renewal Contract - Aveanna Healthcare

Resolution: Recommend the Board approve the renewal contract with Aveanna Healthcare at costs indicated below for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.14 Renewal Contract - Delta-T

Resolution: Recommend the Board approve the renewal contract with Delta-T at costs indicated below for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.15 Renewal Contract - Fick Educational Services

Resolution: Recommend the Board approve the renewal contract with Fick Educational Services at costs indicated below for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.16 Renewal Contract - Flourish Therapy, LLC

Resolution: Recommend the Board approve the renewal contract with Flourish Therapy, LLC at costs indicated below for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Geo.ge Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.17 Contract - Lancaster Lebanon IU-13

Resolution: Recommend the Board approve the contract with Lancaster Lebanon IU-13 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.18 Rene. al Contract - Lindamood-Bell Learning Processes

Resolution: Recommend the Board approve the renewal contract with Lindamood-Bell Learning Processes at a cost of \$23,769.00 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.19 Renewal Contract - Therapy Source

Resolution: Recommend the Board approve the renewal contract with Therapy Source at costs indicated below for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.20 Agreement - ACLD Tillotson School

Resolution: Recommend the Board approve the agreement with ACLD Tillotson at a daily rate of \$287.23 for the 2020-2021 ESY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.21 Renewal Contract - U.S. Healthcare Services

Resolution: Recommend the Board approve the renewal contract with U.S. Healthcare Services at costs indicated below for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.22 Renewal Agreement - Apple Self Service

Resolution: Recommend the Board approve the renewal agreement with Apple Self Service for in-house training for the 2021-2022 school year. There is no fee.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.23 Renewal Agreement - CDWG (Beyond Trust)

Resolution: Recommend the Board approve the renewal agreement with CDWG at a cost of \$10,715.52 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.24 Renewal Agreement - CDWG (Druva)

Resolution: Recommend the Board approve the renewal agreement with CDWG (Druva) at a cost of \$11,830.00 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.25 Renewal Agreement - iBoss Cybersecurity

Resolution: Recommend the Board approve the renewal agreement with iBoss Cybersecurity at a cost of \$15,510.82 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.26 Renewal Subscription - Intrado (School Messenger)

Resolution: Recommend the Board approve the renewal subscription with Intrado at a cost of \$1,870.00 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.27 Renewal Contract - Jamf

Resolution: Recommend the Board approve the renewal contract with Jamf at a cost of \$58,636.50 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.28 Renewal Quote - Lerro Corporation

Resolution: Recommend the Board approve the renewal quote with Lerro Corporation at a cost of \$2,900.00 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.29 License Renewal - MacEasy Computing

Resolution: Recommend the Board approve the License Renewal with MacEasy Computing at a cost of \$4,100.00 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.30 Renewal Agreement - Mindwrap (Optix)

Resolution: Recommend the Board approve the renewal agreement with Mindwrap (Optix) at a cost of \$10,616.00 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.31 Renewal Agreement - Remind

Resolution: Recommend the Board approve the renewal agreement with Remind at a cost of \$9,900.00 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.32 Renewal Agreement - Sage Technologies

Resolution: Recommend the Board approve the renewal agreement with Sage Technologies at a cost of \$7,280.00 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Geo.ge Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.33 Rene. al Subscription - StreamText

Resolution: Recommend the Board approve the renewal subscription with StreamText at a cost of \$15 per hour for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.34 Quote - Weidenhammer (Meraki)

Resolution: Recommend the Board approve the quote from Weidenhammer (Meraki) at a cost of \$13,570.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.35 ATSI Plan

Resolution: Recommend the Board approve the ATSI Plan for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.36 Renewal Agreement - Scolab (Buzz Math)

Resolution: Recommend the Board approve the renewal agreement with Scolab (Buzz Math) at a cost of \$2,875.00 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.37 Renewal Agreement - EdPuzzle

Resolution: Recommend the Board approve the renewal agreement with EdPuzzle at a cost of \$1,695.00 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.38 Renewal Agreement - Hosting Solutions and Library Consulting

Resolution: Recommend the Board approve the renewal agreement with Hosting Solutions and Library Consulting at a cost of \$295.00 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.39 Renewal Agreement - Insert Learning

Resolution: Recommend the Board approve the renewal agreement with Insert Learning at a cost of \$480.00 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.40 Renewal Agreement - Smart Futures

Resolution: Recommend the Board approve the renewal agreement with Smart Futures at a cost of \$5,000 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.41 Renewal Subscription - S'more

Resolution: Recommend the Board approve the renewal subscription with S'more at a cost of \$149.00 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.42 Renewal Subscription - Atlassian Trello

Resolution: Recommend the Board approve the renewal subscription with Atlassian Trello at a cost of \$8,547.12 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.43 Renewal Subscription - Deck Toys

Resolution: Recommend the Board approve the renewal subscription with Deck Toys at a cost of \$3,000 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.44 Renewal Subscription - PowToon

Resolution: Recommend the Board approve the renewal subscription with PowToon at a cost of \$468.00 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.45 Renewal Subscription - Quizlet

Resolution: Recommend the Board approve the renewal subscription with Quizlet at a cost of \$153.20 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.46 Renewal Subscription - Read Speaker

Resolution: Recommend the Board approve the renewal subscription with Read Speaker at a cost of \$3,600 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.47 Renewal Subscription - Red Circle Solutions (School App Express)

Resolution: Recommend the Board approve the renewal subscription with Red Circle Solutions (School App Express) at a cost of \$2,500 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.48 Renewal Subscription - Remote Learner Intelliboard

Resolution: Recommend the Board approve the renewal subscription with Remote Learner Intelliboard at a cost of \$5,412 for the 2021-2022, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John San. ille, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.49 Rene. al Subscription - SmartKeter(Bannersnack)

Resolution: Recommend the Board approve the renewal subscription with SmartKeter at a cost of \$4,200 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.50 Renewal Contract - Central Susquehanna Intermediate Unit

Resolution: Recommend the Board approve the renewal contract Central Susquehanna Intermediate Unit (CSIU) at a cost of \$15,057.00 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.51 Subscription - Bent Creek Services

Resolution: Recommend the Board approve the subscription with Bent Creek Services for the policy maintenance and administrative regulations maintenance program at a cost of \$7,503.00 (breakdown below) for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.52 Renewal Quote - Diligent Corporation

Resolution: Recommend the Board approve the renewal quote from Diligent Corporation at a cost \$9,270 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.53 Policies and Administrative Regulations

Resolution: Recommend the Board approve the below updated Policies and Administrative Regulations.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.54 2021-2022 Student/Parent Handbook

Resolution: Recommend the Board approve the Student/Parent Handbook for the 2021-2022 school year.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.55 Renewal Agreement - Access

Resolution: Recommend the Board approve the renewal agreement with Access at a cost of \$90 per month for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.56 Agreement - Invision Security

Resolution: Recommend the Board approve the agreement with Invision Security at a cost of \$350 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.57 Renewal Agreement - Vector Solutions

Resolution: Recommend the Board approve the renewal agreement with Vector Solutions at a cost of \$1,220.61 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.58 Renewal Contracts - Vertiv Corporation

Resolution: Recommend the Board approve the renewal contracts with Vertiv Corporation at a cost of \$7,913.28 for the remainder of the 2020-2021 school year and the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.59 Lease Agreement Renewal - Murrysville Location

Resolution: Recommend the Board approve the lease agreement renewal for our Murrysville location, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Geo.ge Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.60 Q. ote - Corporate Environments

Resolution: Recommend the Board approve the quote from Corporate Environments at a cost of \$42,236.46, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.61 Renewal Agreement - Niche.com

Resolution: Recommend the Board approve the renewal agreement with Niche.com at a cost of \$15,000.00 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.62 Renewal Contract - Webimax

Resolution: Recommend the Board approve the renewal contract with Webimax at a cost of \$98,000 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.63 Renewal Subscription - Yext

Resolution: Recommend the Board approve the renewal subscription with Yext at costs indicated below for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.64 Agreement - The Alloy

Resolution: Recommend the Board approve the agreement with The Alloy at a cost of \$2,000 plus 23% service and administrative charge for the 2020-2021 graduation ceremony, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.65 Contract - Westmoreland Co. nty Community College

Resolution: Recommend the Board approve the contract with Westmoreland County Community College at a cost of \$300 for the 2020-2021 graduation ceremony, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.66 Contract - Ash Photography

Resolution: Recommend the Board approve the contract with Ash Photography at a cost of \$1,450 for the 2021-2022 graduation ceremony photographs, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action (Consent): 4.67 Contract - Moxie Events

Resolution: Recommend the Board approve the contract with Moxie Events at a cost of \$890 for the 2020-2021 Junior/Senior Prom virtual event, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

5. B. cks, Chester and Montgomery County Intermediate Unit Contracts

Action: 5.1 Amend the Agenda

Recommend the Board amend the Agenda with regard to Bucks, Chester and Montgomery County Intermediate Unit Agenda Items.

Motion by Jason Harris, second by Heather Saboori.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Action: 5.2 Combination of Bucks, Chester and Montgomery County Intermediate Unit Contract Agenda Items

Recommend the Board combine Agenda Items 5.3. through 5.8 with regard to Bucks, Chester and Montgomery County Intermediate Units.

Motion by Christopher Marchese, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Abstain: Mark Hoffman, George Fiore

Action: 5.3 Proposal - Pilot for Career Technical Education Program

Recommend the Board approve the proposal for the pilot of the Career Technical Education Program for the 2021-2022, 2022-2023 and 2023-2024 school years, a copy of which is attached.

Motion by Christopher Marchese, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Abstain: Mark Hoffman, George Fiore

Action: 5.4 Renewal Contract - Bucks County Intermediate Unit - Related Services

Recommend the Board approve the renewal contract with Bucks County Intermediate Unit for related services for the 2021-2022 school year, a copy of which is attached.

Motion by Christopher Marchese, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Abstain: Mark Hoffman

Action: 5.5 Renewal Contract - Chesco.net - Broadband Services

Recommend the Board approve the Consent Agenda items.

Motion by Christopher Marchese, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Abstain: George Fiore

Action: 5.6 Renewal Contract - Chester County Intermediate Unit - Network Services

Recommend the Board approve the renewal contract with Chester County Intermediate Unit - Network Services at a cost of 6 hours per month at the rate of \$125 per hour with a minimum of \$750 per month for the 2021-2022 school year, a copy of which is attached.

Motion by Christopher Marchese, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Abstain: George Fiore

Action: 5.7 Renewal Contract - Chester County Intermediate Unit - Related Services

Recommend the Board approve the renewal contract with Chester County Intermediate Unit for related services at a cost breakdown as indicated below for the 2021-2022 school year, a copy of which is attached.

Motion by Christopher Marchese, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Abstain: George Fiore

Action: 5.8 Renewal Contract - Montgomery County Intermediate Unit - Related Services

Recommend the Board approve the renewal contract with Montgomery County Intermediate Unit for related services at costs indicated in pages 4-12 of the contract for the 2021-2022 school year, a copy of which is attached.

Motion by Christopher Marchese, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, Jason Harris, Alan Fegley, William Harner, Allyn Roche

Abstain: George Fiore

6. Board Member Comment

Procedural: 6.1 Board Member Comment

Dr. George Fiore thanked and expressed appreciation to Brian Cote for his leadership over the past year. Dr. Fiore also thanked the administrative team for their support of Brian Cote and the Board of Trustees during this time. Dr. Fiore welcomed Dr. Flannery to the 21CCCS team. He looks forward to Dr. Flannery's leadership beginning on July 1, 2021.

Dr. Marchese also thanked Brian for stepping in and assuming multiple roles in the challenging environment of education over the past year.

Brian expressed gratitude to both Dr. Fiore and Dr. Marchese.

Dr. John Sanville stated that he will be resigning from his position on the Board of Trustees as of July 1, 2021 as he will also be assuming a leadership role with the PA Association of School Administrators in addition to being Superintendent of Unionville-Chaddsford School District. He felt privileged and expressed gratitude for the opportunity to serve as a board member for a school that involves a group of people that work tirelessly for the success of their students.

Dr. George Fiore thanked Dr. Sanville for his years of service on the 21CCCS Board and indicated Chester County Board Members would have a new board member nominated to replace Dr. Sanville at the August 2021 meeting.

Dr. Matthew Flannery thanked Brian Cote for what he had done for the school and was looking forward to working with him, as well as taking him up on his offer of support as he transitioned into the role of our CEO. Dr. Flannery expressed excitement to work with the administration and staff of 21CCCS and was looking forward to the opportunity to serve the needs of the school.

7. Public Comment.*Procedural: 7.1 Public Comment***8. Meeting Schedule***Information: 8.1 2021-2022 Meeting Schedule***9. Adjournment***Action: 9.1 Adjournment*

Recommend the Board adjourn the Board Meeting.

Motion by Christopher Marchese, second by George Fiore.

Final Resolution: Motion Carries

Yea: John Sanville, Mark Hoffman, Heather Saboori, John Toleno, Peter Mango, Christopher Marchese, George Fiore, Jason Harris, Alan Fegley, William Harner, Allyn Roche

The Board Meeting was adjourned at 1:19 p.m.

**21. t Century Cyber Charter School
Board of Trustees
1245 Wrights Lane
West Chester, PA 19380**



**Special Board Meeting Minutes
Wednesday, June 2, 2021**

6/2/2021

1. Meeting Opening

Pr. cedural: 1.1 Call to Order - Roll Call

The Special Board Meeting of the 21st Century Cyber Charter school was called to order by Peter Mango at 8:00 a.m.

Members Present:

John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

Non Members Present:

Brian Cote - Interim CEO and Director of Curriculum, Instruction & Assessment, Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Erika Laidlaw - Middle School Principal, Megan Stellfox - Student Support Manager, Lucinda Currie - Human Resources Manager, Barry Johnson - Facilities Manager, Ben Ozgur - Marketing Specialist, John Provasnik - ISD Coordinator, Kevin McKenna, Esquire - Solicitor and Nicole Snyder, Esquire - Solicitor

Procedural: 1.2 Notification of Recording

2. New Business

Action: 2.1 Legal Settlement #003-2020-2021

Recommend the Board approve the settlement for matter #003-2020-2021 as presented. A copy of the Resolution of the Board of Trustees is also attached.

Motion by Peter Mango, second by Heather Saboori.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

Action: 2.2 Insurance - Willis Towers Watson

Recommend the Board approve Option 2 of the WillisTowersWatson Insurance Proposal as presented below. Supporting documentation is attached.

Motion by Peter Mango, second by Steven Yanni.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

3. Board Member Comment

Procedural: 3.1 Board Member Comment

4. Public Comment

Procedural: 4.1 Public Comment

5. Adjournment

Action: 5.1 Adjournment

Recommend the Board adjourn the Special Board Meeting.

Motion by Peter Mango, second by Jason Harris.

Final Resolution: Motion Carries

Yea: John Sanville, Heather Saboori, Peter Mango, Christopher Marchese, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni

The Special Board Meeting was adjourned at 8:02 a.m.



**Tuesday, August 10, 2021
Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.**

1. Meeting Opening

Subject **1.1 Call to Order - Roll Call**

Meeting Aug 10, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board President will call the board meeting to order, the Board Secretary will document attendance.

Subject **1.2 Notification of Recording**

Meeting Aug 10, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject **1.3 Pledge of Allegiance**

Meeting Aug 10, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject **1.4 Executive Session Announcements**

Meeting Aug 10, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Session was held prior to the start of this Board Meeting and on July 9, 2021. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject 1.5 CEO's Reports

Meeting Aug 10, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

Recap of First Month at 21CCCS

Dr. Flannery will discuss his first month at 21CCCS.

Welcome - New Board Members

Dr. Flannery will introduce and welcome our new board members.

Policies and Administrative Regulations

Dr. Flannery will discuss the ongoing review of new and updated policies and administrative regulations as Dr. Marchese and Dr. Sanville have resigned from the Board.

2021-2022 Board Goals

The 2021-2022 Board Goals will be presented at the September Board Meeting.

Subject 1.6 Administrators' Reports

Meeting Aug 10, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

Student Recognition

A 21CCCS Alumnus was interviewed on Fox 29 about her swimming journey and participating in the Olympic trials. She mentions being a student at our school in the interview. The video can be viewed below:

[Fox 29 Interview](#)

Graduation

We held three graduation ceremonies this year. The commencement ceremonies for the 21CCCS Class of 2021 were conducted at the Alloy, King of Prussia, at 1:00 p.m. and 4:00 p.m. on June 3, 2021 and at Westmoreland County Community College at 7:00 p.m. on June 1, 2021. A total of 156 of the 302 graduates participated in the ceremonies, 116 at the Alloy and 40 at Westmoreland County Community College. Of the 2021 graduates, 43 completed all academic requirements in January. Additional students are anticipated to graduate following the summer school session.

Back to School Night

21CCCS will hold a Virtual Back to School Night on Monday, August 23, 2021. Students and parents will have an opportunity to meet their academic advisors and teachers. Students and families will have an opportunity to become familiar with the Virtual Office, meet classmates, and see an overview of what to expect at Orientation and the beginning of the year.

Quarter 4 Honor Roll

Distinguished Honors: 483

High Honors: 184

Honors: 196

Special Education Count as of July 21, 2021

Data was taken from student count (Related Services) on July 21, 2021. The totals are not calculated. Accurate data for the 2021-2022 SY cannot be calculated until after the rollover of students moving to the next grade level, which does not occur until after summer school grades are complete. Accurate data for the beginning of the 2021-2022 SY will be presented at the September 14, 2021 Board Meeting.

Students with IEP/GIEP/504 Service Agreements:

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	195	17	13	1	To Be Provided 9-14-21
7	264	26	8	17	"
8	301	32	11	15	"
9	390	81	2	21	"
10	369	67	1	32	"
11	300	55	5	18	"
12	44	5	1	3	"
Total	1,863	283	41	107	"
	% To Be Provided 9-14-21	"	"	"	"

Students Receiving Related Services:

Speech and Language	31
Group Social Skills Class with Counselor	82
Group Coping Skills Class with Therapist	79
Individual Counseling (including a Psychologist)	57
Executive Functioning Counseling	8
Occupational Therapy	16

Physical Therapy	2
Reading Instruction by Reading Therapist	4
Teacher of the Visually Impaired	3
Orientation and Mobility	1
Teacher of the Deaf and Hard of Hearing	2
Tutor	1
PCA	10
* 179 students with RS out of 418 students with IEPs/GIEPs = 42.82%	
* 179 of IEP students with RS there are 296 services per student on average = 1.65 services per student	
* 296 total services rendered out of the 418 students with IEP/GIEPS = 70.8%	
TOTAL:	296
<i>*Related Services do not include newly enrolled students.</i>	

2. Organization of Board of Trustees

Subject 2.1 Resignation of Board Members

Meeting Aug 10, 2021 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Action Recommend the Board approve the resignations of Board Members, Dr. Christopher Marchese, Dr. John Sanville, Dr. Sherry DelGrosso, effective July 1, 2021, and Mrs. Heather Saboori, effective September 25, 2021.

Details of each board member's resignation are indicated below:

A copy of each letter of resignation is attached.

Board Member	Seat Held	Letter Submitted	Effective Date	New Board Member
Dr. John Sanville	Chester County Seat 3	May 10, 2021	July 1, 2021	Nominated and Appointed at Today's Meeting
Dr. Christopher Marchese	Chester County Seat 2	May 26, 2021	July 1, 2021	Nominated and Appointed at Today's Meeting

Dr. Sherry DelGrosso	Parent Representative	June 23, 2021	July 1, 2021	Nominated and Appointed at the October 2021 Meeting
Mrs. Heather Saboori	Parent Representative, Vice Chairperson	July 12, 2021	September 25, 2021	Nominated and Appointed at the October 2021 Meeting

File Attachments

[Resignation - Dr. Christopher Marchese.pdf \(40 KB\)](#)

[Resignation - Dr. John Sanville.pdf \(57 KB\)](#)

[Resignation - Dr. Sherry DelGrosso.pdf \(373 KB\)](#)

[Resignation - Heather Saboori.pdf \(25 KB\)](#)

Motion & Voting

Recommend the Board approve the resignations of Board Members, Dr. Christopher Marchese, Dr. John Sanville, Dr. Sherry DelGrosso, effective July 1, 2021, and Mrs. Heather Saboori, effective September 25, 2021.

Motion by Jason Harris, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject **2.2 Ratification of New Chester County Board Members**

Meeting Aug 10, 2021 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Action Recommend the Board approve the ratification of new Chester County Board Members, effective August 11, 2021.

Dr. Dusty Blakey will replace Dr. Christopher Marchese who resigned on July 1, 2021.

Dr. Michele Orner will replace Dr. John Sanville who resigned on July 1, 2021.

Office	Board Member	Term
Chester County Seat 2 Kennett Consolidated Area SD	Dr. Dusty Blakey	August 11, 2021 through September 2022
Chester County Seat 3 Otorara Area SD	Dr. Michele Orner	August 11, 2021 through September 2023

Motion & Voting

Recommend the Board approve the ratification of new Chester County Board Members, effective August 11, 2021.

Motion by John Toleno, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject 2.3 Hearing Officers and Renewal of Term for Board Members

Meeting Aug 10, 2021 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Action Recommend the Board approve all Board Members as Hearing Officers and the following Board Members and their terms:

Dr. Samuel Lee, Superintendent of Bensalem Township School District, will renew his 3 year term ending September 2021. Dr. Lee entered his current term in September 2018 and will now renew his term through September 2024.

Dr. John Toleno, Superintendent of Upper Merion Area School District will renew his 3 year term ending September 2021. Dr. Toleno entered his current term in September 2018 and will now renew his term through September 2024.

Office	Board Member	Term
Bucks County, Seat 3	Dr. Samuel Lee	September 2021 through September 2024
Montgomery County, Seat 3	Dr. John Toleno	September 2021 through September 2024

Motion & Voting

Recommend the Board approve all Board Members as Hearing Officers and the following Board Members and their terms:

Motion by Mark Hoffman, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject 2.4 Oath of Office

Meeting Aug 10, 2021 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Procedural

The Oath will be administered by the solicitor to all Board Members as Hearing Officers, the new Board Members and Board Members renewing their terms.

Admin Content

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."

3. Approval of Minutes

Subject 3.1 Approval of May 11, 2021 Minutes

Meeting Aug 10, 2021 - Board Meeting

Category	3. Approval of Minutes
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the May 11, 2021 Board Meeting as presented.

File Attachments

[Minutes - May 11, 2021.pdf \(145 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the May 11, 2021 Board Meeting as presented.

Motion by Regina Speaker, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject **3.2 Approval of June 2, 2021 Minutes**

Meeting Aug 10, 2021 - Board Meeting

Category 3. Approval of Minutes

Access Public

Type Action

Recommended Action Recommend the Board approve the Minutes of the June 2, 2021 Special Board Meeting as presented.

File Attachments

[Minutes - June 2, 2021.pdf \(99 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the June 2, 2021 Special Board Meeting as presented.

Motion by Regina Speaker, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

4. Consent Agenda**Subject** **4.1 Review of Consent Agenda Items**

Meeting Aug 10, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items (Listed by Department) Include:

Financial

- 4.2 Treasurer's Reports & Board Summary Reports - May 2021 and June 2021
- 4.3 Expenditure Reports - May 2021 and June 2021

Human Resources

- 4.4 Personnel Actions
- 4.5 Renewal Contract - PowerSchool (TalentEd)

Special Education

- 4.6 Renewal Contract - Connective Intervention Services, LLC
- 4.7 Contract - Connecting the Pieces, LLC
- 4.8 Renewal Agreement - ACLD Tillotson School

Curriculum

- 4.9 Renewal Contract - Florida Virtual - Curriculum
- 4.10 Renewal Agreement - LinkIt!
- 4.11 Memorandum of Understanding - Compass Mark

ISD Department

- 4.12 Renewal Subscription - BrainPOP
- 4.13 Contract - Knowledgemotion BoClips
- 4.14 Subscription - Prime Timetable

Facilities Management

- 4.15 Memorandum of Understanding - West Goshen Police Department
- 4.16 Memorandum of Understanding - Downingtown Police Department
- 4.17 Memorandum of Understanding - Murrysville Police Department

Marketing

- 4.18 Contract - Arkadas Group

Board / School / Family Communication

- 4.19 Policies and Administrative Regulations
- 4.20 Comprehensive Plan for 2021-2024 SY
- 4.21 Affirmation Statement for the 2020-2021 Annual Report

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject 4.2 Treasurer's Reports & Board Summary Reports

Meeting Aug 10, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the May 2021 and June 2021 Treasurer's Reports and Board Summary Reports as presented.

File Attachments

[May 2021 Treasurer's Report.pdf \(467 KB\)](#)

[May 2021 Board Summary Report.pdf \(2,989 KB\)](#)

[June 2021 Treasurer's Report.pdf \(476 KB\)](#)

[June 2021 Board Summary Report.pdf \(2,989 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject 4.3 Expenditure Reports

Meeting Aug 10, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the May 2021 and June 2021 Expenditure Reports as presented.

File Attachments

[May 2021 - Expenditure Report.pdf \(34 KB\)](#)

[June 2021 - Expenditure Report.pdf \(66 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject 4.4 Personnel Actions

Meeting Aug 10, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type	Action (Consent)
Recommended Action	Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)
New Hires/Re-Hires (15)	
Transfers/Classification Changes (6)	
Leaves of Absence Requests (1)	
Additional Duties (28)	
Supplementals/Stipends (41)	
Retirements/Resignations/Terminations (6)	

Executive Content

Executive File Attachments
[August 2021 Personnel Actions.pdf \(70 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject 4.5 Renewal Contract - PowerSchool (TalentEd)

Meeting Aug 10, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract between 21st Century Cyber Charter School and Power School (TalentEd) in the amount of \$1629.55, for the 2021-2022 school year, a copy of which is attached.

PowerSchool (TalentEd) provides applicant tracking.

This renewal contract has been reviewed by our solicitor.

File Attachments
[Power School.pdf \(924 KB\)](#)

Executive File Attachments
[Approval Form - PowerSchool.pdf \(961 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject **4.6 Contract - Connecting the Pieces, LLC**

Meeting Aug 10, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract between 21st Century Cyber Charter School and Connecting the Pieces, LLC. at costs indicated below for the 2021-2022 SY, a copy of which is attached.

Connecting the Pieces will provide the related services of occupational therapy, physical therapy, audiology evaluations, and/or speech therapy. A breakdown of the related service fees is below.

This renewal contract is being reviewed by our solicitor.

Related Service	Cost
Behavior Consultation Services	\$126 per hour
Special Education Instructional Services (SpecEd Certified)	\$60 per hour
Instructional Aide Services and/or Personal Care Assistant Services	\$42 per hour
Social Skills Instructional Services	\$126 per hour
Tutoring Services - Certified Teacher	\$60 per hour
Counseling Services	\$90 per hour
Social Work Services	\$90 per hour
Functional Behavior Assessment and accompanying Positive Behavior Support Plan	\$756 (up to 6 hours at \$126 per hour)
Verbal Behavior Milestones Assessments and Placement Programs and accompanying Comprehensive Report	\$882 (up to 7 hours at \$126 per hour)
Assessments of Functional Living Skills and accompanying Comprehensive Report	\$882 - flat rate (up to 7 hours at \$126 per hour)
Essential for Living and accompanying Comprehensive Report	\$882 - flat rate (up to 7 hours at \$126 per hour)
The Assessment of Basic Language and Learning Skills and accompanying Comprehensive Report	\$882 - flat rate (up to 7 hours at \$126 per hour)
Counseling Assessment and accompanying Comprehensive Report	\$540 - flat rate (up to 6 hours at \$90 per hour)

One Time Behavior Consultation and accompanying Comprehensive Report	\$504 - flat rate (up to 4 hours at \$126 per hour)
Family and Staff Training	\$150 per hour

File Attachments

[Connecting the Pieces.pdf \(387 KB\)](#)

Executive File Attachments

[Approval Form - Connecting the Pieces.pdf \(806 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject **4.7 Renewal Contract - Connective Intervention Services, LLC**

Meeting Aug 10, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract between 21st Century Cyber Charter School and Connective Intervention Services, LLC. at costs indicated below for the 2021-2022 SY, a copy of which is attached.

Connective Intervention Services will provide the related services of occupational therapy, physical therapy, audiology evaluations, and/or speech therapy.

This renewal contract has been reviewed by our solicitor.

Service	Rate for Service	Incremental Rate*
Occupational Therapy	\$75.00/hr **	\$18.25
Occupational Therapy Assistant	\$75.00/hr **	\$18.25
Physical Therapy	\$75.00/hr **	\$18.25
Speech Therapy	\$75.00/hr **	\$18.25
No Show Session / Service ***	\$75.00/hr	\$18.25
Indirect billing (session note writing/family/teacher communication, IEPs and evaluation reports	\$75.00/hr	\$18.25

- * Incremental rate is per every 15 minutes of service
- ** If travel is necessary for face-to-face services, \$95.00/hour
- *** A No Show session is a session that is scheduled, and the client does not show up at the mutually agreed upon times.

File Attachments

[Connective Intervention.pdf \(187 KB\)](#)

Executive File Attachments

[Approval Form - Connective Intervention Services Contract.pdf \(763 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject	4.8 Renewal Agreement - ACLD Tillotson School
Meeting	Aug 10, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the agreement between 21st Century Cyber Charter School and ACLD Tillotson at a cost of \$287.23 per school day for the 2021-2022 SY, a copy of which is attached.

ACLD Tillotson School is providing placement of a special education student.

This agreement has been previously reviewed by our solicitor and no changes have been made since the last review.

File Attachments

[ACLD Tillotson School Agreement.pdf \(181 KB\)](#)

Executive File Attachments

[Approval Form - ACLD Tillotson School.pdf \(803 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject **4.9 Renewal Contract - Florida Virtual - Curriculum**

Meeting Aug 10, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal between 21st Century Cyber Charter School and Florida Virtual for the 2021-2022 SY for a total cost of \$16,640.50, a copy of which invoice is attached.

Florida Virtual will provide licensed coursework to be integrated into the 21CCCS curriculum.

The solicitor has previously reviewed the contract and no changes have been made since the last review.

File Attachments
[FLVS.pdf \(91 KB\)](#)

Executive File Attachments
[Approval Form - FLVS.pdf \(362 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject **4.10 Renewal Agreement - LinkIt!**

Meeting Aug 10, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement between 21st Century Cyber Charter School and LinkIt! for a total cost of \$21,233.00 for the 2021-2022 school year, a copy of which is attached.

LinkIt! provides Assessment Reporting, Intervention Manager, Core Benchmarks, and Data Warehousing for Assessments.

The agreement has previously been reviewed by our solicitor and no changes have been made since that review.

File Attachments
[LinkIt!.pdf \(340 KB\)](#)

Executive File Attachments

[Approval Form - LinkIt!.pdf \(366 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject **4.11 Memorandum of Understanding - Compass Mark**

Meeting Aug 10, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Memorandum of Understanding between 21st Century Cyber Charter School and Compass Mark, at no cost, for the 2021-2022 school year, a copy of which is attached.

They will be holding sessions with our students around positive behavior and trauma informed strategies through the end of the 2021-2022 school year.

This has been previously reviewed by our solicitor and no changes have been made since that time.

File Attachments

[Compass Mark.pdf \(124 KB\)](#)

Executive File Attachments

[Approval Form - Compass Mark.pdf \(112 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject **4.12 Renewal Subscription - BrainPOP**

Meeting Aug 10, 2021 - Board Meeting

Category 4. Consent Agenda

Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal subscription for 21st Century Cyber Charter School with BrainPOP at a cost of \$4,737.00 for the 2021-2022 school year, a copy of which is attached.

BrainPOP is a cloud-based learning and assessment platform to build language skills.

The subscription was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[BrainPOP.pdf \(83 KB\)](#)

Executive File Attachments

[Approval Form - BrainPOP.pdf \(373 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject 4.13 Contract - Knowledgemotion BoClips

Meeting Aug 10, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract between 21st Century Cyber Charter School and Knowledgemotion BoClips at a cost of \$24,000.00 for the 2021-2022 and 2023-2024 school years, a copy of which is attached.

This allows for licensed sharing of video content in our LMS since downloading videos from YouTube goes against their Terms of Service.

The contract has been reviewed by our solicitor.

File Attachments

[Knowledgemotion BoClips.pdf \(203 KB\)](#)

Executive File Attachments

[Approval Form - Knowledgemotion Boclips.pdf \(383 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject **4.14 Subscription - Prime Timetable**

Meeting Aug 10, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the subscription for 21st Century Cyber Charter School with Prime Timetable in the amount of \$599.00, for the 2021-2022 school year, a copy of which is attached.

Prime Timetable is a scheduling software for our staff for use with students.

The subscription has been reviewed by our solicitor.

File Attachments

[Prime Timetable.pdf \(179 KB\)](#)

Executive File Attachments

[Approval Form - Prime Timetable.pdf \(134 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject **4.15 Memorandum of Understanding - West Goshen Police Department**

Meeting Aug 10, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Memorandum of Understanding between 21CCCS and the West Goshen Police Department for the 2021-2022 and 2022-2023 school years, a copy of which is attached.

This Memorandum of Understanding is being reviewed by our solicitor.

File Attachments

[MOU - West Goshen Police Department.pdf \(4,239 KB\)](#)

Executive File Attachments

[Approval Form - MOU - West Goshen PD.pdf \(355 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject 4.16 Memorandum of Understanding - Downingtown Police Department

Meeting Aug 10, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Memorandum of Understanding between 21CCCS and the Downingtown Police Department for the 2021-2022 and 2022-2023 school years, a copy of which is attached.

This Memorandum of Understanding is being reviewed by our solicitor.

File Attachments

[MOU - Downingtown Police Department.pdf \(4,237 KB\)](#)

Executive File Attachments

[Approval Form - MOU - Downingtown PD.pdf \(354 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject **4.17 Memorandum of Understanding - Murrysville Police Department**

Meeting Aug 10, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Memorandum of Understanding between 21CCCS and the Murrysville Police Department for the 2021-2022 and 2022-2023 school years, a copy of which is attached.

This Memorandum of Understanding is being reviewed by our solicitor.

File Attachments

[MOU - Murrysville Police Department.pdf \(4,245 KB\)](#)

Executive File Attachments

[Approval Form - MOU - Murrysville PD.pdf \(354 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject **4.18 Contract - Arkadas Group**

Meeting Aug 10, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract between 21st Century Cyber Charter School and Arkadas Group in the amount of \$446,500.00, for the 2021-2022 school year, a copy of which is attached.

Arkadas Group will provide a marketing campaign for 21CCCS.

This contract has been reviewed by our solicitor.

File Attachments

[Arkadas Group.pdf \(374 KB\)](#)

Executive File Attachments

[Approval Form - Arkadas Group.pdf \(427 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject 4.19 Policies and Administrative Regulations

Meeting Aug 10, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the below new and/or updated Policies and Administrative Regulations, copies of which are attached.

UPDATED POLICIES: Removed language is indicated in red strike through. New language is highlighted in yellow.

These new and updated policies have been provided by PSBA/Bent Creek and reviewed by their legal team prior to our administrative review.

Policy Number	Policy Name
2018.1 - UPDATED	Weapons
2018.2 - UPDATED	Terroristic Threats
2036.1 - NEW	Threat Assessment
2036.1-AR-1 - NEW	Assessment Checklist
2036.1-AR-2 - NEW	Individualized Management Plan and Re-Entry Process
2036.1-AR-3 - NEW	Intake Form
6009 - UPDATED	Electronic Signatures/Records
6020 - NEW	HIV Infection

File Attachments

[2018.1 - UPDATED.pdf \(120 KB\)](#)

[2018.2 - UPDATED.pdf \(136 KB\)](#)

[2036.1 - NEW.pdf \(312 KB\)](#)

[2036.1-AR-1 - NEW.pdf \(95 KB\)](#)

[2036.1-AR-2 - NEW.pdf \(136 KB\)](#)

[2036.1-AR-3 - NEW.pdf \(84 KB\)](#)

[6009 - UPDATED.pdf \(138 KB\)](#)

[6020 - NEW.pdf \(118 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject **4.20 Comprehensive Plan for 2021-2024 SY**

Meeting Aug 10, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Comprehensive Plan for 2021-2024 SY, a copy of which is attached.

File Attachments

[Comprehensive Plan for 2021-2024 SY.pdf \(968 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject **4.21 Affirmation Statement for the 2020-2021 Annual Report**

Meeting Aug 10, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Affirmation Statement for the 2020-2021 Annual Report, a copy of which is attached.

The 2020-2021 Annual Report needs to be submitted to the PA Department of Education with the signed Affirmation Statement. A copy of the report is also attached.

File Attachments

[2020-2021 Board Affirmation Statement for Annual Report.pdf \(76 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

5. New Business

Subject	5.1 Contract - Chester County Intermediate Unit - Marketplace Services
Meeting	Aug 10, 2021 - Board Meeting
Category	5. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the contract with Chester County Intermediate Unit for marketplace services for the 2021-2022 school year, a copy of which is attached.

Chester County Intermediate Unit provides marketplace services for special education and regular education students.

This contract has been reviewed by our solicitor.

File Attachments

[CCIU - Marketplace Services.pdf \(1,489 KB\)](#)

Motion & Voting

Recommend the Board approve the contract with Chester County Intermediate Unit for marketplace services for the 2021-2022 school year, a copy of which is attached.

Motion by Mark Hoffman, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject	5.2 Personnel Action
Meeting	Aug 10, 2021 - Board Meeting
Category	5. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the personnel action, pending satisfactory completion of pre-employment paperwork for this new hire. A recusal memorandum of Peter Mango has been attached.

File Attachments

[Recusal - Peter Mango.pdf \(164 KB\)](#)

Executive File Attachments

[Personnel Action – Agenda Item 5.2.pdf \(65 KB\)](#)

Motion & Voting

Recommend the Board approve the personnel action, pending satisfactory completion of pre-employment paperwork for this new hire. A recusal memorandum of Peter Mango has been attached.

Motion by Jason Harris, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject **5.3 Contract - CCRES**

Meeting Aug 10, 2021 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the contract with CCRES for related services for the 2021-2022 school year, a copy of which is attached.

CCRES provides related services for special education students at a cost breakdown as indicated below:

Employee/Consultation Position	Hourly Fee
Instructional Assistant	\$24.02
Administrative Support	\$23.37
Reading Paraprofessional	\$27.26
Teaching Assistant	\$27.26
Educational Consultant	Mutually Acceptable Rate Plus a 10% Markup

This contract has been reviewed by our solicitor.

File Attachments
[CCRES.pdf \(477 KB\)](#)

Executive File Attachments
[Approval Form - CCRES.pdf \(474 KB\)](#)

Motion & Voting

Recommend the Board approve the contract with CCRES for related services for the 2021-2022 school year, a copy of which is attached.

Motion by Jason Harris, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Subject **5.4 Ratification of All Prior Action Items**

Meeting Aug 10, 2021 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the ratification of all prior action items under Sections 1, 2, 3, 4 and 5.

Motion & Voting

Recommend the Board approve the ratification of all prior action items under Sections 1, 2, 3, 4 and 5.

Motion by Jason Harris, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, William Harner, Allyn Roche

6. Board Member Comment

Subject **6.1 Board Member Comment**

Meeting Aug 10, 2021 - Board Meeting

Category 6. Board Member Comment

Access Public

Type Procedural

7. Public Comment

Subject **7.1 Public Comment**

Meeting Aug 10, 2021 - Board Meeting

Category 7. Public Comment

Access Public

Type Procedural

Our Administrative Regulation 7003-AR-1 (Public Participation in Board Meetings) is below:

Guidelines

Whenever issues identified by a public participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the Charter School.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation if applicable.

Each statement made by a participant shall be limited to 3 minutes duration.

No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.

All statements shall be directed to the presiding officer; no participant may address or question Trustees individually.

The presiding officer may:

1. Interrupt or terminate a public participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or not subject to official action or deliberation by the Board.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
4. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting

The portion of the meeting during which the public is invited to speak may be limited to 30 minutes.

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at public meetings under guidelines established and posted by the Board.

No placards or banners will be permitted within the meeting room.

The meeting agenda and all pertinent public documents shall be available to the public at the meetings.

8. Meeting Schedule

Subject	8.1 2021-2022 Meeting Schedule
Meeting	Aug 10, 2021 - Board Meeting
Category	8. Meeting Schedule
Access	Public
Type	Information

The schedule below reflects the remaining Board Meetings for the 2021-2022 School Year:

Board Meetings - 1:00 p.m.

September 14, 2021
 October 12, 2021
 November 9, 2021
 December 14, 2021
 January 11, 2022
 February 8, 2022
 March 8, 2022
 April 12, 2022
 May 10, 2022

The Board Meetings will be held the second Tuesday of every month from August through May at 1:00 p.m. at 1245 Wrights Lane, West Chester, PA 19380. There will be no Board Meetings in June or July.

9. Adjournment

Subject	9.1 Adjournment
Meeting	Aug 10, 2021 - Board Meeting
Category	9. Adjournment
Access	Public
Type	Action

Recommended
Action

Recommend the Board adjourn the Board Meeting.

Motion & Voting



**Tuesday, September 14, 2021
Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.**

1. Meeting Opening

Subject 1.1 Call to Order - Roll Call

Meeting Sep 14, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board President will call the board meeting to order, the Board Secretary will document attendance.

Subject 1.2 Notification of Recording

Meeting Sep 14, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject 1.3 Pledge of Allegiance

Meeting Sep 14, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject 1.4 Executive Session Announcements

Meeting Sep 14, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Session was held prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Executive File Attachments

[Letter from Kevin McKenna.pdf \(166 KB\)](#)

[Order.pdf \(84 KB\)](#)

[Certification of Representative.pdf \(112 KB\)](#)

Subject 1.5 CEO and Administrators' Reports

Meeting Sep 14, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

AP School Summary

66 students took a total of 118 AP exams. A 3 or higher was earned on 72% of the tests.

Back to School Night

21CCCS held their Virtual Back to School Night on Monday, August 23, 2021. Students and parents had an opportunity to meet their academic advisors and teachers. During the hour, they became familiar with the Virtual Office, met classmates, and were given an overview of what to expect at Orientation and the beginning of the year. We were pleased that 401 students and parents attended.

Summer School

21CCCS provided summer school courses to students and school districts throughout the Commonwealth of Pennsylvania. This year we offered 30 original credit courses and 21 credit recovery courses. Along with the high school offerings, 21CCCS offered 12 credit recovery courses for middle school students. Total enrollment was 483 seats for 299 students. 56% or 266 seats earned a passing grade this year. There was a continued focus on students who were credit deficient. Following summer school, 21 seniors earned enough credits to meet graduation requirements.

2021-2022 Enrollment Data

For 2021-2022, 1,584 students started on the 1st day of school, 340 less (-18%) students than 2020-2021.

2021-2022 Re-Enrolls= 1,318

20-21 Re-Enrolls= 1,237

19-20 Re-Enrolls=934

2021-2022 New= 266

20-21 New/RO=687

19-20 New/RO=339

Special Education Count as of August 30, 2021

Students with IEP/GIEP/504 Service Agreements:

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	56	10	0	0	10
7	154	19	7	7	33
8	207	20	4	9	33
9	292	42	6	10	58
10	304	70	5	20	95
11	310	56	10	19	85
12	256	45	5	16	66
Total	1,579	262 17%	37 2%	81 5%	380 24%

Students Receiving Related Services:

Speech and Language	18
Group Social Skills Class with Counselor	59
Group Coping Skills Class with Therapist	62
Individual Counseling (including a Psychologist)	40
Executive Functioning Counseling	3
Occupational Therapy	9
Physical Therapy	0
Reading Instruction by Reading Therapist	3
Teacher of the Visually Impaired	1
Orientation and Mobility	0
Teacher of the Deaf and Hard of Hearing	1
Tutor	1
PCA	13

<p>* 125 students with RS out of 299 students with IEPs/GIEPs = 41.8%</p> <p>* 125 of IEP students with RS there are 210 services per student on average = 1.68services per student</p> <p>* 210 total services rendered out of the 299 students with IEP/GIEPS = 70.23%</p> <p>TOTAL:</p>	210
<p><i>*Related Services do not include newly enrolled students.</i></p>	

2. Organization of Board of Trustees

Subject	2.1 Revised Resignation of Heather Saboori as Interim Board Treasurer
Meeting	Sep 14, 2021 - Board Meeting
Category	2. Organization of Board of Trustees
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the revised Resignation date of Heather Saboori as Interim Board Treasurer from September 25, 2021 to September 14, 2021, a copy of which is attached.

File Attachments
[H. Saboori - Revised Resignation as Interim Board Treasurer.pdf \(25 KB\)](#)

Motion & Voting

Recommend the Board approve the revised Resignation date of Heather Saboori as Interim Board Treasurer from September 25, 2021 to September 14, 2021, a copy of which is attached.

Motion by Regina Speaker, second by John Toleno.

Final Resolution: Motion Carries

Yea: John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Michele Orner

Abstain: Heather Saboori, Dusty Blakey

Not Present at Vote: Allyn Roche

Subject	2.2 Organization of the Board - Nominate a 2021-2022 Board Treasurer
Meeting	Sep 14, 2021 - Board Meeting
Category	2. Organization of Board of Trustees
Access	Public
Type	Action
	Recommend the Board nominate Loree Marchese as the 2021-2022 Board Treasurer.

Recommended Action

As directed by the 21st Century Cyber Charter School Bylaws, Officers shall be elected at the annual meeting, Article VII, Section 3, "Officers shall be elected annually for terms of one year by the Board of Trustees of 21st." "The officers shall be installed immediately after their election at the initial meeting of the Board of Trustees and during annual meetings thereafter." Article VI, Section 2, "Unless otherwise arranged, the annual meeting shall be held in January."

Motion & Voting

Recommend the Board nominate Loree Marchese as the 2021-2022 Board Treasurer.

Motion by George Fiore, second by Heather Saboori.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Michele Orner

Abstain: Dusty Blakey

Not Present at Vote: Allyn Roche

Subject	2.3 Organization of the Board - Elect a 2021-2022 Board Treasurer
Meeting	Sep 14, 2021 - Board Meeting
Category	2. Organization of Board of Trustees
Access	Public
Type	Action
Recommended Action	Recommend the Board elect Loree Marchese as the Board Treasurer for the 2021-2022 school year.

Motion & Voting

Recommend the Board elect Loree Marchese as the Board Treasurer for the 2021-2022 school year.

Motion by Regina Speaker, second by George Fiore.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Abstain: Dusty Blakey

Subject	2.4 Oath of Office
Meeting	Sep 14, 2021 - Board Meeting
Category	2. Organization of Board of Trustees
Access	Public
Type	Procedural
	The Oath will be administered by the solicitor to Dr. Dusty Blakey, who was unable to attend the August 10, 2021 Board Meeting, and Loree Marchese as the Board Treasurer.

Admin Content

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."

3. Approval of Minutes

Subject	3.1 Approval of August 10, 2021 Minutes
Meeting	Sep 14, 2021 - Board Meeting
Category	3. Approval of Minutes
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the August 10, 2021 Board Meeting as presented.

File Attachments

[Board Meeting Minutes - August 10, 2021.pdf \(132 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the August 10, 2021 Board Meeting as presented.

Motion by Jason Harris, second by George Fiore.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner, Dusty Blakey

4. Consent Agenda

Subject	4.1 Review of Consent Agenda Items
Meeting	Sep 14, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items (Listed by Department) Include:

Financial

4.2 Treasurer's Report & Board Summary Report - July 2021

4.3 Expenditure Report - July 2021

Human Resources

4.4 Personnel Actions

4.5 Elimination of Position

Curriculum

4.6 Renewal Agreement - Watershed Counseling and Consultation Services

Board / School / Family Communication

- 4.7 Policies and Administrative Regulations
- 4.8 ARP ESSER Health and Safety Plan Guidance

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Alan Fegley, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner, Dusty Blakey

Subject	4.2 Treasurer's Report and Board Summary Report
Meeting	Sep 14, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the July 2021 Treasurer's Report and Board Summary Report as presented.

File Attachments

- [July 2021 - Treasurer's Report.pdf \(63 KB\)](#)
- [July 2021 - Board Summary Report.pdf \(18 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Alan Fegley, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner, Dusty Blakey

Subject	4.3 Expenditure Report
Meeting	Sep 14, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the July 2021 Expenditure Report as presented.

File Attachments

- [July 2021 - Expenditure Report.pdf \(41 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Alan Fegley, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner, Dusty Blakey

Subject **4.4 Personnel Actions**

Meeting Sep 14, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

New Hires/Re-Hires (11)

Transfers/Classification Changes (19)

Leaves of Absence Requests (0)

Additional Duties (1)

Supplementals/Stipends (4)

Retirements/Resignations/Terminations (5)

Executive Content

Executive File Attachments

[September 2021 Personnel Actions.pdf \(35 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Alan Fegley, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner, Dusty Blakey

Subject **4.5 Elimination of Position - Recruiter**

Meeting Sep 14, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the elimination of the Recruiter 0.5FTE position.

Following an Administrator review of the school's marketing goals, it is recommended that the Recruiter 0.5FTE position is eliminated.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Alan Fegley, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner, Dusty Blakey

Subject **4.6 Renewal Agreement - Watershed Counseling and Consultation Services**

Meeting Sep 14, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement between 21st Century Cyber Charter School and Watershed Counseling and Consultation Services for the 2021-2022 school year for a total cost of \$4,800.00, a copy of which is attached.

Watershed provides professional development training for our teaching staff with regard to transgender students.

This agreement has not been reviewed by our solicitor, as it is not a contract and we pay as we utilize the professional training sessions.

File Attachments

[Watershed Counseling.pdf \(1,508 KB\)](#)

Executive File Attachments

[Approval Form - Watershed Counseling.pdf \(155 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Alan Fegley, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner, Dusty Blakey

Subject **4.7 Policies and Administrative Regulations**

Meeting Sep 14, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the below updated and new Policies and Administrative Regulations, copies of which are attached.

Removed language is indicated in red strike through. New language is highlighted in yellow.

These new and updated policies and administrative regulations have been provided by Bent Creek and reviewed by their legal team prior to our administrative review. The Board's Policy and Administrative Regulations Committee (Drs. Harner, Speaker and Yanni and Mr. Harris) and our solicitor have also reviewed the policy and administrative regulation updates listed below.

Policy Number	Policy Name
0006	Meetings
0006-AR-1 - NEW	Publish, Post and Notify - Board Meetings/Agendas
2004-AR-2	Truancy Warning Email
2004-AR-3	Truancy Level 1 Letter
2004-AR-4	Truancy Level 2 Letter
2004-AR-5	Truancy Level 3 Letter
2004-AR-6	Truancy Level 4 Letter
2004-AR-7	Truancy Level 5 Letter
2004-AR-8	School Attendance Improvement Plan Form
7003	Public Participation in Board Meetings

File Attachments

[0006 - REVISED.pdf \(324 KB\)](#)
[0006-AR-1 - NEW.pdf \(172 KB\)](#)
[2004-AR-2 - REVISED.pdf \(78 KB\)](#)
[2004-AR-3 - REVISED.pdf \(82 KB\)](#)
[2004-AR-4 - REVISED.pdf \(59 KB\)](#)
[2004-AR-5 - REVISED.pdf \(80 KB\)](#)
[2004-AR-6 - REVISED.pdf \(74 KB\)](#)
[2004-AR-7 - REVISED.pdf \(79 KB\)](#)
[2004-AR-8 - REVISED.pdf \(112 KB\)](#)
[7003 - REVISED.pdf \(126 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Alan Fegley, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner, Dusty Blakey

Subject 4.8 ARP ESSER Health and Safety Plan Guidance

Meeting Sep 14, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type	Action (Consent)
Recommended Action	Recommend the Board approve the ARP ESSER Health and Safety Plan Guidance, a copy of which is attached.

File Attachments

[21CCCS Health and Safety Plan Guidance Revised 8.17.21 \(2\).pdf \(242 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Alan Fegley, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner, Dusty Blakey

5. Board Member Comment

Subject	5.1 Board Member Comment
Meeting	Sep 14, 2021 - Board Meeting
Category	5. Board Member Comment
Access	Public
Type	Procedural

6. Public Comment

Subject	6.1 Public Comment
Meeting	Sep 14, 2021 - Board Meeting
Category	6. Public Comment
Access	Public
Type	Procedural

7. Meeting Schedule

Subject	7.1 2021-2022 Meeting Schedule
Meeting	Sep 14, 2021 - Board Meeting
Category	7. Meeting Schedule
Access	Public
Type	Information

The schedule below reflects the remaining Board Meetings for the 2021-2022 School Year:

Board Meetings - 1:00 p.m.

October 12, 2021- *Virtual*

November 9, 2021 - *Virtual*
 December 14, 2021 - *Virtual*
 January 11, 2022
 February 8, 2022
 March 8, 2022
 April 12, 2022
 May 10, 2022

The Board Meetings will be held the second Tuesday of every month from August through May at 1:00 p.m. at 1245 Wrights Lane, West Chester, PA 19380. There will be no Board Meetings in June or July.

8. Adjournment

Subject

8.1 Adjournment

Meeting Sep 14, 2021 - Board Meeting

Category 8. Adjournment

Access Public

Type Action

Recommended Action Recommend the Board adjourn the Board Meeting.

Motion & Voting

Recommend the Board adjourn the Board Meeting.

Motion by Regina Speaker, second by George Fiore.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Regina Speaker, Allyn Roche, Michele Orner, Dusty Blakey

Not Present at Vote: Alan Fegley



**Tuesday, October 12, 2021
Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.**

1. Meeting Opening

Subject 1.1 Call to Order - Roll Call

Meeting Oct 12, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board Chairperson will call the board meeting to order, the Board Secretary will document attendance.

Subject 1.2 Notification of Recording

Meeting Oct 12, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject 1.3 Pledge of Allegiance

Meeting Oct 12, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject 1.4 Executive Session Announcements

Meeting Oct 12, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Session was held prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject 1.5 CEO and Administrators' Reports

Meeting Oct 12, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

CEO Reports

2021-2022 CEO Goals

The 2021-2022 CEO Goals are attached.

2021-2022 Org Chart

The Org Chart for this school year is attached.

Administrators' Reports

2021-2022 Preliminary Revised Budget

The 2021-2022 Preliminary Revised Budget is attached.

Student Recognition

Rayne S. (9th Grade) organized a first-ever 5K run all by herself to support her favorite charity. She feels well accomplished this year, so she anticipates hosting a 5K annually. Rayne says, "The purpose of Miles For Mental Health is to bring awareness to mental health and hopefully lower the stigma against it. I want the proceeds to be used to help lower the stigma, get more counseling opportunities, or even help the national suicide hotline." As a competitive dancer, she travels often. The flexible schedule at 21CCCS allows her to work around her busy lifestyle. With cyber school, she gets ahead and does not miss school work. After graduation, she wants to become a lawyer.



Special Education Count as of September 27, 2021

Students with IEP/GIEP/504 Service Agreements:

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	73	14	0	0	14
7	148	17	7	8	32
8	210	22	5	10	37
9	293	40	5	11	56
10	309	74	5	19	98
11	308	54	8	20	82
12	268	47	5	17	69
Total	1,609	268 17%	35 2%	85 5%	388 24%

Students Receiving Related Services:

Speech and Language	22
Group Social Skills Class with Counselor	59
Group Coping Skills Class with Therapist	66
Individual Counseling (including a Psychologist)	38
Executive Functioning Counseling	4
Occupational Therapy	10
Physical Therapy	0
Reading Instruction by Reading Therapist	3
Teacher of the Visually Impaired	1
Teacher of the Deaf and Hard of Hearing	1
Tutor	1
PCA	11
* 134 students with RS out of 303 students with IEPs/GIEPs = 44.2%	216
* 134 of IEP students with RS there are 216 services per student on average = 1.61 services per student	
* 216 total services rendered out of the 303 students with IEP/GIEPS = 71.28%	
TOTAL:	
*Related Services do not include newly enrolled students.	

File Attachments

[Rayne S.jpg \(290 KB\)](#)[2021-2022 CEO Goals.pdf \(120 KB\)](#)[2021-2022 Org Chart.pdf \(39 KB\)](#)[2021-2022 Preliminary Revised Budget.pdf \(95 KB\)](#)

2. Organization of Board of Trustees

Subject **2.1 Ratification of New Board Members**

Meeting Oct 12, 2021 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Recommend the Board approve the ratification of new Parent Representative Board
Action Members, effective October 12, 2021.

Andrea Fox will replace Heather Saboori who resigned on September 14, 2021. Andrea Fox will be our Board Vice Chairperson.

Mollie Welte Burnett will replace Dr. Sherry DelGrosso who resigned on July 1, 2021.

Office	Board Member	Term
Board Vice Chairperson Parent Representative	Andrea Fox	October 2021 through September 2024
Parent Representative	Mollie Welte Burnett	October 2021 through September 2024

Motion & Voting

Recommend the Board approve the ratification of new Parent Representative Board Members, effective October 12, 2021.

Motion by John Toleno, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Gianni, Michele Orner

Abstain: Mollie Burnett, Andrea Fox

Subject **2.2 Oath of Office**

Meeting Oct 12, 2021 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Procedural

The Oath will be administered by the solicitor to the new Board Members.

Admin Content

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."

3. Approval of Minutes

Subject **3.1 Approval of September 14, 2021 Minutes**

Meeting Oct 12, 2021 - Board Meeting

Category 3. Approval of Minutes

Access Public

Type Action

Recommended Action Recommend the Board approve the Minutes of the September 14, 2021 Board Meeting as presented.

File Attachments

[Board Meeting Minutes 9-14-2021.pdf \(944 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the September 14, 2021 Board Meeting as presented.

Motion by Regina Speaker, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

4. Consent Agenda

Subject **4.1 Review of Consent Agenda Items**

Meeting Oct 12, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items (Listed by Department) Include:

Financial

4.2 Treasurer's Report & Board Summary Report - August 2021

4.3 Expenditure Report - August 2021

Human Resources

4.4 Personnel Actions

4.5 Contracted Services - General Healthcare Resources

Technology Department

- 4.6 Quote - CDW*G (CrowdStrike)
- 4.7 Renewal Subscription - Education Framework

Curriculum

- 4.8 Memorandum of Understanding - Compass Mark

Facilities Management

- 4.9 Agreement - Servicemaster

Board / School / Family Communication

- 4.10 2021-2022 CEO Goals

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

Subject 4.2 Treasurer's Report and Board Summary Report

Meeting Oct 12, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the August 2021 Treasurer's Report and Board Summary Report as presented.

File Attachments

- [Treasurer Report - August 2021.pdf \(63 KB\)](#)
- [Board Summary Report - August 2021.pdf \(18 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

Subject **4.3 Expenditure Report**

Meeting Oct 12, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the August 2021 Expenditure Report as presented.

File Attachments

[Expenditure Report - August 2021.pdf \(23 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

Subject **4.4 Personnel Actions**

Meeting Oct 12, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

New Hires/Re-Hires (3)

Transfers/Classification Changes (1)

Leaves of Absence Requests (1)

Additional Duties (2)

Supplementals/Stipends (2)

Retirements/Resignations/Terminations (3)

Executive Content

Executive File Attachments

[Personnel Actions - October 2021.pdf \(27 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

Subject **4.5 Contracted Services - General Healthcare Resources**

Meeting Oct 12, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the assignment of a school nurse, an agency placement through General Healthcare Resources.

Following a review of current student enrollment numbers and an unsuccessful CSN recruitment process to fill an existing vacancy (resignation, M. Ebright), an agency placement for a school nurse is recommended for the 2021-2022 school year, under an existing contract executed in 2019 with General Healthcare Resources. The agency placement starts 09/15/2021. An emergency CSN certification will be processed through PDE for the 2021-2022 SY.

Executive File Attachments

[General Healthcare Resources - Confirmation of Assignment for Lynda Mullen.pdf \(1,037 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

Subject **4.6 Quote - CDW*G (Crowdstrike)**

Meeting Oct 12, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the quote from CDW*G (Crowdstrike) at a cost of \$24,920.53 for the 2021-2022 SY, a copy of which is attached.

CDW*G (Crowdstrike) provides cybersecurity endpoint protection software.

This has not been reviewed by our solicitor as it is a subscription with Terms & Conditions that have been reviewed by our CEO and Business Administrator.

File Attachments

[CDW*G - Crowdstrike.pdf \(72 KB\)](#)

Executive File Attachments

[Approval Form - CDW*G Crowdstrike.pdf \(965 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

Subject **4.7 Renewal Subscription - Education Framework**

Meeting Oct 12, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal subscription between 21st Century Cyber Charter School and Education Framework at a cost of \$2,869.33 for the 2021-2022 SY, a copy of which is attached.

Education Framework provides iOS app review and vetting.

This renewal has previously been reviewed by our solicitor's office and no changes have been made since that review.

File Attachments

[Education Framework.pdf \(20 KB\)](#)

Executive File Attachments

[Approval Form - Education Framework.pdf \(934 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

Subject **4.8 Memorandum of Understanding - Compass Mark**

Meeting Oct 12, 2021 - Board Meeting

Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Memorandum of Understanding between 21st Century Cyber Charter School and Compass Mark, at no cost, for October through December 2021, a copy of which is attached.

Compass Mark was approved at the August 2021 Board Meeting, however, dates and language within the Memorandum of Understanding have been changed.

They will be holding sessions with our students around positive behavior and trauma informed strategies.

The solicitor has reviewed this Memorandum of Understanding and no changes have been made since the last review.

File Attachments

[Compass Mark.pdf \(126 KB\)](#)

Executive File Attachments

[Approval Form - Compass Mark.pdf \(986 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

Subject **4.9 Agreement - Servicemaster**

Meeting Oct 12, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement between 21st Century Cyber Charter School and Servicemaster for our Murrysville location at a cost of \$900 per month for the 2021-2022 SY, a copy of which is attached.

This Agreement has not been reviewed by our solicitor, as it has been in place with our Downingtown and West Chester locations for several years and has been reviewed by our CEO.

File Attachments

[Servicemaster.pdf \(3,600 KB\)](#)

Executive File Attachments

[Approval Form - Servicemaster.pdf \(1,770 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

Subject **4.10 2021 - 2022 CEO Goals**

Meeting Oct 12, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the 2021-2022 CEO Goals, a copy of which are attached.
Action

File Attachments

[2021-2022 CEO Goals.pdf \(120 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

5. New Business

Subject **5.1 Legal Settlement #001-2021-2022**

Meeting Oct 12, 2021 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Recommend the Board approve the settlement for Matter #001-2021-2022 as presented. A
Action copy of the Resolution of the Board of Trustees is also attached.

Dr. George Fiore, the Executive Director of the Chester County Intermediate Unit, has recused himself from voting on this action. A copy of Dr. Fiore's Recusal Memorandum is attached.

Dr. Regina Speaker, the Executive Director of the Montgomery County Intermediate Unit, has recused herself from voting on this action. A copy of Dr. Speaker's Recusal Memorandum is attached.

Executive File Attachments

[Settlement Agreement 001-2021-2022.pdf \(115 KB\)](#)

[Resolution 001-2021-2022.pdf \(85 KB\)](#)

[Recusal - Dr. George Fiore.pdf \(23 KB\)](#)

[Recusal - Dr. Regina Speaker.pdf \(13 KB\)](#)

Motion & Voting

Recommend the Board approve the settlement for Matter #001-2021-2022 as presented. A copy of the Resolution of the Board of Trustees is also attached.

Motion by Alan Fegley, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

Abstain: George Fiore, Regina Speaker

Subject	5.2 Legal Agreement #002-2021-2022
Meeting	Oct 12, 2021 - Board Meeting
Category	5. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve Legal Agreement #002-2021-2022 as presented. A copy of the Resolution of the Board of Trustees is also attached.

Executive File Attachments

[Legal Agreement #002-2021-2022.pdf \(101 KB\)](#)

[Resolution 002-2021-2022.pdf \(144 KB\)](#)

Motion & Voting

Recommend the Board approve Legal Agreement #002-2021-2022 as presented. A copy of the Resolution of the Board of Trustees is also attached.

Motion by John Toleno, second by Steven Yanni.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

6. First Reading

Subject	6.1 2021-2022 Fund Balance Designation
Meeting	Oct 12, 2021 - Board Meeting
Category	6. First Reading
Access	Public
Type	First Reading

Fund Balance Designation

Recommend the Board review the 2021-2022 Fund Balance Designation, a copy of which is attached. This is First Reading and no action is needed at this time. This will be on the November Board Agenda, with possible revisions, for review and approval by the Board.

File Attachments

[2021-2022 Fund Balance Designation.pdf \(81 KB\)](#)

7. Board Member and Public Comment

Subject 7.1 Board Member Comment

Meeting Oct 12, 2021 - Board Meeting
 Category 7. Board Member and Public Comment
 Access Public
 Type Procedural

Subject 7.2 Public Comment

Meeting Oct 12, 2021 - Board Meeting
 Category 7. Board Member and Public Comment
 Access Public
 Type Procedural

8. Meeting Schedule

Subject 8.1 2021-2022 Meeting Schedule

Meeting Oct 12, 2021 - Board Meeting
 Category 8. Meeting Schedule
 Access Public
 Type Information

The schedule below reflects the remaining Board Meetings for the 2021-2022 School Year:

Board Meetings - 1:00 p.m.

November 9, 2021
 December 14, 2021
 January 11, 2022
 February 8, 2022
 March 8, 2022
 April 12, 2022
 May 10, 2022

The Board Meetings will be held the second Tuesday of every month from August through May at 1:00 p.m. at 1245 Wrights Lane, West Chester, PA 19380. There will be no Board Meetings in June or July.

9. Adjournment

Subject **9.1 Adjournment**

Meeting Oct 12, 2021 - Board Meeting

Category 9. Adjournment

Access Public

Type Action

Recommended Recommend the Board adjourn the Board Meeting.
Action

Motion & Voting

Recommend the Board adjourn the Board Meeting.

Motion by George Fiore, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox



**Tuesday, November 9, 2021
Board Meeting**

21CCCS
1245 Wrights Lane
West Chester, PA 19380
11:00 a.m.

1. Meeting Opening

Subject **1.1 Call to Order - Roll Call**

Meeting Nov 9, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board Chairperson will call the board meeting to order, the Board Secretary will document attendance.

Subject **1.2 Notification of Recording**

Meeting Nov 9, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject **1.3 Pledge of Allegiance**

Meeting Nov 9, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject **1.4 Executive Session Announcements**

Meeting Nov 9, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Session was held prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject 1.5 CEO and Administrator Reports

Meeting Nov 9, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

CEO REPORTS

Policies and Administrative Regulations

An audit of all 21CCCS Policies and Administrative Regulations has been completed to ensure gender neutrality.

ADMINISTRATOR REPORTS

2020-2021 Annual Financial Report

The 2020-2021 Annual Financial Report (AFR) PDE-2028 was submitted to PDE on October 29, 2021. A copy of is attached for your review.

Student Activities / Field Trips / Adventure Club

Adventure Club: French Creek State Park

On September 30, 2021, over 30 students joined the Adventure club on a 6.2 mile hike at French Creek State Park. While there, the group explored the surroundings and lakes, as well as the local wildlife. They also conducted a stream examination at Scott's Run. A video is attached.

[French Creek State Park Video](#)

Field Trip: Back to School Picnics

We held our annual back to school picnics near our Murrysville and West Chester offices on October 14, 2021. We had over 75 students join us for this event.

Outreach Event: Virtual Fall Festival

Over 45 students attended a virtual Fall Festival, led by our outreach coordinator, on October 21, 2021. Students were challenged with working as a team through various academic challenges and activities.

Social Awareness and School Engagement

During the month of September, a school wide theme of attendance awareness was promoted. During the month of October, the theme was respecting ourselves and others for middle school and meditation for high school. For these themes, students were engaged through taking an attendance pledge, sharing their strategies through short videos, motivating Monday activities, and a poetry cafe along with others.

Special Education Count as of October 25, 2021

Students with IEP/GIEP/504 Service Agreements:

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	76	15	0	0	15
7	149	17	7	10	34
8	214	22	4	13	39
9	280	41	5	11	57
10	300	71	4	20	95
11	304	55	8	21	84
12	260	46	4	20	70
Total	1,583	267 16%	32 2%	95 6%	394 24%

Students Receiving Related Services:

Speech and Language	26
Group Social Skills Class with Counselor	60
Group Coping Skills Class with Therapist	66
Individual Counseling (including a Psychologist)	42
Executive Functioning Counseling	7
Occupational Therapy	12
Physical Therapy	0
Reading Instruction by Reading Therapist	3
Teacher of the Visually Impaired	1
Teacher of the Deaf and Hard of Hearing	1
Tutor	1
PCA	12
* 141 students with RS out of 299 students with IEPs/GIEPs = 47.15%	
* 141 of IEP students with RS there are 231 services per student on average = 1.64 services per student	
* 231 total services rendered out of the 299 students with IEP/GIEPS = 77.25%	
TOTAL:	231

*Related Services do not include newly enrolled students.

File Attachments
[2020-2021 Annual Financial Report.pdf \(1,998 KB\)](#)
[French Creek State Park.mp4 \(30,052 KB\)](#)

2. Organization of Board of Trustees

Subject **2.1 Resignation of Board Member**

Meeting Nov 9, 2021 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Action Recommend the Board approve the resignation of Board Member, Mr. Jason Harris, effective November 5, 2021.

Details of Mr. Harris' resignation are indicated below:

A copy of his resignation is attached.

Board Member	Seat Held	Letter Submitted	Effective Date	New Board Member
Mr. Jason Harris	Bucks County Seat 4	November 1, 2021	November 5, 2021	To Be Named by Nominating Committee at the December Board Meeting

File Attachments
[Mr. Jason Harris - Resignation.pdf \(138 KB\)](#)

Motion & Voting

Recommend the Board approve the resignation of Board Member, Mr. Jason Harris, effective November 5, 2021.

Motion by Peter Mango, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

3. Approval of Minutes

Subject **3.1 Approval of October 12, 2021 Minutes**

Meeting Nov 9, 2021 - Board Meeting

Category 3. Approval of Minutes

Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the October 12, 2021 Board Meeting as presented.

File Attachments

[October 12, 2021 Board Meeting Minutes.pdf \(946 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the October 12, 2021 Board Meeting as presented.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

4. Consent Agenda

Subject	4.1 Review of Consent Agenda Items
Meeting	Nov 9, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items (Listed by Department) Include:

Financial

- 4.2 Treasurer's Report & Board Summary Report - September 2021
- 4.3 Expenditure Report - September 2021

Human Resources

- 4.4 Personnel Actions
- 4.5 New Position - HR Assistant

Facilities

- 4.6 Agreement - ServiceMaster
- 4.7 Proposal - GC Commercial Cleaning
- 4.8 Quote - Vector Security
- 4.9 Quote - Wayne Moving & Storage
- 4.10 Agreement - School Operations Service Group, Inc.
- 4.11 School Vehicle - Costars Purchase

Curriculum

- 4.12 Agreements - Testing Locations in PA for Keystone and PSSA Testing

Tech / ISD

- 4.13 Contract - Remote Learner
- 4.14 Contract - Knowledgemotion (BoClips)
- 4.15 Subscription - CDW*G (Adobe Creative Cloud)

Board / School / Family Communication

- 4.16 Agreement - Westmoreland County Community College (Graduation)
- 4.17 Agreement - Westmoreland County Community College (Prom)
- 4.18 Project "Go" School Attendance Support
- 4.19 Policies and Administrative Regulations

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	4.2 Treasurer's Report and Board Summary Report - September 2021
Meeting	Nov 9, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the September 2021 Treasurer's Report and Board Summary Report as presented.

File Attachments

[Treasurer's Report - September 2021.pdf \(63 KB\)](#)

[Board Summary Report - September 2021.pdf \(19 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	4.3 Expenditure Report - September 2021
Meeting	Nov 9, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the September 2021 Expenditure Report as presented.

File Attachments

[Expenditure Report - September 2021.pdf \(36 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.4 Personnel Actions**

Meeting Nov 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

New Hires/Re-Hires (4)

Transfers/Classification Changes (0)

Leaves of Absence Requests (1)

Additional Duties (1)

Supplementals/Stipends (0)

Retirements/Resignations/Terminations (3)

Executive Content

Executive File Attachments

[Personnel Actions - November 2021.pdf \(23 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.5 New Position - HR Assistant**

Meeting Nov 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the addition of a new position, as presented.

The Business Services Confidential Secretary, reporting to the Business Administrator, currently supports multiple departments (these include the Business Office, Human Resources, Special Education, Marketing, Facilities) and the confidential secretary is also back up to the Board Secretary.

It is proposed to recruit an HR Assistant to perform routine clerical duties in support of the Human Resources department of the School. Time permitting in the schedule, the HR Assistant would also support the Accounts Receivable function with needed collection calls to recover outstanding school technology assets.

This position would be a part-time, 260-day position, not exceeding 29 hours per week, and is not benefit-eligible. The salary grade for this position would be Grade 3, with a starting hourly rate of \$20.67/hour.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.6 Agreement - ServiceMaster

Meeting Nov 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the revised agreement between 21st Century Cyber Charter School and ServiceMaster for our Murrysville location at a cost of \$1,250 per month for the 2021-2022 SY, a copy of which is attached.

This Agreement was initially approved at our October Board Meeting, but the vendor has adjusted the price with an increase of \$350 per month for the expansion at our Murrysville location.

File Attachments

[ServiceMaster - Revised.pdf \(551 KB\)](#)

Executive File Attachments

[Approval Form - ServiceMaster - Revised.pdf \(1,037 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.7 Proposal - GC Commercial Cleaning

Meeting	Nov 9, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the proposal from GC Commercial Cleaning for a one-time post construction cleaning of the Murrysville annex for a total cost of \$700, a copy of which is attached.

This proposal has not been reviewed by our solicitor as it was for one time cleaning services only.

File Attachments

[GC Commercial Cleaning.pdf \(557 KB\)](#)

Executive File Attachments

[Approval Form - GC Commercial Cleaning.pdf \(944 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.8 Quote - Vector Security**

Meeting	Nov 9, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the quote from Vector Security to install security cameras and a FOB system in the Murrysville annex for a cost of \$3,109 fee with a \$58 per month maintenance, a copy of which is attached.

Dr. Matthew Flannery has reviewed the quote. Our solicitor has not reviewed this quote as we have used Vector Security in our Downingtown and West Chester locations for our security systems and the terms and conditions have not changed.

File Attachments

[Vector Security.pdf \(157 KB\)](#)

Executive File Attachments

[Approval Form - Vector Security - Murrysville Annex.pdf \(1,025 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.9 Quote - Wayne Moving & Storage**

Meeting Nov 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the quote from Wayne Moving & Storage to move the Downingtown warehouse materials to our West Chester location for a cost of \$11,296, a copy of which is attached.

Dr. Matthew Flannery has reviewed the quote. Our solicitor has not reviewed this quote as we have used Wayne Moving & Storage for our initial move 2 years ago from Downingtown to West Chester and the terms and conditions have not changed.

File Attachments

[Wayne Moving & Storage.pdf \(659 KB\)](#)

Executive File Attachments

[Approval Form - Wayne Moving & Storage.pdf \(1,020 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.10 Agreement - School Operations Services Group, Inc.**

Meeting Nov 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement between 21CCCS and School Operations Group, Inc., who will provide facilities planning services through June 30, 2022 at the cost of \$95 per hour for the first 40 hours and \$142.50 per hour for any time spent over 40

hours. The maximum amount billed per month will be \$5,000 and the maximum amount billed for the term of the agreement will be \$20,000. A copy of the contract is attached.

This contract has been reviewed by our solicitor.

File Attachments

[School Operations Services Group.pdf \(223 KB\)](#)

Executive File Attachments

[Approval Form - School Operations Services Group.pdf \(985 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	4.11 School Vehicle - Costars Purchase
Meeting	Nov 9, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Costars purchase of a 2021 Chrysler Pacifica Passenger Wagon, from New Holland Dodge Chrysler Jeep Ram, in the amount of \$37,830.00.

File Attachments

[2021 Chrysler Pacifica.pdf \(50 KB\)](#)

Executive File Attachments

[Approval Form - 2021 Chrysler Pacifica Quote.pdf \(1,012 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	4.12 Agreements - Testing Locations in PA for Keystone and PSSA Testing
Meeting	Nov 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreements for testing locations in PA for Keystone and PSSA Testing, for a total cost of \$49,447, a copy of of which agreements are attached.

The solicitor has not reviewed the contracts as they have been reviewed by the 21CCCS Admin Team.

Vendor Name	Location	Testing	Amount
Bear Creek Mountain Resort & Conference Center	Macungie	PSSA & Keystone	\$7,600
Frank Sarris Public Library	Canonsburg	PSSA & Keystone	\$5,100
Groff Event Center	Lancaster	PSSA & Keystone	\$8,451
Hampton Inn & Suites	Bensalem	PSSA	\$5,088
Hampton Inn & Suites	Bensalem	Keystone	\$5,088
Hilton Conference Center	Scranton	PSSA	\$1,600
Hilton Conference Center	Scranton	Keystone	\$1,600
The Notary Hotel	Philadelphia	PSSA	\$4,000
The Notary Hotel	Philadelphia	Keystone	\$4,000
Penn Harris Hotel Harrisburg	Harrisburg	PSSA	\$3,200
Penn Harris Hotel Harrisburg	Harrisburg	Keystone	\$3,400
St. Mary's Public Library	St. Mary's	PSSA & Keystone	\$320
Total Cost:			\$49,447

File Attachments

[Bear Creek Mountain Resort & Conference Center.pdf \(494 KB\)](#)
[Frank Sarris Public Library.pdf \(142 KB\)](#)
[Groff Event Center.pdf \(306 KB\)](#)
[Hampton Inn & Suites- PSSA.pdf \(57 KB\)](#)
[Hampton Inn & Suites - Keystone.pdf \(57 KB\)](#)
[Hilton Conference Center - PSSA.pdf \(262 KB\)](#)
[Hilton Conference Center - Keystone.pdf \(262 KB\)](#)
[The Notary Hotel - PSSA.pdf \(341 KB\)](#)
[The Notary Hotel - Keystone.pdf \(343 KB\)](#)
[Penn Harris Hotel - PSSA.pdf \(308 KB\)](#)
[Penn Harris Hotel - Keystone.pdf \(261 KB\)](#)
[St. Mary's Public Library.pdf \(220 KB\)](#)

Executive File Attachments

[Approval Form - PSSA and Keystone Testing Site Locations.pdf \(1,052 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.13 Contract - Remote Learner**

Meeting Nov 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract with Remote Learner for 6 additional months at the cost of \$2,636, a copy of which is attached.

This is an extension of our current contract with Remote Learner for an additional 6 months of the Development site space to identify any errors/broken files in our Semester 2 courses before officially retiring last year's site.

The solicitor has previously reviewed this contract and no changes have been made since that last review.

File Attachments

[Contract - Remote Learner.pdf \(138 KB\)](#)

Executive File Attachments

[Approval Form - Remote Learner.pdf \(1,397 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.14 Contract - Knowledgemotion (BoClips)**

Meeting Nov 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract between 21st Century Cyber Charter School and Knowledgemotion (BoClips) at a cost of \$18,000.00 for the 2021-2022 and 2023-2024 school years, a copy of which is attached.

This contract was previously approved at our August 2021 Board Meeting, but has since been renegotiated for a lower price.

This allows for licensed sharing of video content in our LMS since downloading videos from YouTube goes against their Terms of Service.

The contract has been reviewed by our solicitor.

File Attachments

[Knowledgemotion.pdf \(4,333 KB\)](#)

Executive File Attachments

[Approval Form - Knowledgemotion.pdf \(1,014 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	4.15 Subscription - CDW*G (Adobe Creative Cloud)
Meeting	Nov 9, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the subscription with CDW*G (Adobe Creative Cloud) at a cost of \$3,824.38 for the 2021-2022 and 2022-2023 school years, a copy of which is attached.

CDW*G (Adobe Creative Cloud) is a software for use in Adobe applications (Photoshop, Illustrator, etc.) in instruction.

This subscription has not been reviewed by our solicitor, but has been reviewed internally, as it is a subscription with Terms of Service which the vendor will not change.

File Attachments

[CDW*G.pdf \(66 KB\)](#)

Executive File Attachments

[Approval Form - CDW*G.pdf \(966 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	4.16 Agreement - Westmoreland County Community College (Graduation)
Meeting	Nov 9, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the agreement with Westmoreland County Community College for our graduation ceremony near Murrysville for a total cost of \$500, a copy of which is attached.

Our solicitor reviewed this agreement in February 2021 and no changes have been made since that time.

File Attachments

[Westmoreland Community College - Graduation Agreement.pdf \(382 KB\)](#)

Executive File Attachments

[Approval Form - Westmoreland County Community College Graduation.pdf \(1,091 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	4.17 Agreement - Westmoreland County Community College (Prom)
Meeting	Nov 9, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the agreement with Westmoreland County Community College for our prom near Murrysville for a total cost of \$892.35, a copy of which is attached.

Our solicitor reviewed this agreement in February 2021 and no changes have been made since that time.

File Attachments

[Westmoreland Community College - Prom Agreement.pdf \(450 KB\)](#)

Executive File Attachments

[Approval Form - Westmoreland County Community College - Prom.pdf \(1,092 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.18 Project "Go" School Attendance Support**

Meeting Nov 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Project "Go" School Attendance Support Memorandum of Understanding for the 2021-2022 SY, a copy of which is attached.

This provides truancy prevention/intervention services for students currently in need of additional school attendance support in Philadelphia County.

File Attachments

[Project Go.pdf \(920 KB\)](#)

Executive File Attachments

[Approval Form - Project Go.pdf \(982 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.19 Policies and Administrative Regulations**

Meeting Nov 9, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the below new and/or updated Policies and Administrative Regulations, copies of which are attached.

UPDATED POLICIES / ARs: Removed language is indicated in red strike through. New language is highlighted in yellow.

These updated policies and administrative regulations have been reviewed by the CEO, the Policy Review Committee and our Solicitor.

Policy Number	Policy Name
3008 - UPDATED	Authorization to Make Administrative Decisions
4020-AR-1 - NEW	Allowability of Costs - Federal Programs

File Attachments

[3008 - UPDATED.pdf \(51 KB\)](#)

[4020-AR-1 - NEW.pdf \(195 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

5. Old Business

Subject **5.1 Legal Settlement #001-2021-2022**

Meeting Nov 9, 2021 - Board Meeting

Category 5. Old Business

Access Public

Type Action

Recommended Action Recommend the Board approve the signing of the settlement agreement by the Board Chairperson for Matter #001-2021-2022 as presented. A copy of the Resolution of the Board of Trustees is also attached.

The settlement agreement was approved at the October 12, 2021 Board Meeting. However, it was directed in that Resolution that the CEO sign the settlement agreement. Dr. Matthew Flannery has recused himself from signing the settlement agreement. A copy of Dr. Flannery's Recusal Memorandum is attached.

Executive File Attachments

[Settlement Agreement 001-2021-2022.pdf \(221 KB\)](#)

[Resolution 001-2021-2022.pdf \(1,581 KB\)](#)

[Recusal Memorandum - Dr. Matthew Flannery - 001-2021-2022.pdf \(1,489 KB\)](#)

Motion & Voting

Recommend the Board approve the signing of the settlement agreement by the Board Chairperson for Matter #001-2021-2022 as presented. A copy of the Resolution of the Board of Trustees is also attached.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	5.2 2021-2022 Fund Balance Designation
Meeting	Nov 9, 2021 - Board Meeting
Category	5. Old Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the 2021-2022 Fund Balance Designation, a copy of which is attached.

File Attachments

[2021-2022 SY Fund Balance Designation.pdf \(54 KB\)](#)

Motion & Voting

Recommend the Board approve the 2021-2022 Fund Balance Designation, a copy of which is attached.

Motion by Regina Speaker, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

6. New Business

Subject	6.1 Memorandum of Understanding - Chester County Health Department
Meeting	Nov 9, 2021 - Board Meeting
Category	6. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Memorandum of Understanding between 21st Century Cyber Charter School and Chester County Health Department to allow for rapid COVID-19 Testing on site, a copy of which is attached.

The solicitor has not reviewed this Memorandum of Understanding as it has been reviewed by our CEO and Business Administrator.

File Attachments

[MOU - Chester County Health Department.pdf \(515 KB\)](#)

Executive File Attachments

[Approval Form - MOU - Chester County Health Dept..pdf \(977 KB\)](#)

Motion & Voting

Recommend the Board approve the Memorandum of Understanding between 21st Century Cyber Charter School and Chester County Health Department to allow for rapid COVID-19 Testing on site, a copy of which is attached.

Motion by George Fiore, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **6.2 ARP ESSER Health and Safety Plan Guidance**

Meeting Nov 9, 2021 - Board Meeting

Category 6. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the ARP ESSER Health and Safety Plan Guidance, a copy of which is attached.

File Attachments

[Health & Safety Plan November 9 2021.pdf \(123 KB\)](#)

Motion & Voting

Recommend the Board approve the ARP ESSER Health and Safety Plan Guidance, a copy of which is attached.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

7. Board Member and Public Comment

Subject **7.1 Board Member Comment**

Meeting Nov 9, 2021 - Board Meeting

Category 7. Board Member and Public Comment

Access Public

Type Procedural

Subject **7.2 Public Comment**

Meeting Nov 9, 2021 - Board Meeting

Category 7. Board Member and Public Comment

Access Public

Type Procedural

8. Meeting Schedule

Subject **8.1 2021-2022 Meeting Schedule**

Meeting Nov 9, 2021 - Board Meeting

Category 8. Meeting Schedule

Access Public

Type Information

The schedule below reflects the remaining Board Meetings for the 2021-2022 School Year:

Board Meetings - 1:00 p.m.

- December 14, 2021
- January 11, 2022
- February 8, 2022
- March 8, 2022
- April 12, 2022
- May 10, 2022

The Board Meetings will be held the second Tuesday of every month from August through May at 1:00 p.m. at 1245 Wrights Lane, West Chester, PA 19380. There will be no Board Meetings in June or July.

9. Adjournment

Subject 9.1 Adjournment

Meeting Nov 9, 2021 - Board Meeting

Category 9. Adjournment

Access Public

Type Action

Recommended Action Recommend the Board adjourn the Board Meeting.

Motion & Voting

Recommend the Board adjourn the Board Meeting.

Motion by George Fiore, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox



**Tuesday, December 14, 2021
Board Meeting**

21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.

1. Meeting Opening

Subject **1.1 Call to Order - Roll Call**

Meeting Dec 14, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board Chairperson will call the board meeting to order, the Board Secretary will document attendance.

Subject **1.2 Notification of Recording**

Meeting Dec 14, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject **1.3 Pledge of Allegiance**

Meeting Dec 14, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject **1.4 Executive Session Announcements**

Meeting Dec 14, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Session was held prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject 1.5 CEO and Administrator Reports

Meeting Dec 14, 2021 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

CEO REPORTS

Bucks County and Montgomery County Board Members

Dr. Matthew Flannery would like to express gratitude to the Bucks County and Montgomery County Board Members for their years of service to 21st Century Cyber Charter School.

COVID-19 Transmission Level Matrix

Dr. Matthew Flannery will discuss 21CCCS' guidelines in following the COVID-19 Transmission Level Matrix, a link to which is below.

[COVID-19 Transmission Level Matrix](#)

Annual Food Drive

21CCCS staff participated in the annual food drive which was a huge success. Our West Chester collection was donated to the Chester County Food Bank and our Murrysville collection was donated to the Westmoreland County Food Bank for a total of 1,895 pounds of food. We would like to thank Ashley Cooke, School Counselor, who organized the collection at both of our locations and provided motivation to our generous staff for this annual tradition. Pictures are below:



ADMINISTRATOR REPORTS

Student Spotlight

Trey (10th Grade) is a passionate and growth-minded business person. He established his business when he was twelve and created his designer apparel brand called SPERGO. He says that 21CCCS helps him manage his time because he travels a lot for his business. Trey appeared on Shark Tank on November 5th and got a \$300,000 investment deal from Daymond John. Photos are below as well as a link to Trey's appearance on Shark Tank.

[Trey - Shark Tank Appearance](#)



Student Activities / Field Trips / Adventure Club

Adventure Club: Ohiopyle State Park

On October 28, 2021, over 24 students joined the Adventure Club on a hike at Ohiopyle State Park. While there, the group explored the surroundings and creek, as well as the local wildlife. They also conducted a stream examination. A video is attached below.

[Ohiopyle State Park Video](#)

Adventure Club: Cherry Crest Farms

On November 4, 2021, over 71 participants joined the Adventure Club on an adventure at Cherry Crest Farms. While there, the group navigated through a 5-acre corn maze, and had an educational tour of the farm's facilities where they learned about agriculture and slingshot trajectories.

Outreach Event: Community Service Team Challenge Kick-Off

29 students attended a virtual Community Service Kick-Off, lead by our Outreach Coordinator, on November 9, 2021. Students and staff are challenged with working in teams to accomplish various service projects within their communities.

Social Awareness and School Engagement

In the month of November, our SASE Coordinators arranged a yoga session to de-stress and relieve anxiety for our high school students. Students and staff are also posting short videos to share all the ways they give back this time of year. At the middle school level, students focused on kindness. Activities included writing letters to veterans, sharing ways of showing kindness to others, being a good digital citizen, and learning about different customs and facets of Thanksgiving traditions.

Quarter 1 Honor Roll

Distinguished: 410
 High Honors: 108
 Honors: 120

Special Education Count as of November 24, 2021

Students with IEP/GIEP/504 Service Agreements:

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504	
6	80	15		0	0	15
7	150	14		7	10	31
8	222	24		4	14	42
9	285	43		4	11	58
10	298	73		3	21	95
11	309	62		8	22	92
12	262	47		4	22	73
Total	1,606	278 2%		30 1.8%	100 6%	408 25%

Students Receiving Related Services:

Speech and Language	24
Group Social Skills Class with Counselor	65
Group Coping Skills Class with Therapist	67
Individual Counseling (including a Psychologist)	44
Executive Functioning Counseling	7
Occupational Therapy	13
Physical Therapy	0
Reading Instruction by Reading Therapist	3
Teacher of the Visually Impaired	1
Teacher of the Deaf and Hard of Hearing	1
Tutor	1
PCA	11
* 144 students with RS out of 308 students with IEPs/GIEPs = 46.75%	
* 144 of IEP students with RS there are 237 services per student on average = 1.65 services per student	
* 237 total services rendered out of the 308 students with IEP/GIEPS = 76.94%	237
TOTAL:	
*Related Services do not include newly enrolled students.	

File Attachments

[Team Turkey & Team Gravy.png \(6,494 KB\)](#)

[Trey.png \(1,366 KB\)](#)

[COVID-19 Transmission Level Matrix.pdf \(230 KB\)](#)

2. Organization of Board of Trustees

Subject	2.1 Oath of Office
Meeting	Dec 14, 2021 - Board Meeting
Category	2. Organization of Board of Trustees
Access	Public
Type	Procedural

The Oath will be administered by the solicitor to the Board Members as Hearing Officers who were not present at the August Board Meeting. A list of those Board Members is below:

Andrea Fox
Mollie Burnett
Dr. George Fiore
Dr. Dusty Blakey

Admin Content

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."

Subject 2.2 Resignation of Bucks County and Montgomery County Board Members

Meeting Dec 14, 2021 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Action Recommend the Board approve the resignation of the Bucks County and Montgomery County Board Members, effective January 1, 2022.

Board Member	Seat	Intermediate Unit / School District	Submitted Letter of Resignation
Dr. Mark Hoffman	Bucks County Seat 1	Executive Director Bucks County IU	November 19, 2021
Dr. William Harner	Bucks County Seat 2	Superintendent Quakertown Community SD	November 19, 2021
Dr. Samuel Lee	Bucks County Seat 3	Superintendent Bensalem Township SD	November 19, 2021
Dr. Regina Speaker	Montgomery County Seat 1	Executive Director Montgomery County IU	December 6, 2021
Dr. Allyn Roche	Montgomery County Seat 2	Superintendent Upper Perkiomen SD	December 6, 2021
Dr. John Toleno	Montgomery County Seat 3	Superintendent Upper Merion SD	December 6, 2021
Dr. Steven Yanni	Montgomery County Seat 4	Superintendent Upper Dublin SD	December 6, 2021

Executive File Attachments

[Bucks County Resignation Letter.pdf \(273 KB\)](#)

[Montgomery County Resignation Letter.pdf \(30 KB\)](#)

Motion & Voting

Recommend the Board approve the resignation of the Bucks County and Montgomery County Board Members, effective January 1, 2022.

Motion by George Fiore, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

3. Approval of Minutes

Subject	3.1 Approval of November 9, 2021 Minutes
Meeting	Dec 14, 2021 - Board Meeting
Category	3. Approval of Minutes
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the November 9, 2021 Board Meeting as presented.

File Attachments

[November 9, 2021 Board Meeting Minutes.pdf \(950 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the November 9, 2021 Board Meeting as presented.

Motion by George Fiore, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

4. Consent Agenda

Subject	4.1 Review of Consent Agenda Items
Meeting	Dec 14, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items (Listed by Department) Include:

Financial

4.2 Treasurer's Report & Board Summary Report - October 2021

4.3 Expenditure Report - October 2021

4.4 Designated Employees for School Procurement / Credit Cards

Human Resources

4.5 Personnel Actions

Prom / Graduation

4.6 Agreement - Coatesville Country Club (Prom)

4.7 Contract - Westmoreland County Community College - NJHS & NHS

Curriculum

4.8 Contracts - Testing Locations in PA for Keystone and PSSA Testing

Special Education

4.9 Agreement - Carbon Lehigh Intermediate Unit

Technology

4.10 Quote - Sycamore International Inc.

ISD

4.11 Amended Contract - Remote Learner

Board / School / Family Communication

4.12 Policies and Administrative Regulations

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	4.2 Treasurer's Report and Board Summary Report - October 2021
Meeting	Dec 14, 2021 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the October 2021 Treasurer's Report and Board Summary Report as presented.

File Attachments

[Treasurer's Report - October 2021.pdf \(63 KB\)](#)

[Board Summary Report - October 2021.pdf \(19 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.3 Expenditure Report - October 2021**

Meeting Dec 14, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the October 2021 Expenditure Report as presented.

File Attachments

[Expenditure Report - October 2021.pdf \(20 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.4 Designated Employees for School Procurement / Credit Cards

Meeting Dec 14, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the designated employees indicated below to use school procurement/credit cards for the 2021-2022 SY.

Matthew Flannery
Loree Marchese
Brian Cote
Nancy Giagnacova
Mike Matz
Monica Frank
Erika Laidlaw
Casey Regina
Barry Johnson
Lisa Iozzi

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.5 Personnel Actions

Meeting Dec 14, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

New Hires/Re-Hires (10)
 Transfers/Classification Changes (2)
 Leaves of Absence Requests (0)
 Additional Duties (2)
 Supplementals/Stipends (1)
 Retirements/Resignations/Terminations (4)

Executive Content

Executive File Attachments

[December 2021 Personnel Actions.pdf \(30 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.6 Agreement - Coatesville Country Club (Prom)

Meeting Dec 14, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement with Coatesville Country Club for our prom near West Chester for a total cost of \$3276.00, a copy of which is attached.

Our solicitor has reviewed this agreement.

File Attachments

[Coatesville Country Club - Prom.pdf \(59 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.7 Contract - Westmoreland County Community College - NJHS & NHS Ceremony**

Meeting Dec 14, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract with Westmoreland County Community College for the NJHS and NHS Ceremony near our Murrysville location for a cost of \$1,534.48 for the 2021-2022 SY. This cost reflects 75 attendees and may change according to the actual number of attendees at the ceremony.

This contract is the same as the contract for our graduation of June 2021, which was reviewed by our solicitor.

File Attachments

[Westmoreland CCC - NJHS & NHS.pdf \(1,104 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Westmoreland CCC - NJHS & NHS.pdf \(1,150 KB\)](#)

[Approval Form - Westmoreland CCC - NJHS & NHS.pdf \(970 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.8 Contracts - Testing Locations in PA for Keystone and PSSA Testing**

Meeting Dec 14, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contracts for testing locations in PA for Keystone and PSSA Testing, for a total cost of \$18,480.00, a copy of of which contracts are attached.

The solicitor has not reviewed the contracts as they have been reviewed by the 21CCCS Admin Team.

Vendor Name	Location	Testing	Amount
Allegheny College	Meadville	PSSA & Keystone	\$1,600.00
Cedar Crest College	Allentown	PSSA & Keystone	\$3,200.00
Comfort Suites	Altoona	PSSA	\$400.00

Comfort Suites	Altoona	Keystone	\$400.00
Heritage Hills Resort	York	PSSA	\$5,000.00
Heritage Hills Resort	York	Keystone	\$5,000.00
Pennsylvania College of Technology	Williamsport	PSSA & Keystone	\$2,880.00
Total Cost:			\$18,480.00

File Attachments

[Allegheny College.pdf \(419 KB\)](#)
[Cedar Crest Contract.pdf \(229 KB\)](#)
[Comfort Suites Altoona Keystone Testing Contract.pdf \(58 KB\)](#)
[Comfort Suites Altoona PSSA Testing Contract.pdf \(58 KB\)](#)
[Heritage Hills PSSA Testing Site Contract.pdf \(173 KB\)](#)
[Heritage Hills Keystone Testing Site Contract.pdf \(141 KB\)](#)
[PA College of Technology.pdf \(361 KB\)](#)

Executive File Attachments

[SOLICITOR REVIEW FORM - PSSA & Keystone Testing Sites.pdf \(1,110 KB\)](#)
[SOLICITOR REVIEW FORM - PA College of Technology.pdf \(1,028 KB\)](#)
[Approval Form - Allegheny College.pdf \(996 KB\)](#)
[Approval Form - Cedar Crest College.pdf \(995 KB\)](#)
[Approval Form - Comfort Suites.pdf \(996 KB\)](#)
[Approval Form - Heritage Hills.pdf \(996 KB\)](#)
[Approval Form - PA College of Technology.pdf \(996 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.9 Agreement - Carbon Lehigh Intermediate Unit

Meeting Dec 14, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement with Carbon Lehigh Intermediate Unit for related services for the 2021-2022 SY, a copy of which is attached.

This agreement has been reviewed by our solicitor.

The cost will be determined based upon the number of students and the type of program.

File Attachments

[Carbon Lehigh IU.pdf \(316 KB\)](#)

Executive File Attachments

[Approval Form - Carbon Lehigh IU.pdf \(259 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.10 Quote - Sycamore International Inc.**

Meeting Dec 14, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the quote from Sycamore International Inc. for the pay out to 21CCCS of old and/or disposal of unusable technology equipment for the minimum amount of \$38,500.00, a copy of which is attached.

The solicitor has not reviewed this quote as it is for the payout of old and/or disposal of unusable technology equipment.

File Attachments

[Sycamore International.pdf \(667 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Sycamore.pdf \(1,059 KB\)](#)

[Approval Form - Sycamore.pdf \(1,040 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.11 Amended Contract - Remote Learner**

Meeting Dec 14, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the amended contract with Remote Learner for 6 additional months at the cost of \$2,363.00, a copy of which is attached.

The original contract in the amount of \$2636.00 was approved at the November 9, 2021 Board Meeting. This is a reduction of price for the extension of our current contract with Remote Learner for an additional 6 months of the Development site space to identify any errors/broken files in our Semester 2 courses before officially retiring last year's site.

The solicitor has previously reviewed this contract and no changes, other than the cost, have been made since that last review.

File Attachments

[Amended Remote Learner.pdf \(178 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Amended Remote Learner.pdf \(1,053 KB\)](#)

[Approval Form - Amended Remote Learner.pdf \(100 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.12 Policies and Administrative Regulations

Meeting Dec 14, 2021 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the below new and/or updated Policies and Administrative Regulations, copies of which are attached.

UPDATED POLICIES / ARs: Removed language is indicated in red strike through. New language is highlighted in yellow.

These updated policies and administrative regulations have been reviewed by the CEO, the Policy Review Committee and our Solicitor.

Policy Number	Policy Name
4020-AR-2 - NEW	Cash Management - Federal Programs
4025 - UPDATED	Credit Cards
4025-AR-1 - UPDATED	Procurement / Credit Cards
4025-AR-2 - UPDATED	Cardholder Agreement
4025-AR-3 - NEW	Payment Request Form - Credit Card Purchases

File Attachments

[4020-AR-2 - NEW.pdf \(52 KB\)](#)[4025 - UPDATED.pdf \(93 KB\)](#)[4025-AR-1 - UPDATED.pdf \(74 KB\)](#)[4025-AR-2 - UPDATED.pdf \(68 KB\)](#)[4025-AR-3 - NEW.pdf \(137 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

5. New Business

Subject	5.1 Satisfaction of Mortgage for 1245 Wrights Lane, West Chester, PA
Meeting	Dec 14, 2021 - Board Meeting
Category	5. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve payment to Fulton Bank in the amount of \$3,038,951.40 to satisfy early payment of the Fulton Bank Commercial Loan for a Tax-Exempt Revenue Note - Series 2019 disbursed March 5, 2019. Original payments were scheduled through March 2029. Interest savings estimated to be \$161,328.60.
Motion & Voting	<p>Recommend the Board approve payment to Fulton Bank in the amount of \$3,038,951.40 to satisfy early payment of the Fulton Bank Commercial Loan for a Tax-Exempt Revenue Note - Series 2019 disbursed March 5, 2019. Original payments were scheduled through March 2029. Interest savings estimated to be \$161,328.60.</p> <p>Motion by George Fiore, second by Andrea Fox. Final Resolution: Motion Carries Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox</p>

Subject	5.2 ARP ESSER Health and Safety Plan Guidance
Meeting	Dec 14, 2021 - Board Meeting
Category	5. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the ARP ESSER Health and Safety Plan Guidance, a copy of which is attached.

File Attachments

[ARP ESSER Health and Safety Plan Guidance - December 2021.pdf \(220 KB\)](#)

Motion & Voting

Recommend the Board approve the ARP ESSER Health and Safety Plan Guidance, a copy of which is attached.

Motion by Regina Speaker, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.3 Amend the Agenda**

Meeting Dec 14, 2021 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve amending the agenda to reflect the 2020-2021 Financial Audit, originally in First Reading Agenda Item 5.1, changed to approve the 2020-2021 Financial Audit, which will now be presented to the Board under Agenda Item 5.4.

Motion & Voting

Recommend the Board approve amending the agenda to reflect the 2020-2021 Financial Audit, originally in First Reading Agenda Item 5.1, changed to approve the 2020-2021 Financial Audit, which will now be presented to the Board under Agenda Item 5.4.

Motion by George Fiore, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.4 2020-2021 Financial Audit**

Meeting Dec 14, 2021 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the 2020-2021 Financial Audit, a copy of which is attached.

Megan Thompson from Herbein + Company, Inc. will present the 2020-2021 Audit for 21CCCS. A copy of the presentation is also attached.

File Attachments

[Herbein+Co - Power Point Presentation for 21CCCS 20-21 Audit.pdf \(1,154 KB\)](#)

[21CCCS 2021-2022 DRAFT Financial Audit.pdf \(2,052 KB\)](#)

Motion & Voting

Recommend the Board approve the 2020-2021 Financial Audit, a copy of which is attached.

Motion by Regina Speaker, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

6. Board Member and Public Comment

Subject	6.1 Board Member Comment
Meeting	Dec 14, 2021 - Board Meeting
Category	6. Board Member and Public Comment
Access	Public
Type	Procedural

Subject	6.2 Public Comment
Meeting	Dec 14, 2021 - Board Meeting
Category	6. Board Member and Public Comment
Access	Public
Type	Procedural

7. Meeting Schedule

Subject	7.1 2021-2022 Meeting Schedule
Meeting	Dec 14, 2021 - Board Meeting
Category	7. Meeting Schedule
Access	Public
Type	Information

The schedule below reflects the remaining Board Meetings for the 2021-2022 School Year, held at 1245 Wrights Lane, West Chester, PA:

Board Meetings - 1:00 p.m.

January 11, 2022

February 8, 2022

March 8, 2022

April 12, 2022

May 10, 2022

The Board Meetings will be held the second Tuesday of every month from August through May at 1:00 p.m. There will be no Board Meetings in June or July.

8. Adjournment

Subject	8.1 Adjournment
Meeting	Dec 14, 2021 - Board Meeting
Category	8. Adjournment
Access	Public

Type	Action
Recommended Action	Recommend the Board adjourn the Board Meeting.

Motion & Voting

Recommend the Board adjourn the Board Meeting.

Motion by George Fiore, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox



**Tuesday, January 11, 2022
Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.**

1. Meeting Opening

Subject 1.1 Call to Order - Roll Call

Meeting Jan 11, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board Chairperson will call the board meeting to order, the Board Secretary will document attendance.

Subject 1.2 Notification of Recording

Meeting Jan 11, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject 1.3 Pledge of Allegiance

Meeting Jan 11, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject 1.4 Executive Session Announcements

Meeting Jan 11, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Session was held prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject 1.5 CEO and Administrator Reports

Meeting Jan 11, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

CEO REPORTS

One of our Middle School students needs your support. Alexandra is currently participating in the 2021 Charleston International Piano Competition. Part of the competition criteria is to gain as many views on her performance as possible. Cast your vote for Alex by watching her video using the link below! (It has to be the Competition Posting) The competition closes at the end of the month.

Competition Link:

<https://www.youtube.com/watch?v=V1zQXFKQukk>

ADMINISTRATOR REPORTS

Student Spotlight

David (9th Grade) running cross country with the Wyomissing Area School District, ran at the Berks County meet, where he placed 26th. His team earned the ability to race at the district meet in Carlisle, where he also placed 26th in the AA Division. He was 1.1 seconds from being able to compete at the State meet. David was the second fastest freshman in the District Race and was the second runner for his Wyomissing team. David is grateful for the opportunity to attend extracurricular activities with his home district while learning in a way that is right for him. He is very fortunate to have such excellent coaching and the camaraderie and strength of his teammates.



Student Activities / Field Trips / Adventure Club

Outreach Event: Hour of Code

In December, in-person and virtual Hour of Code events were offered to students. At the event, student spent about one hour coding with teachers to make websites, apps, and video games.

Outreach Event: Learning Session

On December 17, 2021, many students participated in an in-person learning session at our West Chester office. During the event, students participated in challenges, such as building a marshmallow and spaghetti tower, as well as spending one on one time with various teachers to complete coursework.

National Honors Society: Family Informational Session

Approximately 50 students and parents joined our National Honors Society and National Junior Honors Society sponsors to learn more about the program requirements at 21CCCS. Eligible students and parents also participated in a question and answer session.

Social Awareness and School Engagement

In December, middle school students learned about holiday traditions in a weekly series called, "Holidays Around the World." The first week, they learned about music from many different countries from Mr. Tobin and Mr. Gibb. Next, we had a guest speaker, Mr. Chu, teach Chinese holiday traditions. Finally, the series wrapped up with learning about the role food plays in different holidays from all around the world run by Mrs. Farrell. Each session had around 100 students.

High school students celebrated giving back from Thanksgiving through the holidays. Students and staff contributed to a flipgrid that asked how they gave back to their communities during the year or during this time of the year. This was posted on the front page of moodle for students to view and add to as they were inspired by others posts.

Angel Tree

Each year, during the holiday season, 21CCCS participates in supporting 21cccs families in need who are experiencing a financially difficult holiday season. Gifts cards for Old Navy, Target, ShopRite, Aldi, Giant, Giant Eagle, Acme, Wegmans and Weis, according to each family's need, were delivered just prior to our winter break. This year, 26 families were involved. As a school, we were able to support and bring light to over 80 individuals. With admin, teachers and staff The Angel Tree donations summed up to slightly over \$2,000 dollars this year.

Special Education Count as of December 21, 2021**Students with IEP/GIEP/504 Service Agreements:**

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	82	15	0	0	15
7	157	16	7	10	33
8	220	23	4	14	41
9	292	46	4	10	60
10	306	75	3	24	102
11	308	64	8	24	96
12	259	46	4	21	71

Total	1,624	285 17%	30 2%	103 6%	418 25%
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Students Receiving Related Services:

Speech and Language	24
Group Social Skills Class with Counselor	71
Group Coping Skills Class with Therapist	69
Individual Counseling (including a Psychologist)	48
Executive Functioning Counseling	7
Occupational Therapy	14
Physical Therapy	0
Reading Instruction by Reading Therapist	3
Teacher of the Visually Impaired	1
Teacher of the Deaf and Hard of Hearing	1
Tutor	1
PCA	11
* 155 students with RS out of 315 students with IEPs/GIEPs = 49.21%	250
* 155 of IEP students with RS there are 250 services per student on average = 1.61 services per student	
* 250 total services rendered out of the 315 students with IEP/GIEPS = 79.36%	
TOTAL:	
*Related Services do not include newly enrolled students.	

File Attachments
[David.png \(883 KB\)](#)

2. Organization of Board of Trustees

Subject **2.1 Annual Organization of the Board - Appoint Temporary Chairperson**

Meeting Jan 11, 2022 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Action Recommend the Board appoint Dr. George Fiore as a temporary Chairperson for the election of a 2022 Board Chairperson and 2022 Board Vice Chairperson.

Motion & Voting

Recommend the Board appoint Dr. George Fiore as a temporary Chairperson for the election of a 2022 Board Chairperson and 2022 Board Vice Chairperson.

Motion by George Fiore, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Abstain: George Fiore

Subject 2.2 Annual Organization of the Board - Nominate 2022 Chairperson

Meeting Jan 11, 2022 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Action Recommend the Board nominate a 2022 Chairperson. The Board of Trustees Nominations Committee has recommended Peter Mango as the 2022 Chairperson.

As directed by the 21st Century Cyber Charter School Bylaws, Officers shall be elected at the annual meeting, Article VII, Section 3, "Officers shall be elected annually for terms of one year by the Board of Trustees of 21st." "The officers shall be installed immediately after their election at the initial meeting of the Board of Trustees and during annual meetings thereafter." Article VI, Section 2, "Unless otherwise arranged, the annual meeting shall be held in January."

Motion & Voting

Recommend the Board nominate a 2022 Chairperson. The Board of Trustees Nominations Committee has recommended Peter Mango as the 2022 Chairperson.

Motion by Alan Fegley, second by Dusty Blakey.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Abstain: Peter Mango

Subject 2.3 Annual Organization of the Board - Elect 2022 Chairperson

Meeting Jan 11, 2022 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Action Recommend the Board elect Peter Mango as the 2022 Chairperson.

Motion & Voting

Recommend the Board elect Peter Mango as the 2022 Chairperson.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Abstain: Peter Mango

Subject **2.4 Annual Organization of the Board - Nominate a 2022 Vice Chairperson**

Meeting Jan 11, 2022 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Recommend the Board nominate a 2022 Vice Chairperson. The Board of Trustees
Action Nominations Committee has recommended Andrea Fox as the 2022 Vice Chairperson.

As directed by the 21ST Century Cyber Charter School Bylaws, Officers shall be elected at the annual meeting, Article VII, Section 3, "Officers shall be elected annually for terms of one year by the Board of Trustees of 21ST." "The officers shall be installed immediately after their election at the initial meeting of the Board of Trustees and during annual meetings thereafter." Article VI, Section 2, "Unless otherwise arranged, the annual meeting shall be held in January."

Motion & Voting

Recommend the Board nominate a 2022 Vice Chairperson. The Board of Trustees Nominations Committee has recommended Andrea Fox as the 2022 Vice Chairperson.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett

Abstain: Andrea Fox

Subject **2.5 Annual Organization of the Board - Elect a 2022 Vice Chairperson**

Meeting Jan 11, 2022 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Recommend the Board elect Andrea Fox as the 2022 Vice Chairperson.
Action

Motion & Voting

Recommend the Board elect Andrea Fox as the 2022 Vice Chairperson.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett

Abstain: Andrea Fox

Subject 2.6 Annual Organization of the Board - Appoint a 2022 Board Treasurer

Meeting Jan 11, 2022 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Action Recommend the Board appoint Loree Marchese as the 2022 Board Treasurer.

As directed by the 21st Century Cyber Charter School Bylaws, Officers shall be elected at the annual meeting, Article VII, Section 3, "Officers shall be elected annually for terms of one year by the Board of Trustees of 21st." "The officers shall be installed immediately after their election at the initial meeting of the Board of Trustees and during annual meetings thereafter." Article VI, Section 2, "Unless otherwise arranged, the annual meeting shall be held in January."

Motion & Voting

Recommend the Board appoint Loree Marchese as the 2022 Board Treasurer.

Motion by George Fiore, second by Dusty Blakey.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 2.7 Annual Organization of the Board - Appoint a 2022 Board Secretary

Meeting Jan 11, 2022 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Action Recommend the Board appoint Lisa Iozzi as the 2022 Board Secretary.

As directed by the 21st Century Cyber Charter School Bylaws, Officers shall be elected at the annual meeting, Article VII, Section 3, "Officers shall be elected annually for terms of one year by the Board of Trustees of 21st." "The officers shall be installed immediately after their election at the initial meeting of the Board of Trustees and during annual meetings thereafter." Article VI, Section 2, "Unless otherwise arranged, the annual meeting shall be held in January."

Motion & Voting

Recommend the Board appoint Lisa Iozzi as the 2022 Board Secretary.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **2.8 Oath of Office - Officers**

Meeting Jan 11, 2022 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Procedural

The Oath will be administered by the solicitor to newly elected Officers of the Board.

Officers of the Board	Title
Peter Mango	Chairperson
Andrea Fox	Vice Chairperson
Loree Marchese	Board Treasurer
Lisa Iozzi	Board Secretary

Admin Content

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."

3. Approval of Minutes

Subject **3.1 December 14, 2021 Minutes**

Meeting Jan 11, 2022 - Board Meeting

Category 3. Approval of Minutes

Access Public

Type Action

Recommended Action Recommend the Board approve the Minutes of the December 14, 2021 Board Meeting as presented.

File Attachments

[December 14, 2021 Board Meeting Minutes.pdf \(947 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the December 14, 2021 Board Meeting as presented.

Motion by George Fiore, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

4. Amend The Agenda

Subject **4.1 Motion to Amend the Agenda**

Meeting Jan 11, 2022 - Board Meeting

Category 4. Amend The Agenda

Access Public

Type Action

Recommended Action Recommend the Board approve amending the agenda to remove Agenda Item 5.16 from the Consent Agenda.

Motion & Voting

Recommend the Board approve amending the agenda to remove Agenda Item 5.16 from the Consent Agenda.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.2 Graduation Requirements - Tabled

Meeting Jan 11, 2022 - Board Meeting

Category 4. Amend The Agenda

Access Public

Type Action

Recommended Action Recommend the Board table revising the graduation requirement for 21CCCS students from 22 credits to 21 credits beginning with the 2022-2023 school year.

This change would require students to have 3 credits of math instead of the current 4 credit requirement. Students will still be encouraged to take 4 credits of math especially if they are college bound. Below are the recommended changes.

Category	Current Credit Requirements (22 total)	Credit Requirements (21 total)
English	4.0	4.0
Social Studies	3.0	3.0
Mathematics	4.0	3.0
Science	3.0	3.0
Physical Education	0.5	0.5
Health	1.0	1.0
College & Career Readiness	0.5	0.5
Electives	6.0	6.0

Grade levels based upon credits earned are designated as follows:

Grade Level	Current Credits	Proposed Credits
9th Grade	0-5.0	0-5.0
10th Grade	5.25-10.50	5.25-10.50

11th Grade	10.75-16.00	10.75-15.00
12th Grade	16.75-22.00	15.25-21.00

Below are the state graduation requirements

Category	Credit Requirements (21 total)
English	4.0
Social Studies	3.0
Mathematics	3.0
Science	3.0
Physical Education/Health	1.0
Arts/Humanities	2.0
Electives	5.0

During the data collection phase of this decision, we looked at the math requirements of other schools.

School Districts	Math Credit Requirement
Avon Grove SD	4
Coatesville SD	4
Downingtown SD	3
Great Valley SD	3
Kennett Consolidated SD	4
Octorara SD	3 or 4 credits (total 7 math/science)
Owen J. Roberts SD	3
Phoenixville SD	3 or 4 credits (students must take a fourth year course in two of the following disciplines: math, science, social studies)
Spring-Ford SD	3
Tredyffrin/Easttown SD	3
Twin Valley SD	4
Unionville-Chadds Ford SD	3
West Chester SD	3

Commonwealth Charter Academy	3
PA Leadership Cyber Charter	3
Agora Cyber Charter	3
Reach Cyber Charter	3

Motion & Voting

Recommend the Board table revising the graduation requirement for 21CCCS students from 22 credits to 21 credits beginning with the 2022-2023 school year.

Motion by Alan Fegley, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

5. Consent Agenda

Subject **5.1 Review of Consent Agenda Items**

Meeting Jan 11, 2022 - Board Meeting

Category 5. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the Consent Agenda items.
Action

The Consent Agenda Items (Listed by Department) Include:

Financial

5.2 Treasurer's Report & Board Summary Report - November 2021

5.3 Expenditure Reports - November 2021

5.4 2020-2021 Financial Audit

Human Resources

5.5 Personnel Actions

5.6 New Position - Fiscal Assistant, Collections

5.7 New Position - School Counselor

Facilities

5.8 Proposal - Carmody & Associates, Ltd.

5.9 Proposal - Wiss, Janney, Elstner Associates, Inc.

5.10 Proposal - R. Titter Roofing

5.11 Rider - Vector Security

5.12 Quote - Corporate Environments

Prom / Graduation

5.13 Revised Agreement - Coatesville Country Club (Prom)

5.14 Agreement - DJ Randy Barker

Curriculum

5.15 Proposal - Curriculum Management Solutions, Inc.

5.16 Graduation Requirements - **REMOVED & TABLED****Board / School / Family Communication**

5.16 Revised / Updated Language in Policies

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	5.2 Treasurer's Report and Board Summary Report - November 2021
Meeting	Jan 11, 2022 - Board Meeting
Category	5. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the November 2021 Treasurer's Report and Board Summary Report as presented.

File Attachments

[Treasurer's Report - November 2021.pdf \(63 KB\)](#)

[Board Summary Report - November 2021.pdf \(19 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	5.3 Expenditure Reports - November 2021
Meeting	Jan 11, 2022 - Board Meeting
Category	5. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the November 2021 Expenditure Reports from Fulton Bank and PSDLAF, as presented.

File Attachments

[Fulton Bank Expenditure Report - November 2021.pdf \(103 KB\)](#)
[PSDLAF Full Flex Expenditure Report - November 2021.pdf \(7 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.4 2020-2021 Financial Audit**

Meeting Jan 11, 2022 - Board Meeting

Category 5. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the 2020-2021 Financial Audit, a copy of which is attached.
Action

Megan Thompson from Herbein + Company, Inc. presented the draft of the 2020-2021 Audit for 21CCCS at the December 14, 2021 Board Meeting.

File Attachments

[2020-2021 Financial Audit - Final.pdf \(1,341 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.5 Personnel Actions**

Meeting Jan 11, 2022 - Board Meeting

Category 5. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the routine terminations/resignations/retirements,
Action nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

- New Hires/Re-Hires (1)
- Transfers/Classification Changes (3)
- Leaves of Absence Requests (4)
- Additional Duties (2)
- Supplementals/Stipends (2)
- Retirements/Resignations/Terminations (1)

Executive Content

Executive File Attachments
[Personnel Actions - January 2022.pdf \(25 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 5.6 New Position - Fiscal Assistant, Collections

Meeting Jan 11, 2022 - Board Meeting

Category 5. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the addition of the position of Fiscal Assistant - Collections, as presented.

The proposed position of Fiscal Assistant - Collections will support the Business Office with necessary asset recovery processes and general business office functions. This assignment would be full time, 12-month/260-day. The assigned salary would be in Grade 4 of the support staff salary schedule.

The job description is attached.

File Attachments
[JD FA - Collections.docx \(29 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 5.7 New Position - School Counselor

Meeting	Jan 11, 2022 - Board Meeting
Category	5. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the new position, to support ongoing student enrollment, as presented.

A temporary School Counselor position (in a 12 Month/260-day classification) is currently supporting student enrollment levels for the 2021-22 school year. It is proposed to change the current temporary position to a permanent position; the classification would change to a 10-Month/215-day position.

In the current school year there are five (5) permanent School Counselor positions plus one (1) temporary counselor. The temporary position has been hired on a semester to semester basis for the current school year.

The current average caseload per counselor, with six (6) counselors, is approximately 274 students.

Admin Content

This would add one new position to the proposed bargaining unit roster.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 5.8 Proposal - Carmody & Associates, Ltd.

Meeting	Jan 11, 2022 - Board Meeting
Category	5. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the proposal for an appraisal of the Downtown location to be completed by Carmody & Associates, Ltd. at a cost of \$2,500.00, a copy of which is attached.

File Attachments

[Carmody & Associates.pdf \(135 KB\)](#)

Executive File Attachments

[Solicitor Review - Carmody & Associates.pdf \(969 KB\)](#)

[Approval Form - Carmody & Associates.pdf \(978 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	5.9 Proposal - Wiss, Janney, Elstner Associates, Inc.
Meeting	Jan 11, 2022 - Board Meeting
Category	5. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board ratify the proposal for a roofing condition assessment from Wiss, Janney, Elstner Associates, Inc. for our West Chester location in the amount of \$7,880.00, a copy of which is attached.

This proposal has not been reviewed by our solicitor, but has been reviewed by our CEO and Business Administrator.

File Attachments

[Wiss Janney Invoice.pdf \(2,589 KB\)](#)

Administrative File Attachments

[Solicitor Review - Wiss Janney.pdf \(108 KB\)](#)

[Approval Form - Wiss Janney.pdf \(100 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	5.10 Proposal - R. Titter Roofing
Meeting	Jan 11, 2022 - Board Meeting
Category	5. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board ratify the proposal from R. Titter Roofing for a partial roof and gutter repair for our West Chester location in the amount of \$15,045.00, a copy of which is attached.

R. Titter Roofing is a Costars approved dealer.

This proposal has not been reviewed by our solicitor, but has been reviewed by our CEO and Business Administrator.

File Attachments

[R.Titter Roofing Proposal.pdf \(1,405 KB\)](#)

Executive File Attachments

[Solicitor Review - R. Titter Roofing.pdf \(105 KB\)](#)

[Approval Form - R. Titter Roofing.pdf \(101 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.11 Rider - Vector Security**

Meeting Jan 11, 2022 - Board Meeting

Category 5. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board ratify the rider from Vector Security for the installation of a doorbell at our West Chester location in the amount of \$375.00, a copy of which is attached.

This rider has not been reviewed by our solicitor, but has been reviewed by our CEO and Business Administrator.

File Attachments

[Vector Security.pdf \(239 KB\)](#)

Executive File Attachments

[Approval Form - Vector Security.pdf \(101 KB\)](#)

[Solicitor Review - Vector Security.pdf \(105 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.12 Quote - Corporate Environments**

Meeting Jan 11, 2022 - Board Meeting

Category 5. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the quote from Corporate Environments for additional partitions in anticipation of the staff returning to full time in person work for our West Chester and Murrysville locations, in the amount of \$17,155.90, a copy of which is attached.

This quote has not been reviewed by our solicitor, but has been reviewed by our CEO and Business Administrator.

File Attachments

[Corporate Environments.pdf \(266 KB\)](#)

Executive File Attachments

[Solicitor Review - Corporate Environments.pdf \(107 KB\)](#)

[Approval Form - Corporate Environments.pdf \(101 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.13 Revised Agreement - Coatesville Country Club (Prom)**

Meeting Jan 11, 2022 - Board Meeting

Category 5. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the revised agreement with Coatesville Country Club for our prom near West Chester for a total cost of \$3276.00, a copy of which is attached.

This agreement was approved at our December 14, 2021 Board Meeting. It has been reviewed by our solicitor and the recommended revisions were accepted by the vendor. A copy of the revised Agreement includes the redlines and comments for your review.

File Attachments

[Coatesville County Club - Redlines and Comments.pdf \(313 KB\)](#)

Executive File Attachments

[Solicitor Review - Coatesville.pdf \(1,001 KB\)](#)
[Approval Form - Coatesville.pdf \(972 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.14 Agreement - DJ Randy Barker**

Meeting Jan 11, 2022 - Board Meeting

Category 5. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement between 21CCCS and DJ Randy Barker for the 2021-2022 Murrysville prom for a total cost of \$275, a copy of which is attached.

The solicitor has not reviewed this agreement as it has been reviewed by the CEO and Business Administrator.

File Attachments

[DJ Randy Barker Agreement.pdf \(420 KB\)](#)

Executive File Attachments

[Solicitor Review - DJ Randy Barker.pdf \(956 KB\)](#)

[Approval Form - DJ Randy Barker.pdf \(1,246 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.15 Proposal - Curriculum Management Solutions, Inc.**

Meeting Jan 11, 2022 - Board Meeting

Category 5. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve a curriculum audit proposal from Curriculum Management Solutions, Inc. for a total cost of \$28,000 with a projected start date of Fall 2022, a copy of which is attached.

File Attachments

[Curriculum Management Proposal.pdf \(1,257 KB\)](#)

Executive File Attachments

[Solicitor Review - Curriculum Management.pdf \(110 KB\)](#)

[Approval Form - Curriculum Management.pdf \(105 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 5.16 Revised / Updated Language in Policies

Meeting Jan 11, 2022 - Board Meeting

Category 5. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the revisions to Policies 0001 (Bylaws) and 0004 (Qualifications and Service), a copy of which are attached.

Policies 0001 and 0004 have been revised to reflect the changes made to our Board of Trustees. Deleted language is in red strikethrough and revised language is highlighted in yellow.

File Attachments

[0001 - UPDATED.pdf \(329 KB\)](#)

[0004- UPDATED.pdf \(99 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

6. New Business

Subject 6.1 4020-AR-3 - Procurement - Federal Programs

Meeting Jan 11, 2022 - Board Meeting

Category 6. New Business

Access Public

Type Information

Administrative Regulation 4020-AR-3 (Procurement - Federal Programs) has been adopted. No action needed as this is for informational purposes only. This Administrative Regulation is a Federal Rule that is required to meet the Uniform Grant Guidance policies.

File Attachments

[4020-AR-3.pdf \(201 KB\)](#)

Subject 6.2 Legal Settlement #003-2021-2022

Meeting Jan 11, 2022 - Board Meeting

Category 6. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve Legal Agreement #003-2021-2022 as presented. A copy of the Resolution of the Board of Trustees is also attached.

Executive File Attachments

[Legal Settlement 003-2021-2022.pdf \(3,165 KB\)](#)

[Resolution - Legal Matter 003-2021-2022.docx \(21 KB\)](#)

Motion & Voting

Recommend the Board approve Legal Agreement #003-2021-2022 as presented. A copy of the Resolution of the Board of Trustees is also attached.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

7. Board Member and Public Comment

Subject 7.1 Board Member Comment

Meeting Jan 11, 2022 - Board Meeting

Category 7. Board Member and Public Comment

Access Public

Type Procedural

Subject 7.2 Public Comment

Meeting Jan 11, 2022 - Board Meeting

Category 7. Board Member and Public Comment

Access Public
 Type Procedural

8. Meeting Schedule

Subject 8.1 2021-2022 Meeting Schedule

Meeting Jan 11, 2022 - Board Meeting

Category 8. Meeting Schedule

Access Public

Type Information

The schedule below reflects the remaining Board Meetings for the 2021-2022 School Year, all of which will be held in person at 1245 Wrights Lane, West Chester, PA:

Board Meetings - 1:00 p.m.

February 8, 2022

March 8, 2022

April 12, 2022

May 10, 2022

The Board Meetings will be held the second Tuesday of every month from August through May at 1:00 p.m. There will be no Board Meetings in June or July.

9. Adjournment

Subject 9.1 Adjournment

Meeting Jan 11, 2022 - Board Meeting

Category 9. Adjournment

Access Public

Type Action

Recommended Action Recommend the Board adjourn the Board Meeting.

Motion & Voting

Recommend the Board adjourn the Board Meeting.

Motion by George Fiore, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox



**Tuesday, February 8, 2022
Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.**

1. Meeting Opening

Subject 1.1 Call to Order - Roll Call

Meeting Feb 8, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board Chairperson will call the board meeting to order, the Board Secretary will document attendance.

Subject 1.2 Notification of Recording

Meeting Feb 8, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject 1.3 Pledge of Allegiance

Meeting Feb 8, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject 1.4 Executive Session Announcements

Meeting Feb 8, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Session was held prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject 1.5 CEO and Administrator Reports

Meeting Feb 8, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

CEO REPORTS

2021-2022 Org Chart

Dr. Matthew Flannery will present the Org Chart, a copy of which is attached.

Graduation Requirements

Our High School Principal, Mrs. Monica Frank, and School Guidance Counselor, Ms. Ashley Cooke, will give a presentation on our proposed graduation requirements, a copy of which is attached.

Course Catalogs

Proposed changes have been made to the 2022-2023 Middle School and High School Course Catalogs, copies of which are attached. The proposed changes to the catalogs are highlighted in yellow and an explanation is detailed below.

Middle School:

- Board of Trustees was updated to reflect the new makeup of the Board.
- New counselor was added.
- New nurse was added.
- Changed the name of the guidance course to My Journey.
- Science 6 write-up was changed to better reflect the assignments in the course.
- Added expectation to Intro to Spanish about students recording themselves speaking Spanish.

High School:

- Board of Trustees was updated to reflect the new makeup of the Board.
- New Graduation Requirements
- Advanced Placement Course Language
- College Application, Transfer Grades and Final Grades Language
- English Literature Text Requirements
- Prerequisite Grade Requirements
- Anatomy and Physiology College Prep Course Language

ADMINISTRATOR REPORTS

Student Spotlight

Alexandra performed Valse Etude by William Gillock on the piano for the 2021 International Piano Competition as part of the Charleston International Music Competition.



Natalie earned Distinguished Honors in the 1st quarter, continues to maintain eligibility to NHS while participating in winter competition cheer, basketball cheer, diving and gymnastics. She also volunteered at a youth organization preparing for Christmas on the Mountain.



Maya was awarded the National African American Recognition Program for her performance on the PSAT. Maya says "21CCCS allowed me to attend a more intense ballet program and has allowed me to focus more on my ballet training." She plans to attend a 4-year college majoring in ballet and minoring in psychology.



Student Activities / Field Trips / Adventure Club

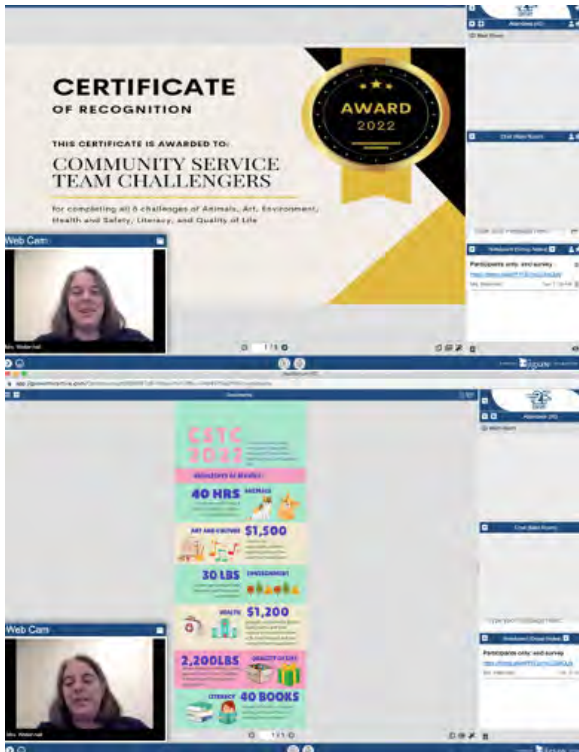
Department Field Trip: PA Farm Show

On Jan. 10, many students joined our electives department on a virtual trip to the PA Farm Show. During the virtual trip, students shared insights on various events at the farm show, such as equestrian, farming, and beekeeping, among others. Students also watched videos of exhibitors and participated in various activities with one another to learn more about agriculture in our state.



Community Outreach: Community Service Awards Ceremony

Students and staff are challenged with working in teams to accomplish various service projects within their communities starting in November 2021. In January, the many groups of participants in the service projects had an opportunity to share their achievements with one another and guests. We are very proud of the accomplishments and commitment of service shown by many 21CCCS students.



Social Awareness and School Engagement

In January, many middle school students joined a session that focused on goal setting for 2022 and having a growth mindset. 30 students attended this session.

High school students focused on developing a growth mindset in January. Using Carol Dweck's theory of Growth Mindset, students found areas in which they can grow and/or obstacles they can overcome. They shared what these are and how they can move forward and learn new skills. SASE provided them a list of strategies for growth mindset to unpack during a discussion session.

Quarter 2 Honor Roll

Distinguished: 376
 High Honors: 122
 Honors: 120

Special Education Count as of January 25, 2022

Students with IEP/GIEP/504 Service Agreements:

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	87	16	0	0	16
7	161	19	7	7	33
8	220	23	4	14	41
9	305	51	5	11	67

10	311	75	3	24	102
11	310	61	8	24	93
12	214	38	4	19	61
Total	1,608	283 17%	31 2%	99 6%	413 25%

Students Receiving Related Services:

Speech and Language	26
Group Social Skills Class with Counselor	76
Group Coping Skills Class with Therapist	65
Individual Counseling (including a Psychologist)	52
Executive Functioning Counseling	8
Occupational Therapy	16
Physical Therapy	0
Reading Instruction by Reading Therapist	3
Teacher of the Visually Impaired	2
Teacher of the Deaf and Hard of Hearing	1
Tutor	1
PCA	10
* 156 students with RS out of 314 students with IEPs/GIEPs = 46.98%	
* 156 of IEP students with RS there are 260 services per student on average = 1.68 services per student	
* 260 total services rendered out of the 314 students with IEP/GIEPS = 82.80%	
TOTAL:	260
*Related Services do not include newly enrolled students.	

File Attachments

[Org Chart 2021-2022.pdf \(39 KB\)](#)

[Proposed Graduation Change Presentation.pdf \(450 KB\)](#)

[2022-2023 Draft MS Course Catalog.pdf \(5,818 KB\)](#)
[2022-2023 Draft HS Course Catalog.pdf \(2,430 KB\)](#)
[Alexandra.png \(183 KB\)](#)
[Natalie.png \(340 KB\)](#)
[Maya.png \(311 KB\)](#)
[Farm Show Photos.png \(166 KB\)](#)
[Community Outreach Photos.png \(168 KB\)](#)

2. Approval of Minutes

Subject **2.1 January 11, 2022 Minutes**

Meeting Feb 8, 2022 - Board Meeting

Category 2. Approval of Minutes

Access Public

Type Action

Recommended Recommend the Board approve the Minutes of the January 11, 2022 Board Meeting as
Action presented.

File Attachments

[January 11, 2022 Board Meeting Minutes.pdf \(950 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the January 11, 2022 Board Meeting as presented.

Motion by Andrea Fox, second by George Fiore.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

3. Consent Agenda

Subject **3.1 Review of Consent Agenda Items**

Meeting Feb 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the Consent Agenda items.
Action

The Consent Agenda Items (Listed by Department) Include:

Financial

3.2 Treasurer's Report & Board Summary Report - December 2021

3.3 Expenditure Report - December 2021

Human Resources

3.4 Personnel Actions

Facilities

- 3.5 Agreement - Erbacher Consulting
 3.6 Agreement - Centric Business Systems

Curriculum

- 3.7 Renewal Subscription - Turnitin

Board / School / Family Communication

- 3.8 Contract - West Chester Rustin High School (Graduation)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Michele Orner, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.2 Treasurer's Report and Board Summary Report - December 2021
Meeting	Feb 8, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the December 2021 Treasurer's Report and Board Summary Report as presented.

File Attachments

[Treasurer's Report - December 2021.pdf \(63 KB\)](#)

[Board Summary Report -December 2021.pdf \(20 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Michele Orner, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **3.3 Expenditure Report - December 2021**

Meeting Feb 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the December 2021 Expenditure Report from Fulton Bank, as presented.

File Attachments

[Expenditure Report - December 2021.pdf \(69 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Michele Orner, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.4 Personnel Actions
Meeting	Feb 8, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

New Hires/Re-Hires (3)
 Transfers/Classification Changes (1)
 Leaves of Absence Requests (0)
 Additional Duties (3)
 Supplementals/Stipends (0)
 Retirements/Resignations/Terminations (5)

Executive Content

Executive File Attachments

[Personnel Actions - February 2022.pdf \(27 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Michele Orner, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.5 Agreement - Erbacher Consulting
Meeting	Feb 8, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the agreement with Erbacher Consulting LLC for the State Mandatory Threat Assessment Team School Safety Training at a cost of \$2,000, a copy of which is attached.

This agreement has been reviewed by Dr. Matthew Flannery and Loree Marchese.

File Attachments

[Erbacher Consulting.pdf \(797 KB\)](#)

Executive File Attachments

[Solicitor Review - Erbacher Consulting.pdf \(1,176 KB\)](#)

[Approval - Erbacher Consulting.pdf \(1,231 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Michele Orner, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.6 Agreement - Centric Business Systems
Meeting	Feb 8, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the agreement with Centric Business Systems for upgrading our 4 copiers with PaperCut which tracks copies and usage at a rate of \$.005 for black and white copies and \$.045 for color copies, which will be billed on a monthly basis, for the 2021-2022 SY, a copy of which is attached.

This agreement has not been reviewed by our solicitor as it is for the addition of software to our copier equipment.

File Attachments

[Centric Business Systems.pdf \(1,302 KB\)](#)

Executive File Attachments

[Solicitor Review - Centric Business Systems.pdf \(99 KB\)](#)

[Approval - Centric Business Systems.pdf \(100 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Michele Orner, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **3.7 Renewal Subscription - Turnitin**

Meeting Feb 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the subscription with Turnitin for the 2022-2023 through the 2024-2025 SYs, at a cost of \$6,500 per year, a copy of which is attached.

This software helps students complete assignments and supports teachers with grading.

This subscription renewal has been previously reviewed by our administrative team and no changes have been made since the last review.

File Attachments

[Turnitin.pdf \(157 KB\)](#)

Executive File Attachments

[Solicitor Review - Turnitin.pdf \(1,124 KB\)](#)

[Approval - Turnitin.pdf \(1,236 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Michele Orner, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **3.8 Contract - West Chester Rustin High School (Graduation)**

Meeting Feb 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract between 21CCCS and West Chester Rustin High School for graduation to be held on June 3, 2022 at a cost of \$225.00, a copy of which is attached.

This contract has been reviewed by our solicitor.

File Attachments

[WC Rustin High School.pdf \(184 KB\)](#)

Executive File Attachments

[Solicitor Review - WC Rustin High School.pdf \(94 KB\)](#)

[Approval - WC Rustin High School.pdf \(111 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Michele Orner, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

4. New Business

Subject **4.1 ARP ESSER Health and Safety Plan Guidance**

Meeting Feb 8, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the updated ARP ESSER Health and Safety Plan Guidance, a copy of which is attached.

File Attachments

[Health & Safety Plan 2-8-2022.pdf \(257 KB\)](#)

Motion & Voting

Recommend the Board approve the updated ARP ESSER Health and Safety Plan Guidance, a copy of which is attached.

Motion by Alan Fegley, second by Michele Orner.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.2 2021-2022 Org Chart**

Meeting Feb 8, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the 2021-2022 Org Chart, a copy of which is attached.

File Attachments
[Org Chart 2021-2022.pdf \(39 KB\)](#)

Motion & Voting

Recommend the Board approve the 2021-2022 Org Chart, a copy of which is attached.

Motion by Michele Orner, second by George Fiore.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.3 Reclassification of Position

Meeting Feb 8, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the reclassification of the existing position of Human Resources Manager to Director of Human Resources, as presented.

Executive Content

Reclassification from Support staff salary schedule (8B/6) to Administrative salary scale, level 12.

Incumbent - Lucinda Robinson Currie

Starting salary \$86,146.00, prorated, effective 1/18/2022.

Director of Human Resources job description Board approved May 2016.

Motion & Voting

Recommend the Board approve the reclassification of the existing position of Human Resources Manager to Director of Human Resources, as presented.

Motion by George Fiore, second by Dusty Blakey.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.4 Pilot - Academic Advisor Position

Meeting Feb 8, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve an Academic Advisor Pilot, details of which are presented below.

Following analysis of the outcomes of a teacher survey conducted during the first semester of the school year, the School proposes to implement a pilot for a new role - Academic Advisor. This position will be a part time role, working 5.5 hours per day/5 days per week, with a starting rate of \$20.30/hour. The position will work remotely or from the school campus, as required.

Currently the Academic Advisor role falls within the existing Teacher's duties and responsibilities. These responsibilities do not require the incumbent in this role to hold a teaching certification. To support student success, the School is proposing to increase the amount of instructional support time a teacher has available for students by reallocating the academic advisor responsibilities to a non-certified candidate.

The pilot will be executed in the High School and Special Education teams with three (3) Academic Advisors in each team. The student caseload for each Advisor is anticipated to be 80 for the HS Academic Advisor, 30-35 for the Special Education Academic Advisor, based on the different needs in each population. Data will be collected throughout the pilot, to measure the effectiveness of the initiative.

The start date for the pilot is anticipated to be February 28, 2022 through June 3, 2022, up to a max of 68 days. Anticipated max expense for the six (6) positions in the pilot, including FICA/PSERS is \$64,954.31, which would be allocated from the fund balance.

File Attachments

[JD P T Teaching Assistant 195.docx.pdf \(71 KB\)](#)

Motion & Voting

Recommend the Board approve an Academic Advisor Pilot, details of which are presented below.

Motion by Andrea Fox, second by George Fiore.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	4.5 Motion to Amend the Agenda
Meeting	Feb 8, 2022 - Board Meeting
Category	4. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve amending Agenda Item 4.6 to reflect the Graduation Requirements as presented under Administrator Reports.

Motion & Voting

Recommend the Board approve amending Agenda Item 4.6 to reflect the Graduation Requirements as presented under Administrator Reports.

Motion by George Fiore, second by Dusty Blakey.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	4.6 Graduation Requirements
Meeting	Feb 8, 2022 - Board Meeting
Category	4. New Business
Access	Public

Type	Action
Recommended Action	Recommend the Board approve the graduation requirements as presented beginning with the 2022-2023 school year.

This change would require students to continue to have 22 credits, with 3 credits of math instead of the current 4 credit requirement. The student would then have a choice to take the 4th credit in either Math, Science or Social Studies.

Motion & Voting

Recommend the Board approve the graduation requirements as presented beginning with the 2022-2023 school year.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.7 New Administrative Regulations**

Meeting Feb 8, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Information

Administrative Regulations for Gifted Education have been adopted and are listed below. No action needed as this is for informational purposes only. A copy of each Administrative Regulation is attached.

Administrative Regulation Number	Administrative Regulation Name
1013-AR-1	Gifted Education
1013-AR-2	Notice of Parental Rights for Gifted Students
1013-AR-3	Permission to Evaluate
1013-AR-4	Gifted Written Report
1013-AR-5	Invitation to Participate in a Gifted Team Meeting
1013-AR-6	Gifted Individualized Education Plan (GIEP)
1013-AR-7	Notice of Recommended Assignment (NORA)
1013-AR-8	Notice of Intent to Reevaluate
1013-AR-9	Due Process Complaint

File Attachments

[1013-AR-1 - NEW.pdf \(294 KB\)](#)

[1013-AR-2 - NEW.pdf \(166 KB\)](#)

[1013-AR-3 - NEW.pdf \(119 KB\)](#)

[1013-AR-4 - NEW.pdf \(125 KB\)](#)

[1013-AR-5 - NEW.pdf \(140 KB\)](#)

[1013-AR-6 - NEW.pdf \(223 KB\)](#)

[1013-AR-7 - NEW.pdf \(191 KB\)](#)

[1013-AR-8 - NEW.pdf \(108 KB\)](#)

[1013-AR-9 - NEW.pdf \(327 KB\)](#)

5. Board Member and Public Comment

Subject	5.1 Board Member Comment
Meeting	Feb 8, 2022 - Board Meeting
Category	5. Board Member and Public Comment
Access	Public
Type	Procedural

Subject	5.2 Public Comment
Meeting	Feb 8, 2022 - Board Meeting
Category	5. Board Member and Public Comment
Access	Public
Type	Procedural

6. Meeting Schedule

Subject	6.1 2021-2022 Meeting Schedule
Meeting	Feb 8, 2022 - Board Meeting
Category	6. Meeting Schedule
Access	Public
Type	Information

The schedule below reflects the remaining Board Meetings for the 2021-2022 School Year, all of which will be held in person at 1245 Wrights Lane, West Chester, PA. Board Members may choose to join the meeting via Zoom.

Board Meetings - 1:00 p.m.

March 8, 2022
 April 12, 2022
 May 10, 2022

The Board Meetings will be held the second Tuesday of every month from August through May at 1:00 p.m. There will be no Board Meetings in June or July.

7. Adjournment

Subject	7.1 Adjournment
Meeting	Feb 8, 2022 - Board Meeting
Category	7. Adjournment
Access	Public
Type	Action
Recommended Action	Recommend the Board adjourn the Board Meeting.

Motion & Voting

Recommend the Board adjourn the Board Meeting.

Motion by Andrea Fox, second by George Fiore.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox



**Tuesday, March 8, 2022
Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.**

1. Meeting Opening

Subject 1.1 Call to Order - Roll Call

Meeting Mar 8, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board Chairperson will call the board meeting to order, the Board Secretary will document attendance.

Subject 1.2 Notification of Recording

Meeting Mar 8, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject 1.3 Pledge of Allegiance

Meeting Mar 8, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject 1.4 Executive Session Announcements

Meeting Mar 8, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Session was held prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject 1.5 CEO and Administrator Reports

Meeting Mar 8, 2022 - Board Meeting

Category 1. Meeting Opening

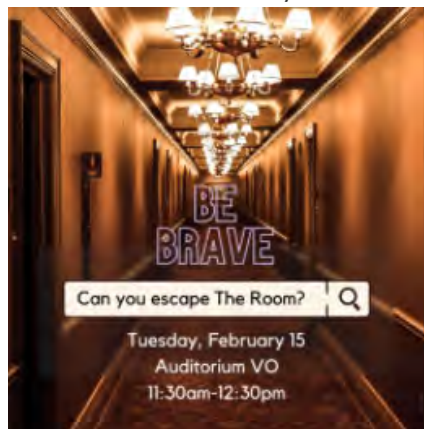
Access Public

Type Report

CEO AND ADMINISTRATOR REPORTS

Outreach Event: Literature Lover's Virtual Escape Room

On February 11, over 40 students worked collaboratively in small groups to escape virtual breakout rooms. It challenged students to visit literary destinations across the globe and solve puzzles along the way.



Adventure Club: Punxsutawney Phil Pop-Up Prep Rally

In February, the Adventure Club held a virtual prep rally in preparation for Groundhog Day. The students in attendance learned about the history of Groundhog Day, how to speak Groundhogese, and discuss whether or not he's been accurate in the past.



In March, students are invited to celebrate National Backyard day with the Adventure Club. Those in attendance will join collaborative groups and be faced with search challenges for a few weeks in March.

Social Awareness and School Engagement

In February, Middle School SASE celebrated the 100th day of school with various activities and about 90 students attended the celebration. SASE hosted its second Poetry Cafe where 20 students wrote poems they created on their own; several teachers and students attended to support these poets! On Valentine's Day, middle school students contributed positive love or friendship messages on the "inspirational quotes" board in Moodle. Finally, in celebration of Black History Month, students are learning about influential people of color from our history and quotes these people live by in a Friday morning segment called, "People of the Day." Around 100 students have attended each week.

In High school a brief documentary on Black History month that highlighted some people the students may not have heard of was created. Students named someone they may know of or have heard of that they would like to add to the list of black individuals who have contributed to the progress of our society. It included anyone they know presently or someone they may have read about or heard of in their community.

January Graduate Diploma Pickup

January graduates were invited to celebrate their achievement by visiting the West Chester or Murrysville office locations to pick up their diploma. Fourteen graduates participated in this event, many with family and friends in attendance. January graduates are invited to attend the formal graduation ceremonies in June.

[January Graduation](#)

NHS / NJHS

73 students have been admitted to NHS and NJHS for the 2021-2022 school year. 43 students were accepted to NHS and 30 to NJHS. Induction ceremonies at the West Chester office and near the Murrysville office will be held respectively on March 16 and March 9.

Summer School 2022

Summer school registration opens on April 22, 2022 for all courses and closes on May 5, 2022 for original credit courses and June 16, 2022 for course recovery and credit recovery courses. Original credit courses begin on May 9, 2022 and credit recovery and course recovery courses begin on June 20, 2022. All courses will close on August 1, 2022.

Student Spotlight

Gillian (Sophomore) was recognized by the US Equestrian Program for her accomplishments as a young equestrian. With the freedom and flexibility at 21CCCS, she can commit the time to travel and work with two excellent trainers. Not only does she have the opportunity to ride upper-level horses to train her, but she can also spend more time with her horse. She wants to join a college show team and compete in rated shows alongside professional horses and people, and hopes to have a career that will include horses.



Maya (Senior) is a dedicated ballet student. She says that being a ballet dancer has helped her mature. It has also made her very independent in motivating and pushing herself to finish all of her school assignments and stay on track. Maya adds "I like that 21CCCS gives me the independence to get all of my work done, and the schedule is very flexible. 21CCCS allowed me to attend a more intense ballet program and has allowed me to focus more on my ballet training." Her ultimate goal is to work for a ballet company and become a professional ballet dancer.



Special Education Count as of February 24, 2022

Students with IEP/GIEP/504 Service Agreements:

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	93	16	0	0	16
7	169	21	7	7	35
8	230	28	4	15	47
9	313	52	5	15	72
10	322	74	3	26	103
11	309	61	8	24	93
12	211	36	3	19	58
Total	1,647	288 17%	30 2%	106 6%	424 25%

Students Receiving Related Services:

Speech and Language	28

Group Social Skills Class with Counselor	78
Group Coping Skills Class with Therapist	67
Individual Counseling (including a Psychologist)	51
Executive Functioning Counseling	8
Occupational Therapy	18
Physical Therapy	0
Reading Instruction by Reading Therapist	3
Teacher of the Visually Impaired	2
Teacher of the Deaf and Hard of Hearing	1
Tutor	1
PCA	11
* 155 students with RS out of 318 students with IEPs/GIEPs = 48.74%	
* 155 of IEP students with RS there are 268 services per student on average = 1.73 services per student	
* 268 total services rendered out of the 318 students with IEP/GIEPS = 84.3%	
TOTAL:	268
*Related Services do not include newly enrolled students.	

File Attachments

[Gillian.png \(233 KB\)](#)[Maya.png \(231 KB\)](#)[Escape Room.png \(137 KB\)](#)[Punxsutawney Phil.png \(267 KB\)](#)

2. Approval of Minutes

Subject 2.1 February 8, 2022 Minutes

Meeting Mar 8, 2022 - Board Meeting

Category 2. Approval of Minutes

Access Public

Type Action

Recommended Action Recommend the Board approve the Minutes of the February 8, 2022 Board Meeting as presented.

File Attachments

[February 8, 2022 Board Meeting Minutes.pdf \(941 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the February 8, 2022 Board Meeting as presented.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

3. Consent Agenda

Subject **3.1 Review of Consent Agenda Items**

Meeting Mar 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the Consent Agenda items.
Action

The Consent Agenda Items (Listed by Department) Include:

Financial

3.2 Treasurer's Report & Board Summary Report - January 2022

3.3 Expenditure Report - January 2022

Human Resources

3.4 Personnel Actions

Facilities

3.5 Renewal Contract - DVL Group, Inc.

3.6 Renewal Contract - Cummins, Inc.

3.7 Estimate - Logic. (Camera Upgrades)

Curriculum

3.8 2022-2023 MS and HS Course Catalogs

3.9 Pilot Subscription - McGraw-Hill ALEKS

Trips

3.10 School Trip - Pittsburgh Zoo and PPG Aquarium

3.11 School Trip - Knoebels Amusement Park

3.12 School Trip - Museum of the American Revolution

3.13 Adventure Club Trip - Phillies Game

3.14 Adventure Club Trip Bus - New Rhoads Transportation

3.15 Location Agreements - Community Outreach Events

Board / School / Family Communication

3.16 Updated Contract - West Chester Rustin High School (Graduation)

3.17 Agreement - Portraits by Sean

3.18 2022-2023 School Calendar

3.19 2022-2023 Student Parent Handbook

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject	3.2 Treasurer's Report and Board Summary Report - January 2022
Meeting	Mar 8, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the January 2022 Treasurer's Report and Board Summary Report as presented.

File Attachments

[Treasurer's Report -January 2022.pdf \(63 KB\)](#)

[Board Summary Report- January 2022.pdf \(19 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject	3.3 Expenditure Report - January 2022
Meeting	Mar 8, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the January 2022 Expenditure Report from Fulton Bank, as presented.

File Attachments

[Expenditure Report- Fulton Bank - January 2022.pdf \(48 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject	3.4 Personnel Actions
Meeting	Mar 8, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)
New Hires/Re-Hires (4)	
Transfers/Classification Changes (0)	
Leaves of Absence Requests (8)	
Additional Duties (1)	
Supplementals/Stipends (3)	
Retirements/Resignations/Terminations (1)	

File Attachments

[Personnel Actions - March 2022.pdf \(31 KB\)](#)

Executive Content

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject	3.5 Renewal Contracts - DVL Group, Inc.
Meeting	Mar 8, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)

Recommended Action Recommend the Board approve the Renewal Contracts between 21CCCS and DVL Group, Inc. for the maintenance of the 2 Vertiv / Liebert Minimate crac units (HVAC Units) for the West Chester location server room for the remainder of the 2021-2022 SY and the 2022-2023 SY for a total cost of \$2,175.00 and \$4,437.00, respectively, copies of which are attached.

The DVL Contract has previously been reviewed by our solicitor and no changes have been made.

File Attachments

[DVL - 21-22 SY.pdf \(849 KB\)](#)

[DVL - 22-23 SY.pdf \(648 KB\)](#)

Executive File Attachments

[Solicitor Review - DVL.pdf \(1,049 KB\)](#)

[Approval Form - DVL.pdf \(1,037 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject **3.6 Renewal Contract - Cummins, Inc.**

Meeting Mar 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Renewal Contract between 21CCCS and Cummins, Inc. for the maintenance of our generators for 2022, 2023 and 2024 for a total cost of \$11,587.50 a copy of which is attached.

The renewal contract has been reviewed by our CEO and Business Administrator.

File Attachments

[Cummins - West Chester.pdf \(503 KB\)](#)

Executive File Attachments

[Solicitor Review - Cummins.pdf \(967 KB\)](#)

[Approval - Cummins.pdf \(977 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject **3.7 Estimate - Logic. (Camera Upgrades)**

Meeting Mar 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the estimate for the camera upgrades provided by Logic. for our Murrysville and West Chester offices for a total cost of \$49,236.05, copies of which are attached. The project will be funded as part of Committed Fund Balance - Technology - Infrastructure.

The camera upgrades to the West Chester and Murrysville buildings will greatly improve the overall security posture of those sites. Murrysville currently does not have cameras at the entrances. The addition of the four cameras will provide coverage for both entrances and enable the receptionist to see activity at the entrances from the reception desk. The West Chester site currently has cameras located only at the building entrances. The upgrade will provide 360° coverage around the building. Both sites will be managed by the same cloud interface which has additional capabilities as well. The cloud dashboard allows for real time alerts, smart searches and time and date syncing for viewing incidents across multiple cameras.

File Attachments

[Logic. - Murrysville.pdf \(101 KB\)](#)

[Logic. - West Chester.pdf \(18 KB\)](#)

Executive File Attachments

[Solicitor Review - Logic..pdf \(990 KB\)](#)

[Approval Form - Logic..pdf \(1,000 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject **3.8 2022-2023 MS and HS Course Catalogs**

Meeting Mar 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the 2022-2023 MS and HS Course Catalogs, copies of which are attached.

Changes have been made to the 2022-2023 Middle School and High School Course Catalogs and were presented at the February Board Meeting. The changes to the catalogs are detailed below.

Middle School:

- Board of Trustees was updated to reflect the new makeup of the Board.
- New counselor was added.
- New nurse was added.
- Changed the name of the guidance course to My Journey.
- Science 6 write-up was changed to better reflect the assignments in the course.
- Added expectation to Intro to Spanish about students recording themselves speaking Spanish.

High School:

- Board of Trustees was updated to reflect the new makeup of the Board.
- New Graduation Requirements
- Advanced Placement Course Language
- College Application, Transfer Grades and Final Grades Language
- English Literature Text Requirements
- Prerequisite Grade Requirements
- Anatomy and Physiology College Prep Course Language

File Attachments

[2022-2023 MS Course Catalog.pdf \(5,818 KB\)](#)
[2022-2023 HS Course Catalog.pdf \(3,191 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject	3.9 Pilot Subscription - McGraw-Hill ALEKS
Meeting	Mar 8, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the pilot subscription with McGraw-Hill ALEKS for math screening software used to help learn where students are at mathematically entering high school for the last quarter of the 2021-2022 school year at a cost of \$2,070.00, a copy of which is attached.

This pilot subscription has been reviewed by our CEO and Business Administrator.

File Attachments

[McGraw-Hill ALEKS.pdf \(99 KB\)](#)

Executive File Attachments

[Solicitor Review - McGraw-Hill ALEKS.pdf \(1,089 KB\)](#)

[Approval Form - McGraw-Hill ALEKS.pdf \(1,238 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject **3.10 School Trip - Pittsburgh Zoo and PPG Aquarium**

Meeting Mar 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the annual end of year party and all school field trip to the Pittsburgh Zoo and PPG Aquarium on June 2, 2022 for a cost of \$150 for pavilion rental and \$2 per student and family member that attends. A copy of the Reservation Guidelines is attached.

Student and family members will be invited to attend this event. The cost will be \$12 per attendee. The students will pay \$10 each and 21CCCS will pay \$2 for each attendee. This will occur concurrently with the trip to Knoebels Amusement Park.

File Attachments

[Pittsburgh Zoo and PPG Aquarium.pdf \(237 KB\)](#)

Executive File Attachments

[Solicitor Review - Pittsburgh Zoo and PPG Aquarium.pdf \(962 KB\)](#)

[Approval Form - Pittsburgh Zoo and PPG Aquarium.pdf \(40 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject **3.11 School Trip - Knoebles Amusement Park**

Meeting Mar 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the annual end of year party and all school field trip to Knoebels Amusement Park on June 2, 2022 for cost of \$12 per ride pass for each student. A copy of the Park Rules, Terms & Conditions and Invoice is attached.

Student and family members will be invited to attend this event. The cost will be approximately \$22 per attendee if a ride pass is purchased. 21CCCS will pay \$12 per ride pass and the students will pay \$10. There is no cost to any attendee who will not require a ride pass. This will occur concurrently with the trip to Pittsburgh Zoo and PPG Aquarium.

File Attachments

[Knoebels.pdf \(611 KB\)](#)

Executive File Attachments

[Solicitor Review - Knoebels.pdf \(971 KB\)](#)

[Approval Form - Knoebels Amusement Park.pdf \(98 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject 3.12 School Trip - Museum of the American Revolution

Meeting Mar 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve a school trip to the Museum of the American Revolution on April 1, 2022 for an approximate cost of \$358 for 30 students and 5 adults. The final cost will be determined based on the number of attendees. A copy of the Contract is attached.

This has been reviewed by our CEO and Business Administrator.

File Attachments

[Museum of the American Revolution.pdf \(203 KB\)](#)

Executive File Attachments

[Approval Form - Museum of the American Revolution.pdf \(943 KB\)](#)

[Solitiior Review - Museum of the American Revolution.pdf \(957 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject **3.13 Adventure Club Trip - Phillies Game**

Meeting Mar 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve an Adventure Club trip to the Phillies Game on April 13, 2022, pending any adjustments to the Phillies Season Schedule, for a cost of \$15 for the group ticket order and \$10 per student. The final cost will be determined based on the number of attendees. A copy of the Contract is attached.

This has been reviewed by our CEO and Business Administrator.

The Adventure Club will hold a trip to the Phillies Game on April 13, 2022 for a cost of \$15 for the group ticket order and \$22 per student that attends. 21CCCS will pay \$10 per student and the students will pay \$12 each.

File Attachments

[Phillies.pdf \(64 KB\)](#)

Executive File Attachments

[Solicitor Review - Phillies.pdf \(986 KB\)](#)

[Approval Form - Phillies.pdf \(945 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject **3.14 Adventure Club Trip Bus - New Rhoads Transportation**

Meeting Mar 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type	Action (Consent)
Recommended Action	Recommend the Board approve the Agreement with New Rhoads Transportation for the bus to the Phillies Game on April 13, 2022 for a total cost of \$875.00, a copy of which is attached.

This Agreement has been reviewed by our CEO and Business Administrator.

File Attachments

[New Rhoads Transportation.pdf \(199 KB\)](#)

Executive File Attachments

[Solicitor Review - New Rhoads Transportation.pdf \(1,057 KB\)](#)

[Approval Form - New Rhoads Transportation.pdf \(941 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject 3.15 Location Agreements - Community Outreach Events

Meeting Mar 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreements with each of the locations listed below for Community Outreach during National Library Week for a total cost of \$251.50. A list of the locations and fees involved is below.

National Library Week - Community Outreach

In person study sessions at eight libraries across the state will be held during the morning and afternoon on April 7, 2022. All students are invited to attend, and there is no cost to students. Some of these locations require agreements, which are attached.

The agreements have been reviewed by our CEO and Business Administrator.

Location	Cost
Boyertown Community Library	\$ 50.00
Chester Springs Library	No Fee
Coatesville Area Public Library	\$ 26.50
Henrietta Harkins Library (No Agreement Required)	\$ 50.00
Monroeville Library	\$ 25.00
Norwin Public Library (No Agreement Required)	No Fee
Oxford Library	\$ 50.00
Wyomissing Public Library	\$ 50.00

TOTAL FEES:**\$251.50**

File Attachments

[Boyertown Community Library.pdf \(803 KB\)](#)[Chester Springs Library.pdf \(2,036 KB\)](#)[Coatesville Area Public Library.pdf \(783 KB\)](#)[Monroeville Library.pdf \(257 KB\)](#)[Oxford Library.pdf \(451 KB\)](#)[Wyomissing Public Library.pdf \(839 KB\)](#)

Executive File Attachments

[Approval Form - Boyertown Community Library.pdf \(940 KB\)](#)[Solicitor Review - Boyertown Community Library.pdf \(1,076 KB\)](#)[Approval Form - Chester Springs Library.pdf \(941 KB\)](#)[Solicitor Review - Chester Springs Library.pdf \(1,066 KB\)](#)[Approval Form - Coatesville Area Public Library.pdf \(40 KB\)](#)[Solicitor Review - Coatesville Area Public Library.pdf \(978 KB\)](#)[Approval Form - Monroeville Library.pdf \(40 KB\)](#)[Solicitor Review - Monroeville Library.pdf \(971 KB\)](#)[Approval Form - Oxford Library.pdf \(940 KB\)](#)[Solicitor Review - Oxford Library.pdf \(1,066 KB\)](#)[Approval Form - Wyomissing Public Library.pdf \(940 KB\)](#)[Solicitor Review - Wyomissing Public Library.pdf \(1,072 KB\)](#)[Approval Form - Henrietta Harkins Library.pdf \(39 KB\)](#)[Approval Form - Norwin Public Library.pdf \(39 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject	3.16 Updated Contract - West Chester Rustin High School (Graduation)
Meeting	Mar 8, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the updated contract between 21CCCS and West Chester Rustin High School for graduation to be held on June 3, 2022 at a cost of \$225.00, a copy of which is attached.

This contract has been reviewed by our solicitor and was approved at the February 8, 2022 Board Meeting. However, the WC Rustin High School did not accept the solicitor's suggestions which detailed their staff all having clearances and cancellation of the venue within 24 hours of the event. Dr. Matthew Flannery has reviewed the contract without the proposed added language has suggested that we could proceed with the venue of West Chester Rustin High School for our graduation ceremony without the added language in the contract.

File Attachments

[WC Rustin High School - Updated.pdf \(327 KB\)](#)

Executive File Attachments

[Solicitor Review - WC Rustin High School.pdf \(94 KB\)](#)

[Approval - WC Rustin High School.pdf \(111 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject **3.17 Agreement - Portraits by Sean**

Meeting Mar 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Agreement with Portraits by Sean for graduation portraits at both locations for a total cost of \$2,500, a copy of which is attached.

This Agreement has been reviewed by our CEO and Business Administrator.

File Attachments

[Portraits by Sean.pdf \(264 KB\)](#)

Executive File Attachments

[Solicitor Review - Portraits by Sean.pdf \(1,353 KB\)](#)

[Approval Form - Portraits by Sean.pdf \(1,195 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject **3.18 2022-2023 School Calendar**

Meeting Mar 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the 2022-2023 School Calendar, a copy of which is attached.

File Attachments

[2022-2023 DRAFT Calendar.pdf \(78 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject **3.19 2022-2023 Student Parent Handbook**

Meeting Mar 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the 2022-2023 Student Parent Handbook, a copy of which is attached.

A description of the changes in the 2022-2023 Student Parent Handbook is indicated below:

Removed Language: ~~Strike Through Red Ink~~

Added Language: **Highlighted in Yellow**

File Attachments

[S-P 22-23.pdf \(4,189 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

4. New Business**Subject** **4.1 ARP ESSER Health and Safety Plan Guidance**

Meeting	Mar 8, 2022 - Board Meeting
Category	4. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the updated ARP ESSER Health and Safety Plan Guidance, a copy of which is attached.

File Attachments

[Health & Safety Plan 3-8-2022.pdf \(225 KB\)](#)

Motion & Voting

Recommend the Board approve the updated ARP ESSER Health and Safety Plan Guidance, a copy of which is attached.

Motion by George Fiore, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject 4.2 Agreement - School Operations Services Group, Inc.

Meeting	Mar 8, 2022 - Board Meeting
Category	4. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the agreement between 21CCCS and School Operations Group, Inc., who will provide a substitute maintenance technician through June 30, 2022 at the cost of \$29.36 per hour. A copy of the agreement is attached.

This Agreement has been reviewed by our CEO and Business Administrator.

File Attachments

[School Operations Service Group.pdf \(310 KB\)](#)

Executive File Attachments

[Approval - School Operations Service Group.pdf \(978 KB\)](#)

[Solicitor Review - School Operations Service Group.pdf \(964 KB\)](#)

Motion & Voting

Recommend the Board approve the agreement between 21CCCS and School Operations Group, Inc., who will provide a substitute maintenance technician through June 30, 2022 at the cost of \$29.36 per hour. A copy of the agreement is attached.

Motion by Michele Orner, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject 4.3 Technology Review Proposal - Chester County Intermediate Unit

Meeting	Mar 8, 2022 - Board Meeting
Category	4. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Technology Review Proposal from Chester County Intermediate Unit at a cost of \$11,650.00, a copy of which is attached.

The Technology Review would take place approximately from March through May 2022.

Dr. George Fiore, the Executive Director of the Chester County Intermediate Unit, has recused himself from voting on this action. A copy of Dr. Fiore's Recusal Memorandum is attached.

File Attachments

[Chester County Intermediate Unit -Technology Review Proposal.pdf \(483 KB\)](#)
[Recusal - Dr. George Fiore.pdf \(78 KB\)](#)

Executive File Attachments

[Solicitor Review - CCIU.pdf \(971 KB\)](#)
[Approval Form - CCIU.pdf \(980 KB\)](#)

Motion & Voting

Recommend the Board approve the Technology Review Proposal from Chester County Intermediate Unit at a cost of \$11,650.00, a copy of which is attached.

Motion by Alan Fegley, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Abstain: George Fiore

Subject 4.4 New Positions SY 2022-2023 - Teaching Assistant

Meeting	Mar 8, 2022 - Board Meeting
Category	4. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the addition of two new full time Teaching Assistant positions, as presented below.

Two temporary, full time teaching assistant (TA) positions were created to support the Special Education students and teachers in the 2020-2021 school year. These temporary positions were extended through the 2021-2022 school year. These positions are 10-month/195 day assignments following the academic school calendar.

Salary grade - 2 (\$29,690.90-\$42,376.27)

Class - Support

The special education department relies heavily on TA support. The TA's serve as advisors, in-class support for students, virtual office support for students, and one-on-one support for students. All of the TA's have a full workload based on current enrollment.

It is recommended to make these positions permanent with the start of the 2022-2023 school year.

Motion & Voting

Recommend the Board approve the addition of two new full time Teaching Assistant positions, as presented below.

Motion by Andrea Fox, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject **4.5 Confidential Student Matter**

Meeting Mar 8, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Recommend the Board approve the Confidential Student Matter as presented.
Action

Executive Content

A student, Nicholas Welte (9th Grade), is unable to attend school for the remainder of the 2021-2022 SY. This will require us to keep him in our enrollment count, but he will not be a participating student. As such, 21st Century Cyber Charter School will not be receiving funds from the home school district, Central Bucks School District. A note from B. Kenneth Nelson, M.D. regarding Nicholas Welte is attached.

Below is a portion of Act 16 with relevant language pertinent to this matter:

Effective with the 2020-2021 school year, Act 16 states, a child must comply with compulsory attendance requirements from age 6 to age 18. The term "compulsory attendance" refers to the mandate that all children of compulsory school age having a legal residence in Pennsylvania must attend a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language, **except in the following situation(s)** found in sections 1327, 1327.1, and 1330 of Pennsylvania's Public School Code (School Code):

- Children who have been examined by an approved psychological professional and identified to be unable to profit from further public school attendance and excused by the school board.

Executive File Attachments

[B. Kenneth Nelson, M.D. Note Regarding Nicholas Welte.pdf \(66 KB\)](#)

Motion & Voting

Recommend the Board approve the Confidential Student Matter as presented.

Motion by Alan Fegley, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Subject **4.6 Administrative Regulations**

Meeting Mar 8, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Information

Administrative Regulations that have been adopted and/or updated are listed below. No action needed as this is for informational purposes only. Updated language is highlighted in yellow. A copy of each Administrative Regulation is attached.

Administrative Regulation Number	Administrative Regulation Name
3026-AR-2 - UPDATED	Notice to Individuals Complaining of Improper Conduct, Unlawful Harassment or Discrimination
3026-AR-3 - UPDATED	Complaint Forms
3026-AR-4 - UPDATED	Investigation Fact Sheet

File Attachments

[3026-AR-2 - UPDATED.pdf \(250 KB\)](#)

[3026-AR-3 - UPDATED.pdf \(290 KB\)](#)

[3026-AR-4 - UPDATED.pdf \(210 KB\)](#)

5. Board Member and Public Comment

Subject 5.1 Board Member Comment

Meeting Mar 8, 2022 - Board Meeting

Category 5. Board Member and Public Comment

Access Public

Type Procedural

Subject 5.2 Public Comment

Meeting Mar 8, 2022 - Board Meeting

Category 5. Board Member and Public Comment

Access Public

Type Procedural

6. Meeting Schedule

Subject 6.1 2021-2022 Meeting Schedule

Meeting Mar 8, 2022 - Board Meeting

Category 6. Meeting Schedule

Access Public

Type Information

The schedule below reflects the remaining Board Meetings for the 2021-2022 School Year.

Board Meetings - 1:00 p.m.

April 12, 2022

May 10, 2022

The Board Meetings will be held the second Tuesday of every month from August through May at 1:00 p.m. There will be no Board Meetings in June or July.

7. Adjournment

Subject **7.1 Adjournment**

Meeting Mar 8, 2022 - Board Meeting

Category 7. Adjournment

Access Public

Type Action

Recommended Action Recommend the Board adjourn the Board Meeting.

Motion & Voting

Recommend the Board adjourn the Board Meeting.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox



**Tuesday, April 12, 2022
Board Meeting**

21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.

1. Meeting Opening

Subject **1.1 Call to Order - Roll Call**

Meeting Apr 12, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board Chairperson will call the board meeting to order, the Board Secretary will document attendance.

Subject **1.2 Notification of Recording**

Meeting Apr 12, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All Board Meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject **1.3 Pledge of Allegiance**

Meeting Apr 12, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject **1.4 Executive Session Announcements**

Meeting Apr 12, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Session was held prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject 1.5 Motion to Amend Agenda to Remove Agenda Item 4.2 (Confidential Settlement Agreement)

Meeting Apr 12, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Action

Recommended Action Recommend the Board approve amending the agenda to remove Agenda Item 4.2 (Confidential Settlement Agreement) from New Business.

Motion & Voting

Recommend the Board approve amending the agenda to remove Agenda Item 4.2 (Confidential Settlement Agreement) from New Business.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject 1.6 CEO and Administrator Reports

Meeting Apr 12, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

2022-2023 Proposed General Fund Budget

Loree Marchese, our Business Administrator, will present the proposed 2022-2023 General Fund Budget for review. A copy of the presentation and 2022-2023 General Fund Budget is attached.

Social Awareness and School Engagement (SASE)

After a survey was sent out to middle school students regarding SASE, there was interest in students leading events. In March, two students put about 8 hours in to lead an event on tips to being a successful cyber student. This event reached about 70 students.

In high school, we highlighted some women who made a difference in the world. We included Bessie Coleman, the first African American woman to hold a pilot's license, and Frida Kahlo, a Hispanic artist whose art spoke to hispanics, gender fluidity, and social issues.

Adventure Club: National Backyard Day

In March, students were invited to celebrate National Backyard day with the Adventure Club. Those in attendance joined collaborative groups and were faced with search challenges for a few weeks in March.



In April, the Adventure Club will host a trip to a Philadelphia Phillies game.

School Event: NHS/ NJHS Induction Ceremonies

In March, induction ceremonies were held for our newest members of the National Junior Honor Society and National Honor Society. Twenty nine members joined the in-person ceremonies, while others joined through a live-stream.



Math Department Event: Pi Day

In March, our math department celebrated Pi day with students in-person at our West Chester and Murrysville offices. Students learned about the history of Pi Day, played math related games, and even made pies.



Community Outreach: Trivia Challenge

In March, students were invited to face teachers in a trivia challenge, both virtually and in-person. For those attending in-person, a work session was held for students to complete coursework with their teachers.

In-Person Work Session

On March 18, many students joined an in-person work session at our West Chester office. Students played some games to interact with their classmates, then worked with teachers on coursework.



Department Event: Virtual Social Studies Trip

On March 29, all students were invited on a virtual trip to the Ronald Reagan Presidential Library, hosted by Mr. Driscoll and Ms. Roth. During this virtual tour, students received an inside look at the library while also learning about the democratic process.



In April, the Social Studies department is hosting an in-person trip to the Museum of the American Revolution.

Prom

A junior/ senior prom will be held at two locations on June 2, 2022.

- Coatesville Country Club
- Westmoreland County Community College

Graduation

We are planning to hold in-person graduation ceremonies this year:

- **West Chester Graduation Information:**
Friday, June 3, 2022, 7:00 PM at the Bayard Rustin HS Gymnasium, West Chester, PA

Murrysville Graduation Information:

Monday, June 6, 2022, 7:00 PM at the Westmoreland County Community College Gymnasium, Youngwood, PA

Quarter 3 Honor Roll

Distinguished Honors: 358

High Honors: 111

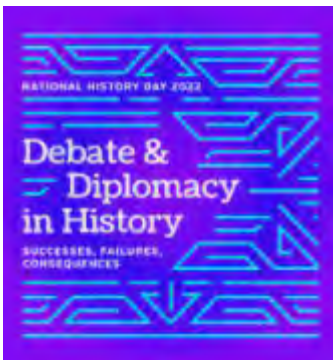
Honors: 124

Student Spotlight

Robby (Sophomore) volunteers as a firefighter in his community and got a chance to fight his first fire a few weeks ago. He was on scene for two hours fighting the fire and helping to roll hose after hose until the fire was out. His father says that it doesn't matter where in our area or abroad, kids need to help, and he encourages other students to help in their community in a positive manner.



Melody (Sophomore) competed in National History Day and her focus was on the impact of television on the 1960 Presidential Election. She came in First Place for Regionals and will now compete in the State competition in May at the University of Scranton.



Special Education Count as of March 29, 2022

Students with IEP/GIEP/504 Service Agreements:

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	96	18	0	0	18

7	184	23	7	7	37
8	232	27	4	14	45
9	321	56	5	15	76
10	324	75	3	32	110
11	316	62	8	27	97
12	208	34	2	20	56
Total	1,681	295 17%	29 1%	115 6%	439 24%

Students Receiving Related Services:

Speech and Language	30
Group Social Skills Class with Counselor	77
Group Coping Skills Class with Therapist	69
Individual Counseling (including a Psychologist)	50
Executive Functioning Counseling	6
Occupational Therapy	16
Physical Therapy	0
Reading Instruction by Reading Therapist	3
Teacher of the Visually Impaired	2
Teacher of the Deaf and Hard of Hearing	1
Tutor	1
PCA	11

* 155 students with RS out of 324 students with IEPs/GIEPs = 47.84%	
* 155 of IEP students with RS there are 266 services per student on average = 1.72 services per student	
* 266 total services rendered out of the 34 students with IEP/GIEPS = 82.10%	
TOTAL:	266
*Related Services do not include newly enrolled students.	

File Attachments
[Proposed GFB PDE 2028 - 2022-23 SY.pdf \(33 KB\)](#)
[2022-23 Budget Presentation 4-12-22 \(Updated 4-8-22\).pptx \(596 KB\)](#)
[Backyard Day.png \(80 KB\)](#)
[NHS - NJHS.png \(146 KB\)](#)
[NHS - NJHS2.png \(102 KB\)](#)
[Robby.png \(146 KB\)](#)
[NHD.png \(68 KB\)](#)
[PiDay.png \(39 KB\)](#)
[1.png \(609 KB\)](#)
[2.png \(527 KB\)](#)
[Social Studies.png \(97 KB\)](#)

2. Approval of Minutes

Subject	2.1 March 8, 2022 Minutes
Meeting	Apr 12, 2022 - Board Meeting
Category	2. Approval of Minutes
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the March 8, 2022 Board Meeting as presented.

File Attachments
[March 8, 2022 Board Meeting Minutes.pdf \(954 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the March 8, 2022 Board Meeting as presented.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

3. Consent Agenda

Subject 3.1 Review of Consent Agenda Items

Meeting Apr 12, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items (Listed by Department) Include:

Financial

3.2 Treasurer's Report & Board Summary Report - February 2022

3.3 Expenditure Report - February 2022

3.4 Renewal Contracts - Central Susquehanna Intermediate Unit

Human Resources

3.5 Personnel Actions

3.6 Subscription Renewal - Frontline Education (Employee Evaluation and Professional Learning)

3.7 Subscription - Frontline Education - Applicant Tracking

Trips

3.8 School Trip - Churchville Nature Center

3.9 Field Day - West Goshen Community Park

3.10 School Trip - Escape West Chester

Board / School / Family Communication

3.11 Contract - Teal Tuesday (Prom DJ)

3.12 Contracts - Westmoreland County Community College (PSSA and Keystone Testing Location)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject 3.2 Treasurer's Report and Board Summary Report - February 2022

Meeting Apr 12, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the February 2022 Treasurer's Report and Board Summary Report as presented.

File Attachments

[Treasurer's Report - February 2022.pdf \(63 KB\)](#)

[Board Summary Report - February 2022.pdf \(20 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject 3.3 Expenditure Report - February 2022

Meeting Apr 12, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the February 2022 Expenditure Report from Fulton Bank, as presented.

File Attachments

[Expenditure Report - February 2022.pdf \(1,905 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject 3.4 Renewal Contract - Central Susquehanna Intermediate Unit

Meeting Apr 12, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract with Central Susquehanna Intermediate Unit (CSIU) at a cost of \$29,065.88 for the 2022-2023 SY, a copy of which is attached.

CSIU provides eService Fund Accounting, Payroll, and Personnel software applications, training and support. Document management and staff on boarding to be added in 2022-2023. The total cost for the 2021-2022 fiscal year was \$25,421.44.

File Attachments

[Central Susquehanna Intermediate Unit.pdf \(836 KB\)](#)

Executive File Attachments

[Approval Form - CSIU.pdf \(103 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject **3.5 Personnel Actions**

Meeting Apr 12, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

New Hires/Re-Hires (5)

Transfers/Classification Changes (0)

Leaves of Absence Requests (2)

Additional Duties (0)

Supplementals/Stipends (2)

Retirements/Resignations/Terminations (4)

File Attachments

[Board Personnel Actions April 2022 REV 04.07.22.pdf \(28 KB\)](#)

Executive Content

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject **3.6 Renewal Subscription - Frontline Education (Employee Evaluation and Professional Learning)**

Meeting Apr 12, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal of the current Frontline Education subscription (EEM and PLM modules) for the 2022-2023 SY at a cost of \$8,198.29, a copy of which is attached. A breakdown of cost is listed below.

Frontline Education, the School's current software vendor for Employee Evaluation and Professional Learning Management platforms, has confirmed that the current Terms of Use remain unchanged for the 2022-2023 school year. The attached proposal, providing unlimited usage for internal employees, reflects the following subscription increase for the 2022-2023 SY:

One-year renewal, 5.5% increase over 2021-22 rates, \$8,198.29.

Evaluation Management - \$5221.26

Professional Learning Management - \$2977.03

File Attachments

[Frontline Education.pdf \(255 KB\)](#)

Executive File Attachments

[Approval Form - Frontline Education - Professional Learning.pdf \(99 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject **3.7 Subscription - Frontline Education - Applicant Tracking**

Meeting Apr 12, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the replacement of the School's current recruitment and candidate management portal with Frontline Education for a total cost of \$7,200, a copy of which is attached.

The School is recommending replacing the existing candidate management portal from Powerschool (TalentEd) with Frontline Education's Applicant Tracking portal. The Frontline Education platform provides additional system functionality and enhanced workflow efficiencies over the existing platform used by the School.

The annual cost of subscription for the Frontline platform also includes access to Proactive Recruiting, a web-based service that permits employers to advertise and engage with additional candidate pools (eg. Teachers-Teachers.com, K12jobspot.com).

One time implementation fee - \$3,000, to be expensed in SY 2021-2022, from existing HR budget.
One-year subscription to Applicant Tracking - \$4,200. (07/01/2022-06/30/2023)

Implementation timeline - eight to ten weeks from Board approval.

File Attachments

[Frontline Education.pdf \(1,632 KB\)](#)

Executive File Attachments

[Approval Form - Frontline - Applicant Tracking.pdf \(101 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject **3.8 School Trip - Churchville Nature Center**

Meeting Apr 12, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve a school trip to the Churchville Nature Center on May 3, 2022 for an approximate cost of \$405.00 for 30 students. The final cost will be determined based on the number of attendees. A copy of the Contract is attached.

This has been reviewed by our CEO and Business Administrator.

File Attachments

[Churchville Nature Center.pdf \(75 KB\)](#)

Executive File Attachments

[Solicitor Review - Churchville Nature Center.pdf \(1,006 KB\)](#)

[Approval Form - Churchville Nature Center.pdf \(968 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject	3.9 Field Day - West Goshen Community Park
Meeting	Apr 12, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the application for Field Day at West Goshen Community Park for May 6, 2022 for a total cost of \$161.00, a copy of which is attached.

The application has been reviewed by our CEO and Business Administrator.

File Attachments

[West Goshen Community Park.pdf \(378 KB\)](#)

Executive File Attachments

[Solicitor Review - West Goshen Community Park.pdf \(971 KB\)](#)

[Approval Form - West Goshen Community Park.pdf \(967 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject	3.10 School Trip - Escape West Chester
Meeting	Apr 12, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve a department trip to West Chester Escape on May 11, 2022 for a cost of \$12 per attendee.

Student and family members will be invited to attend a department trip to Escape West Chester for student team building on May 11, 2022. The cost will be approximately \$24 per attendee. The students will pay approximately \$12 each and 21CCCS will pay approximately \$12 for each attendee.

There is no contract or agreement to be reviewed by our solicitor.

File Attachments

[Approval Form - Escape West Chester.pdf \(963 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject **3.11 Contract - Teal Tuesday (Prom DJ)**

Meeting Apr 12, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract between 21st Century Cyber Charter School and Teal Tuesday in the amount of \$500.00, for the 2021-2022 SY, a copy of which is attached.

Teal Tuesday will provide DJ services for the prom scheduled to be held at Coatesville Country Club on June 2, 2022.

This contract has been reviewed by our CEO and Business Administrator.

File Attachments

[Teal Tuesday.pdf \(88 KB\)](#)

Executive File Attachments

[Solicitor Review - Teal Tuesday.pdf \(1,195 KB\)](#)

[Approval Form - Teal Tuesday.pdf \(1,167 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject

3.12 Contracts - Westmoreland County Community College (PSSA and Keystone Testing Location)

Meeting	Apr 12, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the contracts between 21CCCS and Westmoreland County Community College for PSSA and Keystone Room Rentals fo the 2021-2022 SY, at a total cost of \$2,400.00, copies of which are attached.

These contracts have been reviewed by our CEO and Business Administrator.

File Attachments

[Westmoreland County Community College - Keystone Testing.pdf \(419 KB\)](#)
[Westmoreland County Community College - PSSA Testing.pdf \(453 KB\)](#)

Executive File Attachments

[Solicitor Review - Westmoreland County Community College.pdf \(1,062 KB\)](#)
[Approval Form - Westmoreland County Community College.pdf \(1,004 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

4. New Business

Subject	4.1 Sale of Building
Meeting	Apr 12, 2022 - Board Meeting
Category	4. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Purchase and Sale Contract as attached.

Executive File Attachments

[Purchase & Sale Contract - 126 Wallace Avenue.pdf \(2,348 KB\)](#)

Motion & Voting

Recommend the Board approve the Purchase and Sale Contract as attached.

Motion by George Fiore, second by Andrea Fox.
 Final Resolution: Motion Carries
 Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject 4.2 Confidential Settlement Agreement - Removed

Meeting Apr 12, 2022 - Board Meeting

Category 4. New Business

Access Public

Type

Subject 4.3 New Positions - SY 2022-2023

Meeting Apr 12, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the creation of new positions, as presented, pending the 2022-23 budget approval.

Professional

Position - School Social Worker
 Salary Schedule - Professional

Position - Content Developer - Special Education
 Salary Schedule - Professional

Support Staff

Position - Accountant
 Salary Schedule - Support 260, Grade 7

Position - Home School Liaison (#2)
 Salary Schedule - Support 195, Grade 4

Position - School Secretary
 Salary Schedule - Support 260, Grade 3

Administrative

Position - HS Principal, Grades 9-10
 Salary Schedule - Administrative

Motion & Voting

Recommend the Board approve the creation of new positions, as presented, pending the 2022-23 budget approval.

Motion by Alan Fegley, second by George Fiore.
 Final Resolution: Motion Carries
 Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject 4.4 Administrative Regulations

Meeting Apr 12, 2022 - Board Meeting
 Category 4. New Business
 Access Public
 Type Information

Administrative Regulations that have been adopted and/or updated are listed below. No action needed as this is for informational purposes only. Updated language is highlighted in yellow. A copy of each Administrative Regulation is attached.

Administrative Regulation Number	Administrative Regulation Name
0004-AR-1 - UPDATED	Statement of Financial Interests
3051-AR-1 - UPDATED	Drug-Free Workplace Notice

File Attachments

[0004-AR-1 - UPDATED.pdf \(638 KB\)](#)

[3051-AR-1 UPDATED.pdf \(57 KB\)](#)

5. Board Member and Public Comment

Subject 5.1 Board Member Comment

Meeting Apr 12, 2022 - Board Meeting
 Category 5. Board Member and Public Comment
 Access Public
 Type Procedural

Subject 5.2 Public Comment

Meeting Apr 12, 2022 - Board Meeting
 Category 5. Board Member and Public Comment
 Access Public
 Type Procedural

6. Meeting Schedule

Subject 6.1 2021-2022 Meeting Schedule

Meeting Apr 12, 2022 - Board Meeting
 Category 6. Meeting Schedule
 Access Public
 Type Information

The schedule below reflects the remaining Board Meetings for the 2021-2022 School Year.

Board Meetings - 1:00 p.m.

May 10, 2022

The Board Meetings will be held the second Tuesday of every month from August through May at 1:00 p.m. There will be no Board Meetings in June or July.

7. Adjournment

Subject 7.1 Adjournment

Meeting Apr 12, 2022 - Board Meeting

Category 7. Adjournment

Access Public

Type Action

Recommended Recommend the Board adjourn the Board Meeting.
Action

Motion & Voting

Recommend the Board adjourn the Board Meeting.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox



**Tuesday, May 10, 2022
Board Meeting**

21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.

1. Meeting Opening

Subject **1.1 Call to Order - Roll Call**

Meeting May 10, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board Chairperson will call the board meeting to order, the Board Secretary will document attendance.

Subject **1.2 Notification of Recording**

Meeting May 10, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject **1.3 Pledge of Allegiance**

Meeting May 10, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject **1.4 Executive Session Announcements**

Meeting May 10, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Session was held prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject 1.5 Amend Agenda to Remove Agenda Item 3.9 from Consent Agenda

Meeting May 10, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Action

Recommended Action Recommend the Board approve amending the agenda to remove Agenda Item 3.9 (Employee Handbook 2022-2023 SY - Non-Union) from the Consent Agenda.

Motion & Voting

Recommend the Board approve amending the agenda to remove Agenda Item 3.9 (Employee Handbook 2022-2023 SY - Non-Union) from the Consent Agenda.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Not Present at Vote: Alan Fegley, Dusty Blakey

Subject 1.6 Move Agenda Item 3.9 (Employee Handbook 2022-2023 SY - Non-Union) to New Business

Meeting May 10, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Action

Recommended Action Recommend the Board approve moving Agenda Item 3.9 (Employee Handbook 2022-2023 SY - Non-Union) to New Business as Agenda Item 4.9.

Motion & Voting

Recommend the Board approve moving Agenda Item 3.9 (Employee Handbook 2022-2023 SY - Non-Union) to New Business as Agenda Item 4.9.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Not Present at Vote: Alan Fegley, Dusty Blakey

Subject 1.7 CEO and Administrator Reports

Meeting	May 10, 2022 - Board Meeting
Category	1. Meeting Opening
Access	Public
Type	Report

Dr. Monica Frank

We would like to congratulate our High School Principal, Dr. Monica Frank, for completing her doctorate and defending her dissertation.

2022-2023 Proposed General Fund Final Budget

Loree Marchese, our Business Administrator, will present the 2022-2023 General Fund Final Budget, which was originally presented at the April Board Meeting. The 2022-2023 General Fund Budget is included in the Consent Agenda for review and approval. A copy of the presentation is attached.

ATSI Plan

Although we are currently in year 3 of our ATSI Plan, PDE has made no new classifications or re-designations for schools, and required schools to extend their current plans for one more year. This year's plan has been developed within our School's leadership team, and shared out with 15 members of the School's ATSI Plan Steering committee which is made up of School administration, Board members, teachers, Counselors, Parents, Business Representative and Students. The plan addresses the following four priority challenges:

- Graduation Rate
- Engagement
- Mathematics/Algebra Achievement
- Multi-Tier System of Supports (MTSS)

The plan is required to be submitted to PDE for approval no later than June 30, 2022 and is on our Consent Agenda for Board review and approval.

Policies and Administrative Regulations

An audit of all 21CCCS Policies and Administrative Regulations has been completed to ensure the title of Human Resources Manager has been changed to Director of Human Resources.

Educational Journey Survey

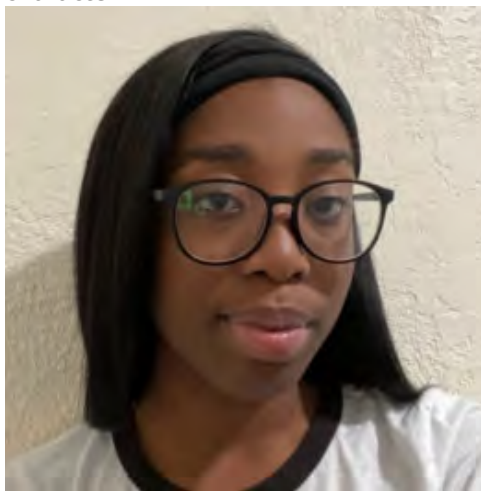
The Educational Journey Survey was sent out seeking students' and parents' participation to understand their educational perspectives and learn about their decision to join the 21st Century community. As an incentive, anyone who participated in the survey was entered into a drawing, and one parent and one student had a chance to win Alexa Echo Dot. Sharon was our parent winner (senior student) and Anna (freshman) was our student winner.

Student Recognition

Christopher, a senior, completed his Eagle Scout project at McConnell Mill State Park by building multiple stone-filled steps along the Alpha Point Trail. The steps made a significant improvement over what was there as the hill's steepness led to potential falls and injury to hikers.



Arielle, a senior, received The Platt Evans Scholarship which is a full tuition and housing college scholarship for golf caddies attending Penn State University. Arielle has demonstrated a strong caddie record, excellent academics and outstanding character.



Madison, a senior, will be attending the University of Pittsburgh Honors College and was awarded the Chancellor's Scholarship, which is one of the University's most prestigious awards, a full ride merit scholarship.



Nolan, a senior, will be attending Bloomsburg University where he received the Board of Governor's Science and Technology Scholarship. This prestigious award will cover the cost of undergraduate tuition for all four years where Nolan will earn his Bachelor of Science in Nursing. His future plan is to further his education to become a Nurse Anesthetist.



Student Achievement Ceremony

Award Certificates will be sent to each student that was featured in this school year's board agendas in recognition of their dedication and efforts in addition to their academic success with 21CCCS.

Social Awareness and School Engagement (SASE)

In April, MS and HS SASE coordinators conducted a Cultural Celebrations of Spring Celebration where students learned about different holidays celebrated amongst different cultures during the Spring months. In middle school, students began hosting daily announcements 3x/week, and there was an Earth Day event on 4/22.

Adventure Club: Phillies Game

In April, the Adventure Club hosted a trip to a Philadelphia Phillies game.





Community Outreach: Library Outreach

In April, students were invited to attend a school outreach event at 8 different libraries. Teachers and staff challenged students with activities such as scavenger hunts and Reading Without Walls while also working with students on their coursework.

Department Trip: Social Studies

The social studies department held a field trip to the Museum of the American Revolution in April.



Department Event: ELA Reading Without Walls Challenge

Over the course of five in-person and virtual events in April, the English department held a Reading Without Walls Challenge. These challenges focused on promoting diversity and inclusivity through reading.

A promotional poster for the 'Reading Without Walls' challenge. On the left, there is a graphic of a stack of books with the title 'DIVERSIFYING READING' on the spine. The main text on the right reads: 'READING WITHOUT WALLS. Join the English Dept. in promoting diversity & inclusivity through reading!'. Below this, it lists 'How to participate:' with two main steps: 1. Read a book about: (a) a character who doesn't look like you or live like you, (b) a topic you don't know much about, (c) a format you don't normally read (graphic novel, audiobook, poetry, etc.); 2. Complete and submit the template about your book and experience. At the bottom, a blue box contains the text: 'Kickoff Event: Monday, April 4th at 11:30 am in the Auditorium VO'.

Department Trip: Science

On April 5, many students joined science teachers in both offices to celebrate Science Day. Students explored the science of energy through several hands-on activities including paper roller coasters, paper circuits, and solar ovens. Along with science activities, many students attended an in-person work session at the offices immediately after.



School Event: Earth Day

On April 21, students attended in-person work sessions in both offices. Students learned about and completed activities to celebrate Earth Day as well as had an opportunity to focus on school work with some of their teachers.

Special Education Count as of April 22, 2022

Students with IEP/GIEP/504 Service Agreements:

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504	
6	101	19	0	0	19	19
7	182	23	7	7	37	37
8	238	27	5	15	47	47
9	322	58	5	16	79	79
10	323	73	4	32	109	109
11	315	63	8	28	99	99
12	211	36	2	20	58	58
Total	1,692	299 17.6%	31 1.8%	118 6.9%	448 26.3%	448

Students Receiving Related Services:

Speech and Language	32
Group Social Skills Class with Counselor	78
Group Coping Skills Class with Therapist	73
Individual Counseling (including a Psychologist)	54
Executive Functioning Counseling	6
Occupational Therapy	16
Physical Therapy	0
Reading Instruction by Reading Therapist	3
Teacher of the Visually Impaired	2
Teacher of the Deaf and Hard of Hearing	1
Tutor	1
PCA	11
* 160 students with RS out of 330 students with IEPs/GIEPs = 48.48%	277
* 160 of IEP students with RS there are 276 services per student on average = 1.73 services per student	
* 277 total services rendered out of the 330 students with IEP/GIEPS = 83.93%	
TOTAL:	
*Related Services do not include newly enrolled students.	

File Attachments

- [2022-2023 General Fund Budget Presentation.pdf \(284 KB\)](#)
- [Christopher.png \(546 KB\)](#)
- [Arielle.png \(127 KB\)](#)
- [Madison.png \(172 KB\)](#)
- [Nolan.png \(219 KB\)](#)
- [Phillies1.png \(145 KB\)](#)
- [Phillies2.png \(217 KB\)](#)
- [Museum.png \(335 KB\)](#)
- [Reading.png \(257 KB\)](#)
- [ScienceDay.png \(209 KB\)](#)

2. Approval of Minutes

Subject 2.1 April 12, 2022 Minutes

Meeting	May 10, 2022 - Board Meeting
Category	2. Approval of Minutes
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the April 12, 2022 Board Meeting as presented.

File Attachments

[April 12, 2022 Board Meeting Minutes.pdf \(945 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the April 12, 2022 Board Meeting as presented.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

3. Consent Agenda

Subject	3.1 Review of Consent Agenda Items
Meeting	May 10, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items (Listed by Department) Include:

Financial

- 3.2 Treasurer's Report & Board Summary Report - March 2022
- 3.3 Expenditure Report - March 2022
- 3.4 Renewal Proposal - Assetworks
- 3.5 Renewal Agreement - Conrad Siegel

Human Resources

- 3.6 Personnel Actions
- 3.7 Summer Seasonal Part-Time Help
- 3.8 2022-2023 SY Benefits
- 3.9 Employee Handbooks 2022-2023 SY (*MOVED OUT OF CONSENT AGENDA TO NEW BUSINESS FOR DISCUSSION, REVIEW & VOTE - Remainder of Consent Agenda Re-Numbered*)
- 3.9 Renewal Subscription - Vector Solutions dba Scenario Learning
- 3.10 Renewal Agreement - National School Applications Network (PA REAP)

Marketing

- 3.11 Renewal Contract - Arkadas Group

- 3.12 Renewal Agreement - Niche.com
- 3.13 Renewal Contract - Webimax
- 3.14 Renewal Subscription - Yext

Special Education

- 3.15 Contract - Berks County Intermediate Unit - Related Services
- 3.16 Contract - Carbon Lehigh Intermediate Unit #21
- 3.17 Renewal Contract - Delta-T
- 3.18 Renewal Agreement - Sweet, Stevens, Katz & Williams LLP
- 3.19 Renewal Contract - Therapy Source
- 3.20 Renewal Contract - U.S. Healthcare Services

Curriculum / ISD

- 3.21 Renewal Subscription - Edmentum
- 3.22 Subscription - Formative
- 3.23 Renewal Quote - IXL Learning
- 3.24 Renewal Agreement - Maxim Healthcare
- 3.25 Renewal Subscription - McGraw Hill ALEKS
- 3.26 Renewal Subscription - Read Speaker

Facilities - West Chester

- 3.27 Renewal Contract - Baxter Landscaping - Remainder of 2021-2022 SY
- 3.28 Renewal Contract - Baxter Landscaping - 2022-2023 SY
- 3.29 Renewal Contract - Baxter Landscaping - Snow Removal - 2022-2023 SY
- 3.30 Renewal Agreement - A.J. Blosenski Trash & Recycling Service
- 3.31 Renewal Contract - Brandywine Maintenance
- 3.32 Renewal Agreement - Cooper Mechanical Services
- 3.33 Renewal Agreement - Ehrlich
- 3.34 Renewal Agreement - Keystone Fire and Security

Facilities - Murrysville

- 3.35 Renewal Agreement - Climatech
- 3.36 Renewal Contract - ServiceMaster

Board / School / Family Communication

- 3.37 Revised 2022-2023 School Calendar
- 3.38 ATSI Plan
- 3.39 Renewal Subscription - Bent Creek Services
- 3.40 Renewal Quote - Diligent Corporation
- 3.41 Policies

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.2 Treasurer's Report and Board Summary Report - March 2022

Meeting	May 10, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the March 2022 Treasurer's Report and Board Summary Report as presented.

File Attachments

[Treasurer's Report - March 2022.pdf \(63 KB\)](#)
[Board Summary Report - March 2022.pdf \(20 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **3.3 Expenditure Report - March 2022**

Meeting	May 10, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the March 2022 Expenditure Report from Fulton Bank, as presented.

File Attachments

[Expenditure Report - March 2022.pdf \(162 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **3.4 Renewal Proposal - Assetworks**

Meeting	May 10, 2022 - Board Meeting
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Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal proposal from Assetworks for our annual fixed asset inventory process at a cost of \$3,850, a copy of which is attached.

The proposal was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments
[Assetworks.pdf \(24,404 KB\)](#)

Executive File Attachments
[Approval Form - Assetworks.pdf \(97 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **3.5 Renewal Agreement - Conrad Siegel**

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with Conrad Siegel to provide actuarial GASB 75 valuation and related services for a total cost of \$3,675 for the 2022-2023 SY, a copy of which is attached.

The agreement was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments
[Conrad Siegel.pdf \(1,725 KB\)](#)

Executive File Attachments
[Approval Form - Conrad Siegel.pdf \(99 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.6 Personnel Actions

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

New Hires/Re-Hires (1)

Transfers/Classification Changes (0)

Leaves of Absence Requests (1)

Additional Duties (0)

Supplementals/Stipends (10)

Retirements/Resignations/Terminations (2)

File Attachments

[Board Personnel Actions May 2022 REV 04.28.2022.pdf \(29 KB\)](#)

Executive Content

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.7 Summer Seasonal Part-Time Help

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the hire of Summer/Seasonal part time help for Summer 2022.

Each summer, additional help is needed in the Warehouse to support the receiving, cleaning and re-inventory of the increased volume of returned school assets, as well as process them for shipping out to students who are enrolled for the 2022-2023 school year. For the summer of 2022, the anticipated need for support is up to 636 hours which will be spread through the weeks between June 6-August 18.

The work to be performed includes, but may not be limited to, unpacking shipments of returned assets, sorting, cleaning and prepping school assets for re-deployment. Student supplies/kits will be prepared as needed to support coursework in certain classes. In late July and August, student assets will be shipped out to students who have confirmed their enrollment/re-enrollment for the 2022-2023 school year.

Since 2014, the hourly rate has remained at \$10/hour. It is proposed that the rate be increased to \$15/hour to be competitive with other organizations in the area that also offering that same rate. The anticipated maximum wage expense at this new rate would be \$9,540.

It is proposed to recruit from 21CCCS students who can commute to the West Chester campus as well as external candidates (if needed.)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.8 2022-2023 SY Benefits
Meeting	May 10, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the proposed renewal rates for the 2022-2023 SY employee benefit plans.

The benefit plan renewal highlights for the 2022-2023 SY are summarized below:

- Medical/Rx will renew with existing carrier, Cigna, with no plan design change. The final 1-year renewal rate was negotiated down from 8.8% to 3%, representing an annual premium increase of \$45,493, based on current enrollment.
- Vision (Vision Benefits of America) continues into year 2 of a 2-year zero rate increase.
- Dental (United Concordia) will renew with no plan design changes, at a 0% increase for the 2022-2023 SY, with a 1-year rate guarantee.
- Ancillary insurance renewals continue into year 2 of a 2-year zero rate increase (Group Term Life with an additional rider for Accidental Death & Dismemberment, Short/Long Term Disability income protection plans.)

The plan year runs July 1, 2022 through June 30, 2023.

Greg Grimm from our insurance broker, Exude, will be attendance at the May 10, 2022, Board meeting to answer any questions.

File Attachments

[21st Century 2022 Proposal.pdf \(124 KB\)](#)

Admin Content

Additional plan options are being explored, in tandem with ongoing negotiation discussions.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.9 Renewal Subscription - Vector Solutions dba Scenario Learning
Meeting	May 10, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal subscription with Vector Solutions dba Scenario Learning at a cost of \$1,342.19 for the 2022-2023 SY, a copy of which is attached.
	Vector Solutions provides Safe Schools Training.

The subscription was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[Vector Solutions dba Scenario Learning.pdf \(199 KB\)](#)

Executive File Attachments

[Approval Form - Vector Solutions dba Scenario Learning.pdf \(102 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.10 Renewal Agreement - National School Applications Network (PA REAP)
Meeting	May 10, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal agreement with National School Applications Network (PA REAP) for a total cost of \$899 for the 2022-2023 SY, a copy of which is

attached.

The agreement has been reviewed by our CEO and Business Administrator.

File Attachments

[National School Applications Network \(PA REAP\).pdf \(813 KB\)](#)

Executive File Attachments

[Approval Form - National School Applications Network \(PA REAP\).pdf \(101 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.11 Renewal Contract - Arkadas Group
Meeting	May 10, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal contract between 21st Century Cyber Charter School and Arkadas Group at a cost of \$575,700 for the 2022-2023 SY, a copy of which is attached.

Arkadas Group provides a marketing campaign for 21CCCS.

The contract was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[Arkadas Group.pdf \(1,188 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Arkadas Group.pdf \(1,156 KB\)](#)

[Approval Form - Arkadas Group.pdf \(1,106 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **3.12 Renewal Agreement - Niche.com**

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with Niche.com at a cost of \$24,990 for the 2022-2023 SY, a copy of which is attached.

Niche provides a digital marketing campaign to increase brand awareness, build leadership and drive traffic to 21CCCS.org through Niche.com, Google and Facebook.

The agreement was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments
[Niche.pdf \(511 KB\)](#)

Executive File Attachments
[Solicitor Review Form - Niche.pdf \(1,180 KB\)](#)
[Approval Form - Niche.pdf \(1,132 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **3.13 Renewal Contract - Webimax**

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract with Webimax at a cost of \$34,500 for the 2022-2023 SY, a copy of which is attached.

Webimax is a Google based digital marketing campaign to increase brand awareness, rank on Google's first page and drive traffic to 21CCCS.org. It generates qualified leads to recruit prospective families by using data-drive strategies throughout PA.

The contract was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[Webimax.pdf \(1,585 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Webimax.pdf \(1,150 KB\)](#)

[Approval Form - Webimax.pdf \(1,111 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.14 Renewal Subscription - Yext
Meeting	May 10, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal subscription with Yext at a cost of \$898 for the 2022-2023 SY, a copy of which is attached.
	Yext provides local SEO, listing management and over 90 directory platforms including but not limited to Apple, Apple Maps, Bing, Google Maps, Yahoo, Uber, Yellow Pages, White Pages, Yelp and Foursquare.

File Attachments

[Yext.pdf \(1,629 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Yext.pdf \(1,166 KB\)](#)

[Approval Form - Yext.pdf \(1,033 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.15 Contract - Berks County Intermediate Unit - Related Services
Meeting	May 10, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the contract with Berks County Intermediate Unit for related services at costs compliant with industry standards for the 2022-2023 SY, a copy of which is attached.

Berks County Intermediate Unit provides related services for special education students.

The contract was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[Berks County IU.pdf \(11,406 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Berks County IU.pdf \(102 KB\)](#)

[Approval Form - Berks County IU.pdf \(101 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.16 Contract - Carbon Lehigh Intermediate Unit #21 - Related Services
Meeting	May 10, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the contract with Carbon Lehigh Intermediate Unit #21 for related services at costs compliant with industry standards for the 2022-2023 SY, a copy of which is attached.

Carbon Lehigh Intermediate Unit #21 provides related services for special education students.

The contract was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[Carbon Lehigh IU #21.pdf \(509 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Carbon Lehigh IU.pdf \(106 KB\)](#)[Approval Form - Carbon Lehigh IU #21.pdf \(105 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **3.17 Renewal Contract - Delta-T**

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract with Delta-T at costs indicated below for the 2022-2023 SY, a copy of which is attached.

Delta-T provides child and family services as listed below:

Service	Fee
Standard Evaluation	\$1200
FBA with Standard Evaluation	\$450 (w/o \$1200)
Autism with Standard Evaluation	\$450 (w/o \$1200)
Executive Functioning with Standard Evaluation	\$450 (w/o \$1200)
Neuro with Standard Evaluation	\$450 (w/o \$1200)
Bilingual Eval-Spanish	\$2800
Record Review	\$450
In Person Meeting (Phone - Parent Overview is Free)	\$200

The contract was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[Delta-T.pdf \(953 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Delta T.pdf \(103 KB\)](#)[Approval Form - Delta-T.pdf \(100 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.18 Renewal Agreement - Sweet, Stevens, Katz & Williams LLP
Meeting	May 10, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal Agreement with Sweet, Stevens, Katz & Williams LLP as special education pool counsel at a cost of \$7,500 for the 2022-2023 SY, a copy of which is attached.

The Agreement continues to provide for telephone and email advice including participation in a pool email arrangement and access to their Special Education Resource Room, a searchable database of past pool opinions, forms, visual aids, and other useful documents.

The agreement has been reviewed by our CEO and Business Administrator.

File Attachments

[Sweet Stevens Katz & Williams.pdf \(147 KB\)](#)

Executive File Attachments

[Solicitor Review Form Sweet Stevens Katz & Williams.pdf \(101 KB\)](#)

[Approval Form - Sweet Stevens Katz & Williams.pdf \(102 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.19 Renewal Contract - Therapy Source
Meeting	May 10, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)

Recommended Action Recommend the Board approve the renewal contract with Therapy Source at costs indicated below for the 2022-2023 SY, a copy of which is attached.

Therapy Source provides child and family services as listed below:

Service	Fee
Speech/Occupational/Physical Therapy (In-Person & Online)	\$82 per hour
Social Work and Counseling Services (In-Person & Online)	\$82 per hour for direct and indirect time, plus travel time
Coping Skills and Social Skills Group (Online)	\$118 per hour with 30 minutes of Prep/Planning per group
Board Certified Behavior Analyst (BCBA) (In-Person & Online)	\$95 per hour
Behavior Specialist Consultant (BSC)	\$78 per hour
School Psychology Services (In-Person & Online)	\$115 per hour
Audiology Services (In-Person & Online)	\$82 per hour
Vision, Assistive Technology, and Orientation & Mobility Services (In-Person & Online)	\$100 per hour
Reading Specialist or Reading Program (Wilson, Barton, Orton Gillingham) Services (In-Person & Online)	\$75 per hour
Executive Functioning Tutoring Services (In-Person & Online)	\$65 per hour (Certified/SpecEd Teacher)
	\$80 per hour (Social Worker)
	\$100 per hour (Masters in School Psychology)
Tutoring Services - Certified Teacher (In-Person & Online)	\$50 per hour
Personal Care/Instructional Assistant Services (In-Person & Online)	\$30 per hour

The contract has been reviewed by our CEO and Business Administrator.

File Attachments

[Therapy Source.pdf \(23,586 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Therapy Source.pdf \(100 KB\)](#)

[Approval Form - Therapy Source.pdf \(101 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.20 Renewal Contract - U.S. Healthcare Services

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract with U.S. Healthcare Services at costs indicated below for the 2022-2023 SY, a copy of which is attached.

U.S. Healthcare Services provides child and family services as listed below:

Service	Therapy Evaluations/Re-Evaluations Indirect Time Late/Cancel/No Show	Travel
Hearing Support	\$100 per hour	IRS Rate
Occupational Therapy	\$100 per hour	IRS Rate
Physical Therapy	\$100 per hour	IRS Rate
Psychologist	\$115 per hour	IRS Rate
Counseling	\$95 per hour	IRS Rate
Behavioral Support	\$95 per hour	IRS Rate
Tutoring	\$75 per hour	IRS Rate
Speech Therapy	\$100 per hour	IRS Rate
Personal Care Assistant	\$48 per hour	IRS Rate

The contract was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[US Healthcare.pdf \(1,283 KB\)](#)

Executive File Attachments

[Solicitor Review Form - US Healthcare.pdf \(1,648 KB\)](#)

[Approval Form - US Healthcare.pdf \(102 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.21 Renewal Subscription - Edmentum

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal subscription with Edmentum for a total cost of \$43,500 for the 2022-2023 SY, a copy of which is attached.

Edmentum provides diagnostic assessment for our students as well as learning paths for SpecEd and Tier 2 students.

The renewal subscription has been previously used with Study Island and reviewed by our CEO and Business Administrator.

File Attachments

[Edmentum.pdf \(164 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Edmentum.pdf \(52 KB\)](#)

[Approval Form - Edmentum.pdf \(47 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.22 Subscription - Formative

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the subscription with Formative for a total cost \$12,733.00 for the 2022-2023 SY, a copy of which is attached.

Formative allows teachers to create digital formative assessments, tasks, or assignments that are easily accessible from any electronic device.

The subscription's terms and conditions have been reviewed by our CEO and Business Administrator.

File Attachments

[Formative.pdf \(153 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Formative.pdf \(46 KB\)](#)

[Approval Form - Formative.pdf \(44 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.23 Renewal Quote - IXL Learning

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal quote with IXL Learning for a total cost of \$30,970.00 for the 2022-2023 SY, a copy of which is attached.

IXL Learning provides site licensing for 1,800 students for Math, ELA, Science, Social Studies, Spanish, and the eLearning Library.

The renewal quote has been reviewed by our CEO and Business Administrator.

File Attachments

[IXL Learning_.pdf \(74 KB\)](#)

Executive File Attachments

[Solicitor Review Form - IXL Learning_.pdf \(44 KB\)](#)

[Approval Form - IXL Learning_.pdf \(46 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.24 Renewal Agreement - Maxim Healthcare

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with Maxim Healthcare for costs outlined below for the 2022-2023 SY, a copy of which is attached.

Service	Rate Per Hour
BCBA	\$90
BCaBA	\$75
Behavior Tech	\$40
Counselor	\$80
LPN / LVN	\$55
Paraprofessional	\$37
PT / OT	\$75
RN	\$72
School Psychologist	\$100
SLP	\$80
SLP - CFY	\$70
SLPA	\$70
Social Worker	\$40
Special Education Teacher	\$75

The renewal agreement has been reviewed by our CEO and Business Administrator.

File Attachments

[Maxim Healthcare.pdf \(690 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Maxim Healthcare.pdf \(1,924 KB\)](#)
[Approval Form - Maxim Healthcare.pdf \(1,589 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.25 Renewal Subscription - McGraw Hill ALEKS

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal subscription with McGraw Hill ALEKS for a total cost of \$12,500 for the 2022-2023 SY, a copy of which is attached.

McGraw Hill ALEKS provides software to be used for math screening to help learn where students are mathematically entering high school. The renewal subscription has been reviewed internally.

File Attachments

[McGraw Hill ALEKS.pdf \(152 KB\)](#)

Executive File Attachments

[Solicitor Review Form - McGraw Hill ALEKS.pdf \(44 KB\)](#)

[Approval Form - McGraw Hill ALEKS.pdf \(44 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.26 Renewal Subscription - Read Speaker
Meeting	May 10, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal subscription with Read Speaker at a cost of \$3,960.00 for the 2022-2023 SY, a copy of which is attached.

Read Speaker provides text to speech, transcribing screen reading in Moodle and in files uploaded to Moodle.

This renewal subscription has been reviewed by our CEO and Business Administrator.

File Attachments

[Read Speaker.pdf \(87 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Read Speaker.pdf \(43 KB\)](#)

[Approval Form - Read Speaker.pdf \(46 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.27 Renewal Contract - Baxter Landscaping -Remainder of 2021-2022 SY

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract with Baxter Landscaping for a total cost of \$5,038.74 for the remainder of the 2021-2022 SY (April 1, 2022 through June 30, 2022), a copy of which is attached.

Brandywine Maintenance provides landscaping services for the West Chester location.

This contract has been reviewed by our CEO and Business Administrator.

File Attachments

[Baxter - April to June 2022.pdf \(1,930 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Baxter - Landscaping - Remainder 21-22 SY.pdf \(978 KB\)](#)

[Approval Form - Baxter - Landscaping - Remainder 21-22 SY.pdf \(947 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.28 Renewal Contract - Baxter Landscaping - 2022-2023 SY

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract with Baxter Landscaping for a total cost of \$11,757.06 for the 2022-2023 SY (July 1, 2022 through January 1, 2023), a copy of which is attached.

Brandywine Maintenance provides landscaping services for the West Chester location.

This contract has been reviewed by our CEO and Business Administrator.

File Attachments

[Baxter - July 2022 to June 2023.pdf \(1,365 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Baxter - Landscaping - 22-23 SY.pdf \(979 KB\)](#)

[Approval Form - Baxter - Landscaping - 22-23 SY.pdf \(948 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.29 Renewal Contract - Baxter Landscaping - Snow Removal - 2022-2023 SY

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract with Baxter Landscaping for snow removal for costs outlined below for the 2022-2023 SY, a copy of which is attached.

Brandywine Maintenance provides snow removal services for the West Chester location.

- 1. PARKING AND DRIVEWAY AREAS PLOWED OF SNOWFALL.
 - 2. WALKWAYS AND ENTRANCEWAYS SHOVELED OF SNOWFALL.
 - (1"-4" SNOWFALL) COST PER: \$1,459.
 - (4"-6" SNOWFALL) COST PER: \$1,680.
 - (6"-8" SNOWFALL) COST PER: \$1,995.
 - (8"-10" SNOWFALL) COST PER: \$2,457.
- [OVER 10" SNOWFALL - ONE (8"-10") SERVICE FEE PLUS HRLY RATES THEREAFTER]

ITEMIZED RATES PER INDIVIDUAL SERVICES:

1) TRUCK WITH PLOW AND OPERATOR.....	\$135.	PER HOUR
2) SNOW SHOVELING	\$50.	PER HOUR
3) SNOW BLOWER	\$60.	PER HOUR
4) SKID STEER LOADER W/ OPERATOR	\$118.	PER HOUR
5) BACK HOE W/ OPERATOR	\$160.	PER HOUR
6) ROCK SALT	\$190.	PER TON APPLIED
7) CALCIUM CHLORIDE	\$52.	PER 50# APPLIED

APPROXIMATE ROCKSALT (IF NEEDED)..... (4.75) TON / COST PER \$902.
 APPROXIMATE CALCIUM CHLORIDE (IF NEEDED)..... 300 LBS / COST PER \$312.
 [ABOVE MATERIALS COST WOULD BE ADDED TO TOTAL SERVICE COST IF APPLIED]

This contract has been reviewed by our CEO and Business Administrator.

File Attachments

[Baxter - Snow Removal - 2022-2023 SY.pdf \(1,269 KB\)](#)

[Snow Removal Rates.png \(286 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Baxter - Snow Removal.pdf \(951 KB\)](#)[Approval Form - Baxter - Snow Removal.pdf \(980 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.30 Renewal Agreement - A.J. Blosenski Trash & Recycling Service
Meeting	May 10, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal agreement with A.J. Blosenski Trash & Recycling Service for the 2022-2023 SY for a total cost of \$4,099.20, a copy of which is attached.

A.J. Blosenski provides trash and recycling pick up for the West Chester location.

This contract has been reviewed by our CEO and Business Administrator.

File Attachments

[A.J. Blosenski.pdf \(3,632 KB\)](#)

Executive File Attachments

[Solicitor Review Form - A.J. Blosenski.pdf \(967 KB\)](#)[Approval Form -A.J. Blosenski.pdf \(979 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.31 Renewal Contract - Brandywine Maintenance
Meeting	May 10, 2022 - Board Meeting
Category	3. Consent Agenda

Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal contract with Brandywine Maintenance for the 2022-2023 SY for a total cost of \$6,500 per month, plus supplies, a copy of which is attached.

Brandywine Maintenance provides janitorial services for the West Chester location.

This contract has been reviewed by our CEO and Business Administrator.

File Attachments

[Brandywine Maintenance.pdf \(168 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Brandywine Maintenance.pdf \(968 KB\)](#)

[Approval Form - Brandywine Maintenance.pdf \(977 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.32 Renewal Agreement - Cooper Mechanical Services

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with Cooper Mechanical Services for the 2022-2023 SY for a total cost of \$1,350, a copy of which is attached.

Cooper Mechanical Services provides the annual inspection of the sprinkler system and backflo prevention system in the West Chester location.

This contract has been reviewed by our CEO and Business Administrator.

File Attachments

[Cooper - Mechanical.pdf \(497 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Cooper Mechanical.pdf \(1,044 KB\)](#)

[Approval Form - Cooper Mechanical.pdf \(1,040 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.33 Renewal Agreement - Ehrlich
Meeting	May 10, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal agreement with Ehrlich for the 2022-2023 SY for a total cost of \$2,262, a copy of which is attached.
	Ehrlich provides pest management for the West Chester location.

This contract has been reviewed by our CEO and Business Administrator.

File Attachments

[Ehrlich.pdf \(8,876 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Ehrlich.pdf \(967 KB\)](#)

[Approval Form - Ehrlich.pdf \(979 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.34 Renewal Agreement - Keystone Fire and Security
Meeting	May 10, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal agreement with Keystone Fire and Security for the 2022-2023 SY for a total cost of \$239.40, a copy of which is attached.

Keystone Fire and Security provides the annual inspection of the fire extinguishers in the West Chester location.

This contract has been reviewed by our CEO and Business Administrator.

File Attachments

[Keystone Fire and Security.pdf \(2,472 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Keystone Fire and Security.pdf \(967 KB\)](#)

[Approval Form - Keystone Fire and Security.pdf \(978 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **3.35 Renewal Agreement - Climatech**

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the renewal agreement with Climatech for the 2022-2023
Action SY for a total cost of \$17,952, a copy of which is attached.

Climatech provides HVAC maintenance for the Murrysville location.

This contract has been reviewed by our CEO and Business Administrator.

File Attachments

[Climatech.pdf \(810 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Climatech.pdf \(970 KB\)](#)

[Approval Form - Climatech.pdf \(1,004 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **3.36 Renewal Contract - ServiceMaster**

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract with ServiceMaster for the 2022-2023 SY for a total cost of \$17,952, a copy of which is attached.

ServiceMaster provides janitorial services for the Murrysville location.

This contract has been reviewed by our CEO and Business Administrator.

File Attachments

[ServiceMaster.pdf \(1,248 KB\)](#)

Executive File Attachments

[Solicitor Review Form - ServiceMaster.pdf \(965 KB\)](#)[Approval Form - ServiceMaster.pdf \(978 KB\)](#)*These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.*

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **3.37 Revised 2022-2023 School Calendar**

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the revised 2022-2023 School Calendar, a copy of which is attached.

File Attachments

[2022-2023 Calendar - REVISED.pdf \(77 KB\)](#)*These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.*

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.
 Final Resolution: Motion Carries
 Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **3.38 ATSI Plan**

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the ATSI Plan for the 2022-2023 SY, a copy of which is attached. A copy of the Board Affirmation Statement is also attached.

File Attachments
[2022-2023 ATSI Plan.pdf \(259 KB\)](#)
[ATSI Plan - Board Affirmation Statement.pdf \(152 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.
 Final Resolution: Motion Carries
 Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **3.39 Renewal Subscription - Bent Creek Services**

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal subscription with Bent Creek Services for the policy maintenance and administrative regulations maintenance program at a cost of \$7,503.00 (breakdown below) for the 2022-2023 SY, a copy of which is attached.

Bent Creek Services provides 21CCCS with a service that meets our specific needs. It will be a continuation of the policy and administrative regulations program originally from PSBA.

Bent Creek Description of Services	Cost
Policy Maintenance Based on \$1,250 + \$1 per student based on PDE's Public School Enrollment Data Reports for 2021-2022	\$3,753.00
Administrative Regulations Manual Maintenance	\$1,250.00
Administrative Regulations Manual Final Installment	\$2,500.00
TOTAL	\$7,503.00

This subscription has been reviewed by our CEO and Business Administrator and is also used by multiple Pennsylvania school districts.

File Attachments

[Bent Creek Services.pdf \(430 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Bent Creek Services.pdf \(98 KB\)](#)

[Approval Form - Bent Creek Services.pdf \(972 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.40 Renewal Quote - Diligent Corporation

Meeting May 10, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal quote from Diligent Corporation at a cost \$9,548 for the 2022-2023 SY, a copy of which is attached.

Diligent Corporation (BoardDocs) is our cloud based agenda management solution which we utilize for our board meetings.

The contract for this renewal quote was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[Diligent.pdf \(99 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Diligent Corporation.pdf \(99 KB\)](#)

[Approval Form - Diligent.pdf \(1,000 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.41 Policies
Meeting	May 10, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the policies as presented.

Deleted language is in red strikethrough and revised language is highlighted in yellow for the revised policies.

Policy #	Policy Name
2018 - UPDATED	Student Discipline
2020 - UPDATED	Student Expression/Dissemination of Materials
2027 - UPDATED	Controlled Substances/Paraphernalia
2037 - UPDATED	Electronic Devices

File Attachments

[2018-UPATED.pdf \(100 KB\)](#)
[2020-UPDATED.pdf \(159 KB\)](#)
[2027-UPDATED.pdf \(135 KB\)](#)
[2037-UPDATED.pdf \(88 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

4. New Business

Subject	4.1 Renewal Contract - Chester County Intermediate Unit - Related Services
Meeting	May 10, 2022 - Board Meeting
Category	4. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the renewal contract with Chester County Intermediate Unit for related services at costs compliant with industry standards for the 2022-2023 SY, a copy of which is attached.

Chester County Intermediate Unit provides related services for special education students at costs associated with the services they provide in compliance with industry standards.

This contract has previously been reviewed by our solicitor and no changes have been made since the last renewal.

Dr. George Fiore, the Executive Director of the Chester County Intermediate Unit, has recused himself from voting on this action. A copy of Dr. Fiore's Recusal Memorandum is attached.

File Attachments

[CCIU - Related Services.pdf \(482 KB\)](#)

[Recusal Memorandum - Dr. Fiore.pdf \(22 KB\)](#)

Executive File Attachments

[Solicitor Review Form - Chester County IU.pdf \(1,654 KB\)](#)

[Approval Form - CCIU - Related Services.pdf \(104 KB\)](#)

Motion & Voting

Recommend the Board approve the renewal contract with Chester County Intermediate Unit for related services at costs compliant with industry standards for the 2022-2023 SY, a copy of which is attached.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.2 Agreement - School Operations Services Group, Inc.**

Meeting May 10, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the agreement between 21CCCS and School Operations Group, Inc., who will provide a Facilities Manager for the 2022-2023 SY at the cost of no less than \$28.84 and no more than \$33.65 per hour. A copy of the agreement is attached.

This Agreement has been reviewed by our CEO and Business Administrator.

File Attachments

[SOS - Facilities Manager.pdf \(1,080 KB\)](#)

Executive File Attachments

[Solicitor Review Form - SOS Group.pdf \(967 KB\)](#)

[Approval Form - SOS Group.pdf \(978 KB\)](#)

Motion & Voting

Recommend the Board approve the agreement between 21CCCS and School Operations Group, Inc., who will provide a Facilities Manager for the 2022-2023 SY at the cost of no less than \$28.84 and no more than \$33.65 per hour. A copy of the agreement is attached.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.3 Form 990**

Meeting May 10, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve 21CCCS's Form 990, Return of Organization Exempt From Income Tax, a copy of which is attached.

The return was prepared by Herbein + Company, Inc. and it covers the period of July 1, 2020 through June 30, 2021. IRS Rules and Regulations require the Board to review tax returns. A e-File signature page is also attached.

File Attachments

[990.pdf \(329 KB\)](#)

[990 e-File Signature Page.pdf \(85 KB\)](#)

Motion & Voting

Recommend the Board approve 21CCCS's Form 990, Return of Organization Exempt From Income Tax, a copy of which is attached.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.4 Designated Employees for School Gas Credit Card

Meeting May 10, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the designated employees indicated below to use the school gas credit card for testing purposes in April or May 2022.

April 2022	May 2022
Estella Greco	Estella Greco
Alex Copenhaver	Penny Bittner
Brian Donnelly	Sarah Agosta
Dana Heleniak	Maria Alexis
Erin Finnerty	Ashley Cooke
Laura Elder	Peicheng Chu
Morgan Pugh	Morgan Pugh
Aubree Furrer	Mike Meyer
Matt Smith	Jacalyn DeRita
Jiil Faunce	Judith Lion
Amber Roth	Caroline Kerestes
Angela Shookster	John Bugay
	Trisha Miller

Motion & Voting

Recommend the Board approve the designated employees indicated below to use the school gas credit card for testing purposes in April or May 2022.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.5 Apple Lease

Meeting May 10, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve early payoff of all active Apple Leases originating from 2020. There is no penalty for early payoff.

Lease Ref. 426-461 = \$68,023.10

Lease Ref. 426-505 = \$544,520.16

Lease Ref. 426-515 = \$235,233.02

Total. \$847,776.28

File Attachments

[Apple Invoices.pdf \(115 KB\)](#)

Motion & Voting

Recommend the Board approve early payoff of all active Apple Leases originating from 2020. There is no penalty for early payoff.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.6 Confidential Settlement Agreement in Legal Matter #004-2021-2022

Meeting May 10, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve Confidential Settlement Agreement in Legal Matter #004-2021-2022 as presented. A copy of the Resolution of the Board of Trustees is also attached.

File Attachments

[Resolution - 004-2021-2022.pdf \(69 KB\)](#)

Executive File Attachments

[Confidential Settlement Agreement 004-2021-2022.pdf \(266 KB\)](#)

Motion & Voting

Recommend the Board approve Confidential Settlement Agreement in Legal Matter #004-2021-2022 as presented. A copy of the Resolution of the Board of Trustees is also attached.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.7 2022-2023 General Final Fund Budget**

Meeting May 10, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the 2022-2023 General Final Fund Budget, a copy of which is attached. This will be a roll call vote.

File Attachments

[General Final Fund Budget 2022-2023 SY.pdf \(33 KB\)](#)

Motion & Voting

Recommend the Board approve the 2022-2023 General Final Fund Budget, a copy of which is attached. This will be a roll call vote.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.8 Administrative Regulations**

Meeting May 10, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Information

Administrative Regulations that have been adopted and/or updated are listed below. No action needed as this is for informational purposes only. Updated language is highlighted in yellow. A copy of each Administrative Regulation is attached.

Administrative Regulation Number	Administrative Regulation Name
3008-AR-1 - UPDATED	Employee Resignations
3035-AR-3 - UPDATED	FMLA - Employee Condition

3035-AR-4 - UPDATED	FMLA - Family Member Condition
4025-AR-1 - UPDATED	Procurement / Credit Cards
4025-AR-2 - UPDATED	Cardholder Agreement

File Attachments

[3008-AR-1 - UPDATED.pdf \(84 KB\)](#)
[3035-AR-3 - UPDATED.pdf \(298 KB\)](#)
[3035-AR-4 - UPDATED.pdf \(376 KB\)](#)
[4025-AR-1 - UPDATED.pdf \(149 KB\)](#)
[4025-AR-2 - UPDATED.pdf \(72 KB\)](#)

Subject **4.9 Employee Handbook 2022-2023 SY - Non Union**

Meeting May 10, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Recommend the Board approve the draft of the Employee Handbook for the 2022-2023 SY,
Action for non-union, support staff positions.

Draft of the proposed changes to existing handbook language is attached, for the 2022-2023 school year.

Additional Changes to Handbook Language Not Reflected in Attachment are Listed Below:

Sick days used to extend a non-work day/break (to include weekends) may require a doctor's note. Sick days taken on a "critical day" will require a doctor's note.

from:

Sick days used to extend a non-work day/break or taken on a "critical day" will require a doctor's note.

File Attachments

[2022-2023 Employee Handbook for Non-Union Support Staff.pdf \(640 KB\)](#)

Motion & Voting

Recommend the Board approve the draft of the Employee Handbook for the 2022-2023 SY, for non-union, support staff positions.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

5. Board Member and Public Comment**Subject** **5.1 Board Member Comment**

Meeting May 10, 2022 - Board Meeting

Category 5. Board Member and Public Comment

Access Public
 Type Procedural

Subject 5.2 Public Comment

Meeting May 10, 2022 - Board Meeting
 Category 5. Board Member and Public Comment
 Access Public
 Type Procedural

6. Meeting Schedule

Subject 6.1 2022-2023 Meeting Schedule

Meeting May 10, 2022 - Board Meeting
 Category 6. Meeting Schedule
 Access Public
 Type Information

The schedule below reflects the Board Meetings for the 2022-2023 School Year. Separate calendar invites will be sent for the Board Meeting at 1:00 p.m. and the Executive Session at 12:30 p.m.

Board Meetings - 1:00 p.m.

August 9, 2022
 September 13, 2022
 October 11, 2022
 November 8, 2022
 December 13, 2022
 January 10, 2023
 February 14, 2023
 March 14, 2023
 April 11, 2023
 May 9, 2023

The Board Meetings will be held the second Tuesday of every month from August through May. There will be no Board Meetings in June or July.

7. Adjournment

Subject 7.1 Adjournment

Meeting May 10, 2022 - Board Meeting
 Category 7. Adjournment
 Access Public
 Type Action
 Recommended Action Recommend the Board adjourn the Board Meeting.

Motion & Voting

Recommend the Board adjourn the Board Meeting.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

**21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380**

**Board of Trustees
Board Meeting
August 10, 2021**



Matthew Flannery (Aug 11, 2021 07:38 EDT)

1. Meeting Opening

The August 10, 2021 Board Meeting was called to order by Peter Mango at 1:02 p.m.

Sections 2 (Organization of Board of Trustees), 3 (Approval of Minutes), 4 (Consent Agenda), and 5 (New Business Items 5.1, 5.2 and 5.3) were addressed prior to Section 1 (CEO Reports and Administrator's Reports).

Procedural: 1.1 Call to Order - Roll Call

Members Present

Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, William Harner, Allyn Roche, Michelle Orner

Non Members Present:

Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Kevin McKenna - Solicitor, Brian Cote - Director of Curriculum, Instruction & Assessment, Dr. Nancy Giagnacova - Director of Special Education, Monica Frank - High School Principal, Erika Laidlaw - Middle School Principal, Megan Stellfox - Student Support Manager, Lucinda Currie - Human Resources Manager, Barry Johnson - Facilities Manager, Ben Ozgur - Marketing Specialist, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Pamela Hodges - Accounts Receivable

Procedural: 1.2 Notification of Recording

Procedural: 1.3 Pledge of Allegiance

Information: 1.4 Executive Session Announcements

Report: 1.5 CEO's Reports

Drs. Harner, Harris, Speaker and Yanni volunteered to be the members of the Policies Committee.

Report: 1.6 Administrators' Reports

2. Organization of Board of Trustees

Dr. Michele Orner was sworn in first in order to be permitted to vote on the action items.

Action: 2.1 Resignation of Board Members

Recommend the Board approve the resignations of Board Members, Dr. Christopher Marchese, Dr. John Sanville, Dr. Sherry DelGrosso, effective July 1, 2021, and Mrs. Heather Saboori, effective September 25, 2021.

Motion by Jason Harris, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Action: 2.2 Ratification of New Chester County Board Members

Recommend the Board approve the ratification of new Chester County Board Members, effective August 11, 2021.

Dr. Dusty Blakey was not present at the board meeting and will be sworn in at the September Board Meeting.

Motion by John Toleno, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Abstain: Michele Orner

Action: 2.3 Hearing Officers and Renewal of Term for Board Members

Recommend the Board approve all Board Members as Hearing Officers and the following Board Members and their terms:

Motion by Mark Hoffman, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Procedural: 2.4 Oath of Office

3. Approval of Minutes

Action: 3.1 Approval of May 11, 2021 Minutes

Recommend the Board approve the Minutes of the May 11, 2021 Board Meeting as presented.

Motion by Regina Speaker, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Action: 3.2 Approval of June 2, 2021 Minutes

Recommend the Board approve the Minutes of the June 2, 2021 Special Board Meeting as presented.

Motion by Regina Speaker, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

4. Consent Agenda

Action (Consent): 4.1 Review of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Action (Consent): 4.2 Treasurer's Reports & Board Summary Reports

Resolution: Recommend the Board approve the May 2021 and June 2021 Treasurer's Reports and Board Summary Reports as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Action (Consent): 4.3 Expenditure Reports

Resolution: Recommend the Board approve the May 2021 and June 2021 Expenditure Reports as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Action (Consent): 4.4 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Action (Consent): 4.5 Renewal Contract - PowerSchool (TalentEd)

Resolution: Recommend the Board approve the renewal contract between 21st Century Cyber Charter School and Power School (TalentEd) in the amount of \$1629.55, for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Action (Consent): 4.6 Contract - Connecting the Pieces, LLC

Resolution: Recommend the Board approve the contract between 21st Century Cyber Charter School and Connecting the Pieces, LLC. at costs indicated below for the 2021-2022 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Action (Consent): 4.7 Renewal Contract - Connective Intervention Services, LLC

Resolution: Recommend the Board approve the contract between 21st Century Cyber Charter School and Connective Intervention Services, LLC. at costs indicated below for the 2021-2022 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Action (Consent): 4.8 Renewal Agreement - ACLD Tillotson School

Resolution: Recommend the Board approve the agreement between 21st Century Cyber Charter School and ACLD Tillotson at a cost of \$287.23 per school day for the 2021-2022 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Action (Consent): 4.9 Renewal Contract - Florida Virtual - Curriculum

Resolution: Recommend the Board approve the renewal between 21st Century Cyber Charter School and Florida Virtual for the 2021-2022 SY for a total cost of \$16,640.50, a copy of which invoice is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Action (Consent): 4.10 Renewal Agreement - LinkIt!

Resolution: Recommend the Board approve the agreement between 21st Century Cyber Charter School and LinkIt! for a total cost of \$21,233.00 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Action (Consent): 4.11 Memorandum of Understanding - Compass Mark

Resolution: Recommend the Board approve the Memorandum of Understanding between 21st Century Cyber Charter School and Compass Mark, at no cost, for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Action (Consent): 4.12 Renewal Subscription - BrainPOP

Resolution: Recommend the Board approve the renewal subscription for 21st Century Cyber Charter School with BrainPOP at a cost of \$4,737.00 for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Action (Consent): 4.13 Contract - Knowledgemotion BoClips

Resolution: Recommend the Board approve the contract between 21st Century Cyber Charter School and Knowledgemotion BoClips at a cost of \$24,000.00 for the 2021-2022 and 2023-2024 school years, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Action (Consent): 4.14 Subscription - Prime Timetable

Resolution: Recommend the Board approve the subscription for 21st Century Cyber Charter School with Prime Timetable in the amount of \$599.00, for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Action (Consent): 4.15 Memorandum of Understanding - West Goshen Police Department

Resolution: Recommend the Board approve the Memorandum of Understanding between 21CCCS and the West Goshen Police Department for the 2021-2022 and 2022-2023 school years, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Action (Consent): 4.16 Memorandum of Understanding - Downingtown Police Department

Resolution: Recommend the Board approve the Memorandum of Understanding between 21CCCS and the Downingtown Police Department for the 2021-2022 and 2022-2023 school years, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Action (Consent): 4.17 Memorandum of Understanding - Murrysville Police Department

Resolution: Recommend the Board approve the Memorandum of Understanding between 21CCCS and the Murrysville Police Department for the 2021-2022 and 2022-2023 school years, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Action (Consent): 4.18 Contract - Arkadas Group

Resolution: Recommend the Board approve the contract between 21st Century Cyber Charter School and Arkadas Group in the amount of \$446,500.00, for the 2021-2022 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Action (Consent): 4.19 Policies and Administrative Regulations

Resolution: Recommend the Board approve the below new and/or updated Policies and Administrative Regulations, copies of which are attached.

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Action (Consent): 4.20 Comprehensive Plan for 2021-2024 SY

Resolution: Recommend the Board approve the Comprehensive Plan for 2021-2024 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche

Not Present at Vote: Steven Yanni, William Harner

Action (Consent): 4.21 Affirmation Statement for the 2020-2021 Annual Report

Resolution: Recommend the Board approve the Affirmation Statement for the 2020-2021 Annual Report, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Jason Harris, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

5. New Business*Action: 5.1 Contract - Chester County Intermediate Unit - Marketplace Services*

Recommend the Board approve the contract with Chester County Intermediate Unit for marketplace services for the 2021-2022 school year, a copy of which is attached.

Motion by Mark Hoffman, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Action: 5.2 Personnel Action

Recommend the Board approve the personnel action, pending satisfactory completion of pre-employment paperwork for this new hire. A recusal memorandum of Peter Mango has been attached.

Motion by Jason Harris, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Abstain: Peter Mango

Action: 5.3 Contract - CCRES

Recommend the Board approve the contract with CCRES for related services for the 2021-2022 school year, a copy of which is attached.

Motion by Jason Harris, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Not Present at Vote: Steven Yanni, William Harner

Action: 5.4 Ratification of All Prior Action Items

Recommend the Board approve the ratification of all prior action items under Sections 1, 2, 3, 4 and 5.

Motion by Jason Harris, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner, William Harner

The Board proceeded with Section 1 (CEO Reports and Administrator's Reports). Dr. Steven Yanni arrived during Dr. Matthew Flannery's CEO Report.

6. Board Member Comment

Procedural: 6.1 Board Member Comment

7. Public Comment

Procedural: 7.1 Public Comment

8. Meeting Schedule

Information: 8.1 2021-2022 Meeting Schedule

9. Adjournment

Action: 9.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by Mark Hoffman, second by Regina Speaker.

Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, William Harner, Allyn Roche

Not Present: Michele Orner

The meeting was adjourned at 1:24 p.m.

**21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380**

**Board of Trustees
Board Meeting
September 14, 2021**



Sep 14, 2021

1. Meeting Opening

The September 14, 2021 Board Meeting was called to order by Peter Mango at 1:00 p.m.

Procedural: 1.1 Call to Order - Roll Call

Members Present

John Toleno, Peter Mango, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michelle Orner, Dusty Blakey, Heather Saboori, George Fiore

Non Members Present:

Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Kevin McKenna - Solicitor, Brian Cote - Director of Curriculum, Instruction & Assessment, Dr. Nancy Giagnacova - Director of Special Education, Monica Frank - High School Principal, Erika Laidlaw - Middle School Principal, Casey Regina - Assistant Principal, Mike Matz - IT Director, Megan Stellfox - Student Support Manager, Lucinda Currie - Human Resources Manager, Barry Johnson - Facilities Manager, Ben Ozgur - Marketing Specialist, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Mary Certo - Shipping, Tiffany Murphy - Parent

Procedural: 1.2 Notification of Recording

Procedural: 1.3 Pledge of Allegiance

Information: 1.4 Executive Session Announcements

Report: 1.5 CEO and Administrators' Reports

Dr. Matthew Flannery, Board members and administrators thanked Heather Saboori for her 10 years of service on the Board of Trustees.

2. Organization of Board of Trustees

Action: 2.1 Revised Resignation of Heather Saboori as Interim Board Treasurer

Recommend the Board approve the revised Resignation date of Heather Saboori as Interim Board Treasurer from September 25, 2021 to September 14, 2021, a copy of which is attached.

Motion by Regina Speaker, second by John Toleno.

Final Resolution: Motion Carries

Yea: John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Michele Orner

Abstain: Heather Saboori, Dusty Blakey

Not Present at Vote: Allyn Roche

Action: 2.2 Organization of the Board - Nominate a 2021-2022 Board Treasurer

Recommend the Board nominate Loree Marchese as the 2021-2022 Board Treasurer.

Motion by George Fiore, second by Heather Saboori.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Michele Orner

Abstain: Dusty Blakey

Not Present at Vote: Allyn Roche

Action: 2.3 Organization of the Board - Elect a 2021-2022 Board Treasurer

Recommend the Board elect Loree Marchese as the Board Treasurer for the 2021-2022 school year.

Motion by Regina Speaker, second by George Fiore.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner

Abstain: Dusty Blakey

Procedural: 2.4 Oath of Office

Loree Marchese and Dr. Dusty Blakey were sworn in.

3. Approval of Minutes

Action: 3.1 Approval of August 10, 2021 Minutes

Recommend the Board approve the Minutes of the August 10, 2021 Board Meeting as presented.

Motion by Jason Harris, second by George Fiore.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner, Dusty Blakey

4. Consent Agenda

Action (Consent): 4.1 Review of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by Alan Fegley, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner, Dusty Blakey

Action (Consent): 4.2 Treasurer's Report and Board Summary Report

Resolution: Recommend the Board approve the July 2021 Treasurer's Report and Board Summary Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Alan Fegley, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner, Dusty Blakey

Action (Consent): 4.3 Expenditure Report

Resolution: Recommend the Board approve the July 2021 Expenditure Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Alan Fegley, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner, Dusty Blakey

Action (Consent): 4.4 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by Alan Fegley, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner, Dusty Blakey

Action (Consent): 4.5 Elimination of Position - Recruiter

Resolution: Recommend the Board approve the elimination of the Recruiter 0.5FTE position.

Recommend the Board approve the Consent Agenda items.

Motion by Alan Fegley, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner, Dusty Blakey

Action (Consent): 4.6 Renewal Agreement - Watershed Counseling and Consultation Services

Resolution: Recommend the Board approve the agreement between 21st Century Cyber Charter School and Watershed Counseling and Consultation Services for the 2021-2022 school year for a total cost of \$4,800.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Alan Fegley, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner, Dusty Blakey

Action (Consent): 4.7 Policies and Administrative Regulations

Resolution: Recommend the Board approve the below updated and new Policies and Administrative Regulations, copies of which are attached.

Recommend the Board approve the Consent Agenda items.

Motion by Alan Fegley, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner, Dusty Blakey

Action (Consent): 4.8 ARP ESSER Health and Safety Plan Guidance

Resolution: Recommend the Board approve the ARP ESSER Health and Safety Plan Guidance, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Alan Fegley, second by Jason Harris.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Allyn Roche, Michele Orner, Dusty Blakey

5. Board Member Comment

Procedural: 5.1 Board Member Comment

6. Public Comment

Procedural: 6.1 Public Comment

7. Meeting Schedule

Information: 7.1 2021-2022 Meeting Schedule

8. Adjournment

Action: 8.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by Regina Speaker, second by George Fiore.

Final Resolution: Motion Carries

Yea: Heather Saboori, John Toleno, Peter Mango, George Fiore, Jason Harris, Regina Speaker, Allyn Roche, Michele Orner, Dusty Blakey

Not Present at Vote: Alan Fegley

The Board Meeting was adjourned at 1:06 p.m.

**21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380**

**Board of Trustees
Board Meeting
October 12, 2021**



Oct 12, 2021

1. Meeting Opening

The October 12, 2021 Board Meeting was called to order by Peter Mango at 1:13 p.m.

Procedural: 1.1 Call to Order - Roll Call

Members Present

Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

Non Members Present:

Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Kevin McKenna - Solicitor, Brian Cote - Director of Curriculum, Instruction & Assessment, Dr. Nancy Giagnacova - Director of Special Education, Monica Frank - High School Principal, Erika Laidlaw - Middle School Principal, Casey Regina - Assistant Principal, Mike Matz - IT Director, Megan Stellfox - Student Support Manager, Lucinda Currie - Human Resources Manager, Barry Johnson - Facilities Manager, Ben Ozgur - Marketing Specialist, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Maryann Faralli - Receptionist, Nancy McMickle - School Secretary, Katie Murtagh - Administrative Assistant

Procedural: 1.2 Notification of Recording

Procedural: 1.3 Pledge of Allegiance

Information: 1.4 Executive Session Announcements

Report: 1.5 CEO and Administrators' Reports

Dr. Matthew Flannery welcomed our two new parent representatives, Andrea Fox and Mollie Burnett, to the Board of Trustees.

2. Organization of Board of Trustees

Action: 2.1 Ratification of New Board Members

Recommend the Board approve the ratification of new Parent Representative Board Members, effective October 12, 2021.

Motion by John Toleno, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner

Abstain: Mollie Burnett, Andrea Fox

Procedural: 2.2 Oath of Office

3. Approval of Minutes

Action: 3.1 Approval of September 14, 2021 Minutes

Recommend the Board approve the Minutes of the September 14, 2021 Board Meeting as presented.

Motion by Regina Speaker, second by John Toleno.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner,

Mollie Burnett, Andrea Fox

4. Consent Agenda

Action (Consent): 4.1 Review of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 4.2 Treasurer's Report and Board Summary Report

Resolution: Recommend the Board approve the August 2021 Treasurer's Report and Board Summary Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 4.3 Expenditure Report

Resolution: Recommend the Board approve the August 2021 Expenditure Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 4.4 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 4.5 Contracted Services - General Healthcare Resources

Resolution: Recommend the Board approve the assignment of a school nurse, an agency placement through General Healthcare Resources.

Recommend the Board approve the Consent Agenda items.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

*Action (Consent): 4.6 Quote - CDW*G (Crowdstrike)*

Resolution: Recommend the Board approve the quote from CDW*G (Crowdstrike) at a cost of \$24,920.53 for the 2021-2022 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 4.7 Renewal Subscription - Education Framework

Resolution: Recommend the Board approve the renewal subscription between 21st Century Cyber Charter School and Education Framework at a cost of \$2,869.33 for the 2021-2022 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 4.8 Memorandum of Understanding - Compass Mark

Resolution: Recommend the Board approve the Memorandum of Understanding between 21st Century Cyber Charter School and Compass Mark, at no cost, for October through December 2021, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 4.9 Agreement - Servicemaster

Resolution: Recommend the Board approve the agreement between 21st Century Cyber Charter School and Servicemaster for our Murrsville location at a cost of \$900 per month for the 2021-2022 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 4.10 2021 - 2022 CEO Goals

Resolution: Recommend the Board approve the 2021-2022 CEO Goals, a copy of which are attached.

Recommend the Board approve the Consent Agenda items.

Motion by Mark Hoffman, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

5. New Business*Action: 5.1 Legal Settlement #001-2021-2022*

Recommend the Board approve the settlement for Matter #001-2021-2022 as presented. A copy of the Resolution of the Board of Trustees is also attached.

Motion by Alan Fegley, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, Jason Harris, Alan Fegley, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox
Abstain: George Fiore, Regina Speaker

Action: 5.2 Legal Agreement #002-2021-2022

Recommend the Board approve Legal Agreement #002-2021-2022 as presented. A copy of the Resolution of the Board of Trustees is also attached.

Motion by John Toleno, second by Steven Yanni.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

6. First Reading

First Reading: 6.1 2021-2022 Fund Balance Designation

7. Board Member and Public Comment

Procedural: 7.1 Board Member Comment

Procedural: 7.2 Public Comment

8. Meeting Schedule

Information: 8.1 2021-2022 Meeting Schedule

9. Adjournment

Action: 9.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by George Fiore, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Jason Harris, Alan Fegley, Regina Speaker, Steven Yanni, Michele Orner, Mollie Burnett, Andrea Fox

The Board Meeting was adjourned at 1:22 p.m.

**21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380**

**Board of Trustees
Board Meeting
November 9, 2021**



Nov 9, 2021

1. Meeting Opening

The November 9, 2021 Board Meeting was called to order by Peter Mango at 11:00 a.m.

Procedural: 1.1 Call to Order - Roll Call

Members Present:

Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Non Members Present:

Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Kevin McKenna - Solicitor, Brian Cote - Director of Curriculum, Instruction & Assessment, Dr. Nancy Giagnacova - Director of Special Education, Moncia Frank - High School Principal, Erika Laidlaw - Middle School Principal, Casey Regina - Assistant Principal, Mike Matz - IT Director, Megan Stellfox - Student Support Manager, Lucinda Currie - Human Resources Manager, Barry Johnson - Facilities Manager, Ben Ozgur - Marketing Specialist, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Brittany Trotter - Social Studies Teacher / Education Association

Procedural: 1.2 Notification of Recording

Procedural: 1.3 Pledge of Allegiance

Information: 1.4 Executive Session Announcements

Report: 1.5 CEO and Administrator Reports

Dr. Matthew Flannery thanked Mr. Jason Harris for his time and service on the Board of Trustees and wished him success in his future. Dr. George Fiore also wished Mr. Jason Harris success in his new position as Business Administrator at a larger school district.

2. Organization of Board of Trustees

Action: 2.1 Resignation of Board Member

Recommend the Board approve the resignation of Board Member, Mr. Jason Harris, effective November 5, 2021.

Motion by Peter Mango, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

3. Approval of Minutes

Action: 3.1 Approval of October 12, 2021 Minutes

Recommend the Board approve the Minutes of the October 12, 2021 Board Meeting as presented.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

4. Consent Agenda

Action (Consent): 4.1 Review of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.2 Treasurer's Report and Board Summary Report - September 2021

Resolution: Recommend the Board approve the September 2021 Treasurer's Report and Board Summary Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.3 Expenditure Report - September 2021

Resolution: Recommend the Board approve the September 2021 Expenditure Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.4 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.5 New Position - HR Assistant

Resolution: Recommend the Board approve the addition of a new position, as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.6 Agreement - ServiceMaster

Resolution: Recommend the Board approve the revised agreement between 21st Century Cyber Charter School and ServiceMaster for our Murrysville location at a cost of \$1,250 per month for the 2021-2022 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.7 Proposal - GC Commercial Cleaning

Resolution: Recommend the Board approve the proposal from GC Commercial Cleaning for a one-time post construction cleaning of the Murrysville annex for a total cost of \$700, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.8 Quote - Vector Security

Resolution: Recommend the Board approve the quote from Vector Security to install security cameras and a FOB system in the Murrysville annex for a cost of \$3,109 fee with a \$58 per month maintenance, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.9 Quote - Wayne Moving & Storage

Resolution: Recommend the Board approve the quote from Wayne Moving & Storage to move the Downingtown warehouse materials to our West Chester location for a cost of \$11,296, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.10 Agreement - School Operations Services Group, Inc.

Resolution: Recommend the Board approve the agreement between 21CCCS and School Operations Group, Inc., who will provide facilities planning services through June 30, 2022 at the cost of \$95 per hour for the first 40 hours and \$142.50 per hour for any time spent over 40 hours. The maximum amount billed per month will be \$5,000 and the maximum amount billed for the term of the agreement will be \$20,000. A copy of the contract is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.11 School Vehicle - Costars Purchase

Resolution: Recommend the Board approve the Costars purchase of a 2021 Chrysler Pacifica Passenger Wagon, from New Holland Dodge Chrysler Jeep Ram, in the amount of \$37,830.00.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.12 Agreements - Testing Locations in PA for Keystone and PSSA Testing

Resolution: Recommend the Board approve the agreements for testing locations in PA for Keystone and PSSA Testing, for a total cost of \$49,447, a copy of of which agreements are attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.13 Contract - Remote Learner

Resolution: Recommend the Board approve the contract with Remote Learner for 6 additional months at the cost of \$2,636, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.14 Contract - Knowledgemotion (BoClips)

Resolution: Recommend the Board approve the contract between 21st Century Cyber Charter School and Knowledgemotion (BoClips) at a cost of \$18,000.00 for the 2021-2022 and 2023-2024 school years, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

*Action (Consent): 4.15 Subscription - CDW*G (Adobe Creative Cloud)*

Resolution: Recommend the Board approve the subscription with CDW*G (Adobe Creative Cloud) at a cost of \$3,824.38 for the 2021-2022 and 2022-2023 school years, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.16 Agreement - Westmoreland County Community College (Graduation)

Resolution: Recommend the Board approve the agreement with Westmoreland County Community College for our graduation ceremony near Murrysville for a total cost of \$500, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.17 Agreement - Westmoreland County Community College (Prom)

Resolution: Recommend the Board approve the agreement with Westmoreland County Community College for our prom near Murrysville for a total cost of \$892.35, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.18 Project "Go" School Attendance Support

Resolution: Recommend the Board approve the Project "Go" School Attendance Support Memorandum of Understanding for the 2021-2022 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.19 Policies and Administrative Regulations

Resolution: Recommend the Board approve the below new and/or updated Policies and Administrative Regulations, copies of which are attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

5. Old Business

Action: 5.1 Legal Settlement #001-2021-2022

Recommend the Board approve the signing of the settlement agreement by the Board Chairperson for Matter #001-2021-2022 as presented. A copy of the Resolution of the Board of Trustees is also attached.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.2 2021-2022 Fund Balance Designation

Recommend the Board approve the 2021-2022 Fund Balance Designation, a copy of which is attached.

Motion by Regina Speaker, second by George Fiore.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

6. New Business

Action: 6.1 Memorandum of Understanding - Chester County Health Department

Recommend the Board approve the Memorandum of Understanding between 21st Century Cyber Charter School and Chester County Health Department to allow for rapid COVID-19 Testing on site, a copy of which is attached.

Motion by George Fiore, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 6.2 ARP ESSER Health and Safety Plan Guidance

Recommend the Board approve the ARP ESSER Health and Safety Plan Guidance, a copy of which is attached.

Motion by George Fiore, second by Mark Hoffman.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

7. Board Member and Public Comment

Procedural: 7.1 Board Member Comment

Procedural: 7.2 Public Comment

Brittany Trotter stated that she was very excited to attend the Board Meeting and future Board Meetings as part of the 21st Century Cyber Charter School Education Association and she looks forward to working together on the first contract. Peter Mango thanked Brittany Trotter and stated that the Board was also looking forward to working together.

8. Meeting Schedule

Information: 8.1 2021-2022 Meeting Schedule

9. Adjournment

Action: 9.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by George Fiore, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Mark Hoffman, John Toleno, Peter Mango, George Fiore, Regina Speaker, Dusty Blakey, Mollie Burnett, Andrea Fox

The Board Meeting was adjourned at 11:10 a.m.

**21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380**

**Board of Trustees
Board Meeting
December 14, 2021**



Dec 15, 2021

1. Meeting Opening

The December 14, 2021 Board Meeting was called to order by Peter Mango at 1:00 p.m.

Members present

Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Non Members Present:

Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Kevin McKenna - Solicitor, Loree Marchese - Business Administrator, Brian Cote - Director of Curriculum, Instruction & Assessment, Mike Matz - IT Director, Megan Stellfox - Student Support Manager, Ben Ozgur - Marketing Specialist, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Brittany Trotter - Social Studies Teacher / Education Association, Megan Thompson and Chris Turtell of Herbein + Company, Mary Certo - Shipping Clerk, Lindsay Duffield - Warehouse Support

Procedural: 1.1 Call to Order - Roll Call

Procedural: 1.2 Notification of Recording

Procedural: 1.3 Pledge of Allegiance

Information: 1.4 Executive Session Announcements

Report: 1.5 CEO and Administrator Reports

Dr. Flannery thanked the Bucks County and Montgomery County Board Members for their years of service to 21st Century Cyber Charter School. He also spoke about Trey, a sophomore at 21CCCS, who recently appeared on ABC's Shark Tank and obtained a \$300,000 investment in his designer clothing line.

2. Organization of Board of Trustees

Procedural: 2.1 Oath of Office

Dr. Speaker indicated she was speaking behalf of herself and the Montgomery County Board Members in that it was a difficult decision to resign from the 21st Century Cyber Charter School Board of Trustees. She thanked Dr. Flannery, Brian Cote and Peter Mango for their leadership and also thanked Kevin McKenna for his guidance and direction. The decision to leave was ultimately one out of consideration of time and availability to participate in the Board of Trustees. They enjoyed their work here and being a part of the 21CCCS Community.

Peter Mango thanked both the Bucks County and Montgomery County Board Members for their years of service.

Action: 2.2 Resignation of Bucks County and Montgomery County Board Members
Recommend the Board approve the resignation of the Bucks County and Montgomery County Board Members, effective January 1, 2022.

Motion by George Fiore, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

3. Approval of Minutes

Action: 3.1 Approval of November 9, 2021 Minutes

Recommend the Board approve the Minutes of the November 9, 2021 Board Meeting as presented.

Motion by George Fiore, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

4. Consent Agenda

Action (Consent): 4.1 Review of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.2 Treasurer's Report and Board Summary Report - October 2021

Resolution: Recommend the Board approve the October 2021 Treasurer's Report and Board Summary Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.3 Expenditure Report - October 2021

Resolution: Recommend the Board approve the October 2021 Expenditure Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.4 Designated Employees for School Procurement / Credit Cards

Resolution: Recommend the Board approve the designated employees indicated below to use school procurement/credit cards for the 2021-2022 SY.

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.5 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.6 Agreement - Coatesville Country Club (Prom)

Resolution: Recommend the Board approve the agreement with Coatesville Country Club for our prom near West Chester for a total cost of \$3276.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.7 Contract - Westmoreland County Community College - NJHS & NHS Ceremony

Resolution: Recommend the Board approve the contract with Westmoreland County Community College for the NJHS and NHS Ceremony near our Murrysville location for a cost of \$1,534.48 for the 2021-2022 SY. This cost reflects 75 attendees and may change according to the actual number of attendees at the ceremony.

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.8 Contracts - Testing Locations in PA for Keystone and PSSA Testing

Resolution: Recommend the Board approve the contracts for testing locations in PA for Keystone and PSSA Testing, for a total cost of \$18,480.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.9 Agreement - Carbon Lehigh Intermediate Unit

Resolution: Recommend the Board approve the agreement with Carbon Lehigh Intermediate Unit for related services for the 2021-2022 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.10 Quote - Sycamore International Inc.

Resolution: Recommend the Board approve the quote from Sycamore International Inc. for the pay out to 21CCCS of old and/or disposal of unusable technology equipment for the minimum amount of \$38,500.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.11 Amended Contract - Remote Learner

Resolution: Recommend the Board approve the amended contract with Remote Learner for 6 additional months at the cost of \$2,363.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.12 Policies and Administrative Regulations

Resolution: Recommend the Board approve the below new and/or updated Policies and Administrative Regulations, copies of which are attached.

Recommend the Board approve the Consent Agenda items.

Motion by Regina Speaker, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

5. New Business*Action: 5.1 Satisfaction of Mortgage for 1245 Wrights Lane, West Chester, PA*

Recommend the Board approve payment to Fulton Bank in the amount of \$3,038,951.40 to satisfy early payment of the Fulton Bank Commercial Loan for a Tax-Exempt Revenue Note - Series 2019 disbursed March 5, 2019. Original payments were scheduled through March 2029. Interest savings estimated to be \$161,328.60.

Motion by George Fiore, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.2 ARP ESSER Health and Safety Plan Guidance

Recommend the Board approve the ARP ESSER Health and Safety Plan Guidance, a copy of which is attached.

Motion by Regina Speaker, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.3 Amend the Agenda

Recommend the Board approve amending the agenda to reflect the 2020-2021 Financial Audit, originally in First Reading Agenda Item 5.1, changed to approve the 2020-2021 Financial Audit, which will now be presented to the Board under Agenda Item 5.4.

Motion by George Fiore, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.4 2020-2021 Financial Audit

Recommend the Board approve the 2020-2021 Financial Audit, a copy of which is attached.

Motion by Regina Speaker, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

6. Board Member and Public Comment

Procedural: 6.1 Board Member Comment

Dr. George Fiore thanked Dr. Flannery, Loree Marchese, Megan Thompson and Chris Turtell of Herbein + Company for the presentation and completion of the 2020-2021 Financial Audit. He wished everyone Happy Holidays. Dr. Regina Speaker echoed Dr. Fiore's sentiments.

Procedural: 6.2 Public Comment

7. Meeting Schedule

Information: 7.1 2021-2022 Meeting Schedule

Peter Mango confirmed that the January Board Meeting would be virtual and that we would begin having board meetings in person starting in February.

8. Adjournment

Action: 8.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by George Fiore, second by Regina Speaker.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

The Board Meeting was adjourned at 1:22 p.m.

**21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380**

**Board of Trustees
Board Meeting
January 11, 2022**



Jan 11, 2022

1. Meeting Opening

The January 11, 2022 Board Meeting was called to order by Peter Mango at 1:11 p.m.

Procedural: 1.1 Call to Order - Roll Call

Members Present:

Peter Mango, George Fiore, Alan Fegley, Regina Speaker, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Non Members Present:

Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Carolyn Flynn - Solicitor, Loree Marchese - Business Administrator, Brian Cote - Director of Curriculum, Instruction & Assessment, Monica Frank - High School Principal, Erika Laidlaw - Middle School Principal, Casey Regina - Assistant Principal, Mike Matz - IT Director, Megan Stellfox - Student Support Manager, Lucinda Currie - Human Resources Manager, Barry Johnson - Facilities Manager, Ben Ozgur - Marketing Specialist, George Wade - Lead Tech Support, Aubrey Day - ISD Tech Developer, Brittany Trotter - Social Studies Teacher / Education Association

Procedural: 1.2 Notification of Recording

Procedural: 1.3 Pledge of Allegiance

Information: 1.4 Executive Session Announcements

Report: 1.5 CEO and Administrator Reports

2. Organization of Board of Trustees

Action: 2.1 Annual Organization of the Board - Appoint Temporary Chairperson

Recommend the Board appoint Dr. George Fiore as a temporary Chairperson for the election of a 2022 Board Chairperson and 2022 Board Vice Chairperson.

Motion by George Fiore, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Abstain: George Fiore

Action: 2.2 Annual Organization of the Board - Nominate 2022 Chairperson

Recommend the Board nominate a 2022 Chairperson. The Board of Trustees Nominations Committee has recommended Peter Mango as the 2022 Chairperson.

Motion by Alan Fegley, second by Dusty Blakey.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Abstain: Peter Mango

Action: 2.3 Annual Organization of the Board - Elect 2022 Chairperson

Recommend the Board elect Peter Mango as the 2022 Chairperson.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Abstain: Peter Mango

Action: 2.4 Annual Organization of the Board - Nominate a 2022 Vice Chairperson

Recommend the Board nominate a 2022 Vice Chairperson. The Board of Trustees Nominations Committee has recommended Andrea Fox as the 2022 Vice Chairperson.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett

Abstain: Andrea Fox

Action: 2.5 Annual Organization of the Board - Elect a 2022 Vice Chairperson

Recommend the Board elect Andrea Fox as the 2022 Vice Chairperson.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett

Abstain: Andrea Fox

Action: 2.6 Annual Organization of the Board - Appoint a 2022 Board Treasurer

Recommend the Board appoint Loree Marchese as the 2022 Board Treasurer.

Motion by George Fiore, second by Dusty Blakey.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 2.7 Annual Organization of the Board - Appoint a 2022 Board Secretary

Recommend the Board appoint Lisa Iozzi as the 2022 Board Secretary.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Procedural: 2.8 Oath of Office - Officers

3. Approval of Minutes

Action: 3.1 December 14, 2021 Minutes

Recommend the Board approve the Minutes of the December 14, 2021 Board Meeting as presented.

Motion by George Fiore, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

4. Amend The Agenda

Action: 4.1 Motion to Amend the Agenda

Recommend the Board approve amending the agenda to remove Agenda Item 5.16 from the Consent Agenda.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 4.2 Graduation Requirements - Tabled

Recommend the Board table revising the graduation requirement for 21CCCS students from 22 credits to 21 credits beginning with the 2022-2023 school year.

Motion by Alan Fegley, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

5. Consent Agenda

Action (Consent): 5.1 Review of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 5.2 Treasurer's Report and Board Summary Report - November 2021

Resolution: Recommend the Board approve the November 2021 Treasurer's Report and Board Summary Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 5.3 Expenditure Reports - November 2021

Resolution: Recommend the Board approve the November 2021 Expenditure Reports from Fulton Bank and PSDLAF, as presented.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 5.4 2020-2021 Financial Audit

Resolution: Recommend the Board approve the 2020-2021 Financial Audit, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 5.5 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 5.6 New Position - Fiscal Assistant, Collections

Resolution: Recommend the Board approve the addition of the position of Fiscal Assistant - Collections, as presented.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 5.7 New Position - School Counselor

Resolution: Recommend the Board approve the new position, to support ongoing student enrollment, as presented.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 5.8 Proposal - Carmody & Associates, Ltd.

Resolution: Recommend the Board approve the proposal for an appraisal of the Downingtown location to be completed by Carmody & Associates, Ltd. at a cost of \$2,500.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 5.9 Proposal - Wiss, Janney, Elstner Associates, Inc.

Resolution: Recommend the Board ratify the proposal for a roofing condition assessment from Wiss, Janney, Elstner Associates, Inc. for our West Chester location in the amount of \$7,880.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 5.10 Proposal - R. Titter Roofing

Resolution: Recommend the Board ratify the proposal from R. Titter Roofing for a partial roof and gutter repair for our West Chester location in the amount of \$15,045.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 5.11 Rider - Vector Security

Resolution: Recommend the Board ratify the rider from Vector Security for the installation of a doorbell at our West Chester location in the amount of \$375.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 5.12 Quote - Corporate Environments

Resolution: Recommend the Board approve the quote from Corporate Environments for additional partitions in anticipation of the staff returning to full time in person work for our West Chester and Murrysville locations, in the amount of \$17,155.90, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 5.13 Revised Agreement - Coatesville Country Club (Prom)

Resolution: Recommend the Board approve the revised agreement with Coatesville Country Club for our prom near West Chester for a total cost of \$3276.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 5.14 Agreement - DJ Randy Barker

Resolution: Recommend the Board approve the agreement between 21CCCS and DJ Randy Barker for the 2021-2022 Murrysville prom for a total cost of \$275, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 5.15 Proposal - Curriculum Management Solutions, Inc.

Resolution: Recommend the Board approve a curriculum audit proposal from Curriculum Management Solutions, Inc. for a total cost of \$28,000 with a projected start date of Fall 2022, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Dr. Fiore thanked Dr. Flannery and the administrative team for proposal of a curriculum audit as we look to the future. He said it is a great idea to help 21CCCS do better and to reinforce what we already do well.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 5.16 Revised / Updated Language in Policies

Resolution: Recommend the Board approve the revisions to Policies 0001 (Bylaws) and 0004 (Qualifications and Service), a copy of which are attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

6. New Business

Information: 6.1 4020-AR-3 - Procurement - Federal Programs

Action: 6.2 Legal Settlement #003-2021-2022

Recommend the Board approve Legal Agreement #003-2021-2022 as presented. A copy of the Resolution of the Board of Trustees is also attached.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

7. Board Member and Public Comment

Procedural: 7.1 Board Member Comment

Procedural: 7.2 Public Comment

8. Meeting Schedule

Information: 8.1 2021-2022 Meeting Schedule

Meetings as of the February 8, 2022 Board Meeting will be returning to in-person. Dr. Fiore confirmed with Lisa Iozzi that, if necessary, Board Members can continue to join meetings through Zoom.

9. Adjournment

Action: 9.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by George Fiore, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

The Board Meeting adjourned at 1:27 p.m.

**21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380**

**Board of Trustees
Board Meeting
February 8, 2022**



1. Meeting Opening

The February 8, 2022 Board Meeting was called to order by Andrea Fox at 1:03 p.m.

Feb 8, 2022

Procedural: 1.1 Call to Order - Roll Call

Members Present:

George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Non Members Present:

Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Kevin McKenna - Solicitor, Loree Marchese - Business Administrator, Brian Cote - Director of Curriculum, Instruction & Assessment, Monica Frank - High School Principal, Casey Regina - Assistant Principal, Megan Stellfox - Student Support Manager, Lucinda Currie - Director of Human Resources, Ben Ozgur - Marketing Specialist, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Ashley Cooke, School Counselor

Procedural: 1.2 Notification of Recording

Procedural: 1.3 Pledge of Allegiance

Information: 1.4 Executive Session Announcements

Report: 1.5 CEO and Administrator Reports

After the presentation by Monica Frank and Ashley Cooke regarding the proposed graduation requirements beginning with the 2022-2023 SY, Mollie Burnett questioned as to whether the 4th credit of Math could be opened to High School Electives. Monica Frank indicated they had researched other schools and there were some schools that opened the 4th credit to Electives and other schools who only opened the 4th credit to Math, Science or Social Studies. Our proposed change was to keep the 22 credit requirement, while opening the 4th Math credit to Math, Science or Social Studies at this time. Mollie Burnett indicated she was in full support of this decision. Dr. George Fiore echoed her sentiment and with his past experience as a High School Principal, he loved the idea of student choice and thanked the team for the student centered approach, while keeping the academic vigor.

2. Approval of Minutes

Action: 2.1 January 11, 2022 Minutes

Recommend the Board approve the Minutes of the January 11, 2022 Board Meeting as presented.

Motion by Andrea Fox, second by George Fiore.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

3. Consent Agenda

Action (Consent): 3.1 Review of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by Michele Orner, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.2 Treasurer's Report and Board Summary Report - December 2021

Resolution: Recommend the Board approve the December 2021 Treasurer's Report and Board Summary Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Michele Orner, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.3 Expenditure Report - December 2021

Resolution: Recommend the Board approve the December 2021 Expenditure Report from Fulton Bank, as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Michele Orner, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.4 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by Michele Orner, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.5 Agreement - Erbacher Consulting

Resolution: Recommend the Board approve the agreement with Erbacher Consulting LLC for the State Mandatory Threat Assessment Team School Safety Training at a cost of \$2,000, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Michele Orner, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.6 Agreement - Centric Business Systems

Resolution: Recommend the Board approve the agreement with Centric Business Systems for upgrading our 4 copiers with PaperCut which tracks copies and usage at a rate of \$.005 for black and white copies and \$.045 for color copies, which will be billed on a monthly basis, for the 2021-2022 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Michele Orner, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.7 Renewal Subscription - Turnitin

Resolution: Recommend the Board approve the subscription with Turnitin for the 2022-2023 through the 2024-2025 SYs, at a cost of \$6,500 per year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Michele Orner, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.8 Contract - West Chester Rustin High School (Graduation)

Resolution: Recommend the Board approve the contract between 21CCCS and West Chester Rustin High School for graduation to be held on June 3, 2022 at a cost of \$225.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Michele Orner, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

4. New Business*Action: 4.1 ARP ESSER Health and Safety Plan Guidance*

Recommend the Board approve the updated ARP ESSER Health and Safety Plan Guidance, a copy of which is attached.

Motion by Alan Fegley, second by Michele Orner.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 4.2 2021-2022 Org Chart

Recommend the Board approve the 2021-2022 Org Chart, a copy of which is attached.

Motion by Michele Orner, second by George Fiore.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 4.3 Reclassification of Position

Recommend the Board approve the reclassification of the existing position of Human Resources Manager to Director of Human Resources, as presented.

Motion by George Fiore, second by Dusty Blakey.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 4.4 Pilot - Academic Advisor Position

Recommend the Board approve an Academic Advisor Pilot, details of which are presented below.

Motion by Andrea Fox, second by George Fiore.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 4.5 Motion to Amend the Agenda

Recommend the Board approve amending Agenda Item 4.6 to reflect the Graduation Requirements as presented under Administrator Reports.

Motion by George Fiore, second by Dusty Blakey.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 4.6 Graduation Requirements

Recommend the Board approve the graduation requirements as presented beginning with the 2022-2023 school year.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Information: 4.7 New Administrative Regulations

5. Board Member and Public Comment

Procedural: 5.1 Board Member Comment

Dr. Alan Fegley thanked the staff for presenting the supporting data on the graduation requirements proposal. Dr. George Fiore congratulated Cindy Currie on her new title.

Procedural: 5.2 Public Comment

6. Meeting Schedule

Information: 6.1 2021-2022 Meeting Schedule

7. Adjournment

Action: 7.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by Andrea Fox, second by George Fiore.

Final Resolution: Motion Carries

Yea: George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

The Board Meeting was adjourned by Andrea Fox at 1:26 p.m.

**21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380**

**Board of Trustees
Board Meeting
March 8, 2022**



Mar 8, 2022

1. Meeting Opening

The March 8, 2022 Board Meeting was called to order by Peter Mango at 1:06 p.m.

Procedural: 1.1 Call to Order - Roll Call

Members Present:

Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Non Members Present:

Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Maria Kane - Solicitor, Loree Marchese - Business Administrator, Brian Cote - Director of Curriculum, Instruction & Assessment, Nancy Giagnacova - Director of Special Education, Monica Frank - High School Principal, Erika Laidlaw - Middle School Principal, Casey Regina - Assistant Principal, Mike Matz - IT Director, Lucinda Currie - Director of Human Resources, Megan Stellfox - Student Support Manager, Ben Ozgur - Marketing Specialist, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Brittany Trotter - Social Studies Teacher, Veronica Danahy - Fiscal Assistant/Payroll, Katie Murtagh - Administrative Assistant

Procedural: 1.2 Notification of Recording

Procedural: 1.3 Pledge of Allegiance

Information: 1.4 Executive Session Announcements

Report: 1.5 CEO and Administrator Reports

2. Approval of Minutes

Action: 2.1 February 8, 2022 Minutes

Recommend the Board approve the Minutes of the February 8, 2022 Board Meeting as presented.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

3. Consent Agenda

Action (Consent): 3.1 Review of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action (Consent): 3.2 Treasurer's Report and Board Summary Report - January 2022

Resolution: Recommend the Board approve the January 2022 Treasurer's Report and Board Summary Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action (Consent): 3.3 Expenditure Report - January 2022

Resolution: Recommend the Board approve the January 2022 Expenditure Report from Fulton Bank, as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action (Consent): 3.4 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action (Consent): 3.5 Renewal Contracts - DVL Group, Inc.

Resolution: Recommend the Board approve the Renewal Contracts between 21CCCS and DVL Group, Inc. for the maintenance of the 2 Vertiv / Liebert Minimate crac units (HVAC Units) for the West Chester location server room for the remainder of the 2021-2022 SY and the 2022-2023 SY for a total cost of \$2,175.00 and \$4,437.00, respectively, copies of which are attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action (Consent): 3.6 Renewal Contract - Cummins, Inc.

Resolution: Recommend the Board approve the Renewal Contract between 21CCCS and Cummins, Inc. for the maintenance of our generators for 2022, 2023 and 2024 for a total cost of \$11,587.50 a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action (Consent): 3.7 Estimate - Logic. (Camera Upgrades)

Resolution: Recommend the Board approve the estimate for the camera upgrades provided by Logic. for our Murrysville and West Chester offices for a total cost of \$49,236.05, copies of which are attached. The project will be funded as part of Committed Fund Balance - Technology - Infrastructure.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action (Consent): 3.8 2022-2023 MS and HS Course Catalogs

Resolution: Recommend the Board approve the 2022-2023 MS and HS Course Catalogs, copies of which are attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action (Consent): 3.9 Pilot Subscription - McGraw-Hill ALEKS

Resolution: Recommend the Board approve the pilot subscription with McGraw-Hill ALEKS for math screening software used to help learn where students are at mathematically entering high school for the last quarter of the 2021-2022 school year at a cost of \$2,070.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action (Consent): 3.10 School Trip - Pittsburgh Zoo and PPG Aquarium

Resolution: Recommend the Board approve the annual end of year party and all school field trip to the Pittsburgh Zoo and PPG Aquarium on June 2, 2022 for a cost of \$150 for pavilion rental and \$2 per student and family member that attends. A copy of the Reservation Guidelines is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action (Consent): 3.11 School Trip - Knoebles Amusement Park

Resolution: Recommend the Board approve the annual end of year party and all school field trip to Knoebels Amusement Park on June 2, 2022 for cost of \$12 per ride pass for each student. A copy of the Park Rules, Terms & Conditions and Invoice is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action (Consent): 3.12 School Trip - Museum of the American Revolution

Resolution: Recommend the Board approve a school trip to the Museum of the American Revolution on April 1, 2022 for an approximate cost of \$358 for 30 students and 5 adults. The final cost will be determined based on the number of attendees. A copy of the Contract is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action (Consent): 3.13 Adventure Club Trip - Phillies Game

Resolution: Recommend the Board approve an Adventure Club trip to the Phillies Game on April 13, 2022, pending any adjustments to the Phillies Season Schedule, for a cost of \$15 for the group ticket order and \$10 per student. The final cost will be determined based on the number of attendees. A copy of the Contract is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action (Consent): 3.14 Adventure Club Trip Bus - New Rhoads Transportation

Resolution: Recommend the Board approve the Agreement with New Rhoads Transportation for the bus to the Phillies Game on April 13, 2022 for a total cost of \$875.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action (Consent): 3.15 Location Agreements - Community Outreach Events

Resolution: Recommend the Board approve the agreements with each of the locations listed below for Community Outreach during National Library Week for a total cost of \$251.50. A list of the locations and fees involved is below.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action (Consent): 3.16 Updated Contract - West Chester Rustin High School (Graduation)

Resolution: Recommend the Board approve the updated contract between 21CCCS and West Chester Rustin High School for graduation to be held on June 3, 2022 at a cost of \$225.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action (Consent): 3.17 Agreement - Portraits by Sean

Resolution: Recommend the Board approve the Agreement with Portraits by Sean for graduation portraits at both locations for a total cost of \$2,500, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action (Consent): 3.18 2022-2023 School Calendar

Resolution: Recommend the Board approve the 2022-2023 School Calendar, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action (Consent): 3.19 2022-2023 Student Parent Handbook

Resolution: Recommend the Board approve the 2022-2023 Student Parent Handbook, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

4. New Business

Action: 4.1 ARP ESSER Health and Safety Plan Guidance

Recommend the Board approve the updated ARP ESSER Health and Safety Plan Guidance, a copy of which is attached.

Motion by George Fiore, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action: 4.2 Agreement - School Operations Services Group, Inc.

Recommend the Board approve the agreement between 21CCCS and School Operations Group, Inc., who will provide a substitute maintenance technician through June 30, 2022 at the cost of \$29.36 per hour. A copy of the agreement is attached.

Motion by Michele Orner, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action: 4.3 Technology Review Proposal - Chester County Intermediate Unit

Recommend the Board approve the Technology Review Proposal from Chester County Intermediate Unit at a cost of \$11,650.00, a copy of which is attached.

Motion by Alan Fegley, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Abstain: George Fiore

Action: 4.4 New Positions SY 2022-2023 - Teaching Assistant

Recommend the Board approve the addition of two new full time Teaching Assistant positions, as presented below.

Motion by Andrea Fox, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Action: 4.5 Confidential Student Matter

Recommend the Board approve the Confidential Student Matter as presented.

Motion by Alan Fegley, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

Information: 4.6 Administrative Regulations

5. Board Member and Public Comment

Procedural: 5.1 Board Member Comment

Procedural: 5.2 Public Comment

6. Meeting Schedule

Information: 6.1 2021-2022 Meeting Schedule

7. Adjournment

Action: 7.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Andrea Fox

The March 8, 2022 Board Meeting was adjourned at 1:15 p.m.

**21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380**

**Board of Trustees
Board Meeting
April 12, 2022**



Apr 12, 2022

1. Meeting Opening

The April 12, 2022 Board Meeting was called to order by Peter Mango at 1:04 p.m.

Procedural: 1.1 Call to Order - Roll Call

Members Present:

Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Non Members Present:

Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Carolyn Flynn - Solicitor, Maria Kane - Solicitor, Loree Marchese - Business Administrator, Brian Cote - Director of Curriculum, Instruction & Assessment, Nancy Giagnacova - Director of Special Education, Monica Frank - High School Principal, Erika Laidlaw - Middle School Principal, Casey Regina - Assistant Principal, Mike Matz - IT Director, Lucinda Currie - Director of Human Resources, Megan Stellfox - Student Support Manager, Ben Ozgur - Marketing Specialist, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Brittany Trotter - Social Studies Teacher, Blair Christo - Confidential Secretary/Substitute Board Secretary, Veronica Danahy - Fiscal Assistant/Payroll, Katie Murtagh - Administrative Assistant

Procedural: 1.2 Notification of Recording

Procedural: 1.3 Pledge of Allegiance

Information: 1.4 Executive Session Announcements

Action: 1.5 Motion to Amend Agenda to Remove Agenda Item 4.2 (Confidential Settlement Agreement)

Recommend the Board approve amending the agenda to remove Agenda Item 4.2 (Confidential Settlement Agreement) from New Business.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Report: 1.6 CEO and Administrator Reports

2. Approval of Minutes

Action: 2.1 March 8, 2022 Minutes

Recommend the Board approve the Minutes of the March 8, 2022 Board Meeting as presented.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

3. Consent Agenda

Action (Consent): 3.1 Review of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.2 Treasurer's Report and Board Summary Report - February 2022

Resolution: Recommend the Board approve the February 2022 Treasurer's Report and Board Summary Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.3 Expenditure Report - February 2022

Resolution: Recommend the Board approve the February 2022 Expenditure Report from Fulton Bank, as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.4 Renewal Contract - Central Susquehanna Intermediate Unit

Resolution: Recommend the Board approve the renewal contract with Central Susquehanna Intermediate Unit (CSIU) at a cost of \$29,065.88 for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.5 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.6 Renewal Subscription - Frontline Education (Employee Evaluation and Professional Learning)

Resolution: Recommend the Board approve the renewal of the current Frontline Education subscription (EEM and PLM modules) for the 2022-2023 SY at a cost of \$8,198.29, a copy of which is attached. A breakdown of cost is listed below.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.7 Subscription - Frontline Education - Applicant Tracking

Resolution: Recommend the Board approve the replacement of the School's current recruitment and candidate management portal with Frontline Education for a total cost of \$7,200, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.8 School Trip - Churchville Nature Center

Resolution: Recommend the Board approve a school trip to the Churchville Nature Center on May 3, 2022 for an approximate cost of \$405.00 for 30 students. The final cost will be determined based on the number of attendees. A copy of the Contract is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.9 Field Day - West Goshen Community Park

Resolution: Recommend the Board approve the application for Field Day at West Goshen Community Park for May 6, 2022 for a total cost of \$161.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.10 School Trip - Escape West Chester

Resolution: Recommend the Board approve a department trip to West Chester Escape on May 11, 2022 for a cost of \$12 per attendee.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.11 Contract - Teal Tuesday (Prom DJ)

Resolution: Recommend the Board approve the contract between 21st Century Cyber Charter School and Teal Tuesday in the amount of \$500.00, for the 2021-2022 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.12 Contracts - Westmoreland County Community College (PSSA and Keystone Testing Location)

Resolution: Recommend the Board approve the contracts between 21CCCS and Westmoreland County Community College for PSSA and Keystone Room Rentals for the 2021-2022 SY, at a total cost of \$2,400.00, copies of which are attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

4. New Business

Action: 4.1 Sale of Building

Recommend the Board approve the Purchase and Sale Contract as attached.

Motion by George Fiore, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.3 New Positions - SY 2022-2023

Recommend the Board approve the creation of new positions, as presented, pending the 2022-23 budget approval.

Dr. George Fiore thanked Dr. Matthew Flannery and his team for the support system that impacts the students directly.

Motion by Alan Fegley, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Information: 4.4 Administrative Regulations

5. Board Member and Public Comment

Procedural: 5.1 Board Member Comment

Procedural: 5.2 Public Comment

6. Meeting Schedule

Information: 6.1 2021-2022 Meeting Schedule

7. Adjournment

Action: 7.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

The Board Meeting was adjourned at 1:37 p.m.

**21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380**

**Board of Trustees
Board Meeting
May 10, 2022**



May 13, 2022

1. Meeting Opening

The May 10, 2022 Board Meeting was called to order by Peter Mango at 1:01 p.m.

Procedural: 1.1 Call to Order - Roll Call

Members Present:

Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Non Members Present:

Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Kevin McKenna - Solicitor, Loree Marchese - Business Administrator, Brian Cote - Director of Curriculum, Instruction & Assessment, Nancy Giagnacova - Director of Special Education, Dr. Monica Frank - High School Principal, Erika Laidlaw - Middle School Principal, Casey Regina - Assistant Principal, Mike Matz - IT Director, Lucinda Currie - Director of Human Resources, Megan Stellfox - Student Support Manager, Ben Ozgur - Marketing Specialist, John Provasnik - ISD Coordinator, Brittany Trotter - Social Studies Teacher, Veronica Danahy - Fiscal Assistant/Payroll, Katie Murtagh - Administrative Assistant, Greg Grimm - Exude, Lorraine Harmer - Member of the Public

Procedural: 1.2 Notification of Recording

Procedural: 1.3 Pledge of Allegiance

Information: 1.4 Executive Session Announcements

Action: 1.5 Amend Agenda to Remove Agenda Item 3.9 from Consent Agenda

Recommend the Board approve amending the agenda to remove Agenda Item 3.9 (Employee Handbook 2022-2023 SY - Non-Union) from the Consent Agenda.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Not Present at Vote: Alan Fegley, Dusty Blakey

Action: 1.6 Move Agenda Item 3.9 (Employee Handbook 2022-2023 SY - Non-Union) to New Business

Recommend the Board approve moving Agenda Item 3.9 (Employee Handbook 2022-2023 SY - Non-Union) to New Business as Agenda Item 4.9.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Not Present at Vote: Alan Fegley, Dusty Blakey

Report: 1.7 CEO and Administrator Reports

2. Approval of Minutes

Action: 2.1 April 12, 2022 Minutes

Recommend the Board approve the Minutes of the April 12, 2022 Board Meeting as presented.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

3. Consent Agenda

Action (Consent): 3.1 Review of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.2 Treasurer's Report and Board Summary Report - March 2022

Resolution: Recommend the Board approve the March 2022 Treasurer's Report and Board Summary Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.3 Expenditure Report - March 2022

Resolution: Recommend the Board approve the March 2022 Expenditure Report from Fulton Bank, as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.4 Renewal Proposal - Assetworks

Resolution: Recommend the Board approve the renewal proposal from Assetworks for our annual fixed asset inventory process at a cost of \$3,850, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.5 Renewal Agreement - Conrad Seigel

Resolution: Recommend the Board approve the renewal agreement with Conrad Seigel to provide actuarial GASB 75 valuation and related services for a total cost of \$3,675 for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.6 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.7 Summer Seasonal Part-Time Help

Resolution: Recommend the Board approve the hire of Summer/Seasonal part time help for Summer 2022.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.8 2022-2023 SY Benefits

Resolution: Recommend the Board approve the proposed renewal rates for the 2022-2023 SY employee benefit plans.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.9 Renewal Subscription - Vector Solutions dba Scenario Learning

Resolution: Recommend the Board approve the renewal subscription with Vector Solutions dba Scenario Learning at a cost of \$1,342.19 for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.10 Renewal Agreement - National School Applications Network (PA REAP)

Resolution: Recommend the Board approve the renewal agreement with National School Applications Network (PA REAP) for a total cost of \$899 for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.11 Renewal Contract - Arkadas Group

Resolution: Recommend the Board approve the renewal contract between 21st Century Cyber Charter School and Arkadas Group at a cost of \$575,700 for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.12 Renewal Agreement - Niche.com

Resolution: Recommend the Board approve the renewal agreement with Niche.com at a cost of \$24,990 for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.13 Renewal Contract - Webimax

Resolution: Recommend the Board approve the renewal contract with Webimax at a cost of \$34,500 for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.14 Renewal Subscription - Yext

Resolution: Recommend the Board approve the renewal subscription with Yext at a cost of \$898 for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.15 Contract - Berks County Intermediate Unit - Related Services

Resolution: Recommend the Board approve the contract with Berks County Intermediate Unit for related services at costs compliant with industry standards for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.16 Contract - Carbon Lehigh Intermediate Unit #21 - Related Services

Resolution: Recommend the Board approve the contract with Carbon Lehigh Intermediate Unit #21 for related services at costs compliant with industry standards for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.17 Renewal Contract - Delta-T

Resolution: Recommend the Board approve the renewal contract with Delta-T at costs indicated below for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.18 Renewal Agreement - Sweet, Stevens, Katz & Williams LLP

Resolution: Recommend the Board approve the renewal Agreement with Sweet, Stevens, Katz & Williams LLP as special education pool counsel at a cost of \$7,500 for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.19 Renewal Contract - Therapy Source

Resolution: Recommend the Board approve the renewal contract with Therapy Source at costs indicated below for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.20 Renewal Contract - U.S. Healthcare Services

Resolution: Recommend the Board approve the renewal contract with U.S. Healthcare Services at costs indicated below for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.21 Renewal Subscription - Edmentum

Resolution: Recommend the Board approve the renewal subscription with Edmentum for a total cost of \$43,500 for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.22 Subscription - Formative

Resolution: Recommend the Board approve the subscription with Formative for a total cost \$12,733.00 for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.23 Renewal Quote - IXL Learning

Resolution: Recommend the Board approve the renewal quote with IXL Learning for a total cost of \$30,970.00 for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.24 Renewal Agreement - Maxim Healthcare

Resolution: Recommend the Board approve the renewal agreement with Maxim Healthcare for costs outlined below for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.25 Renewal Subscription - McGraw Hill ALEKS

Resolution: Recommend the Board approve the renewal subscription with McGraw Hill ALEKS for a total cost of \$12,500 for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.26 Renewal Subscription - Read Speaker

Resolution: Recommend the Board approve the renewal subscription with Read Speaker at a cost of \$3,960.00 for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.27 Renewal Contract - Baxter Landscaping -Remainder of 2021-2022 SY

Resolution: Recommend the Board approve the renewal contract with Baxter Landscaping for a total cost of \$5,038.74 for the remainder of the 2021-2022 SY (April 1, 2022 through June 30, 2022), a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.28 Renewal Contract - Baxter Landscaping - 2022-2023 SY

Resolution: Recommend the Board approve the renewal contract with Baxter Landscaping for a total cost of \$11,757.06 for the 2022-2023 SY (July 1, 2022 through January 1, 2023), a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.29 Renewal Contract - Baxter Landscaping - Snow Removal - 2022-2023 SY

Resolution: Recommend the Board approve the renewal contract with Baxter Landscaping for snow removal for costs outlined below for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.30 Renewal Agreement - A.J. Blosenski Trash & Recycling Service

Resolution: Recommend the Board approve the renewal agreement with A.J. Blosenski Trash & Recycling Service for the 2022-2023 SY for a total cost of \$4,099.20, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.31 Renewal Contract - Brandywine Maintenance

Resolution: Recommend the Board approve the renewal contract with Brandywine Maintenance for the 2022-2023 SY for a total cost of \$6,500 per month, plus supplies, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.32 Renewal Agreement - Cooper Mechanical Services

Resolution: Recommend the Board approve the renewal agreement with Cooper Mechanical Services for the 2022-2023 SY for a total cost of \$1,350, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.33 Renewal Agreement - Ehrlich

Resolution: Recommend the Board approve the renewal agreement with Ehrlich for the 2022-2023 SY for a total cost of \$2,262, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.34 Renewal Agreement - Keystone Fire and Security

Resolution: Recommend the Board approve the renewal agreement with Keystone Fire and Security for the 2022-2023 SY for a total cost of \$239.40, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.35 Renewal Agreement - Climatech

Resolution: Recommend the Board approve the renewal agreement with Climatech for the 2022-2023 SY for a total cost of \$17,952, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.36 Renewal Contract - ServiceMaster

Resolution: Recommend the Board approve the renewal contract with ServiceMaster for the 2022-2023 SY for a total cost of \$17,952, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.37 Revised 2022-2023 School Calendar

Resolution: Recommend the Board approve the revised 2022-2023 School Calendar, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.38 ATSI Plan

Resolution: Recommend the Board approve the ATSI Plan for the 2022-2023 SY, a copy of which is attached. A copy of the Board Affirmation Statement is also attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.39 Renewal Subscription - Bent Creek Services

Resolution: Recommend the Board approve the renewal subscription with Bent Creek Services for the policy maintenance and administrative regulations maintenance program at a cost of \$7,503.00 (breakdown below) for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.40 Renewal Quote - Diligent Corporation

Resolution: Recommend the Board approve the renewal quote from Diligent Corporation at a cost \$9,548 for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.41 Policies

Resolution: Recommend the Board approve the policies as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

4. New Business

Action: 4.1 Renewal Contract - Chester County Intermediate Unit - Related Services

Recommend the Board approve the renewal contract with Chester County Intermediate Unit for related services at costs compliant with industry standards for the 2022-2023 SY, a copy of which is attached.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 4.2 Agreement - School Operations Services Group, Inc.

Recommend the Board approve the agreement between 21CCCS and School Operations Group, Inc., who will provide a Facilities Manager for the 2022-2023 SY at the cost of no less than \$28.84 and no more than \$33.65 per hour. A copy of the agreement is attached.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 4.3 Form 990

Recommend the Board approve 21CCCS's Form 990, Return of Organization Exempt From Income Tax, a copy of which is attached.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 4.4 Designated Employees for School Gas Credit Card

Recommend the Board approve the designated employees indicated below to use the school gas credit card for testing purposes in April or May 2022.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 4.5 Apple Lease

Recommend the Board approve early payoff of all active Apple Leases originating from 2020. There is no penalty for early payoff.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 4.6 Confidential Settlement Agreement in Legal Matter #004-2021-2022

Recommend the Board approve Confidential Settlement Agreement in Legal Matter #004-2021-2022 as presented. A copy of the Resolution of the Board of Trustees is also attached.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 4.7 2022-2023 General Final Fund Budget

Recommend the Board approve the 2022-2023 General Final Fund Budget, a copy of which is attached. This will be a roll call vote.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Information: 4.8 Administrative Regulations

Action: 4.9 Employee Handbook 2022-2023 SY - Non Union

Recommend the Board approve the draft of the Employee Handbook for the 2022-2023 SY, for non-union, support staff positions.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

5. Board Member and Public Comment

Procedural: 5.1 Board Member Comment

Andrea Fox congratulated Dr. Monica Frank on her doctorate.

Procedural: 5.2 Public Comment

6. Meeting Schedule

Information: 6.1 2022-2023 Meeting Schedule

7. Adjournment

Action: 7.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

The May 10, 2022 Board Meeting was adjourned at 1:21 p.m.



**Tuesday, August 9, 2022
Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.**

1. Meeting Opening

Subject 1.1 Call to Order - Roll Call

Meeting Aug 9, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board President will call the board meeting to order, the Board Secretary will document attendance.

Subject 1.2 Notification of Recording

Meeting Aug 9, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject 1.3 Pledge of Allegiance

Meeting Aug 9, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject 1.4 Executive Session Announcements

Meeting Aug 9, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Session was held prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject 1.5 CEO and Administrators' Reports

Meeting Aug 9, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

Student Events

In May and June, a total of seven student events were held to end the 2021-2022 school year. These events included the junior/senior prom, Knoebels Amusement Park, Pittsburgh Zoo, a summertime sendoff field day, an escape room, the Churchville Nature Center, and a school assembly featuring a local graphic artist.

SASE

In May, MS SASE hosted a teacher appreciation event for students and teachers. Also, students and teachers voted on the MS theme for the 2022-2023 school year. Finally, 8th graders got to experience what it will be like to be in high school for a day in the "Road Trip to 9th Grade" event.

Graduation

We held two graduation ceremonies this year. The commencement ceremonies for the 21CCCS Class of 2022 were conducted at Bayard Rustin High School at 7:00 p.m. on June 3, 2022 and at Westmoreland County Community College at 7:00 p.m. on June 6, 2022. A total of 137 of the 252 graduates participated in the ceremonies, 89 at Rustin High School and 38 at Westmoreland County Community College. Of the 2021 graduates, 52 completed all academic requirements in January. Additional students are anticipated to graduate following the summer school session.

Back to School Night

21CCCS will hold a Virtual Back to School Night on Monday, August 22, 2022. Students and parents will have an opportunity to meet their academic advisors and teachers. Students and families will have an opportunity to become familiar with the Virtual Office, meet classmates, and see an overview of what to expect at Orientation and the beginning of the year.

Quarter 4 Honor Roll

Distinguished Honors: 364

High Honors: 103

Honors: 153

Student Recognition

Michael (12th Grade) has obtained his 1st Degree Black Belt in karate. The flexibility of his schedule at 21CCCS offered him the opportunity to work longer hours in improving his skills as he approached the black belt test. He says the teachers and counselors at 21CCCS were extraordinarily supportive of him in both the challenges that he faced as well as his success in earning the black belt.



Special Education Count

Accurate data for the 2022-2023 SY cannot be calculated until after the rollover of students moving to the next grade level, which does not occur until after summer school grades are complete. Accurate data for the beginning of the 2022-2023 SY will be presented at the September 2022 Board Meeting.

File Attachments

[Michael.png \(1,092 KB\)](#)

Subject 1.6 Amend the Agenda to Remove Consent Agenda Item 4.19

Meeting Aug 9, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Action

Recommended Action Recommend the Board approve amending the agenda to remove Item 4.19 from the Consent Agenda.

Motion & Voting

Recommend the Board approve amending the agenda to remove Item 4.19 from the Consent Agenda.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 1.7 Removal of Consent Agenda Item 4.19

Meeting Aug 9, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Action

Recommended Action Recommend the Board approve the removal of Item 4.19 from the Consent Agenda due to PDE having technical difficulties on their portal, which is preventing us from uploading the Annual Report to PDE.

Motion & Voting

Recommend the Board approve the removal of Item 4.19 from the Consent Agenda due to PDE having technical difficulties on their portal, which is preventing us from uploading the Annual Report to PDE.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

2. Organization of Board of Trustees

Subject **2.1 Board Members as Hearing Officers**

Meeting Aug 9, 2022 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Recommend the Board approve all Board Members as Hearing Officers for the 2022-2023
Action SY.

Motion & Voting

Recommend the Board approve all Board Members as Hearing Officers for the 2022-2023 SY.

Motion by Andrea Fox, second by Peter Mango.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **2.2 Oath of Office**

Meeting Aug 9, 2022 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Procedural

The Oath will be administered by the solicitor to all Board Members as Hearing Officers.

Admin Content

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."

3. Approval of Minutes

Subject **3.1 Approval of May 10, 2022 Minutes**

Meeting Aug 9, 2022 - Board Meeting

Category 3. Approval of Minutes

Access Public

Type Action

Recommended Action Recommend the Board approve the Minutes of the May 10, 2022 Board Meeting as presented.

File Attachments
[May 10, 2022 Board Meeting Minutes.pdf \(963 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the May 10, 2022 Board Meeting as presented.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

4. Consent Agenda

Subject **4.1 Review of Consent Agenda Items**

Meeting Aug 9, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items (Listed by Department) Include:

Financial

- 4.2 Treasurer's Reports & Board Summary Reports - April 2022, May 2022 and June 2022
- 4.3 Expenditure Reports - April 2022, May 2022 and June 2022
- 4.4 Designated Employees for School Procurement / Credit Cards
- 4.5 Designated Employees for School Gas Credit Card
- 4.6 Ratification of Direction for Binding of All Insurance Policies and Additional Policy for Workers Compensation

Human Resources

- 4.7 Personnel Actions

Special Education

- 4.8 Renewal Contract - Aveanna Healthcare
- 4.9 Renewal Agreement - CCRES

Facilities Management

- 4.10 Renewal Proposal - Vertiv Corporation
- 4.11 Renewal Agreement - Wiggins Shredding
- 4.12 Renewal Agreement - ABC Fire Extinguishers
- 4.13 Renewal Agreement - SSI Fire & Explosion Protection
- 4.14 Renewal Agreement - Vector Security
- 4.15 Vector Security - Installation of Security Monitoring Equipment (Murrysville)

Board / School / Family Communication

- 4.16 West Goshen Back to School Picnic
- 4.17 Monroeville Back to School Picnic
- 4.18 ARP ESSER Health and Safety Plan Guidance

4.19 Affirmation Statement for the 2021-2022 Annual Report - REMOVED

~~4.20~~ 4.19 Revised 2022-2023 School Calendar

~~4.21~~ 4.20 Revised 2022-2023 Student Parent Handbook

~~4.22~~ 4.21 Policies

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.2 Treasurer's Reports & Board Summary Reports

Meeting Aug 9, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the April 2022, May 2022 and June 2022 Treasurer's Reports and Board Summary Reports as presented.

File Attachments

[April 2022 - Treasurer's Report.pdf \(63 KB\)](#)

[April 2022 - Board Summary Report.pdf \(20 KB\)](#)

[May 2022 - Treasurer's Report.pdf \(62 KB\)](#)

[May 2022 - Board Summary Report.pdf \(20 KB\)](#)

[June 2022 - Treasurer's Report.pdf \(63 KB\)](#)

[June 2022 - Board Summary Report.pdf \(20 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.3 Expenditure Reports

Meeting Aug 9, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type	Action (Consent)
Recommended Action	Recommend the Board approve the April 2022, May 2022 and June 2022 Expenditure Reports as presented.

File Attachments

[April 2022 - Expenditure Report.pdf \(88 KB\)](#)

[May 2022- Expenditure Report - Fulton Bank.pdf \(127 KB\)](#)

[May 2022 - Expenditure Report - Fulton Bank Voids.pdf \(2 KB\)](#)

[June 2022 - Expenditure Report - Fulton Bank.pdf \(197 KB\)](#)

[June 2022 - Expenditure Report - Fulton Bank Voids.pdf \(2 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	4.4 Designated Employees for School Procurement / Credit Cards
Meeting	Aug 9, 2022 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the designated employees indicated below to use school procurement/credit cards for the 2022-2023 SY.
Matthew Flannery Loree Marchese Brian Cote Nancy Giagnacova Mike Matz Monica Frank Erika Laidlaw Casey Regina Nora Wheeler Bryan Collazo Lisa Iozzi	

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	4.5 Designated Employees for School Gas Credit Card
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Meeting Aug 9, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action

Recommended Action Recommend the Board approve the designated employees indicated below to use the school gas credit card as needed for testing or other job duties.

Bryan Collazo-DeJesus
 Alex Copenhaver
 Ashley Cooke
 Brian Cote
 Laura Elder
 Amy Ellsworth
 Thomas Lance
 Sarah McMickle
 Mike Meyer
 Ben Ozgur
 Amber Roth
 David Stiles
 Katie Taraschi
 Joshua Taylor
 Tyler Verlato

Subject 4.6 Ratification of Direction for Binding of All Insurance Policies and Additional Policy for Workers Compensation

Meeting Aug 9, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board ratify the Direction for Binding for all Insurance Policies with attached signature pages. The total cost for the 2022-23 coverage is \$160,871.25. An additional policy was purchased for out of state employees for Workers Compensation which resulted in a change from \$35,715 to \$35,771. A revised policy is also attached.

File Attachments

[22-23 Insurance Proposal.pdf \(525 KB\)](#)
[Additional Workers Compensation Policy.pdf \(1,116 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.7 Personnel Actions

Meeting Aug 9, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

New Hires/Re-Hires (10)
 Transfers/Classification Changes (4)
 Leaves of Absence Requests (3)
 Additional Duties (13)
 Supplementals/Stipends (29)
 Retirements/Resignations/Terminations (13)

File Attachments

[Board Personnel Actions from 07.01.2021.pdf \(57 KB\)](#)

Executive Content

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.8 Renewal Contract - Aveanna Healthcare

Meeting Aug 9, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal contract with Aveanna Healthcare for related services for the 2022-2023 SY, a copy of which is attached.

Aveanna Healthcare provides special education related services. The fee schedule is below:

AVEANNA HEALTHCARE

**Schedule "A"
Services/Fee Schedule**

BCBA-D	\$	165.00
Master's Level BCBA	\$	125.00
Behavior Specialist Consultants	\$	90.00
Speech Language Pathologist	\$	95.00
Occupational Therapist	\$	85.00
Physical Therapist	\$	95.00
School Psychologists	\$	185.00
Master's Level Social Worker	\$	70.00
Licensed Clinical Social Worker	\$	65.00
Special Education Teacher	\$	65.00
Long Term Substitute Teacher	\$	65.00
ABA Therapist	\$	40.00
Behavior Technician (BHT)	\$	35.00
Para-Professional (DSP/ PCA)	\$	32.50
1:1 RN	\$	60.00
1:1 LPN	\$	55.00
School Nurse RN	\$	60.00
School Nurse LPN	\$	55.00
Substitute Nurse RN	\$	75.00
Substitute Nurse LPN	\$	75.00
Classroom Nurse RN	\$	65.00
Classroom Nurse LPN	\$	55.00
Certified Nursing Assistant/ Home Health Aide	\$	30.00
Transport Nurse	150.00 (up to 2 hours, then hourly rate 55	
Skilled Nursing Visit	150.00 (up to 2 hours, then hourly rate 55	

The contract has been reviewed by our CEO and Business Administrator. The changes from last year's contract have been highlighted in yellow.

File Attachments

- [Fee Schedule.png \(796 KB\)](#)
- [Aveanna.pdf \(3,703 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.9 Renewal Agreement - CCRES

Meeting Aug 9, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with CCRES for related services at indicated below for the 2022-2023 SY, a copy of which is attached.

CCRES provides special education services. The fee schedule is below:

Employee/Consultant Position	Hourly Fee
------------------------------	------------

Instructional Assistant	\$24.02
Paraeducator	\$24.02
Administrative Support	\$23.37
Reading Para	\$27.26
Teaching Assistant	\$27.26
Educational Consultant	Cost to CCRES plus 10%

This agreement has been reviewed by the solicitor.

File Attachments

[CCRES.pdf \(1,370 KB\)](#)

Executive File Attachments

[Approval Form - CCRES.pdf \(108 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.10 Renewal Proposal - Vertiv Corporation**

Meeting Aug 9, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the renewal with Vertiv Corporation at a cost of \$6727.92
Action for the 2022-2023 SY, a copy of which is attached.

Vertiv Corporation provides server maintenance for the Liebert UPS System.

The proposal was previously reviewed by our solicitor and no changes have been made for the renewal.

File Attachments

[Vertiv Corporation.pdf \(1,471 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.11 Renewal Agreement - Wiggins Shredding**

Meeting Aug 9, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with Wiggins Shredding for the 2022-2023 SY for a total cost of \$1,500, a copy of which is attached.

Wiggins provides document shredding.

This agreement has been reviewed by our CEO and Business Administrator.

File Attachments

[Wiggins Shredding.pdf \(398 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.12 Renewal Agreement - ABC Fire Extinguishers**

Meeting Aug 9, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with ABC Fire Extinguishers for the 2022-2023 SY for a total cost of \$127.25, a copy of which is attached.

ABC Fire Extinguishers provides the annual inspection of fire extinguishers at the Murrysville location.

This agreement has been reviewed by our CEO and Business Administrator.

File Attachments

[ABC Fire Extinguisher.pdf \(65 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.13 Renewal Agreement - SSI Fire & Explosion Protection**

Meeting Aug 9, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with SSI Fire & Explosion Protection for the 2022-2023 SY for a total cost of \$970, a copy of which is attached.

SSI Fire & Explosion Protection provides the annual inspection of the fire suppression system in the server room at the West Chester location.

This agreement has been reviewed by our CEO and Business Administrator.

File Attachments

[SSI Fire & Explosion Protection.pdf \(605 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.14 Renewal Agreement - Vector Security**

Meeting Aug 9, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with Vector Security for the 2022-2023 SY for a total cost of \$802.80, a copy of which is attached.

Vector Security provides monitoring and maintenance for the security system at the Murrysville location.

This agreement has been reviewed by our CEO and Business Administrator.

File Attachments

[Vector Security.pdf \(2,385 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	4.15 Vector Security - Installation of Security Monitoring Equipment (Murrysville)
Meeting	Aug 9, 2022 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the installation cost of Vector Security's monitoring equipment in the annex portion of our Murrysville location in the amount of \$2,313, a copy of which is installed.

Vector Security provides monitoring and maintenance for the security system at the Murrysville location. The new equipment is for the annex portion of the building, which was added to our lease during the 2021-2022 SY.

File Attachments

[Vector Security - Installation.pdf \(513 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	4.16 Monroeville Back to School Picnic
Meeting	Aug 9, 2022 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the application for the annual Back to School Picnic in Monroeville on September 30, 2022 at a cost of \$330, a copy of which is attached.

This application has been reviewed by our CEO and Business Administrator.

File Attachments

[Monroeville Back to School Picnic.pdf \(186 KB\)](#)

Executive File Attachments

[Approval Form - Monroeville Back to School Picnic.pdf \(784 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.17 West Goshen Back to School Picnic**

Meeting Aug 9, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the application for the annual Back to School Picnic in West Goshen on September 30, 2022 at a cost of \$351, a copy of which is attached.

This application has been reviewed by our CEO and Business Administrator.

File Attachments

[West Goshen Back to School Picnic.pdf \(495 KB\)](#)

Executive File Attachments

[Approval Form - West Goshen Back to School Picnic.pdf \(784 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.18 ARP ESSER Health and Safety Plan Guidance**

Meeting Aug 9, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the updated ARP ESSER Health and Safety Plan Guidance, a copy of which is attached.

File Attachments

[ARP ESSER Health and Safety Plan Guidance Updated 8-9-2022.pdf \(709 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.19 Revised 2022-2023 School Calendar**

Meeting Aug 9, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the revised 2022-2023 School Calendar, a copy of which is attached.

File Attachments

[2022-2023 SY Calendar - REVISED.pdf \(76 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.20 Revised 2022-2023 Student Parent Handbook**

Meeting Aug 9, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the revised 2022-2023 Student Parent Handbook, a copy of which is attached.

The 2022-2023 Student Parent Handbook was originally approved by the Board at the March 8, 2022 Board Meeting. A description of the changes in the 2022-2023 Student Parent Handbook is indicated below:

Removed Language: ~~Strike Through Red Ink~~

Added Language: **Highlighted in Yellow**

File Attachments

[Student Parent Handbook 22-23 - REVISED 8-1-22.pdf \(4,242 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.21 Policies

Meeting Aug 9, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the below new and/or updated Policies, copies of which are attached.

UPDATED POLICIES: Updated/Added language is highlighted in yellow. Red strikethrough indicates deleted language.

These new and updated policies have been provided by PSBA/Bent Creek and reviewed by their legal team prior to our administrative review.

Policy Number	Policy Name
1015	Truancy - REVISED
2004	Attendance - REVISED
4010	Purchases Subject to Bid/Quotation - REVISED
4011	Purchases Budgeted - REVISED
6032	Guidelines for Head Lice - NEW

File Attachments

[1015 - REVISED.pdf \(123 KB\)](#)

[2004 - REVISED.pdf \(237 KB\)](#)

[4010 - REVISED.pdf \(143 KB\)](#)

[4011 - REVISED.pdf \(106 KB\)](#)

[6032 - NEW.pdf \(66 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

5. New Business

Subject **5.1 Resolution - Downingtown Location**

Meeting Aug 9, 2022 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the First Amendment to Mutual Easement Agreement and Resolution for the sale of 126 Wallace Avenue, Downingtown, PA, copies of which are attached.

Executive File Attachments

[First Amendment To Mutual Easement Agreement.pdf \(110 KB\)](#)

[Resolution 21st Century BOT Sale of 126 Wallace Ave.pdf \(83 KB\)](#)

Motion & Voting

Recommend the Board approve the First Amendment to Mutual Easement Agreement and Resolution for the sale of 126 Wallace Avenue, Downingtown, PA, copies of which are attached.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.2 Confidential Settlement Agreement**

Meeting Aug 9, 2022 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve Confidential Settlement Agreement in Legal Matter #001-2022-2023 as presented. A copy of the Resolution of the Board of Trustees is also attached.

File Attachments

[Resolution 001-2022-2023.pdf \(56 KB\)](#)

Executive File Attachments

[Confidential Settlement Agreement 001-2022-2023.pdf \(12,266 KB\)](#)

Motion & Voting

Recommend the Board approve Confidential Settlement Agreement in Legal Matter #001-2022-2023 as presented. A copy of the Resolution of the Board of Trustees is also attached.

Motion by Andrea Fox, second by Peter Mango.

Final Resolution: Motion Carries

Yea: Peter Mango, Dusty Blakey, Mollie Burnett, Andrea Fox

Abstain: Michele Orner

Subject **5.3 Renewal Contract - Chester County Intermediate Unit - Marketplace Services**

Meeting Aug 9, 2022 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the renewal contract with Chester County Intermediate Unit for marketplace services at costs compliant with industry standards for the 2022-2023 school year, a copy of which is attached.

Chester County Intermediate Unit provides marketplace services for special education and regular education students. The ser are highlighted in yellow.

Dr. George Fiore, the Executive Director of the Chester County Intermediate Unit, has recused himself from voting on this actio Fiore's Recusal Memorandum is attached.

This renewal contract has been previously reviewed by our solicitor and no change have been made.

File Attachments

[CCIU Marketplace Services.pdf \(3,823 KB\)](#)

[Recusal - Dr. George Fiore.pdf \(89 KB\)](#)

Motion & Voting

Recommend the Board approve the renewal contract with Chester County Intermediate Unit for marketplace services at costs compliant with industry standards for the 2022-2023 school year, a copy of which is attached.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.4 Salary Study - SY 2022-2023**

Meeting Aug 9, 2022 - Board Meeting

Category	5. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the salary study proposal for support and Administrator personnel, as presented.

The last review of the school's support staff salary schedules was conducted in 2012, and implemented 2014. It is proposed to utilize the services of the Chester County Intermediate Unit to conduct an in-depth analysis and review of current support staff and Administrator positions and related job rates/salary ranges to support the School's recruitment and retention initiatives. The scope of the project would be completed in the 2022-2023 SY.

Dr. George Fiore, Executive Director of the Chester County Intermediate Unit, has recused himself from voting on this action. . Fiore's Recusal Memorandum is attached.

This proposal has been reviewed by our CEO and Director of Human Resources.

File Attachments

[CCIU Proposal for Salary Study.pdf \(243 KB\)](#)

[Recusal - Dr. George Fiore.pdf \(90 KB\)](#)

Motion & Voting

Recommend the Board approve the salary study proposal for support and Administrator personnel, as presented

Motion by Andrea Fox, second by Peter Mango.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 5.5 Apple - Use of Committed Fund Balance for Technology Initiatives (Staff Computers)

Meeting Aug 9, 2022 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the use of Committed Fund Balance - Technology Initiatives for the purchase of staff computers in the amount of \$370,452.50. A copy of the Purchase Order is attached.

File Attachments

[Apple PO.pdf \(69 KB\)](#)

Motion & Voting

Recommend the Board approve the use of Committed Fund Balance - Technology Initiatives for the purchase of staff computers in the amount of \$370,452.50. A copy of the Purchase Order is attached.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	5.6 CDW - Use of Committed Fund Balance for Technology Initiatives (Staff Monitors)
Meeting	Aug 9, 2022 - Board Meeting
Category	5. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the use of Committed Fund Balance - Technology Initiatives for the purchase of staff monitors in the amount of \$220,777.20. A copy of the Purchase Order for CDW is attached.

File Attachments
[CDW PO.pdf \(63 KB\)](#)

Motion & Voting

Recommend the Board approve the use of Committed Fund Balance - Technology Initiatives for the purchase of staff monitors in the amount of \$220,777.20. A copy of the Purchase Order for CDW is attached.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.7 Administrative Regulations**

Meeting	Aug 9, 2022 - Board Meeting
Category	5. New Business
Access	Public
Type	Information

Administrative Regulations that have been updated are listed below and a copy of each is attached. No action needed as this is for informational purposes only.

Administrative Regulation Number	Administrative Regulation Name
2004-AR-1	Compulsory Attendance/Unexcused Absences
2004-AR-2	1st Unexcused Absence
2004-AR-3	2nd Unexcused Absence
2004-AR-4	3rd Unexcused Absence
2004-AR-5	4th Unexcused Absence
2004-AR-6	5th Unexcused Absence
2004-AR-7	6th or More Unexcused Absences

File Attachments

[2004-AR-1.pdf \(208 KB\)](#)
[2004-AR-2.pdf \(68 KB\)](#)
[2004-AR-3.pdf \(67 KB\)](#)
[2004-AR-4.pdf \(70 KB\)](#)
[2004-AR-5.pdf \(69 KB\)](#)
[2004-AR-6.pdf \(101 KB\)](#)
[2004-AR-7.pdf \(71 KB\)](#)

Subject **5.8 Annual Review of Policy 2049 (Bullying/Cyberbullying)**

Meeting Aug 9, 2022 - Board Meeting

Category 5. New Business

Access Public

Type Information

Policy 2049 (Bullying/Cyberbullying) is attached for the Board's review. The Pennsylvania Department of Education requires the Board of Trustees' review of this policy annually. No action is needed as this is for informational/reporting purposes only.

File Attachments

[Policy 2049.pdf \(126 KB\)](#)

6. Board Member Comment

Subject **6.1 Board Member Comment**

Meeting Aug 9, 2022 - Board Meeting

Category 6. Board Member Comment

Access Public

Type Procedural

7. Public Comment

Subject **7.1 Public Comment**

Meeting Aug 9, 2022 - Board Meeting

Category 7. Public Comment

Access Public

Type Procedural

Our Administrative Regulation 7003-AR-1 (Public Participation in Board Meetings) is below:

Guidelines

Whenever issues identified by a public participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the Charter School.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation if applicable.

Each statement made by a participant shall be limited to 3 minutes duration.

No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.

All statements shall be directed to the presiding officer; no participant may address or question Trustees individually.

The presiding officer may:

1. Interrupt or terminate a public participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or not subject to official action or deliberation by the Board.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
4. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.

The portion of the meeting during which the public is invited to speak may be limited to 30 minutes.

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at public meetings under guidelines established and posted by the Board.

No placards or banners will be permitted within the meeting room.

The meeting agenda and all pertinent public documents shall be available to the public at the meetings.

8. Meeting Schedule

Subject	8.1 2022-2023 Meeting Schedule
Meeting	Aug 9, 2022 - Board Meeting
Category	8. Meeting Schedule
Access	Public
Type	Information

The schedule below reflects the remaining Board Meetings for the 2022-2023 SY:

Board Meetings - 1:00 p.m.

September 13, 2022
 October 11, 2022
 November 8 2022
 December 13, 2022
 January 10, 2023
 February 14, 2023
 March 14, 2023
 April 11, 2023
 May 9, 2023

The Board Meetings will be held the second Tuesday of every month from August through May at 1:00 p.m. at 1245 Wrights Lane, West Chester, PA 19380. There will be no Board Meetings in June or July.

9. Adjournment

Subject **9.1 Adjournment**

Meeting Aug 9, 2022 - Board Meeting

Category 9. Adjournment

Access Public

Type Action

Recommended Recommend the Board adjourn the Board Meeting.
Action

Motion & Voting

Recommend the Board adjourn the Board Meeting.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox



**Tuesday, September 13, 2022
Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.**

1. Meeting Opening

Subject 1.1 Call to Order - Roll Call

Meeting Sep 13, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board Chairperson will call the board meeting to order, the Board Secretary will document attendance.

Subject 1.2 Notification of Recording

Meeting Sep 13, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject 1.3 Pledge of Allegiance

Meeting Sep 13, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject 1.4 Executive Session Announcements

Meeting Sep 13, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Session was held prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject 1.5 CEO and Administrator Reports

Meeting Sep 13, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

AP School Summary

42 students took a total of 61 AP exams. A 3 or higher was earned on 84% of the tests.

Back to School Night

21CCCS held their Virtual Back to School Night on Monday, August 22, 2022. Students and parents had an opportunity to meet their academic advisors and teachers. During the hour, they became familiar with the Virtual Office, met classmates, and were given an overview of what to expect at Orientation and the beginning of the year. We were pleased that 341 students and parents attended.

Summer School

21CCCS provided summer school courses to students and school districts throughout the Commonwealth of Pennsylvania. This year we offered 30 original credit courses and 21 credit recovery courses. Along with the high school offerings, 21CCCS offered 12 course recovery courses for middle school students. Total enrollment was 415 seats for 239 students. 68% or 283 seats earned a passing grade this year. There was a continued focus on students who were credit deficient. Following summer school, 26 seniors earned enough credits to meet graduation requirements.

2022-2023 Enrollment Data

For 2022-2023, 1,231 students started on the 1st day of school, 353 less (-22%) students than 2021-2022.

22-23 Re-Enrolls= 1,086

21-22 Re-Enrolls= 1,318

20-21 Re-Enrolls= 1,237

22-23 New= 145

21-22 New= 266

20-21 New/RO=687

Student Recognition

Ariel (12th Grade) has been awarded the National African American Recognition Award through the College Board National Recognition Program due to her academic achievements in school and outstanding performance on her PSAT/NMSQT and AP Exams.

Special Education Count as of August 31, 2022

Students with IEP/GIEP/504 Service Agreements:

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	35	4	1	1	6

7	78	16	2	1	19
8	163	25	5	4	34
9	239	37	4	18	59
10	222	47	2	18	67
11	239	55	1	27	83
12	229	37	9	24	70
Total	1,205	221 18%	24 2%	93 8%	338 28%

Students Receiving Related Services:

Speech and Language	28
Group Social Skills Class with Counselor	58
Group Coping Skills Class with Therapist	52
Individual Counseling (including a Psychologist)	33
Executive Functioning Counseling	3
Occupational Therapy	13
Physical Therapy	0
Reading Instruction by Reading Therapist	1
Teacher of the Visually Impaired	1
Teacher of the Deaf and Hard of Hearing	1
Tutor	0
PCA	8

<p>* 119 students with RS out of 245 students with IEPs/GIEPs = 48.6%</p> <p>* 119 of IEP students with RS there are 198 services per student on average = 1.67 services per student</p> <p>* 198 total services rendered out of the 245 students with IEP/GIEPS = 80.8%</p> <p>TOTAL:</p>	198
<p><i>*Related Services do not include newly enrolled students.</i></p>	

2. Organization of Board of Trustees

Subject 2.1 Renewal of Term for Board Members

Meeting Sep 13, 2022 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Action Recommend the Board approve the following Board Members and their terms.

Mr. Peter Mango, will renew his 3 year term ending September 2022. Mr. Mango entered his current term in September 2019 and will now renew through September 2025.

Dr. Dusty Blakey, Superintendent of Kennett Consolidated Area School District will renew his 3 year term ending September 2022. Dr. Blakey entered his current term in September 2021 and will now renew through September 2025.

Office	Board Member	Term
Local Business Representative Board Chairperson	Peter Mango	September 2022 through September 2025
Chester County, Seat 2	Dr. Dusty Blakey	September 2022 through September 2025

Motion & Voting

Recommend the Board approve the following Board Members and their terms.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject 2.2 Organization of the Board - Nominate a New Substitute Board Secretary

Meeting Sep 13, 2022 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Action Recommend the Board nominate Karis Lane as the new Substitute Board Secretary. Karis Lane will replace Blair Christo as the Substitute Board Secretary.

As directed by the 21st Century Cyber Charter School Bylaws, Officers shall be elected at the annual meeting, Article VII, Section 3, "Officers shall be elected annually for terms of one year by the Board of Trustees of 21st." "The officers shall be installed immediately after their election at the initial meeting of the Board of Trustees and during annual meetings thereafter." Article VI, Section 2, "Unless otherwise arranged, the annual meeting shall be held in January."

Motion & Voting

Recommend the Board nominate Karis Lane as the new Substitute Board Secretary. Karis Lane will replace Blair Christo as the Substitute Board Secretary.

Motion by Alan Fegley, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject 2.3 Organization of the Board - Elect a New Substitute Board Secretary

Meeting Sep 13, 2022 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Action Recommend the Board elect Karis Lane as the new Substitute Board Secretary.

Motion & Voting

Recommend the Board elect Karis Lane as the new Substitute Board Secretary.

Motion by George Fiore, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject 2.4 Oath of Office

Meeting Sep 13, 2022 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Procedural

The Oath will be administered to:

Peter Mango	Renewing His Term
Dr. Dusty Blakey	Renewing His Term
Dr. George Fiore	Hearing Officer (All Board Members were approved as hearing officers at the August 9, 2022 Board Meeting. Dr. Fiore was not present at that time to be sworn in.
Dr. Alan Fegley	Hearing Officer (All Board Members were approved as hearing officers at the August 9, 2022 Board Meeting. Dr. Fegley was not present at that time to be sworn in.
Karis Lane	Substitute Board Secretary

Admin Content

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."

3. Approval of Minutes

Subject **3.1 Approval of August 9, 2022 Minutes**

Meeting Sep 13, 2022 - Board Meeting

Category 3. Approval of Minutes

Access Public

Type Action

Recommended Action Recommend the Board approve the Minutes of the August 9, 2022 Board Meeting as presented.

File Attachments

[August 9, 2022 Board Meeting Minutes.pdf \(743 KB\)](#)

Motion & Voting

4. Consent Agenda

Subject **4.1 Review of Consent Agenda Items**

Meeting Sep 13, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items (Listed by Department) Include:

Human Resources

4.2 Personnel Actions

4.3 Renewal Contract - Allegheny IU - PA Educator

4.4 Renewal Agreement - Lebanon Lancaster IU 13

Technology / ISD

4.5 Renewal Subscription - Learning Pool

Board / School / Family Communication

- 4.6 2021-2022 Annual Report and Affirmation Statement
- 4.7 Resolution - Truancy Officers
- 4.8 School Trip - Arnold's Go Karts
- 4.9 School Trip - Carnegie Science Center
- 4.10 School Trip - Cherry Crest Farm
- 4.11 School Trip - Hawk Mountain
- 4.12 School Trip - Hawk Rock Overlook and Cove Mountain
- 4.13 School Trip - Penn's Cave
- 4.14 School Trip - Rothrock State Forest
- 4.15 School Trip - Valley Forge National Park
- 4.16 Renewal Agreements - Picaboo - HS and MS Yearbooks
- 4.17 Project "Go" School Attendance Support

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject 4.2 Personnel Actions

Meeting Sep 13, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

New Hires/Re-Hires (10)

Transfers/Classification Changes (14)

Leaves of Absence Requests (1)

Additional Duties (1)

Supplementals/Stipends (5)

Retirements/Resignations/Terminations (6)

File Attachments

[Board Personnel Actions Sept 2022 REV 9.8.22.pdf \(43 KB\)](#)

Executive Content

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.
 Final Resolution: Motion Carries
 Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject **4.3 Renewal Contract - Allegheny IU - PA Educator**

Meeting Sep 13, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the renewal contract with Allegheny IU (PA Educator) at a
 Action cost of \$1,500 for the 2022-2023 SY, a copy of which is attached.

Allegheny IU will be launching a new and improved website for their PAEducator job board. The annual subscription/service remains unchanged from prior years. 21CCCS continues to utilize this job board, in conjunction with PAREap, to support recruitment on the western side of the state.

This renewal has been reviewed by our CEO and HR Director.

File Attachments

[Allegheny IU - PA Educator.pdf \(3,357 KB\)](#)

Executive File Attachments

[Board Agenda Decision Form - Allegheny IU - PA Educator.pdf \(187 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.
 Final Resolution: Motion Carries
 Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject **4.4 Renewal Agreement - Lancaster Lebanon IU 13**

Meeting Sep 13, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the renewal contract with Lancaster Lebanon IU 13 at a
 Action cost of \$125, plus \$5 per candidate up to 25 vacancies, for the 2022-2023 SY, a copy of
 which is attached.

At the present time, 21CCCS has been utilizing the electronic processing of Act 168 disclosure forms through the Lancaster Lebanon IU for all new hires. This service will be discontinued at the completion of the Frontline Recruit & Hire implementation process and the electronic tracking and verification of Act 168 forms will transition to the Frontline platform.

This renewal has been reviewed by our CEO and HR Director.

File Attachments

[Lancaster Lebanon IU13.pdf \(598 KB\)](#)

Executive File Attachments

[Board Agenda Decision Form - Lancsater Lebanon IU13.pdf \(184 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject	4.5 Renewal Subscription - Learning Pool
Meeting	Sep 13, 2022 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal subscription with Learning Pool at a cost of \$102,097 for the 2022-2023 SY, a copy of which is attached.

Learning Pool, formerly Remote Learner, is the hosting and support company for the 21CCCS Moodle LMS.

This renewal has been reviewed by our CEO and Director of Curriculum, Instruction & Assessment as it was previously reviewed by the solicitor and no changes have been made.

File Attachments

[Learning Pool.pdf \(374 KB\)](#)

Executive File Attachments

[Board Agenda Decision Form - Learning Pool.pdf \(181 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject	4.6 2021-2022 Annual Report and Affirmation Statement
Meeting	Sep 13, 2022 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the 2021-2022 Annual Report and Affirmation Statement, a copy of which is attached.

The 2021-2022 Annual Report needs to be submitted to the PA Department of Education with the signed Affirmation Statement.

File Attachments

[Board Affirmation Statement.pdf \(204 KB\)](#)
[2021-2022 Annual Report.pdf \(114 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject	4.7 Resolution - Truancy Officers
Meeting	Sep 13, 2022 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Resolution and letter designating Truancy Officers, a copy of which is attached.

File Attachments

[2022-2023 SY - Truancy Officer Resolution.pdf \(19 KB\)](#)
[Designated Truancy Officers Letter.pdf \(63 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject **4.8 School Trip - Arnold's Go Karts**

Meeting Sep 13, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Requesting approval for a student trip to Arnold's Go Karts during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject **4.9 School Trip - Carnegie Science Center**

Meeting Sep 13, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Requesting approval for a student trip to Carnegie Science Center during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject **4.10 School Trip - Cherry Crest Farm**

Meeting Sep 13, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Requesting approval for a student trip to Cherry Crest Farm during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject **4.11 School Trip - Hawk Mountain**

Meeting Sep 13, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Requesting approval for a student trip to Hawk Mountain during the 2022-2023 school year.
Action Permission slips will be required, and 21CCCS staff will chaperone.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject **4.12 School Trip - Hawk Rock Overlook and Cove Mountain**

Meeting Sep 13, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Requesting approval for a student trip to Hawk Rock Overlook and Cove Mountain during
Action the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will
 chaperone.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject **4.13 School Trip - Penn's Cave**

Meeting Sep 13, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Requesting approval for a student trip to Penn's Cave during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject 4.14 School Trip - Rothrock State Forest

Meeting Sep 13, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Requesting approval for a student trip to Rothrock State Forest during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject 4.15 School Trip - Valley Forge National Park

Meeting Sep 13, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Requesting approval for a student trip to the Valley Forge National Park during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject	4.16 Renewal Agreements - Picaboo - HS and MS Yearbooks
Meeting	Sep 13, 2022 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal agreements with Picaboo for the 2022-2023 high school and middle school yearbooks in the amount of approximately \$17.52 per yearbook, depending on page count, copies of which are attached.

These renewal agreements have been reviewed by our CEO and Assistant Principal.

File Attachments

[Picaboo - HS Yearbooks.pdf \(640 KB\)](#)

[Picaboo - MS Yearbooks.pdf \(638 KB\)](#)

Executive File Attachments

[Board Agenda Decision Form - Picaboo - HS Yearbooks.pdf \(845 KB\)](#)

[Board Agenda Decision Form - Picaboo - MS Yearbooks.pdf \(835 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject	4.17 Project "Go" School Attendance Support
Meeting	Sep 13, 2022 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Project "Go" School Attendance Support Memorandum of Understanding for the 2022-2023 SY, a copy of which is attached.

This provides truancy prevention/intervention services for students currently in need of additional school attendance support in Philadelphia County.

This renewal has been reviewed by our CEO and Assistant Principal as it was previously reviewed by the solicitor and no changes have been made.

File Attachments

[Project Go MOU.pdf \(181 KB\)](#)

Executive File Attachments

[Project Go - Board Agenda Decision Form.pdf \(851 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

5. New Business

Subject **5.1 Ready to Learn Grant**

Meeting Sep 13, 2022 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the application of the Ready to Learn Grant's funds in the amount of \$25,746 toward funding students in our dual enrollment program.

21CCCS is eligible to receive funding for the 2022-2023 Ready to Learn Grant. The eligible amount for the 2022-2023 school year is \$25,746. Administration has applied to receive the eligible funds in the amount of \$25,746. These funds will be used to support funding students in our dual enrollment program. It has been confirmed by James Towse, from PDE, on August 11, 2022 that these funds may be used to support our dual enrollment program under section (n), **“Establishing, maintaining, or expanding programs to strengthen high school curricula by providing college and career programs...”** funding guidelines.

Motion & Voting

Recommend the Board approve the application of the Ready to Learn Grant's funds in the amount of \$25,746 toward funding students in our dual enrollment program.

Motion by George Fiore, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject **5.2 Quote - RPC Video - Announcement and Sound Masking System - Murrysville**

Meeting Sep 13, 2022 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the use of Committed Fund Balance - Technology Initiatives for the purchase of an announcement and sound masking system in the Murrysville location in the amount of \$16,848. A copy of the quote is attached.

This quote has been reviewed by our CEO and IT Director.

File Attachments

[RPC Video.pdf \(173 KB\)](#)

Executive File Attachments

[RPC Video - Board Agenda Decision Form.pdf \(812 KB\)](#)

Motion & Voting

Recommend the Board approve the use of Committed Fund Balance - Technology Initiatives for the purchase of an announcement and sound masking system in the Murrysville location in the amount of \$16,848. A copy of the quote is attached.

Motion by George Fiore, second by Alan Fegley.
Final Resolution: Motion Carries
Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

6. Policies / Administrative Regulations

Subject 6.1 Policies

Meeting Sep 13, 2022 - Board Meeting

Category 6. Policies / Administrative Regulations

Access Public

Type Action

Recommended Action Recommend the Board approve the below revised policy, a copy of which is attached.

Revised/Added language is highlighted in yellow. Red strikethrough indicates deleted language.

This new revised policy has been provided by PSBA/Bent Creek and reviewed by their legal team prior to our administrative review.

Policy Number	Policy Name
7013	Non-School Organizations / Groups / Individuals - REVISED

File Attachments

[7013 REVISED.pdf \(77 KB\)](#)

Motion & Voting

Recommend the Board approve the below revised policy, a copy of which is attached.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Subject	6.2 Administrative Regulations
Meeting	Sep 13, 2022 - Board Meeting
Category	6. Policies / Administrative Regulations
Access	Public
Type	Information

Administrative Regulations that have been revised and/or retired are listed below and a copy of each is attached. No action needed as this is for informational purposes only.

Deleted Language: ~~Red Strikethrough~~

Added Language: **Yellow Highlight**

Administrative Regulation Number	Administrative Regulation Name
1000-AR-1	Comprehensive Planning
1038-AR-7	State Required Reclassification, Monitoring and Re-Designation of English Learners
2004-AR-2	1st Unexcused Absence
2004-AR-3	2nd Unexcused Absence
2004-AR-4	3rd Unexcused Absence
5005-AR-6	Emergency Preparedness, Required Drills and Assessments

The following administrative regulations have been retired due to the revisions in Policy 7013.

Administrative Regulation Number	Administrative Regulation Name
7013-AR-1	Distribution / Posting of Non-School Materials by Non-School Organizations / Groups / Individuals
7013-AR-2	Non-School Materials Distribution / Posting Request Form

File Attachments

[1000-AR-1.pdf \(92 KB\)](#)

[1038-AR-7.pdf \(1,234 KB\)](#)

[2004-AR-2.pdf \(72 KB\)](#)

[2004-AR-3.pdf \(71 KB\)](#)

[2004-AR-4.pdf \(73 KB\)](#)

[5005-AR-6.pdf \(104 KB\)](#)

[7013-AR-1 RETIRED.pdf \(88 KB\)](#)

[7013-AR-2 RETIRED.pdf \(107 KB\)](#)

7. Board Member Comment

Subject	7.1 Board Member Comment
Meeting	Sep 13, 2022 - Board Meeting
Category	7. Board Member Comment
Access	Public
Type	Procedural

8. Public Comment

Subject	8.1 Public Comment
Meeting	Sep 13, 2022 - Board Meeting
Category	8. Public Comment
Access	Public
Type	Procedural

Our Administrative Regulation 7003-AR-1 (Public Participation in Board Meetings) is below:

Guidelines

Whenever issues identified by a public participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the Charter School.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation if applicable.

Each statement made by a participant shall be limited to 3 minutes duration.

No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.

All statements shall be directed to the presiding officer; no participant may address or question Trustees individually.

The presiding officer may:

1. Interrupt or terminate a public participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or not subject to official action or deliberation by the Board.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
4. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting

The portion of the meeting during which the public is invited to speak may be limited to 30 minutes.

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at public meetings under guidelines established and posted by the Board.

No placards or banners will be permitted within the meeting room.

The meeting agenda and all pertinent public documents shall be available to the public at the meetings.

9. Meeting Schedule

Subject	9.1 2022-2023 Meeting Schedule
Meeting	Sep 13, 2022 - Board Meeting
Category	9. Meeting Schedule
Access	Public
Type	Information

The schedule below reflects the remaining Board Meetings for the 2022-2023 School Year:

Board Meetings - 1:00 p.m.

October 11, 2022
 November 8 2022
 December 13, 2022
 January 10, 2023
 February 14, 2023
 March 14, 2023
 April 11, 2023
 May 9, 2023

The Board Meetings will be held the second Tuesday of every month from August through May at 1:00 p.m. at 1245 Wrights Lane, West Chester, PA 19380. There will be no Board Meetings in June or July.

10. Adjournment

Subject	10.1 Adjournment
Meeting	Sep 13, 2022 - Board Meeting
Category	10. Adjournment
Access	Public
Type	Action
Recommended Action	Recommend the Board adjourn the Board Meeting.
Motion & Voting	Recommend the Board adjourn the Board Meeting.
	Motion by George Fiore, second by Michele Orner. Final Resolution: Motion Carries Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner



**Tuesday, October 11, 2022
Board Meeting**

21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.

1. Meeting Opening

Subject **1.1 Call to Order - Roll Call**

Meeting Oct 11, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board Chairperson will call the board meeting to order, the Board Secretary will document attendance.

Subject **1.2 Notification of Recording**

Meeting Oct 11, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject **1.3 Pledge of Allegiance**

Meeting Oct 11, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject **1.4 Executive Session Announcements**

Meeting Oct 11, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Session was held prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject 1.5 CEO and Administrators' Reports

Meeting Oct 11, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

Apple Distinguished School

21st Century Cyber Charter School has been recognized as an Apple Distinguished School for 2022–2025. Apple Distinguished Schools are centers of innovation, leadership, and educational excellence. They use Apple technology to inspire creativity, collaboration and critical thinking in learning, teaching and the school environment, and have documented results of academic accomplishment.

CTE Pilot Program

Brian Cote, our Director of Curriculum, Instruction & Assessment, will provide an update on the Career Technical Education Program. We are in the second year of a three year pilot program with vocational high schools within the Bucks County IU, Chester County IU and Montgomery County IU.

Student Recognition

Alex (8th Grade) has been named Lead Fife in his brick and mortar school's Fife and Drum Corps playing the song "Drummers Call", which is representative of how the people of camp would wake up each day.



Joshua (9th Grade) has been studying cello for four years, plays with the Reading Symphony Junior String Orchestra and is a member of their Chamber Orchestra. He was awarded a Katherine N. Quartner – Rita Quartner Herman String Scholarship in 2018 and 2020 as well as the Peter J. Brye Cello/Harp Scholarship in 2022. In addition to playing cello, he is a member of the Exeter Varsity Swim Team and the Antietam Alligators Swim Team. Joshua is an accomplished artist in oil and watercolor painting and has won several awards including the Nolde Forest Art Contest in 2021 and 2022, PBS39 Artist of the Month for December 2020, and first place in the Pennsylvania State Farm Show Poster Contest. He has also been the Student Arts and Crafts Fair Champion for the Oley Valley Community Fair for 5 years.



Special Education Count as of September 26, 2022

Students with IEP/GIEP/504 Service Agreements:

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	45	5	1	1	7
7	85	17	2	3	22
8	166	25	5	6	36
9	248	36	5	20	61
10	221	43	2	19	64
11	252	53	1	29	83
12	233	37	9	25	71
Total	1,250	216 17%	25 2%	103 8%	344 27%

Students Receiving Related Services:

Speech and Language	31
Group Social Skills Class with Counselor	54
Group Coping Skills Class with Therapist	50
Individual Counseling (including a Psychologist)	31
Executive Functioning Counseling	2
Occupational Therapy	11
Physical Therapy	0
Reading Instruction by Reading Therapist	1
Teacher of the Visually Impaired	1

Teacher of the Deaf and Hard of Hearing	1
Tutor	0
PCA	8
Behavior Support Consultant (BSC)	1
* 115 students with RS out of 241 students with IEPs/GIEPs = 47.7%	
* 115 of IEP students with RS there are 191 services per student on average = 1.66 services per student	191
* 191 total services rendered out of the 241 students with IEP/GIEPS = 79.3%	
TOTAL:	
<i>*Related Services do not include newly enrolled students.</i>	

File Attachments

[Alex.png \(991 KB\)](#)[Joshua.png \(642 KB\)](#)

2. Organization of Board of Trustees

Subject **2.1 Oath of Office - Dr. Dusty Blakey**

Meeting Oct 11, 2022 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Procedural

The Oath will be administered to Dr. Dusty Blakey who was approved to renew his term at the September 13, 2022 Board Meeting, but was not present at that time to be sworn in.

Admin Content

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."

3. Approval of Minutes

Subject **3.1 Approval of September 13, 2022 Minutes**

Meeting Oct 11, 2022 - Board Meeting

Category 3. Approval of Minutes

Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the September 13, 2022 Board Meeting as presented.

File Attachments

[September 13, 2022 Board Meeting Minutes.pdf \(739 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the September 13, 2022 Board Meeting as presented.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

4. Consent Agenda

Subject	4.1 Review of Consent Agenda Items
Meeting	Oct 11, 2022 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items (Listed by Department) Include:

Financial

- 4.2 Treasurer's Reports & Board Summary Reports - July 2022 and August 2022
- 4.3 Expenditure Reports - July 2022 and August 2022
- 4.4 Designated Employee for School Gas Credit Card

Human Resources

- 4.5 Personnel Actions
- 4.6 Home Visit - Stipend Proposal

Curriculum

- 4.7 Subscription - Career Safe
- 4.8 Memorandum of Understanding - Compass Mark
- 4.9 Agreements - Sheraton Philadelphia University City Hotel
- 4.10 Agreement - Allegheny College

Board / School / Family Communication

- 4.11 School Trip - Carnegie Museum of Art
- 4.12 School Trip - Mural Arts Philadelphia
- 4.13 School Trip - O'Reilly Theater
- 4.14 School Trip - People's Light and Theater
- 4.15 School Trip - Turkey Hill Experience
- 4.16 End of Year Party - Bowling Palace

- 4.17 End of Year Party - Hillview Bowling Lanes
- 4.18 Contract -Westmoreland County Community College - Prom
- 4.19 Contract -Westmoreland County Community College -Graduation

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.2 Treasurer's Reports and Board Summary Reports**

Meeting Oct 11, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the July 2022 and August 2022 Treasurer's Reports and
Action Board Summary Reports as presented.

File Attachments

[July 2022 - Treasurer's Report.pdf \(63 KB\)](#)

[July 2022 - Board Summary Report.pdf \(18 KB\)](#)

[August 2022 - Treasurer's Report.pdf \(63 KB\)](#)

[August 2022 - Board Summary Report.pdf \(18 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.3 Expenditure Reports**

Meeting Oct 11, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the July 2022 and August 2022 Expenditure Reports as
Action presented.

File Attachments

[July 2022 - Expenditure Report.pdf \(134 KB\)](#)[August 2022 - Expenditure Report.pdf \(87 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.4 Designated Employee for School Gas Credit Card**

Meeting Oct 11, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve Mark Dickinson as an additional designated employee to use the school gas credit card as needed for testing or other job duties.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.5 Personnel Actions**

Meeting Oct 11, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

New Hires/Re-Hires (3)

Transfers/Classification Changes (0)

Leaves of Absence Requests (3)

Additional Duties (0)

Supplementals/Stipends (2)

Retirements/Resignations/Terminations (1)

File Attachments

[Personnel Actions October 2022.pdf \(27 KB\)](#)

Executive Content

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	4.6 Home Visit - Stipend Proposal
Meeting	Oct 11, 2022 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the use of Committed Fund Balance School Wide Initiatives for a Home Visit Stipend for staff members as detailed below.

Expected staff to complete home visits:

- 5 stipends
 - All filled: John W., Estella G., Kera R., Allan M. (x2)
 - Home visits focused on non-truancy concerns
 - \$1,188 per stipend, which is about eight ½ day trips per year
 - 4 hrs per trip + 30 mins prep and filing
 - Travel causes significant variability in the number of home visits that can be completed. Generally, between 2-4 home visits are scheduled in a trip.
- 2 home & school liaisons
 - Both vacant
 - Home visits focused on truancy concerns
 - Initiated at 5th unexcused absence

Data from 2021-2022

- 126 home visits were requested by staff, and approved by supervisors, that were not initiated due to truancy concerns
 - At 3 home visits per trip, 5 stipend positions are anticipated to complete 120 home visits in 22-23
 - This number is variable
- 327 students reached at least a level 4 truancy

Benefits of offering additional home visits from staff outside of their work day:

- Some home visits are requested to be completed ASAP. They may not be able to be completed by the home visit team due to location, schedules
- H&S Liaison positions are vacant, and we would like home visits to be completed for all students who reach at least 5 unexcused absences
 - Home visits are not required by code, but is an intervention we would like to continue to implement prior to referring to CYS or filing a citation

Proposal

- We are anticipating a large portion of the anticipated 5th or more unexcused absences to occur in quarter 1. This is due to us shifting to daily attendance rather than weekly attendance.
 - Using 21-22 data, this means we have a need to complete about 82 home visits until we hire 2 H&S Liaisons

- BUT as of 10/6/22, there are 70 students who have accrued 5 or more unexcused absences.
 - This is a need of 40 trips, completing 3 home visits per trip
 - Using 4 hours (½ day) as a baseline, there is a need for:
 - 40 trips x 4 hrs per trip = 160 hrs
 - \$33/ hr x 160 hrs =\$5,280
 - Additional costs of rental and/or gas or mileage
 - This is to complete home visits for attendance purposes only
- Allot 30 minutes for prep & follow up per visit
 - Reaching out to family & scheduling
 - Preparing letters
 - Gathering information from stakeholders, as needed
 - Determining logistics (car, travel route)
 - Completing the home visit summary form, logging in SIS, & uploading in SIS

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject 4.7 Subscription - Career Safe

Meeting Oct 11, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the subscription with Career Safe for the 2022-2023 SY for a cost of \$32 per seat or approximately \$7,456 for 233 students, a copy of which is attached.

Career Safe will provide industry based credential courses to meet Act 138 requirements.

This has been reviewed by our CEO and principal and is a PDE recognized vendor.

File Attachments

[Career Safe.pdf \(2,869 KB\)](#)

Executive File Attachments

[Career Safe - Board Agenda Decision Form.pdf \(233 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.8 Memorandum of Understanding - Compass Mark

Meeting Oct 11, 2022 - Board Meeting

Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Memorandum of Understanding between 21st Century Cyber Charter School and Compass Mark, at no cost, for the 2022-2023 school year, a copy of which is attached.

They will be holding sessions with our students around positive behavior and trauma informed strategies through the end of the 2022-2023 school year.

This has been reviewed by our CEO and High School Principal, Dr. Monica Frank.

File Attachments

[Compass Mark.pdf \(247 KB\)](#)

Executive File Attachments

[Compass Mark - Board Agenda Decision Form.pdf \(235 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	4.9 Agreements - Sheraton Philadelphia University City Hotel
Meeting	Oct 11, 2022 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the agreements with Sheraton Philadelphia University City Hotel for Keystone and PSSA testing for the 2022-2023 school year at a cost of \$9,910.00, copies of which are attached.

File Attachments

[Sheraton - April Testing Dates.pdf \(776 KB\)](#)

[Sheraton - May Testing Dates.pdf \(774 KB\)](#)

Executive File Attachments

[Sheraton - Board Agenda Decision Form.pdf \(263 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	4.10 Agreement - Allegheny College
Meeting	Oct 11, 2022 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the agreement with Allegheny College for Keystone and PSSA testing for the 2022-2023 school year at a cost of \$1,600.00, a copy of which is attached.

File Attachments
[Allegheny College.pdf \(683 KB\)](#)

Executive File Attachments
[Allegheny College - Board Agenda Decision Form.pdf \(215 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	4.11 School Trip - Carnegie Museum of Art
Meeting	Oct 11, 2022 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Requesting approval for a student trip to Carnegie Museum of Art for a tour during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone. The cost is \$450 and a copy of the agreement is attached.

File Attachments
[Carnegie Museum of Art.pdf \(598 KB\)](#)

Executive File Attachments

[Carnegie Museum of Art - Board Agenda Decision Form.pdf \(837 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.12 School Trip - Mural Arts Philadelphia**

Meeting Oct 11, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Requesting approval for a student trip to Mural Arts Philadelphia for a tour during the 2022-
Action 2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

Executive File Attachments

[Mural Arts Philadelphia.pdf \(1,255 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.13 School Trip - O'Reilly Theater**

Meeting Oct 11, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Requesting approval for a student trip to O'Reilly Theater for a production of A Midsummer
Action Night's Dream in Harlem during the 2022-2023 school year. Permission slips will be
required, and 21CCCS staff will chaperone.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.14 School Trip - People's Light and Theater

Meeting Oct 11, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Requesting approval for a student trip to People's Light and Theater for a production of Alice in Wonderland: A Musical Panto during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.15 School Trip - Turkey Hill Experience

Meeting Oct 11, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Requesting approval for a student trip to the Turkey Hill Experience during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.16 End of Year Party - Bowling Palace

Meeting Oct 11, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Requesting approval for a student trip to Bowling Palace for the End of Year Party during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.17 End of Year Party - Hillview Bowling Lanes

Meeting Oct 11, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Requesting approval for a student trip to Hillview Bowling Lanes for the End of Year Party during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.18 Contract - Westmoreland County Community College - Prom

Meeting Oct 11, 2022 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract with Westmoreland County Community College for our prom near Murrys ville for a total cost of \$300.00, a copy of which is attached.

This has previously been reviewed by our solicitor and no changes have been made to the agreement.

File Attachments

[Westmoreland County Community College - Prom.pdf \(868 KB\)](#)

Executive File Attachments

[Westmoreland County Community College - Board Agenda Decision Form.pdf \(844 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	4.19 Contract - Westmoreland County Community College - Graduation
Meeting	Oct 11, 2022 - Board Meeting
Category	4. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the contract with Westmoreland County Community College for the graduation ceremony near Murrysville for a total cost of \$300.00, a copy of which is attached.

This has previously been reviewed by our solicitor and no changes have been made to the agreement.

File Attachments

[Westmoreland County Community College - Graduation.pdf \(896 KB\)](#)

Executive File Attachments

[Westmoreland County Community College - Board Agenda Decision Form.pdf \(837 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

5. New Business

Subject	5.1 Chesco.Net
Meeting	Oct 11, 2022 - Board Meeting
Category	5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the Addendum to the original contract between 21CCCS and Chesco.net. The cost is an annual fee of \$32,000 through June 30, 2030 for the redundant fiber optic transport feed. A copy of the addendum is attached.

Dr. George Fiore, the Executive Director of the Chester County Intermediate Unit, has recused himself from voting on this action. A copy of the Recusal Memorandum is attached.

This has been reviewed by our CEO and IT Director.

File Attachments

[Chesco.Net.pdf \(395 KB\)](#)

[Recusal - Dr. George Fiore.pdf \(23 KB\)](#)

Executive File Attachments

[Chesco.Net - Board Agenda Decision Form.pdf \(812 KB\)](#)

Motion & Voting

Recommend the Board approve the Addendum to the original contract between 21CCCS and Chesco.net. The cost is an annual fee of \$32,000 through June 30, 2030 for the redundant fiber optic transport feed. A copy of the addendum is attached.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Abstain: George Fiore

Subject 5.2 Recruiting Agreement - School Operation Services Group

Meeting Oct 11, 2022 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the Recruiting Agreement with School Operations Services Group, at the cost of 9% of a hired candidate's base annual salary. A copy of the agreement is attached.

File Attachments

[School Operations Service Group.pdf \(235 KB\)](#)

Motion & Voting

Recommend the Board approve the Recruiting Agreement with School Operations Services Group, at the cost of 9% of a hired candidate's base annual salary. A copy of the agreement is attached.

Motion by Alan Fegley, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.3 Dual Enrollment Agreement - Lehigh Carbon Community College**

Meeting Oct 11, 2022 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Recommend the Board approve the Dual Enrollment Agreement for eligible 21CCCS high
Action school students with Lehigh Carbon Community College, a copy of which is attached.

This agreement has been reviewed by the solicitor.

File Attachments

[Lehigh Carbon Community College.pdf \(348 KB\)](#)

Executive File Attachments

[LCCC - Board Agenda Decision Form.pdf \(108 KB\)](#)

Motion & Voting

Recommend the Board approve the Dual Enrollment Agreement for eligible 21CCCS high school students with Lehigh Carbon Community College, a copy of which is attached.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.4 Memorandum of Understanding - Harrisburg Community College**

Meeting Oct 11, 2022 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Recommend the Board approve the Memorandum of Understanding for eligible 21CCCS
Action high school students with Harrisburg Community College, a copy of which is attached.

This memorandum of understanding has been reviewed by the CEO and the Director of Curriculum, Instruction & Assessment. It is the college's standard memorandum of understanding used with other high schools.

File Attachments

[Harrisburg Area Community College.pdf \(637 KB\)](#)

Executive File Attachments

[Harrisburg Area Community College - Board Agenda Decision Form.pdf \(211 KB\)](#)

Motion & Voting

Recommend the Board approve the Memorandum of Understanding for eligible 21CCCS high school students with Harrisburg Community College, a copy of which is attached.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.5 Dual Enrollment Agreement - Messiah University**

Meeting Oct 11, 2022 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the Dual Enrollment Agreement for eligible 21CCCS high school students with Messiah University, a copy of which is attached.

This agreement has been reviewed by the solicitor.

File Attachments

[Messiah University.pdf \(519 KB\)](#)

Executive File Attachments

[Messiah University - Board Agenda Decision Form.pdf \(213 KB\)](#)

Motion & Voting

Recommend the Board approve the Dual Enrollment Agreement for eligible 21CCCS high school students with Messiah University, a copy of which is attached.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

6. First Reading**Subject** **6.1 Policies and Administrative Regulations**

Meeting Oct 11, 2022 - Board Meeting

Category 6. First Reading

Access Public

Type First Reading

Recommend the Board review the new and/or revised policies and administrative regulations, copies of which are attached. These are first reading and no action is needed at this time. They will be on the November Board agenda for approval.

Deleted Language: ~~Red Strikethrough~~

Added Language: **Yellow Highlight**

Policy Number	Policy Name	Status	Provided By
2001	Enrollment	REVISED	Solicitor
2018.3	Consequences for Students Convicted or Adjudicated Delinquent of Sexual Assault	REVISED	Solicitor
2036.1	Threat Assessment	REVISED	PSBA
2066	Transgender and Gender Conforming Student	REVISED	Solicitor
2067	Dual Enrollment Agreements with Institutions of Higher Education	NEW	Solicitor
4000	Objectives	REVISED	Business Administrator, Loree Marchese

Administrative Regulation Number	Administrative Regulation Name	Status	Provided By
2001-AR-7	Guidelines for Reasonable Information to Substantiate Sworn Statement by Resident Under 24 P.S. §13-1302	REVISED	Solicitor
2018.3-AR-1	Act 110 Verification	NEW	Solicitor
2066-AR-1	Official Name Change Form	NEW	CEO

File Attachments

[2001 REVISED.pdf \(175 KB\)](#)
[2018.3 REVISED.pdf \(155 KB\)](#)
[2036.1 REVISED.pdf \(270 KB\)](#)
[2066 REVISED.pdf \(172 KB\)](#)
[2067 NEW.pdf \(89 KB\)](#)
[4000 REVISED.pdf \(85 KB\)](#)
[2001-AR-7 REVISED.pdf \(79 KB\)](#)
[2018.3-AR-1 NEW.pdf \(72 KB\)](#)
[2066-AR-1 NEW.pdf \(77 KB\)](#)

7. Board Member and Public Comment

Subject **7.1 Board Member Comment**
 Meeting Oct 11, 2022 - Board Meeting
 Category 7. Board Member and Public Comment
 Access Public
 Type Procedural

Subject **7.2 Public Comment**
 Meeting Oct 11, 2022 - Board Meeting
 Category 7. Board Member and Public Comment

Access Public
 Type Procedural

8. Meeting Schedule

Subject 8.1 2022-2023 Meeting Schedule
 Meeting Oct 11, 2022 - Board Meeting
 Category 8. Meeting Schedule
 Access Public
 Type Information

The schedule below reflects the remaining Board Meetings for the 2022-2023 School Year:

Board Meetings - 1:00 p.m.

November 8, 2022
 December 13, 2022
 January 10, 2023
 February 14, 2023
 March 14, 2023
 April 11, 2023
 May 9, 2023

The Board Meetings will be held the second Tuesday of every month from August through May at 1:00 p.m. There will be no Board Meetings in June or July.

9. Adjournment

Subject 9.1 Adjournment
 Meeting Oct 11, 2022 - Board Meeting
 Category 9. Adjournment
 Access Public
 Type Action
 Recommended Action Recommend the Board adjourn the Board Meeting.

Motion & Voting

Recommend the Board adjourn the Board Meeting.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox



**Tuesday, November 8, 2022
Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.**

1. Meeting Opening

Subject 1.1 Call to Order - Roll Call

Meeting Nov 8, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board Chairperson will call the board meeting to order, the Board Secretary will document attendance.

Subject 1.2 Notification of Recording

Meeting Nov 8, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject 1.3 Pledge of Allegiance

Meeting Nov 8, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject 1.4 Executive Session Announcements

Meeting Nov 8, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Session was held prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject 1.5 CEO and Administrators' Reports

Meeting Nov 8, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

Student Activities

Adventure Club: Cherry Crest Farms

On October 20, 2022, students joined the Adventure Club on a trip to Cherry Crest Adventure Farm. The trip included an adventure through a 5-acre corn maze, an educational tour of the farm's facilities, and the opportunity to learn about agriculture and slingshot trajectories.

Field Trip: Back to School Picnics

We held our annual back to school picnics near our Murrysville and West Chester offices on September 30, 2022. We had 94 students, in addition to family members, join us for this event.

Field Trip: Carnegie Museum of Natural History

On October 21, 2022, 18 students attended a trip to the Carnegie Museum of Natural History in Pittsburgh. Students were challenged with a scavenger hunt while exploring the museum in a guided tour.

Social Awareness and School Engagement

In September, middle school and high school SASE celebrated Attendance Awareness Month where students signed a pledge to commit to attendance. Also, they completed a SEL bingo card that had tasks to challenge social and emotional learning skills.

In October, middle and high school students had separate poetry cafes where students read poems they wrote. Additionally, middle school celebrated "world smile day" as a group in an event using their cameras to show things that made them smile, and completed a group activity celebrating the world series at the end of the month.

Special Education Count as of October 24, 2022

Students with IEP/GIEP/504 Service Agreements:

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	46	6	1	2	9
7	87	18	2	2	22
8	170	26	5	7	38
9	252	37	6	22	65
10	234	48	2	24	74

11	262	58	1	27	86
12	234	37	8	26	71
Total	1,285	230 18%	25 2%	110 9%	365 28%

Students Receiving Related Services:

Speech and Language	30
Group Social Skills Class with Counselor	53
Group Coping Skills Class with Therapist	48
Individual Counseling (including a Psychologist)	32
Executive Functioning Counseling	2
Occupational Therapy	10
Physical Therapy	0
Reading Instruction by Reading Therapist	1
Teacher of the Visually Impaired	0
Teacher of the Deaf and Hard of Hearing	0
Tutor	0
PCA	8
Behavior Support Consultant (BSC)	1
* 113 students with RS out of 255 students with IEPs/GIEPs = 44.3%	185
* 113 of IEP students with RS there are 185 services per student on average = 1.64 services per student	
* 185 total services rendered out of the 255 students with IEP/GIEPS = 72.6%	
TOTAL:	
*Related Services do not include newly enrolled students.	

2. Approval of Minutes

Subject **2.1 Approval of October 11, 2022 Minutes**

Meeting Nov 8, 2022 - Board Meeting

Category 2. Approval of Minutes

Access Public

Type Action

Recommended Recommend the Board approve the Minutes of the October 11, 2022 Board Meeting as
Action presented.

File Attachments

[October 11, 2022 Board Meeting Minutes.pdf \(739 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the October 11, 2022 Board Meeting as presented.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

3. Consent Agenda

Subject **3.1 Review of Consent Agenda Items**

Meeting Nov 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve the Consent Agenda items.
Action

The Consent Agenda Items (Listed by Department) Include:

Financial

3.2 Treasurer's Report & Board Summary Report - September 2022

3.3 Expenditure Report - September 2022

Human Resources

3.4 Personnel Actions

Financial

3.5 Additional Designated Employee for School Procurement / Credit Cards

3.6 Additional Designated Employees for School Gas Credit Card

Board/School/Family Communications

3.7 Agreement - Lancaster Lebanon IU 13

3.8 Contract - Coatesville Country Club

3.9 Agreement - DJ Randy Barker

- 3.10 Agreement - Portraits by Sean
- 3.11 Resolution - Truancy Officers
- 3.12 Policies and Administrative Regulations

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Subject	3.2 Treasurer's Report and Board Summary Report
Meeting	Nov 8, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the September 2022 Treasurer's Report and Board Summary Report as presented.

File Attachments

- [September 2022 - Treasurer's Report.pdf \(81 KB\)](#)
- [September 2022 - Board Summary Report.pdf \(19 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Subject	3.3 Expenditure Report
Meeting	Nov 8, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the September 2022 Expenditure Report as presented.

File Attachments

- [September 2022 - Expenditure Report.pdf \(107 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Subject	3.4 Personnel Actions
Meeting	Nov 8, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)
New Hires/Re-Hires (2)	
Transfers/Classification Changes (0)	
Leaves of Absence Requests (2)	
Additional Duties (0)	
Supplementals/Stipends (4)	
Retirements/Resignations/Terminations (2)	

File Attachments

[Personnel Actions Nov 8 2022 REV 10.31.22.pdf \(27 KB\)](#)

Executive Content

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Subject	3.5 Additional Designated Employee for School Procurement / Credit Cards
Meeting	Nov 8, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve Dr. Nora Wheeler as an additional designated employee to use a school procurement/credit card for the 2022-2023 SY.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Subject 3.6 Additional Designated Employees for School Gas Credit Card

Meeting Nov 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve Estella Greco, Anthony Harkins and Lillian Lopez as additional designated employees to use the school gas credit card as needed for testing or other job duties.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Subject 3.7 Agreement - Lancaster Lebanon IU 13

Meeting Nov 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Agreement with Lancaster Lebanon IU13 for SSIP/PaTTAN services, a copy of which is attached.

This Agreement has been reviewed by our solicitor.

File Attachments

[Lancaster Lebanon IU13.pdf \(327 KB\)](#)

Executive File Attachments

[Lancaster Lebanon IU13 - Board Agenda Decision Form.pdf \(398 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Subject 3.8 Contract - Coatesville Country Club

Meeting Nov 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract with Coatesville Country Club for our prom near West Chester for a total cost of \$6,070.00, dependent upon the number of attendees, a copy of which is attached.

This has previously been reviewed by our solicitor and no changes have been made to the contract.

File Attachments

[Coatesville Country Club.pdf \(227 KB\)](#)

Executive File Attachments

[Coatesville Country Club - Board Agenda Decision Form.pdf \(838 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Subject 3.9 Agreement - DJ Randy Barker

Meeting Nov 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement between 21CCCS and DJ Randy Barker for the 2022-2023 Murrysville prom for a total cost of \$350.00, a copy of which is attached.

This Agreement has been reviewed by our CEO and Assistant Principal.

File Attachments

[DJ Randy Barker.pdf \(99 KB\)](#)

Executive File Attachments

[DJ Randy Parker - Board Agenda Decision Form.pdf \(836 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Subject **3.10 Agreement - Portraits by Sean**

Meeting Nov 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Agreement with Portraits by Sean for graduation portraits at both locations for a total cost of \$3,200.00, a copy of which is attached.

This Agreement has been reviewed by our CEO and Assistant Principal.

File Attachments

[Portraits by Sean.pdf \(79 KB\)](#)

Executive File Attachments

[Portraits by Sean - Board Agenda Decision Form.pdf \(836 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Subject **3.11 Resolution - Truancy Officers**

Meeting Nov 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Resolution and letter designating Truancy Officers, copies of which are attached. There are 2 additional truancy officers for 21st Century Cyber Charter School.

File Attachments

- [Resolution of the Board of Trustees.pdf \(94 KB\)](#)
- [Hearing Officer Letter.pdf \(62 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Subject 3.12 Policies and Administrative Regulations

Meeting Nov 8, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the below new and/or revised Policies, copies of which are attached. These were First Reading on the October Board Agenda.

Deleted Language: ~~Red Strikethrough~~

Added Language: **Yellow Highlight**

Policy Number	Policy Name	Status	Provided By
2001	Enrollment	REVISED	Solicitor
2018.3	Consequences for Students Convicted or Adjudicated Delinquent of Sexual Assault	REVISED	Solicitor
2036.1	Threat Assessment	REVISED	PSBA
2066	Transgender and Gender Conforming Student	REVISED	Solicitor
2067	Dual Enrollment Agreements with Institutions of Higher Education	NEW	Solicitor
4000	Objectives	REVISED	Business Administrator, Loree Marchese

Administrative Regulation Number	Administrative Regulation Name	Status	Provided By

2001-AR-7	Guidelines for Reasonable Information to Substantiate Sworn Statement by Resident Under 24 P.S. §13-1302	REVISED	Solicitor
2018.3-AR-1	Act 110 Verification	NEW	Solicitor
2066-AR-1	Official Name Change Form	NEW	CEO

File Attachments

[2001 REVISED.pdf \(175 KB\)](#)
[2018.3 REVISED.pdf \(155 KB\)](#)
[2036.1 REVISED.pdf \(270 KB\)](#)
[2066 REVISED.pdf \(165 KB\)](#)
[2067 NEW.pdf \(89 KB\)](#)
[4000 REVISED.pdf \(85 KB\)](#)
[2001-AR-7 REVISED.pdf \(79 KB\)](#)
[2018.3-AR-1 NEW.pdf \(72 KB\)](#)
[2066-AR-1 NEW.pdf \(77 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

4. New Business

Subject **4.1 2022-2023 IDEA-B Original Allocation Use of Funds and Intergovernmental Agreement**

Meeting Nov 8, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the 2022-23 IDEA-B Original Allocation Use of Funds and Intergovernmental Agreement in the amount of \$241,347, a copy of which is attached.

Funding of \$375,850 was included in the 2022-23 budget which included \$73,022 in American Rescue Plan (ARP) funds. The \$134,503 reduction in funding was due to decreased enrollment from the prior fiscal year and no award for additional ARP funding.

A recusal memorandum from Dr. George Fiore of the Chester County Intermediate Unit is also attached.

File Attachments

[2022-2023 IDEA-B.pdf \(1,219 KB\)](#)
[Dr. George Fiore - Recusal Memorandum.pdf \(23 KB\)](#)

Motion & Voting

Recommend the Board approve the 2022-23 IDEA-B Original Allocation Use of Funds and Intergovernmental Agreement in the amount of \$241,347, a copy of which is attached.

Motion by Michele Orner, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Abstain: George Fiore

Subject **4.2 Memorandum of Understanding - Western Area Career and Technology Center**

Meeting Nov 8, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the Memorandum of Understanding with Western Area Career and Technology Center at a cost of \$8,500 for the 2022-2023 SY, a copy of which is attached.

This Memorandum of Understanding has been reviewed by our CEO and Director of Curriculum, Instruction & Assessment.

File Attachments

[Western Area Career & Technology Center.pdf \(127 KB\)](#)

Executive File Attachments

[WACTC - Board Agenda Decision Form.pdf \(193 KB\)](#)

Motion & Voting

Recommend the Board approve the Memorandum of Understanding with Western Area Career and Technology Center at a cost of \$8,500 for the 2022-2023 SY, a copy of which is attached.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Subject **4.3 Early College Program - Luzerne County Community College**

Meeting Nov 8, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the Early College Program for eligible 21CCCS high school students with Luzerne County Community College, a copy of which is attached.

This early college program has been reviewed by the solicitor.

File Attachments

[Luzerne County Community College.pdf \(147 KB\)](#)

Executive File Attachments

[Luzerne County Community College - Board Agenda Decision Form.pdf \(112 KB\)](#)

Motion & Voting

Recommend the Board approve the Early College Program for eligible 21CCCS high school students with Luzerne County Community College, a copy of which is attached.

Motion by Michele Orner, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Subject	4.4 Dual Enrollment Agreement -Commonwealth University of Pennsylvania (Bloomsburg)
Meeting	Nov 8, 2022 - Board Meeting
Category	4. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Dual Enrollment Agreement for eligible 21CCCS high school students with Commonwealth University of Pennsylvania (Bloomsburg), a copy of which is attached.

This agreement has been reviewed by the CEO and Director of Curriculum, Instruction & Assessment.

File Attachments

[Commonwealth University of Pennsylvania \(Bloomsburg\).pdf \(294 KB\)](#)

Executive File Attachments

[Commonwealth University - Board Agenda Decision Form.pdf \(88 KB\)](#)

Motion & Voting

Recommend the Board approve the Dual Enrollment Agreement for eligible 21CCCS high school students with Commonwealth University of Pennsylvania (Bloomsburg), a copy of which is attached.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Subject	4.5 Contract - George's Transportation
Meeting	Nov 8, 2022 - Board Meeting
Category	4. New Business
Access	Public

Type Action

Recommended Action Recommend the Board approve the contract with George's Transportation for transportation of a student on a 2 week trial basis from November 1, 2022 through November 11, 2022 at a total cost of \$2,385, a copy of which is attached.

Dr. Matthew Flannery authorized this 2 week contract, pursuant to Policy 3008, as the service was needed between board meetings. A copy of Policy 3008 is attached.

Executive File Attachments

- [George's Transportation.pdf \(455 KB\)](#)
- [George's Transportation - Board Agenda Decision Form.pdf \(397 KB\)](#)

Motion & Voting

Recommend the Board approve the contract with George's Transportation for transportation of a student on a 2 week trial basis from November 1, 2022 through November 11, 2022 at a total cost of \$2,385, a copy of which is attached.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Subject 4.6 Agreement - Devereaux Advanced Behavioral Health

Meeting Nov 8, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the agreement with Devereaux Advanced Behavioral Health for related services at costs compliant with industry standards for the 2022-2023 SY, a copy of which is attached.

This agreement has been reviewed by our solicitor.

File Attachments

- [Devereaux.pdf \(303 KB\)](#)

Executive File Attachments

- [Devereux - Board Agenda Decision Form.pdf \(942 KB\)](#)

Motion & Voting

Recommend the Board approve the agreement with Devereaux Advanced Behavioral Health for related services at costs compliant with industry standards for the 2022-2023 SY, a copy of which is attached.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Subject 4.7 2022-2023 Fund Balance Designation

Meeting	Nov 8, 2022 - Board Meeting
Category	4. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the 2022-2023 Fund Balance Designation as of June 30, 2022.

Fund Balance as of 6/30/22:	
Nonspendable	\$ 9,847
Committed	\$13,883,986
Assigned	\$ 373,358
Unassigned	\$ 4,314,142
Total Fund Balance	\$18,581,333

File Attachments

[2022-2023 Fund Balance Designation.pdf \(100 KB\)](#)

Motion & Voting

Recommend the Board approve the 2022-2023 Fund Balance Designation as of June 30, 2022.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Subject 4.8 CEO Salary - 2022-2023 SY

Meeting	Nov 8, 2022 - Board Meeting
Category	4. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the proposed increase in salary for the CEO for the 2022-2023 school year. This will be a roll call vote.

Executive Content

The CEO/Director Compensation Plan, Section V Salary and Benefits (#3) states:

Provided that the CEO is rated minimally at a proficient level, he shall receive a base salary in accordance with the Pennsylvania Special Session Act 1 of 2006 ("Act 1") index limited by not more than 4% each year and no less than 2% of the Agreement effective July 1 for each subsequent year.

In Appendix B, Section Salary/Compensation Plan, #3 states:

Any additional salary adjustments or increases are not guaranteed and are at the sole discretion of the Board of Trustees.

Following the annual evaluation of the CEO for the 2021-2022 school year, the defined compensation plan allows for 3.4% salary increase. The Board proposes a 4% increase in salary for the 2022-2023 school year.

Motion & Voting

Recommend the Board approve the proposed increase in salary for the CEO for the 2022-2023 school year. This will be a roll call vote.

Motion by Andrea Fox, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Subject 4.9 2021-2022 Annual Financial Report

Meeting Nov 8, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Information

The Annual Financial Report for the 2021-2022 fiscal year was submitted to the Pennsylvania Department of Education on October 31, 2022, a copy of which is attached.

File Attachments

[2021-2022 Annual Financial Report.pdf \(1,032 KB\)](#)

Subject 4.10 School Vehicles - Costars Purchase

Meeting Nov 8, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the Costars purchase of two Toyota Camrys, from New Holland Auto Group, for a total of \$55,334 from the Committed Fund Balance.

File Attachments

[New Holland Auto Group.pdf \(183 KB\)](#)

Motion & Voting

Recommend the Board approve the Costars purchase of two Toyota Camrys, from New Holland Auto Group, for a total of \$55,334 from the Committed Fund Balance.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Subject 4.11 Addendum to Board Approved Contract - School Operations Service Group (PT Confidential Secretary Position)

Meeting Nov 8, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve an addendum to the Board approved contract from 5/10/22 to add the PT Confidential Secretary position staffed by School Operations Service Group.

File Attachments

- [Addendum - School Operations Service Group.pdf \(211 KB\)](#)
- [School Operations Service Group - October 11, 2022.pdf \(224 KB\)](#)
- [School Operations Service Group - May 10, 2022.pdf \(1,063 KB\)](#)

Executive Content

The Full time Confidential Secretary resigned on 8/10/2022. We have had difficulty recruiting for this position and the position is still currently open with no prospects.

21CCCS Board entered into a recruiting agreement with SOS on 10/11/2022 (attached) to assist with this position. We have identified a candidate through this process and would prefer to hire the candidate through SOS as their direct hire. We currently have an agreement with SOS that was board approved on 5/10/22 (attached - 5/10/22 - 6/30/24) for our Facilities Manager.

Recommendation would be to approve an addendum to the board approved contract from 5/10/22 to add the PT Confidential Secretary position staffed by SOS. The hourly rate for the new hire is \$23.18 (# hours 1495 fo a full year x \$23 = \$34,654.10 The markup of 40% to SOS is less than expenditures the school would incur as our direct hire for PSERS (35.26%) and FICA (7.65%) totalling 42.91%.

The range for our posting is \$23.18 - \$27.36.

Motion & Voting

5. First Reading

Subject 5.1 Policies and Administrative Regulations

Meeting Nov 8, 2022 - Board Meeting

Category 5. First Reading

Access Public

Type First Reading

Recommend the Board review the new and/or revised policies and administrative regulations, copies of which are attached. These are First Reading and no action is needed at this time. These policies and administrative regulations will be on the December Board agenda for approval.

Deleted Language: ~~Red Strikethrough~~

Added Language: **Yellow Highlight**

Policy Number	Policy Name	Status	Provided By
6005.1	Emergency Preparedness and Response	REVISED	PSBA

Administrative Regulation Number	Administrative Regulation Name	Status	Provided By

2004-AR-2	1st Unexcused Absence	REVISED	21CCCS Administration
2004-AR-3	2nd Unexcused Absence	REVISED	21CCCS Administration
6019-AR-2	Safe2Say Something Procedures	REVISED	PSBA

File Attachments

[6005.1 - REVISED.pdf \(179 KB\)](#)[2004-AR-2 REVISED.pdf \(72 KB\)](#)[2004-AR-3 REVISED.pdf \(70 KB\)](#)[6019-AR-2 - REVISED.pdf \(597 KB\)](#)

6. Board Member and Public Comment

Subject **6.1 Board Member Comment**

Meeting Nov 8, 2022 - Board Meeting

Category 6. Board Member and Public Comment

Access Public

Type Procedural

Subject **6.2 Public Comment**

Meeting Nov 8, 2022 - Board Meeting

Category 6. Board Member and Public Comment

Access Public

Type Procedural

7. Meeting Schedule

Subject **7.1 2022-2023 Meeting Schedule**

Meeting Nov 8, 2022 - Board Meeting

Category 7. Meeting Schedule

Access Public

Type Information

The schedule below reflects the remaining Board Meetings for the 2022-2023 School Year:

Board Meetings - 1:00 p.m.

December 13, 2022

January 10, 2023

February 14, 2023

March 14, 2023

April 11, 2023

May 9, 2023

The Board Meetings will be held the second Tuesday of every month from August through May at 1:00 p.m. There will be no Board Meetings in June or July.

8. Adjournment

Subject	8.1 Adjournment
Meeting	Nov 8, 2022 - Board Meeting
Category	8. Adjournment
Access	Public
Type	Action
Recommended Action	Recommend the Board adjourn the Board Meeting.
Motion & Voting	
	Recommend the Board adjourn the Board Meeting.
	Motion by Peter Mango, second by Andrea Fox.
	Final Resolution: Motion Carries
	Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox



**Tuesday, December 13, 2022
Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.**

1. Meeting Opening

Subject 1.1 Call to Order - Roll Call

Meeting Dec 13, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board Chairperson will call the board meeting to order, the Board Secretary will document attendance.

Subject 1.2 Notification of Recording

Meeting Dec 13, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject 1.3 Pledge of Allegiance

Meeting Dec 13, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject 1.4 Executive Session Announcements

Meeting Dec 13, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

Executive Sessions were held on November 28, 2022 and prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject 1.5 CEO and Administrators' Reports

Meeting Dec 13, 2022 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

2021-2022 Financial Audit

The 2021-2022 Financial Audit will be presented by Megan Thompson and Chris Turtell, CPA to the Board of Trustees.

Good Day PA Segment

Dr. Matthew Flannery will report on the Good Day PA Segment that he and our Learning Coach, Lauren Michener, appeared on to discuss 21CCCS and being accredited as an Apple Distinguished School. The link to the segment is below:

[Good Day PA Segment](#)

Pittsburgh Parent Magazine

21CCCS was featured in Pittsburgh Parent Magazine regarding our Apple Distinguished School status. The link to the article is below:

[Pittsburgh Parent Magazine - 21CCCS](#)

Annual Food Drive

The staff at 21CCCS held their annual food drive to support the Chester County Food Bank and the Westmoreland Food Bank. A total of 2,951 pounds of food were donated! Special shout out to the staff and volunteers of both food banks for the wonderful work they do every day in supporting our communities.



Angel Tree

Each year, during the holiday season, we participate in supporting 21cccs families in need who are experiencing a financially difficult time. This year, we raised \$1,605.00 with the help of our administrators, teachers and staff. We were able to purchase gift cards to support and bring light to the 22 families in need during this 2022 holiday season.

Student Activities

Adventure Club: Hawk Mountain

On November 17, 2022, over 22 students as well as parents and siblings joined the Adventure club on a hike at Hawk Mountain. Students had an opportunity to get up close and personal with birds of prey at Hawk Mountain Sanctuary. After the presentation, students went on a guided hike around the sanctuary.

Outreach Event: Halloween Spooky Session

Students were invited for an in-person work session at the 21CCCS West Chester building in October.

Field Trip: Alice in Wonderland

On November 30, students were invited to a showing of Alice in Wonderland at the People's Light and Theater in Malvern.

Social Awareness and School Engagement

In November, middle school students celebrated kindness day by sharing ways they can spread kindness. Middle and high school students participated in a Veteran's Day assembly where they wrote letters to veterans that were mailed to Operation Gratitude, while also honoring service men and women in their lives. Finally, a 21CCCS student led a "Meet the Author" event regarding a book he got published from his Creative Writing class.

Quarter 1 Honor Roll

Distinguished: 329

High Honors: 103

Honors: 111

Student Recognition

Micah (10th Grade) wrote a children's book called Ellie's Mask and published it on Amazon. The book is about a young girl named Ellie battling against symptoms of depression and taking a journey of self-discovery. Micah says "I was inspired to write something that allowed for real-world issues to be represented in an easily understood way.



Special Education Count as of November 28, 2022

Students with IEP/GIEP/504 Service Agreements:

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	46	6	0	5	11
7	90	18	2	2	22
8	178	29	5	8	42
9	249	42	6	17	65
10	243	51	2	26	79
11	267	58	1	25	84
12	241	39	8	25	72
Total	1,314	243 18%	24 2%	108 8%	375 26%

Students Receiving Related Services:

Speech and Language	29
Group Social Skills Class with Counselor	56
Group Coping Skills Class with Therapist	51
Individual Counseling (including a Psychologist)	31
Executive Functioning Counseling	4
Occupational Therapy	10
Physical Therapy	0
Reading Instruction by Reading Therapist	1

Teacher of the Visually Impaired	0
Teacher of the Deaf and Hard of Hearing	0
Tutor	0
PCA	8
Behavior Support Consultant (BSC)	1
<p>* 115 students with RS out of 267 students with IEPs/GIEPs = 43.1%</p> <p>* 115 of IEP students with RS there are 191 services per student on average = 1.66 services per student</p> <p>* 191 total services rendered out of the 267 students with IEP/GIEPS = 71.5 %</p>	
TOTAL:	191
*Related Services do not include newly enrolled students.	

File Attachments

- [2021-2022 Financial Audit - Presentation.pdf \(1,753 KB\)](#)
- [Food Drive 2022.png \(1,210 KB\)](#)
- [Micah.png \(2,502 KB\)](#)

2. Approval of Minutes

Subject	2.1 Approval of November 8, 2022 Minutes
Meeting	Dec 13, 2022 - Board Meeting
Category	2. Approval of Minutes
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the November 8, 2022 Board Meeting as presented.

File Attachments

- [November 8, 2022 Board Meeting Minutes.pdf \(740 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the November 8, 2022 Board Meeting as presented.

Motion by Peter Mango, second by Michele Orner.
Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

3. Consent Agenda

Subject	3.1 Review of Consent Agenda Items
Meeting	Dec 13, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items (Listed by Department) Include:

Financial

- 3.2 Treasurer's Report & Board Summary Report - October 2022
- 3.3 Expenditure Report and Void Payment Report - October 2022
- 3.4 Additional Designated Employee for School Procurement / Credit Cards

Human Resources

- 3.5 Personnel Actions

Curriculum

- 3.6 Quote - Hello Algebra LLC
- 3.7 Agreement - Courtyard by Marriott Reading
- 3.8 Agreements - Heritage Hills Resort York
- 3.9 Agreement - Pennsylvania College of Technology Williamsport
- 3.10 Agreement - Cedar Crest College - Allentown
- 3.11 Agreement - Shippensburg University

Special Education

- 3.12 Contract - George's Transportation

Board/School/Family Communications

- 3.13 School Trip - Dave & Buster's - Camp Hill
- 3.14 School Trip - Dave & Buster's - Homestead
- 3.15 School Trip - Dave & Buster's - Whitehall
- 3.16 Contract - Teal Tuesday (West Chester Prom DJ)
- 3.17 Summer School Fee
- 3.18 Policies and Administrative Regulations

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **3.2 Treasurer's Report and Board Summary Report**

Meeting Dec 13, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the October 2022 Treasurer's Report and Board Summary Report as presented.

File Attachments

[October 2022 - Treasurer's Report.pdf \(83 KB\)](#)[October 2022 - Board Summary Report.pdf \(19 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **3.3 Expenditure Report and Void Payment Report**

Meeting Dec 13, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the October 2022 Expenditure Report and Void Payment Report as presented.

File Attachments

[October 2022 - Expenditure Report.pdf \(88 KB\)](#)[October 2022 - Void Payment Report.pdf \(90 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **3.4 Additional Designated Employee for School Procurement / Credit Cards**

Meeting Dec 13, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve Lucinda Currie as an additional designated employee to use a school procurement/credit card for the 2022-2023 SY.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.5 Personnel Actions

Meeting Dec 13, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

New Hires/Re-Hires (4)

Transfers/Classification Changes (2)

Leaves of Absence Requests (3)

Additional Duties (2)

Supplementals/Stipends (1)

Retirements/Resignations/Terminations (3)

File Attachments

[Board Personnel Actions 12.13.22.pdf \(31 KB\)](#)

Executive Content

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.6 Quote - Hello Algebra LLC

Meeting	Dec 13, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the quote from Hello Algebra LLC for a 15 hour course on creation of self-checking activities that auto grade and show student progress and create pixel art resources for a total cost of \$424.80 for the 2022-2023 SY, a copy of which is attached.

This quote has been reviewed by our CEO and Director of Curriculum, Instruction & Assessment.

File Attachments

[Hello Algebra.pdf \(146 KB\)](#)

Executive File Attachments

[Hello Algebra LLC - Board Agenda Decision Form.pdf \(218 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.7 Agreement - Courtyard by Marriott Reading

Meeting	Dec 13, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the agreement with Courtyard by Marriott Reading for Keystone and PSSA testing for the 2022-2023 school year at a cost of \$7,650.00, a copy of which is attached.

This agreement has been reviewed by our CEO and Director of Curriculum, Instruction & Assessment.

File Attachments

[Courtyard by Marriott Reading.pdf \(755 KB\)](#)

Executive File Attachments

[Courtyard by Marriott Reading - Board Agenda Decision Form.pdf \(211 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.8 Agreements - Heritage Hills Resort York
Meeting	Dec 13, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the agreement with Heritage Hills Resort York for Keystone and PSSA testing for the 2022-2023 school year at a cost of \$10,000.00, copies of which are attached.

These have been reviewed by our CEO and Director of Curriculum, Instruction & Assessment.

File Attachments

[Heritage Hills.pdf \(1,160 KB\)](#)

Executive File Attachments

[Heritage Hills - Board Agenda Decision Form.pdf \(204 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	3.9 Agreement - Pennsylvania College of Technology Williamsport
Meeting	Dec 13, 2022 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the agreement with Pennsylvania College of Technology Williamsport for Keystone and PSSA testing for the 2022-2023 school year at a cost of \$2,400.00, a copy of which is attached.

This has been reviewed by our CEO and Director of Curriculum, Instruction & Assessment.

File Attachments

[PA College of Technology Williamsport.pdf \(361 KB\)](#)

Executive File Attachments

[PA College of Technology Williamsport - Board Agenda Decision Form.pdf \(209 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.10 Agreement - Cedar Crest College - Allentown

Meeting Dec 13, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement with Cedar Crest College - Allentown for Keystone and PSSA testing for the 2022-2023 school year at a cost of \$3,200.00, a copy of which is attached.

This has been reviewed by our CEO and Director of Curriculum, Instruction & Assessment.

File Attachments

[Cedar Crest College - Allentown.pdf \(285 KB\)](#)

Executive File Attachments

[Cedar Crest College - Allentown - Board Agenda Decision Form.pdf \(74 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.11 Agreement - Shippensburg University

Meeting Dec 13, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement with Shippensburg University for Keystone and PSSA testing for the 2022-2023 school year at a cost of \$5,200.00, a copy of which is attached.

This has been reviewed by our CEO and Director of Curriculum, Instruction & Assessment.

File Attachments

[Shippensburg University.pdf \(5,209 KB\)](#)

Executive File Attachments

[Shippensburg University - Board Agenda Decision Form.pdf \(75 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.12 Contract - George's Transportation

Meeting Dec 13, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract with George's Transportation for transportation of a student on an as needed basis for the remainder of the 2022-2023 SY at a total cost of \$265.00 per day, a copy of which is attached.

The original 2 week contract was authorized by Dr. Matthew Flannery, pursuant to Policy 3008, as the service was needed between board meetings. It was then approved by the Board at the November 8, 2022 Board Meeting. The transportation service will be needed for the student on an as needed basis for the remainder of this school year.

File Attachments

[George's Transportation.pdf \(80 KB\)](#)

Executive File Attachments

[George's Transportation - Board Agenda Decision Form.pdf \(2,293 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject 3.13 School Trip - Dave & Buster's - Camp Hill

Meeting Dec 13, 2022 - Board Meeting

Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Requesting approval for a student trip to Dave & Buster's - Camp Hill during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

Executive File Attachments

[Dave & Buster's - Camp Hill.pdf \(343 KB\)](#)

[Dave & Buster's - Camp Hill - Board Agenda Decision Form.pdf \(837 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **3.14 School Trip - Dave & Buster's - Homestead**

Meeting Dec 13, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Requesting approval for a student trip to Dave & Buster's - Homestead during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

Executive File Attachments

[Dave & Buster's - Homestead.pdf \(306 KB\)](#)

[Dave & Buster's - Homestead - Board Agenda Decision Form.pdf \(837 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **3.15 School Trip - Dave & Buster's - Whitehall**

Meeting Dec 13, 2022 - Board Meeting

Category 3. Consent Agenda

Access	Public
Type	Action (Consent)
Recommended Action	Requesting approval for a student trip to Dave & Buster's - Whitehall during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

Executive File Attachments

[Dave & Buster's - Whitehall.pdf \(344 KB\)](#)

[Dave & Buster's - Whitehall - Board Agenda Decision Form.pdf \(837 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.16 Contract - Teal Tuesday (West Chester Prom DJ)

Meeting Dec 13, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract between 21st Century Cyber Charter School and Teal Tuesday in the amount of \$500.00, for the 2022-2023 SY, a copy of which is attached.

Teal Tuesday will provide DJ services for the prom scheduled to be held at Coatesville Country Club.

This contract has been reviewed by our CEO and Assistant Principal.

File Attachments

[Teal Tuesday.pdf \(116 KB\)](#)

Executive File Attachments

[Teal Tuesday - Board Agenda Decision Form.pdf \(837 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.17 Summer School Fee

Meeting Dec 13, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the summer school fee for the 2022-2023 SY.

For 21CCCS Students - 2023

- \$300/One Credit Course
- \$200/Half Credit Course
- \$150/One & Half Credit Courses (Free & Reduced Lunch Students)
- \$150/One & Half Credit Courses (Potential Graduates)
- \$20 - Shipping Cost (Books or equipment)
- Act One Students - No Charge

For Non-21CCCS Students - 2023

- \$400/One & Half Credit Courses

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 3.18 Policies and Administrative Regulations

Meeting Dec 13, 2022 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the below new and/or revised Policies, copies of which are attached.

Deleted Language: ~~Red Strikethrough~~

Added Language: **Yellow Highlight**

Policy Number	Policy Name	Status	Provided By
6005.1	Emergency Preparedness and Response	REVISED	PSBA

Administrative Regulation Number	Administrative Regulation Name	Status	Provided By
2004-AR-2	1st Unexcused Absence	REVISED	21CCCS Administration
2004-AR-3	2nd Unexcused Absence	REVISED	21CCCS Administration

6019-AR-2	Safe2Say Something Procedures	REVISED	PSBA
4025-AR-3	Payment Request Form - Credit Card Purchases	REVISED	Business Administrator

File Attachments

[6005.1 REVISED.pdf \(179 KB\)](#)
[2004-AR-2 REVISED.pdf \(71 KB\)](#)
[2004-AR-3 REVISED.pdf \(69 KB\)](#)
[6019-AR-2 REVISED.pdf \(597 KB\)](#)
[4025-AR-3 REVISED.pdf \(185 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

4. New Business

Subject **4.1 2021-2022 Financial Audit**

Meeting Dec 13, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board accept the 2021-2022 Financial Audit. This will be a roll call vote.

Megan Thompson and Chris Turtell, CPA of Herbein + Company, Inc. will present the 2021-2022 Financial Audit.

File Attachments

[2021-2022 Draft Financial Audit.pdf \(2,476 KB\)](#)

Motion & Voting

Recommend the Board accept the 2021-2022 Financial Audit. This will be a roll call vote.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.2 Memorandum of Understanding - Albright College**

Meeting Dec 13, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the Memorandum of Understanding for eligible 21CCCS high school students with Albright College, a copy of which is attached.

This Memorandum of Understanding for dual enrollment has been reviewed by the solicitor.

File Attachments

[Albright College.pdf \(129 KB\)](#)

Executive File Attachments

[Albright College - Board Agenda Decision Form.pdf \(99 KB\)](#)

Motion & Voting

Recommend the Board approve the Memorandum of Understanding for eligible 21CCCS high school students with Albright College, a copy of which is attached.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.3 Memorandum of Understanding - Bucks County Community College

Meeting Dec 13, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the Memorandum of Understanding for eligible 21CCCS high school students with Bucks County Community College, a copy of which is attached.

This Memorandum of Understanding for dual enrollment has been reviewed by the CEO and Director of Curriculum, Instruction & Assessment.

File Attachments

[Bucks County Community College.pdf \(651 KB\)](#)

Executive File Attachments

[Bucks County Community College - Board Agenda Decision Form.pdf \(222 KB\)](#)

Motion & Voting

Recommend the Board approve the Memorandum of Understanding for eligible 21CCCS high school students with Bucks County Community College, a copy of which is attached.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.4 Use of Committed Fund Balance - Stoltzfus Structures**

Meeting Dec 13, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve use of the Committed Fund Balance that has been designated for the purchase of a storage shed from Stoltzfus Structures for a total of \$7,092. A copy of the invoice, terms & conditions and specs are attached.

This has been reviewed by our CEO and Facilities Manager.

File Attachments

[Stoltzfus Structures.pdf \(405 KB\)](#)

Executive File Attachments

[Stoltzfus Structures - Board Agenda Decision Form.pdf \(741 KB\)](#)

Motion & Voting

Recommend the Board approve use of the Committed Fund Balance that has been designated for the purchase of a storage shed from Stoltzfus Structures for a total of \$7,092. A copy of the invoice, terms & conditions and specs are attached.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.5 Use of Committed Fund Balance - Infinite Campus**

Meeting Dec 13, 2022 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the use of the Committed Fund Balance which was designated as School Wide Initiatives as recommended by an IT Audit to evaluate the purchase of a new Student Information System. The proposal of the purchase is in the amount of \$52,990.00.

Motion & Voting

Recommend the Board approve the use of the Committed Fund Balance which was designated as School Wide Initiatives as recommended by an IT Audit to evaluate the purchase of a new Student Information System. The proposal of the purchase is in the amount of \$52,990.00.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	4.6 Contract - Infinite Campus
Meeting	Dec 13, 2022 - Board Meeting
Category	4. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the contract with Infinite Campus for the 2022-2023 and 2023-2024 SY for the total amount of \$87,553.40, a copy of which is attached, pending legal review. A breakdown of the fee is below.

Infinite Campus will provide a cloud hosted student information system. 21CCCS has utilized FileMaker Pro as its student information system since the school's inception. FileMaker Pro has served us well, but we have outgrown this solution and need a more robust SIS.

The breakdown of the fee is as follows:

The initial cost is \$52,990.00 and will be paid from our Board approved Committed Fund Balance.
The annual fee of \$34,563.40 will be expensed to the 2023-2024 SY Information Technology Budget.

Infinite Campus was selected through a process that included presentations & question/answer sessions by four vendors for all staff, site visits to schools using PowerSchool and Infinite Campus and feedback forms completed by various stakeholders.

This contract has been reviewed by our CEO, Business Administrator, IT Director and solicitor.

File Attachments

[Infinite Campus.pdf \(921 KB\)](#)

Executive File Attachments

[Infinite Campus - Board Agenda Decision Form.pdf \(3,112 KB\)](#)

[Redlined - Infinite Campus.pdf \(1,247 KB\)](#)

Motion & Voting

Recommend the Board approve the contract with Infinite Campus for the 2022-2023 and 2023-2024 SY for the total amount of \$87,553.40, a copy of which is attached, pending legal review. A breakdown of the fee is below.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

5. Board Member and Public Comment

Subject	5.1 Board Member Comment
Meeting	Dec 13, 2022 - Board Meeting
Category	5. Board Member and Public Comment
Access	Public
Type	Procedural

Subject	5.2 Public Comment
Meeting	Dec 13, 2022 - Board Meeting
Category	5. Board Member and Public Comment
Access	Public
Type	Procedural

Our Administrative Regulation 7003-AR-1 (Public Participation in Board Meetings) is below:

Guidelines

Whenever issues identified by a public participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the Charter School.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation if applicable.

Each statement made by a participant shall be limited to 3 minutes duration.

No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.

All statements shall be directed to the presiding officer; no participant may address or question Trustees individually.

The presiding officer may:

1. Interrupt or terminate a public participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or not subject to official action or deliberation by the Board.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
4. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.

The portion of the meeting during which the public is invited to speak may be limited to 30 minutes.

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at public meetings under guidelines established and posted by the Board.

No placards or banners will be permitted within the meeting room.

The meeting agenda and all pertinent public documents shall be available to the public at the meetings.

6. Meeting Schedule

Subject	6.1 2022-2023 Meeting Schedule
Meeting	Dec 13, 2022 - Board Meeting
Category	6. Meeting Schedule
Access	Public
Type	Information

The schedule below reflects the remaining Board Meetings for the 2022-2023 School Year:

Board Meetings - 1:00 p.m.

January 10, 2023
February 14, 2023
March 14, 2023
April 11, 2023
May 9, 2023

The Board Meetings will be held the second Tuesday of every month from August through May at 1:00 p.m. There will be no Board Meetings in June or July.

7. Adjournment

Subject 7.1 Adjournment

Meeting Dec 13, 2022 - Board Meeting

Category 7. Adjournment

Access Public

Type Action

Recommended Recommend the Board adjourn the Board Meeting.
Action

Motion & Voting

Recommend the Board adjourn the Board Meeting.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox



**Tuesday, January 10, 2023
Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.**

1. Meeting Opening

Subject **1.1 Call to Order - Roll Call**

Meeting Jan 10, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board Chairperson will call the board meeting to order, the Board Secretary will document attendance.

Subject **1.2 Notification of Recording**

Meeting Jan 10, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject **1.3 Pledge of Allegiance**

Meeting Jan 10, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject **1.4 Executive Session Announcements**

Meeting Jan 10, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Sessions was held prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject 1.5 CEO and Administrators' Reports

Meeting Jan 10, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

Special Education Count as of December 21, 2022

Students with IEP/GIEP/504 Service Agreements:

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	47	7	0	5	12
7	96	19	1	4	24
8	180	30	5	8	43
9	255	44	6	19	69
10	250	54	2	25	81
11	270	58	1	25	84
12	244	41	8	25	74
Total	1,342	253 18.8%	23 1.7%	111 8%	387 28%

Students Receiving Related Services:

Speech and Language	27
Group Social Skills Class with Counselor	56
Group Coping Skills Class with Therapist	49
Individual Counseling (including a Psychologist)	31

Executive Functioning Counseling	5
Occupational Therapy	12
Physical Therapy	0
Reading Instruction by Reading Therapist	1
Teacher of the Visually Impaired	0
Teacher of the Deaf and Hard of Hearing	1
Tutor	0
PCA	8
Behavior Support Consultant (BSC)	1
* 115 students with RS out of 276 students with IEPs/GIEPs = 41%	
* 115 of IEP students with RS there are 191 services per student on average = 1.63 services per student	
* 191 total services rendered out of the 276 students with IEP/GIEPS = 69%	
TOTAL:	191
<i>*Related Services do not include newly enrolled students.</i>	

Subject 1.6 Public Comment

Meeting Jan 10, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

Per Policy 0006 Meetings:**Public Participation**

At each public Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment, in accordance with law and Board procedures and policy.

Administrative Regulation 7003-AR-1 (Public Participation in Board Meetings) is below:**Guidelines**

Whenever issues identified by a public participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the Charter School.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation if applicable.

Each statement made by a participant shall be limited to 3 minutes duration.

No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.

All statements shall be directed to the presiding officer; no participant may address or question Trustees individually.

The presiding officer may:

1. Interrupt or terminate a public participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or not subject to official action or deliberation by the Board.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
4. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.

The portion of the meeting during which the public is invited to speak may be limited to 30 minutes.

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at public meetings under guidelines established and posted by the Board.

No placards or banners will be permitted within the meeting room.

The meeting agenda and all pertinent public documents shall be available to the public at the meetings.

Subject	1.7 Amend the Agenda
Meeting	Jan 10, 2023 - Board Meeting
Category	1. Meeting Opening
Access	Public
Type	Action
Recommended Action	Recommend the Board approve amending the agenda. Based on Dr. Flannery and Loree Marchese's discussion during CEO and Administrator reports regarding the 2 school vehicles, I move that we amend the agenda to add two additional Agenda Items under New Business.
Motion & Voting	<p>Recommend the Board approve amending the agenda. Based on Dr. Flannery and Loree Marchese's discussion during CEO and Administrator reports regarding the 2 school vehicles, I move that we amend the agenda to add two additional Agenda Items under New Business.</p> <p>Motion by Peter Mango, second by Michele Orner. Final Resolution: Motion Carries Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox</p>

2. Organization of Board of Trustees

Subject	2.1 Annual Organization of the Board - Appoint Temporary Chairperson
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Meeting Jan 10, 2023 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Action Recommend the Board appoint Dr. Alan Fegley as a temporary Chairperson for the election of a 2023 Board Chairperson and 2023 Board Vice Chairperson.

Motion & Voting

Recommend the Board appoint Dr. Alan Fegley as a temporary Chairperson for the election of a 2023 Board Chairperson and 2023 Board Vice Chairperson.

Motion by Peter Mango, second by Dusty Blakey.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Abstain: Alan Fegley

Subject 2.2 Annual Organization of the Board - Nominate 2023 Chairperson

Meeting Jan 10, 2023 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Action Recommend the Board nominate a 2023 Chairperson. The Board nominates Peter Mango as the 2023 Chairperson.

As directed by the 21ST Century Cyber Charter School Bylaws, Officers shall be elected at the annual meeting, Article VII, Section 3, "Officers shall be elected annually for terms of one year by the Board of Trustees of 21ST." "The officers shall be installed immediately after their election at the initial meeting of the Board of Trustees and during annual meetings thereafter." Article VI, Section 2, "Unless otherwise arranged, the annual meeting shall be held in January."

Motion & Voting

Recommend the Board nominate a 2023 Chairperson. The Board nominates Peter Mango as the 2023 Chairperson.

Motion by Alan Fegley, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Abstain: Peter Mango

Subject 2.3 Annual Organization of the Board - Elect 2023 Chairperson

Meeting Jan 10, 2023 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Action Recommend the Board elect Peter Mango as the 2023 Chairperson.

Motion & Voting

Recommend the Board elect Peter Mango as the 2023 Chairperson.

Motion by Alan Fegley, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Abstain: Peter Mango

Subject 2.4 Annual Organization of the Board - Nominate a 2023 Vice Chairperson

Meeting Jan 10, 2023 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Action Recommend the Board nominate a 2023 Vice Chairperson. The Board nominates Andrea Fox as the 2023 Vice Chairperson.

As directed by the 21ST Century Cyber Charter School Bylaws, Officers shall be elected at the annual meeting, Article VII, Section 3, "Officers shall be elected annually for terms of one year by the Board of Trustees of 21ST." "The officers shall be installed immediately after their election at the initial meeting of the Board of Trustees and during annual meetings thereafter." Article VI, Section 2, "Unless otherwise arranged, the annual meeting shall be held in January."

Motion & Voting

Recommend the Board nominate a 2023 Vice Chairperson. The Board nominates Andrea Fox as the 2023 Vice Chairperson.

Motion by Michele Orner, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett

Abstain: Andrea Fox

Subject 2.5 Annual Organization of the Board - Elect a 2023 Vice Chairperson

Meeting Jan 10, 2023 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Action Recommend the Board elect Andrea Fox as the 2023 Vice Chairperson.

Motion & Voting

Recommend the Board elect Andrea Fox as the 2023 Vice Chairperson.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett

Abstain: Andrea Fox

Subject 2.6 Annual Organization of the Board - Appoint a 2023 Board Treasurer

Meeting Jan 10, 2023 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Action Recommend the Board appoint Loree Marchese as the 2023 Board Treasurer.

As directed by the 21st Century Cyber Charter School Bylaws, Officers shall be elected at the annual meeting, Article VII, Section 3, "Officers shall be elected annually for terms of one year by the Board of Trustees of 21st." "The officers shall be installed immediately after their election at the initial meeting of the Board of Trustees and during annual meetings thereafter." Article VI, Section 2, "Unless otherwise arranged, the annual meeting shall be held in January."

Motion & Voting

Recommend the Board appoint Loree Marchese as the 2023 Board Treasurer.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 2.7 Annual Organization of the Board - Appoint a 2023 Board Secretary

Meeting Jan 10, 2023 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Action

Recommended Action Recommend the Board appoint Lisa Iozzi as the 2023 Board Secretary.

As directed by the 21st Century Cyber Charter School Bylaws, Officers shall be elected at the annual meeting, Article VII, Section 3, "Officers shall be elected annually for terms of one year by the Board of Trustees of 21st." "The officers shall be installed immediately after their election at the initial meeting of the Board of Trustees and during annual meetings thereafter." Article VI, Section 2, "Unless otherwise arranged, the annual meeting shall be held in January."

Motion & Voting

Recommend the Board appoint Lisa Iozzi as the 2023 Board Secretary.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **2.8 Oath of Office - Officers**

Meeting Jan 10, 2023 - Board Meeting

Category 2. Organization of Board of Trustees

Access Public

Type Procedural

The Oath will be administered by a Notary Public as indicated below to the newly elected Officers of the Board after today's Board Meeting.

Officers of the Board	Title	Notary Public to Administer Oath and Obtain Signature of Oath of Office
Peter Mango	Chairperson	Lisa Iozzi (In Person)
Andrea Fox	Vice Chairperson	Lisa Iozzi (In Person)
Loree Marchese	Board Treasurer	Lisa Iozzi (In Person)
Lisa Iozzi	Board Secretary	Leslie Notorangelo (e-Notarization)

3. Approval of Minutes

Subject **3.1 Approval of December 13, 2022 Minutes**

Meeting Jan 10, 2023 - Board Meeting

Category 3. Approval of Minutes

Access Public

Type Action

Recommended Action Recommend the Board approve the Minutes of the December 13, 2022 Board Meeting as presented.

File Attachments

[December 13, 2022 Board Meeting Minutes.pdf \(752 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the December 13, 2022 Board Meeting as presented.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

4. Consent Agenda

Subject **4.1 Review of Consent Agenda Items**

Meeting Jan 10, 2023 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items (Listed by Department) Include:

Financial

- 4.2 Treasurer's Report & Board Summary Report - November 2022
- 4.3 Expenditure Report and Void Payment Report - November 2022

Human Resources

- 4.4 Personnel Actions

Board/School/Family Communications

- 4.5 Resolution - Truancy Officers
- 4.6 Contract - West Chester University

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 4.2 Treasurer's Report and Board Summary Report

Meeting Jan 10, 2023 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the November 2022 Treasurer's Report and Board Summary Report as presented.

File Attachments

[Treasurer's Report - November 2022.pdf \(82 KB\)](#)

[Board Summary Report - November 2022.pdf \(19 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.3 Expenditure Report and Void Payment Report**

Meeting Jan 10, 2023 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the November 2022 Expenditure Report as presented.

File Attachments

[Expenditure Report - November 2022.pdf \(136 KB\)](#)

[Void Payment Report - November 2022.pdf \(46 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.4 Personnel Actions**

Meeting Jan 10, 2023 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

New Hires/Re-Hires (1)

Transfers/Classification Changes (2)

Leaves of Absence Requests (0)

Additional Duties (1)

Supplementals/Stipends (4)

Retirements/Resignations/Terminations (3)

File Attachments

[Board Personnel Actions 01.10.23.pdf \(28 KB\)](#)

Executive Content

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.5 Resolution - Truancy Officers**

Meeting Jan 10, 2023 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Resolution and letter designating Truancy Officers, copies of which are attached. There are eight (8) truancy officers designated for the school.

File Attachments

[Hearing Officer Letter.pdf \(63 KB\)](#)

[Resolution - Truancy Officers.pdf \(60 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **4.6 Contract - West Chester University**

Meeting Jan 10, 2023 - Board Meeting

Category 4. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract with West Chester University for use of their facility for graduation on June 7, 2023 for a total cost of \$3,216.42, a copy of which is attached.

This contract has been reviewed by the solicitor, CEO and High School Principal.

File Attachments

[West Chester University.pdf \(660 KB\)](#)

Executive File Attachments

[West Chester University - Board Agenda Decision Form.pdf \(1,084 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

5. New Business

Subject **5.1 Ratified Agreement - Jigsaw Solutions LLC**

Meeting Jan 10, 2023 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the ratified agreement with Jigsaw Solutions LLC for the remainder of the 2022-2023 SY. There is no additional cost to the school for the ratification agreement, a copy of which is attached.

This agreement has been reviewed by our solicitor, CEO and Director of Curriculum, Instruction, and Assessment.

The School's current agreement under Jigsaw Meeting, LLC, dba Jigsaw Interactive, no longer exists as a company. The IP was acquired by ESW Capital, and the ratified contract name is now Jigsaw Software, LLC. This ratified agreement will allow the new company, at their cost, to continue to provide Jigsaw access and services to 21CCCS for the remainder of the 2022-2023 school year.

File Attachments

[Jigsaw Solutions LLC.pdf \(306 KB\)](#)

Executive File Attachments

[Jigsaw - Board Agenda Decision Form.pdf \(1,274 KB\)](#)

Motion & Voting

Recommend the Board approve the ratified agreement with Jigsaw Solutions LLC for the remainder of the 2022-2023 SY. There is no additional cost to the school for the ratification agreement, a copy of which is attached.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.2 Restructuring of Positions - Technology & Warehouse Departments**

Meeting Jan 10, 2023 - Board Meeting

Category 5. New Business

Access	Public
Type	Action
Recommended Action	Recommend the Board approve the proposed restructuring of the current approved positions in the Technology and Warehouse Departments to support operations.

Background

Current approved positions in the Technology department include the following, with position control#'s:

Two (2) full-time tech help desk positions, which have been filled by four part-time employees [TECHHD-1, TECHHD-2] These positions are 195-day. One position is open.

Four (4) full-time tech support positions that are filled at either a Tech Support Assistant (Tier I), Tech Support Specialist (Tier II) or Lead Tech Support (Tier III) level. [TECH-1, TECH-2, TECH-3, TECH-4]. These are all 260-day positions. All positions are filled.

One (1) full-time Warehouse Tech Support [TECH-5] This 260-day position is open.

Recommendation:

It is recommended to eliminate TECHHD-2, and re-classify TECHHD-1 from a full-time position to a part-time position working up to 29 hours/week.

It is further recommended that TECH-5 be eliminated. The warehouse duties and responsibilities from this position will be transitioned to the part-time Shipping Clerk [SHIP-2], currently a 195-day position/5.5 hours per day. The transition would enable this position to work up to 260-days/5.5 hours a day, as deemed necessary.

A new position, TECH-6 would be created. This position is anticipated to be filled as a Tech Support Assistant, salary grade 4.

Net projected salary/wages savings from this restructuring is \$35,456.

Motion & Voting

Recommend the Board approve the proposed restructuring of the current approved positions in the Technology and Warehouse Departments to support operations.

Motion by Michele Orner, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 5.3 PSEA Grant Application - 3D Printer

Meeting Jan 10, 2023 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the application for the PSEA Innovative Teaching Grant so that 21CCCS may purchase a 3D printer. This 3D printer would be used to print student 3D CAD work. The PSEA Innovative Teaching Grant awards up to the amount of \$1,500. The 3D printer price can range between \$400 and \$1000 for the printer and filament. Board approval would be pending review of the PSEA Grant Application by the Business Administrator.

Motion & Voting

Recommend the Board approve the application for the PSEA Innovative Teaching Grant so that 21CCCS may purchase a 3D printer. This 3D printer would be used to print student 3D CAD work. The PSEA Innovative Teaching Grant awards up to the amount of \$1,500. The 3D printer price can range between \$400 and \$1000 for the printer and filament. Board approval would be pending review of the PSEA Grant Application by the Business Administrator.

Motion by Michele Orner, second by Dusty Blakey.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.4 Subscription - 1Password**

Meeting Jan 10, 2023 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the subscription with 1Password for a total cost of \$4,998.00 for the 2022-2023 SY, a copy of which is attached. 1Password will provide password management software for staff to securely store passwords.

This subscription has been reviewed by the CEO and IT Director.

File Attachments

[1Password.pdf \(609 KB\)](#)

Executive File Attachments

[1Password - Board Agenda Decision Form.pdf \(813 KB\)](#)

Motion & Voting

Recommend the Board approve the subscription with 1Password for a total cost of \$4,998.00 for the 2022-2023 SY, a copy of which is attached. 1Password will provide password management software for staff to securely store passwords.

Motion by Mollie Burnett, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.5 Rescind Prior Approval of School Vehicle Purchase**

Meeting Jan 10, 2023 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve rescinding the prior approval of the Costars purchase of two Toyota Camrys, from New Holland Auto Group, for a total of \$55,334 from the Committed Fund Balance. This was previously approved by the Board at the November Board Meeting.

Motion & Voting

Recommend the Board approve rescinding the prior approval of the Costars purchase of two Toyota Camrys, from New Holland Auto Group, for a total of \$55,334 from the Committed Fund Balance. This was previously approved by the Board at the November Board Meeting.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	5.6 School Vehicles - Costars Purchase
Meeting	Jan 10, 2023 - Board Meeting
Category	5. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the approve the Costars purchase of two Toyota Camry, with additional options, from New Holland Auto Group, for an estimated total of \$56,692 from the Committed Fund Balance. One Toyota Camry is available for delivery and the second will be ordered and available within 6-8 weeks. A copy of the proposal will be attached to the agenda.

File Attachments

[New Holland Group.pdf \(169 KB\)](#)

Motion & Voting

Recommend the Board approve the approve the Costars purchase of two Toyota Camry, with additional options, from New Holland Auto Group, for an estimated total of \$56,692 from the Committed Fund Balance. One Toyota Camry is available for delivery and the second will be ordered and available within 6-8 weeks. A copy of the proposal will be attached to the agenda.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

6. Board Member Comment

Subject	6.1 Board Member Comment
Meeting	Jan 10, 2023 - Board Meeting
Category	6. Board Member Comment
Access	Public
Type	Procedural

7. Meeting Schedule

Subject	7.1 2022-2023 Meeting Schedule
Meeting	Jan 10, 2023 - Board Meeting

Category	7. Meeting Schedule
Access	Public
Type	Information

The schedule below reflects the remaining Board Meetings for the 2022-2023 School Year:

Board Meetings - 1:00 p.m.

February 14, 2023

March 14, 2023

April 11, 2023

May 9, 2023

The Board Meetings will be held the second Tuesday of every month from August through May at 1:00 p.m. There will be no Board Meetings in June or July.

8. Adjournment

Subject 8.1 Adjournment

Meeting Jan 10, 2023 - Board Meeting

Category 8. Adjournment

Access Public

Type Action

Recommended Recommend the Board adjourn the Board Meeting.
Action

Motion & Voting

Recommend the Board adjourn the Board Meeting.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox



**Tuesday, February 14, 2023
Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.**

1. Meeting Opening

Subject 1.1 Call to Order - Roll Call

Meeting Feb 14, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board Chairperson will call the board meeting to order, the Board Secretary will document attendance.

Subject 1.2 Notification of Recording

Meeting Feb 14, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject 1.3 Pledge of Allegiance

Meeting Feb 14, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject 1.4 Motion to Amend Agenda to Remove the Executive Session Announcement

Meeting Feb 14, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Action

Recommended Action Recommend the Board remove the Executive Session Announcement as no Executive Session was held today.

Motion & Voting

Recommend the Board remove the Executive Session Announcement as no Executive Session was held today.

Motion by Peter Mango, second by Andrea Fox.
Final Resolution: Motion Carries
Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Subject 1.5 CEO and Administrators' Reports

Meeting Feb 14, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

CEO REPORTS

Dr. Matthew Flannery and Lauren Michener appeared on December 18, 2022 for an interview on Sunday Magazine. Dr. Flannery was also interviewed on PA Live on January 19, 2023. You can view both interviews at the links below:

[Sunday Magazine Interview](#)

[PA Live](#)

New School Store

We are in the process of changing the vendor for our school store. This will be updated on the website soon.

ADMINISTRATOR REPORTS

January Graduation

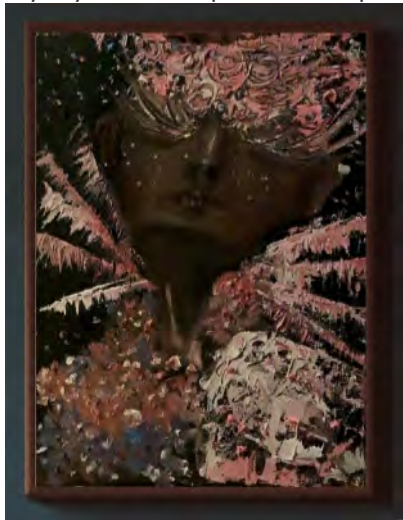
The 21st Century Cyber Charter School was proud to announce that 30 students completed all academic requirements in January thus allowing them to graduate early. Of the 30, 8 students participated in private ceremonies that were held in either West Chester or Murrysville offices. They will also be invited to participate in the June ceremony as well. It was a pleasure to meet the graduates and their families to share this special moment.

Student Spotlight

Max (6th grade) and Zoe (7th grade) won the prestigious 2022 Young Dancer of the Year Award in the United Kingdom for their successes as a couple in the international ballroom dance competitions during the 2021-2022 season. Max and Zoe are competitive ballroom dancers and have been training, performing, and competing together for 6 years.



This remarkable oil painting was designed and painted by one of our American History II students, Serraphine (11th Grade), who was inspired by Ms. Ms. Laura Elder's class last week on the Harlem Renaissance. She calls her stunning piece of art: *Woman*. Serraphine said in her note to Ms. Elder, "I was inspired by all the art and wanted to create something like it, but in my style. You inspired me to paint again, and I really appreciate it."



Greyson (9th Grade), Bayla (8th Grade), and Gavyn (6th Grade), own their archery business. GBG Youth Archery business was featured in the *Altoona Mirror*, and the article mentioned some of the bows the family helped create for some TV shows and movies. They say that 21CCCS helped them develop a business because they have the freedom and flexibility to pursue

their passion and work on their business during the day. They plan to continue to grow their business and create new products in the future. Find the article here: [GBG Youth Archery Article](#)



Student Activities

Field Trip: Meet a Raptor

On January 18, students were invited to meet a live raptor in a virtual meeting through the Adventure Club. They learned about different birds of prey, their anatomy, what they eat and more! The students were able to ask questions to better understand the animal and their habitat.

Field Trip: Talent Show

On January 26, 21CCCS hosted a virtual talent show. 11 students participated in the show and the acts included: singing, basketball trick shots, diving, ice skating, piano (3), rhythmic dancing, choreographed dancing, bunny tricks, and a guitar solo. The event was attended by approximately 75 students and staff.

Field Trip: Carnegie Science Center

On January 26, students were invited to explore the Carnegie Science Center with access to all of their great exhibits, including: Sports Works, Body Works, The Art of the Brick, and more. The students were able to use this experience as credit to add to their fitness log in their physical education class journal. The students had a great time exploring all of the exhibits.

Quarter 2 Honor Roll

Distinguished: 270
 High Honors: 86
 Honors: 110

Special Education Count as of January 27, 2023

Students with IEP/GIEP/504 Service Agreements:

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	51	8	0	5	13
7	105	25	1	5	31
8	187	33	6	11	50
9	266	48	7	20	75

10	260	57	4	25	86
11	279	61	1	28	90
12	217	38	7	19	64
Total	1,365	270 19.7%	26 1.9%	113 8%	409 29%

Students Receiving Related Services:

Speech and Language	28
Group Social Skills Class with Counselor	63
Group Coping Skills Class with Therapist	56
Individual Counseling (including a Psychologist)	41
Executive Functioning Counseling	5
Occupational Therapy	13
Physical Therapy	0
Reading Instruction by Reading Therapist	1
Teacher of the Visually Impaired	0
Teacher of the Deaf and Hard of Hearing	1
Tutor	0
PCA	8
Behavior Support Consultant (BSC)	1
* 127 students with RS out of 296 students with IEPs/GIEPs = 43%	
* 127 of IEP students with RS there are 217 services per student on average = 1.7 1services per student	217
* 217 total services rendered out of the 296 students with IEP/GIEPS = 73.3%	
TOTAL:	
*Related Services do not include newly enrolled students.	

File Attachments

[Dance.png \(584 KB\)](#)[Woman.png \(297 KB\)](#)[Archery.png \(834 KB\)](#)Executive Content

New School Store Link:

[21CCCS School Store](#)

Subject	1.6 Public Comment
Meeting	Feb 14, 2023 - Board Meeting
Category	1. Meeting Opening
Access	Public
Type	Procedural

Per Policy 0006 Meetings:**Public Participation**

At each public Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment, in accordance with law and Board procedures and policy.

Administrative Regulation 7003-AR-1 (Public Participation in Board Meetings) is below:**Guidelines**

Whenever issues identified by a public participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the Charter School.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation if applicable.

Each statement made by a participant shall be limited to 3 minutes duration.

No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.

All statements shall be directed to the presiding officer; no participant may address or question Trustees individually.

The presiding officer may:

1. Interrupt or terminate a public participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or not subject to official action or deliberation by the Board.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
4. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.

The portion of the meeting during which the public is invited to speak may be limited to 30 minutes.

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at public meetings under guidelines established and posted by the Board.

No placards or banners will be permitted within the meeting room.

The meeting agenda and all pertinent public documents shall be available to the public at the meetings.

2. Approval of Minutes

Subject	2.1 Approval of January 10, 2023 Minutes
Meeting	Feb 14, 2023 - Board Meeting
Category	2. Approval of Minutes
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the January 10, 2023 Board Meeting as presented.

File Attachments

[January 10, 2023 Board Meeting Minutes.pdf \(751 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the January 10, 2023 Board Meeting as presented.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

3. Consent Agenda

Subject	3.1 Review of Consent Agenda Items
Meeting	Feb 14, 2023 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items (Listed by Department) Include:

Financial

3.2 Treasurer's Report & Board Summary Report - December 2022

3.3 Expenditure Report - December 2022

Human Resources

3.4 Personnel Actions

3.5 Renewal Agreement - EducationPlus (Formerly PAREap)

Board/School/Family Communications

- 3.6 Revised Agreement - Courtyard by Marriott
- 3.7 Renewal Agreement - General Healthcare Resources
- 3.8 2023-2024 Student Parent Handbook

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Subject	3.2 Treasurer's Report and Board Summary Report
Meeting	Feb 14, 2023 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the December 2022 Treasurer's Report and Board Summary Report as presented.

File Attachments

- [December 2022 Treasurer's Report.pdf \(81 KB\)](#)
- [December 2022 Board Summary Report.pdf \(19 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Subject	3.3 Expenditure Report
Meeting	Feb 14, 2023 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the December 2022 Expenditure Report as presented.

File Attachments

[December 2022 Expenditure Report.pdf \(95 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Subject	3.4 Personnel Actions
Meeting	Feb 14, 2023 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)
New Hires/Re-Hires (4)	
Transfers/Classification Changes (3)	
Leaves of Absence Requests (3)	
Additional Duties (2)	
Supplementals/Stipends (0)	
Retirements/Resignations/Terminations (2)	

File Attachments

[Board Personnel Actions 02.14.23 REV3. 2.8.14.pdf \(30 KB\)](#)

Executive Content

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Subject	3.5 Renewal Agreement - EducationPlus (Formerly PAREap)
Meeting	Feb 14, 2023 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)

Recommended Action Recommend the Board approve the agreement with EducationPlus (formerly PAREap) for the 2022-2023 SY at an anticipated cost of \$550, a copy of which is attached.

This is a renewal agreement with PAREap. There has been no changes to the existing agreement, with the exception of the name of the vendor being changed to EducationPlus. The cost will be dependent upon student enrollment and this is a prorated amount for the remainder of the 2022-2023 SY. The anticipated cost of \$550 is prorated for the remainder of this school year as the annual fee for enrollment is >1000 students is \$1099.

This renewal agreement has been reviewed by the CEO and Director of Human Resources.

File Attachments

[EducationPlus.pdf \(2,625 KB\)](#)

Executive File Attachments

[EducationPlus - Board Agenda Decision Form.pdf \(1,008 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Subject **3.6 Revised Agreement - Courtyard by Marriott**

Meeting Feb 14, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the revised agreement with Courtyard by Marriott for PSSA and Keystone Testing for a total cost of \$8,228 for the 2022-2023 SY, a copy of which is attached.

The December 13, 2022 Board Approved agreement with Courtyard by Marriott has been voided due to the invoicing being different from the agreement amount. It has been requested by administration that the vendor include the room rate, service charges and gratuities in the agreement to match the invoicing.

File Attachments

[Marriott.pdf \(403 KB\)](#)

Executive File Attachments

[Board Agenda Decision Form - Courtyard by Marriott.pdf \(79 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.
 Final Resolution: Motion Carries
 Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Subject 3.7 Renewal Agreement - General Healthcare Resources

Meeting Feb 14, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement with General Healthcare Resources at costs indicated below for a nurse at PSSA and Keystone testing sites for the 2022-2023 SY, a copy of which is attached.

NURSING	RN	LPN	CSN
Hourly Rate	\$60.00	\$50.00	\$70.00

This agreement has been reviewed by the solicitor.

File Attachments

[General Health Resources.pdf \(2,432 KB\)](#)

Executive File Attachments

[General Health Resources - Board Agenda Decision Form.pdf \(951 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.
 Final Resolution: Motion Carries
 Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Subject 3.8 2023-2024 Student Parent Handbook

Meeting Feb 14, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the 2023-2024 Student Parent Handbook, a copy of which is attached.

The revisions to the 2023-2024 Student Parent Handbook are reflected in the attached copy as indicated below:

Removed Language: ~~Strike Through Red Ink~~

Added Language: **Highlighted in Yellow**

File Attachments

[DRAFT 23-24 SP Handbook.pdf \(5,721 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

4. New Business

Subject	4.1 Use of Committed Fund Balance - Baker Telecommunications
Meeting	Feb 14, 2023 - Board Meeting
Category	4. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the use of the Committed Fund Balance which was designated as Technology Infrastructure for the purchase of network drops to upgrade wireless access points and our phone system. The proposal of the purchase is in the amount of \$3,215. A copy of the proposal is attached.

This proposal has been reviewed by our CEO, Business Administrator, and IT Director.

File Attachments

[Baker Telecommunications.pdf \(159 KB\)](#)

Executive File Attachments

[Baker Telecommunications - Board Agenda Decision Form.pdf \(783 KB\)](#)

Motion & Voting

Recommend the Board approve the use of the Committed Fund Balance which was designated as Technology Infrastructure for the purchase of network drops to upgrade wireless access points and our phone system. The proposal of the purchase is in the amount of \$3,215. A copy of the proposal is attached.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Subject	4.2 Use of Committed Fund Balance - CDWG - Upgraded Server Hardware and Enterprise Backup Software
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Meeting Feb 14, 2023 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the use of the Committed Fund Balance which was designated as Technology Infrastructure for the purchase of upgraded server hardware and enterprise backup software. The proposal of the purchase is in the amount of \$20,496.16. This is Costars Software Contract (006-E22-246) and Costars 4 IT Hardware Contract (003-E22-586).

This proposal has been reviewed by our CEO, Business Administrator, and IT Director.

Motion & Voting

Subject 4.3 Proposal - CDWG - Upgraded Server Hardware and Enterprise Backup Software

Meeting Feb 14, 2023 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the proposal from CDWG for the purchase of upgraded server hardware and enterprise backup software for the total amount of \$20,496.16, a copy of which is attached. This is Costars Software Contract (006-E22-246) and Costars 4 IT Hardware Contract (003-E22-586). (Funding Source - Committed Fund Balance: Technology Infrastructure)

This proposal has been reviewed by our CEO, Business Administrator, and IT Director.

File Attachments

[CDWG - Upgraded Server Hardware.pdf \(84 KB\)](#)

Executive File Attachments

[CDWG - Board Agenda Decision Form.pdf \(812 KB\)](#)

Motion & Voting

Recommend the Board approve the proposal from CDWG for the purchase of upgraded server hardware and enterprise backup software for the total amount of \$20,496.16, a copy of which is attached. This is Costars Software Contract (006-E22-246) and Costars 4 IT Hardware Contract (003-E22-586). (Funding Source - Committed Fund Balance: Technology Infrastructure)

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Subject 4.4 Use of Committed Fund Balance - CDWG - LCD Panels

Meeting	Feb 14, 2023 - Board Meeting
Category	4. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the use of the Committed Fund Balance which was designated as Technology Infrastructure for the purchase of LCD panels to upgrade the A/V in the West Chester training room and the Murrysville training room. The proposal of the purchase is in the amount of \$21,000. This is Costars Software Contract (006-E22-246) and Costars 4 IT Hardware Contract (003-E22-586).

This proposal has been reviewed by our CEO, Business Administrator, and IT Director.

Motion & Voting

Recommend the Board approve the use of the Committed Fund Balance which was designated as Technology Infrastructure for the purchase of LCD panels to upgrade the A/V in the West Chester training room and the Murrysville training room. The proposal of the purchase is in the amount of \$21,000. This is Costars Software Contract (006-E22-246) and Costars 4 IT Hardware Contract (003-E22-586).

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Subject 4.5 Proposal - CDWG - LCD Panels

Meeting	Feb 14, 2023 - Board Meeting
Category	4. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the proposal from CDWG for the purchase of LCD panels to upgrade the A/V in the West Chester training room and the Murrysville training room for the total amount of \$21,000, a copy of which is attached. This is Costars Software Contract (006-E22-246) and Costars 4 IT Hardware Contract (003-E22-586). (Funding Source - Committed Fund Balance: Technology Infrastructure)

This proposal has been reviewed by our CEO, Business Administrator, and IT Director.

File Attachments

[CDWG - LCD Panels.pdf \(81 KB\)](#)

Executive File Attachments

[CDWG - Board Agenda Decision Form.pdf \(812 KB\)](#)

Motion & Voting

Recommend the Board approve the proposal from CDWG for the purchase of LCD panels to upgrade the A/V in the West Chester training room and the Murrysville training room for the total amount of \$21,000, a copy of which is attached. This is Costars Software Contract (006-E22-246) and Costars 4 IT Hardware Contract (003-E22-586). (Funding Source - Committed Fund Balance: Technology Infrastructure)

Motion by Peter Mango, second by Michele Orner.
 Final Resolution: Motion Carries
 Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Subject **4.6 Weidenhammer - Master Services Agreement**

Meeting Feb 14, 2023 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the Master Services Agreement to perform installation services at the West Chester office. There is no fee associated with the Master Services Agreement. The fees will be associated with the work performed.

This proposal has been reviewed by our CEO, Business Administrator, IT Director, and Solicitor.

File Attachments

[Weidenhammer - Master Services Agreement.pdf \(250 KB\)](#)

Executive File Attachments

[Weidenhammer - Master Services Agreement - Board Agenda Decision Form.pdf \(838 KB\)](#)

Motion & Voting

Recommend the Board approve the Master Services Agreement to perform installation services at the West Chester office. There is no fee associated with the Master Services Agreement. The fees will be associated with the work performed.

Motion by Peter Mango, second by Andrea Fox.
 Final Resolution: Motion Carries
 Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Subject **4.7 Use of Committed Fund Balance - Weidenhammer Systems - Wireless Access Points**

Meeting Feb 14, 2023 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the use of the Committed Fund Balance which was designated as Technology Infrastructure for the purchase of wireless access points to upgrade the wireless at the West Chester office. The proposal of the purchase is in the amount of \$34,400. This is Costars 003-E22-586.

This proposal has been reviewed by our CEO, Business Administrator, and IT Director.

Motion & Voting

Recommend the Board approve the use of the Committed Fund Balance which was designated as Technology Infrastructure for the purchase of wireless access points to upgrade the wireless at the West Chester office. The proposal of the purchase is in the amount of \$34,400. This is Costars 003-E22-586.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Subject	4.8 Proposal - Weidenhammer Systems - Wireless Access Points
Meeting	Feb 14, 2023 - Board Meeting
Category	4. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the proposal from Weidenhammer Systems for the the installation of wireless access points to upgrade the wireless at the West Chester office for the total amount of \$34,400, a copy of which is attached. This is Costars 003-E22-586. (Funding Source - Committed Fund Balance: Technology Infrastructure)

This proposal has been reviewed by our CEO, Business Administrator, and IT Director.

File Attachments

[Weidenhammer - Wireless Access Points.pdf \(140 KB\)](#)

Executive File Attachments

[Weidenhammer - Wireless Access Points - Board Agenda Decision Form.pdf \(811 KB\)](#)

Motion & Voting

Recommend the Board approve the proposal from Weidenhammer Systems for the the installation of wireless access points to upgrade the wireless at the West Chester office for the total amount of \$34,400, a copy of which is attached. This is Costars 003-E22-586. (Funding Source - Committed Fund Balance: Technology Infrastructure)

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Subject	4.9 Use of Committed Fund Balance - Weidenhammer Systems - Phone & AV Hardware & Software
Meeting	Feb 14, 2023 - Board Meeting
Category	4. New Business
Access	Public
Type	Action

Recommended Action Recommend the Board approve the use of the Committed Fund Balance which was designated as Technology Infrastructure for the purchase of Phone & AV Hardware & Software at the West Chester and Murrysville offices. The proposal of the purchase is in the amount of \$291,623. This is Costars 003-E22-628.

This proposal has been reviewed by our CEO, Business Administrator, IT Director, and Facilities Consultant.

Motion & Voting

Recommend the Board approve the use of the Committed Fund Balance which was designated as Technology Infrastructure for the purchase of Phone & AV Hardware & Software at the West Chester and Murrysville offices. The proposal of the purchase is in the amount of \$291,623. This is Costars 003-E22-628.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Subject **4.10 Proposal - Weidenhammer Systems - Phone & AV Hardware & Software**

Meeting Feb 14, 2023 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the purchase of Phone & AV Hardware & Software at the West Chester and Murrysville offices. The proposal of the purchase is in the amount of \$291,623, a copy of which is attached. This is Costars 003-E22-628. (Funding Source - Committed Fund Balance: Technology Infrastructure)

This proposal has been reviewed by our CEO, Business Administrator, IT Director, and Facilities Consultant.

File Attachments

[Weidenhammer - Phone & AV Hardware & Software.pdf \(137 KB\)](#)

Executive File Attachments

[Weidenhammer - Phone & AV System Upgrade - Board Agenda Decision Form.pdf \(782 KB\)](#)

Motion & Voting

Recommend the Board approve the purchase of Phone & AV Hardware & Software at the West Chester and Murrysville offices. The proposal of the purchase is in the amount of \$291,623, a copy of which is attached. This is Costars 003-E22-628. (Funding Source - Committed Fund Balance: Technology Infrastructure)

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Subject **4.11 Use of Committed Fund Balance - Weidenhammer Systems - Phone & AV Hardware & Software Installation**

Meeting Feb 14, 2023 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the use of the Committed Fund Balance which was designated as Technology Infrastructure for the purchase of professional engineering services for Phone & AV Hardware & Software installation at the West Chester and Murrysville offices. The proposal of the purchase is in the estimated amount of \$38,784. Additional costs may be required at the time of installation for unidentified installation costs (either by the facilities department or third party) and proper disposal of obsolete equipment.

This has been reviewed by the CEO, IT Director, Business Administrator and Facilities Consultant.

Motion & Voting

Recommend the Board approve the use of the Committed Fund Balance which was designated as Technology Infrastructure for the purchase of professional engineering services for Phone & AV Hardware & Software installation at the West Chester and Murrysville offices. The proposal of the purchase is in the estimated amount of \$38,784. Additional costs may be required at the time of installation for unidentified installation costs (either by the facilities department or third party) and proper disposal of obsolete equipment.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Subject 4.12 Proposal - Weidenhammer Systems - Phone & AV Hardware & Software Installation

Meeting Feb 14, 2023 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the purchase of professional engineering services for Phone & AV Hardware & Software installation at the West Chester and Murrysville offices. The estimated proposal of the purchase is in the amount of \$38,784, a copy of which is attached. Additional costs may be required at the time of installation for unidentified installation costs (either by the facilities department or third party) and proper disposal of obsolete equipment. (Funding Source - Committed Fund Balance: Technology Infrastructure)

This has been reviewed by the CEO, IT Director, Business Administrator and Facilities Consultant.

File Attachments

[Weidenhammer - Weidenhammer - Phone & AV Hardware & Software Installation.pdf \(502 KB\)](#)

Executive File Attachments

[Weidenhammer - Weidenhammer - Phone & AV Hardware & Software Installation - Board Agenda Decision Form.pdf \(811 KB\)](#)

Motion & Voting

Recommend the Board approve the purchase of professional engineering services for Phone & AV Hardware & Software installation at the West Chester and Murrysville offices. The estimated proposal of the purchase is in the amount of

\$38,784, a copy of which is attached. Additional costs may be required at the time of installation for unidentified installation costs (either by the facilities department or third party) and proper disposal of obsolete equipment. (Funding Source - Committed Fund Balance: Technology Infrastructure)

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

5. First Reading

Subject **5.1 2023-2024 MS and HS Course Catalogs**

Meeting Feb 14, 2023 - Board Meeting

Category 5. First Reading

Access Public

Type First Reading

Proposed changes have been made to the 2023-2024 Middle School and High School Course Catalogs, copies of which are attached. The proposed changes to the catalogs are detailed below. No action needed at this time as these are First Reading and will be on the March 2023 Board Agenda for approval.

Middle School:

- The special education paragraph was updated to reflect the additional special education classes at the middle school.
- ELA classes were updated to reflect new novels being added for next year.
- Math class descriptions have been updated.

High School:

- We updated the graduation requirement and dual enrollment sections.
- The Math Course Progression was updated to reflect that Geometry will be before Algebra II.
- We updated many of our AP courses to include specific prerequisites.
- WE updated the Computer Science courses to include integration of the Code HS curriculum.
- We changed Elements of Language to Elements of Literature on the Course Progression for English Language Arts.
- We will introduce Keystone Literature, Biology, and Algebra I to support students in meeting the graduation requirements.

File Attachments

[DRAFT 23-24 MS Course Catalog.pdf \(3,521 KB\)](#)

[DRAFT 23-24 HS Course Catalog.pdf \(1,028 KB\)](#)

6. Policies and Administrative Regulations

Subject **6.1 Policies**

Meeting Feb 14, 2023 - Board Meeting

Category 6. Policies and Administrative Regulations

Access Public

Type First Reading

Recommend the Board review the new and/or revised policies, copies of which are attached. These are First Reading and no action is needed at this time. These policies will be on the March Board agenda for approval.

Deleted Language: ~~Red Strikethrough~~

Added Language: **Yellow Highlight**

Policy Number	Policy Name	Status	Provided By
2003	Immunizations and Communicable Disease	REVISED	PSBA
2004	Attendance	REVISED	PSBA
2017	Graduation	REVISED	PSBA
2021	Dress and Grooming	REVISED	PSBA
4010	Purchases Subject to Bid/Quotation	REVISED	PSBA
4011	Purchases Budgeted	REVISED	PSBA

File Attachments

[2003 - REVISED.pdf \(129 KB\)](#)
[2004 - REVISED.pdf \(224 KB\)](#)
[2017 - REVISED.pdf \(123 KB\)](#)
[2021 - REVISED.pdf \(75 KB\)](#)
[4010 - REVISED.pdf \(125 KB\)](#)
[4011 - REVISED.pdf \(88 KB\)](#)

Subject **6.2 Administrative Regulations**

Meeting Feb 14, 2023 - Board Meeting

Category 6. Policies and Administrative Regulations

Access Public

Type Information

Administrative Regulations that have been adopted and/or updated are listed below. No action needed as this is for informational purposes only. A copy of each Administrative Regulation is attached.

Deleted Language: ~~Red Strikethrough~~Added Language: **Yellow Highlight**

Administrative Regulation Number	Administrative Regulation Name	Status	Provided By
2004-AR-1	Compulsory Attendance / Unexcused Absences	REVISED	PSBA
2017-AR-4	Graduation / Commencement	NEW	PSBA
2051-AR-3	Enrollment Complaint Form	NEW	PSBA
5010-AR-2	Vehicle Request Form and Guidelines	REVISED	Business Administrator

File Attachments

[2004-AR-1 REVISED.pdf \(114 KB\)](#)
[2017-AR-4 - NEW.pdf \(57 KB\)](#)
[2051-AR-3 - NEW.pdf \(234 KB\)](#)
[5010-AR-2 - REVISED.pdf \(117 KB\)](#)

7. Board Member Comment

Subject	7.1 Board Member Comment
Meeting	Feb 14, 2023 - Board Meeting
Category	7. Board Member Comment
Access	Public
Type	Procedural

8. Meeting Schedule

Subject	8.1 2022-2023 Meeting Schedule
Meeting	Feb 14, 2023 - Board Meeting
Category	8. Meeting Schedule
Access	Public
Type	Information

The schedule below reflects the remaining Board Meetings for the 2022-2023 School Year:

Board Meetings - 1:00 p.m.

March 14, 2023

April 11, 2023

May 9, 2023

The Board Meetings will be held the second Tuesday of every month from August through May at 1:00 p.m. There will be no Board Meetings in June or July.

9. Adjournment

Subject	9.1 Adjournment
Meeting	Feb 14, 2023 - Board Meeting
Category	9. Adjournment
Access	Public
Type	Action
Recommended Action	Recommend the Board adjourn the Board Meeting.
Motion & Voting	<p>Recommend the Board adjourn the Board Meeting.</p> <p>Motion by Peter Mango, second by Andrea Fox. Final Resolution: Motion Carries Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox</p>



**Tuesday, March 14, 2023
Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.**

1. Meeting Opening

Subject **1.1 Call to Order - Roll Call**

Meeting Mar 14, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board Chairperson will call the board meeting to order, the Board Secretary will document attendance.

Subject **1.2 Notification of Recording**

Meeting Mar 14, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject **1.3 Pledge of Allegiance**

Meeting Mar 14, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject **1.4 CEO and Administrators' Reports**

Meeting Mar 14, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

CEO REPORTS

Student Artwork

A collection of 21CCCS student artwork is on display at the Exeter Community Library in Mt. Penn, PA. A few examples are below:



Middle School Math Instructional Delivery

Dr. Flannery will introduce a presentation by 21CCCS staff: Middle School Math Instructional Delivery.

ADMINISTRATOR REPORTS

NHS / NJHS

44 students have been admitted to NHS and NJHS for the 2022-2023 school year. 20 students were accepted to NHS and 24 to NJHS. Induction ceremonies at the West Chester office and near the Murrysville office will be held respectively on March 1 and March 8.

Student Activities: Social Awareness and School Engagement

In February, for SASE, Middle School students celebrated Black History Month by highlighting different people each week. Students lead these presentations. The Middle School Poetry Cafe was a big success with 50 students in attendance! In High School, over 20 students read touching poetry to over 60 students.

On February 24th, we kicked off our Virtual Community Service Team Challenge - Students will team up and perform acts of service in their area. NHS students will lead each team. Participants are expected to perform community service in the following categories: Environment, Animals, Literacy, Kindness, and Donations.

Adventure Club: Urban Air

On Thursday, February 23rd Adventure Club went to Urban Air in East Norriton, PA. In total, 58 people came on the trip and enjoyed time out with friends, completed a fitness log, and met their teachers as they enjoyed all of the different activities that Urban Air had to offer.

Special Education Count as of February 24, 2023

Students with IEP/GIEP/504 Service Agreements:

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	55	8	0	5	13
7	104	26	1	5	32

8	185	35	6	14	55
9	277	47	7	19	73
10	270	60	4	27	91
11	287	60	1	30	91
12	218	39	6	22	67
Total	1,396	275 19.6%	25 1.7%	122 8.7%	422 30%

Students Receiving Related Services:

Speech and Language	28
Group Social Skills Class with Counselor	62
Group Coping Skills Class with Therapist	58
Individual Counseling (including a Psychologist)	46
Executive Functioning Counseling	5
Occupational Therapy	13
Physical Therapy	0
Reading Instruction by Reading Therapist	1
Teacher of the Visually Impaired	0
Teacher of the Deaf and Hard of Hearing	1
Tutor	0
PCA	8
Behavior Support Consultant (BSC)	1
* 134 students with RS out of 300 students with IEPs/GIEPs = 44.7%	
* 134 of IEP students with RS there are 223 services per student on average = 1.66 services per student	
* 223 total services rendered out of the 300 students with IEP/GIEPS = 74.3%	223
TOTAL:	

*Related Services do not include newly enrolled students.	
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File Attachments

[Art 1.png \(4,095 KB\)](#)[Art 2.png \(3,712 KB\)](#)[Art 3.png \(1,426 KB\)](#)[MS Instructional Delivery Presentation.pptx \(1,137 KB\)](#)

Subject **1.5 Public Comment**

Meeting Mar 14, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

Per Policy 0006 Meetings:**Public Participation**

At each public Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment, in accordance with law and Board procedures and policy.

Administrative Regulation 7003-AR-1 (Public Participation in Board Meetings) is below:**Guidelines**

Whenever issues identified by a public participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the Charter School.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation if applicable.

Each statement made by a participant shall be limited to 3 minutes duration.

No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.

All statements shall be directed to the presiding officer; no participant may address or question Trustees individually.

The presiding officer may:

1. Interrupt or terminate a public participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or not subject to official action or deliberation by the Board.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
4. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.

The portion of the meeting during which the public is invited to speak may be limited to 30 minutes.

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at public meetings under guidelines established and posted by the Board.

No placards or banners will be permitted within the meeting room.

The meeting agenda and all pertinent public documents shall be available to the public at the meetings.

2. Approval of Minutes

Subject	2.1 Approval of February 14, 2023 Minutes
Meeting	Mar 14, 2023 - Board Meeting
Category	2. Approval of Minutes
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the February 14, 2023 Board Meeting as presented.

File Attachments

[February 14, 2023 Board Meeting Minutes.pdf \(753 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the February 14, 2023 Board Meeting as presented.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

3. Consent Agenda

Subject	3.1 Review of Consent Agenda Items
Meeting	Mar 14, 2023 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items (Listed by Department) Include:

Financial

- 3.2 Treasurer's Report & Board Summary Report - January 2023
- 3.3 Expenditure Report and Void Payment Report - January 2023
- 3.4 Designated Employee for School Procurement / Credit Cards
- 3.5 Designated Employee for School Gas Credit Card

Human Resources

- 3.6 Personnel Actions

Curriculum

3.7 Quote - Panopto, Inc.

Special Education

3.8 Therapy Source

Board/School/Family Communications

3.9 End of Year School Trip - Kalahari Resorts

3.10 School Trip - Lake Tobias Wildlife Park

3.11 Proposal - The Standard Group

3.12 Proposal - ASL Services

3.13 2023-2024 MS and HS Course Catalogs

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Subject	3.2 Treasurer's Report and Board Summary Report
Meeting	Mar 14, 2023 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the January 2023 Treasurer's Report and Board Summary Report as presented.

File Attachments

[January 2023 - Treasurer's Report.pdf \(81 KB\)](#)

[January 2023 - Board Summary Report.pdf \(21 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Subject 3.3 Expenditure Report and Void Payment Report

Meeting Mar 14, 2023 - Board Meeting

Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the January 2023 Expenditure Report and Void Payment Report as presented.

File Attachments

[January 2023 - Expenditure Report.pdf \(134 KB\)](#)

[January 2023 - Void Payment Report.pdf \(44 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Subject **3.4 Designated Employee for School Procurement / Credit Cards**

Meeting Mar 14, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve Dr. Kelly Sherbondy as an additional designated employee to use a school procurement/credit card for the 2022-2023 SY.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Subject **3.5 Designated Employee for School Gas Credit Card**

Meeting Mar 14, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve Dr. Kelly Sherbondy as an additional designated employee to use the school gas credit card as needed for testing or other job duties.

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Subject 3.6 Personnel Actions

Meeting Mar 14, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

New Hires/Re-Hires (6)

Transfers/Classification Changes (0)

Leaves of Absence Requests (0)

Additional Duties (1)

Supplementals/Stipends (3)

Retirements/Resignations/Terminations (2)

File Attachments

[Personnel Actions March 2023.pdf \(29 KB\)](#)

Executive Content

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Subject 3.7 Quote - Panopto, Inc.

Meeting Mar 14, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the quote from Panopto, Inc. for an upload and upgrade of our video hosting platform for the 2023-2024 SY for a total cost of \$16,200, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator, Director of Curriculum, Instruction & Assessment and solicitor.

File Attachments
[Panopto, Inc..pdf \(1,815 KB\)](#)

Executive File Attachments
[Panopto - Board Agenda Decision Form.pdf \(966 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Subject 3.8 Renewal Agreement - Therapy Source

Meeting Mar 14, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal agreement with Therapy Source at costs indicated below for the remainder of the 2022-2023 SY, a copy of which is attached.

Therapy Source provides child and family services as listed below:

Service	Fee
Speech/Occupational/Physical Therapy (In-Person & Online)	\$82 per hour
Social Work and Counseling Services (In-Person & Online)	\$82 per hour for direct and indirect time, plus travel time
Coping Skills and Social Skills Group (Online)	\$118 per hour with 30 minutes of Prep/Planning per group
Board Certified Behavior Analyst (BCBA) (In-Person & Online)	\$95 per hour
Behavior Specialist Consultant (BSC)	\$78 per hour
School Psychology Services (In-Person & Online)	\$115 per hour
Audiology Services (In-Person & Online)	\$82 per hour
Vision, Assistive Technology, and Orientation & Mobility Services (In-Person & Online)	\$100 per hour

Reading Specialist or Reading Program (Wilson, Barton, Orton Gillingham) Services (In-Person & Online)	\$75 per hour
Executive Functioning Tutoring Services (In-Person & Online)	\$65 per hour (Certified/SpecEd Teacher)
	\$80 per hour (Social Worker)
	\$100 per hour (Masters in School Psychology)
Tutoring Services - Certified Teacher (In-Person & Online)	\$50 per hour
Personal Care/Instructional Assistant Services (In-Person & Online)	\$30 per hour

The contract has been reviewed by our CEO and Director of Special Education.

File Attachments
[Therapy Source.pdf \(219 KB\)](#)

Executive File Attachments
[Therapy Source - Board Agenda Decision Form.pdf \(753 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Subject 3.9 End of Year School Trip - Kalahari Resorts

Meeting Mar 14, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the annual end of year all school field trip to Kalahari Resorts for a cost of \$25 per student. A copy of the trip details and cost is attached.

Students and family members will be invited to attend this event. The cost would be \$40 per attendee. 21CCCS will pay \$25 per pass and the student will pay \$15. There is no cost to any attendee who will not require a pass into the activities.

File Attachments
[Kalahari Resorts.pdf \(955 KB\)](#)

Executive File Attachments

[Kalahari Resorts - Board Agenda Decision Form.pdf \(838 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Subject	3.10 School Trip - Lake Tobias Wildlife Park
Meeting	Mar 14, 2023 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Requesting approval for a student trip to Lake Tobias Wildlife Park during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone. The cost per attendee would be \$15, with 21CCCS paying \$5.00 and the student paying \$10.00. The maximum number of students to attend would be 45, making the approximate cost \$675.00. A copy is attached.

This has been reviewed by our CEO, Business Administrator and Assistant Principal.

File Attachments

[Lake Tobias Wildlife Park.pdf \(59 KB\)](#)

Executive File Attachments

[Lake Tobias - Board Agenda Decision Form.pdf \(847 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Subject	3.11 Proposal - The Standard Group
Meeting	Mar 14, 2023 - Board Meeting
Category	3. Consent Agenda
Access	Public

Type Action (Consent)

Recommended Action Recommend the Board approve the proposal from The Standard Group for the 2023 Commencement Program for a total cost of \$1,445.00, a copy of which is attached.

File Attachments

[The Standard Group.pdf \(135 KB\)](#)

Executive File Attachments

[The Standard Group - Board Agenda Decision Form.pdf \(867 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Subject 3.12 Proposal - ASL Services

Meeting Mar 14, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the proposal from ASL Services for an American Sign Language interpreter at the 2023 graduation ceremonies for a total cost of \$424.80, a copy of which is attached.

File Attachments

[ASL Services.pdf \(455 KB\)](#)

Executive File Attachments

[ASL - Board Agenda Decision Form.pdf \(840 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Subject 3.13 2023-2024 MS and HS Course Catalogs

Meeting Mar 14, 2023 - Board Meeting

Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the 2023-2024 Middle School and High School Course Catalogs, copies of which are attached. These were First Reading at the February Board Meeting.

Changes have been made to the 2023-2024 Middle School and High School Course Catalogs as indicated below:

Middle School:

- The special education paragraph was updated to reflect the additional special education classes at the middle school.
- ELA classes were updated to reflect new novels being added for next year.
- Math class descriptions have been updated.

High School:

- We updated the graduation requirement and dual enrollment sections.
- The Math Course Progression was updated to reflect that Geometry will be before Algebra II.
- We updated many of our AP courses to include specific prerequisites.
- WE updated the Computer Science courses to include integration of the Code HS curriculum.
- We changed Elements of Language to Elements of Literature on the Course Progression for English Language Arts.
- We will introduce Keystone Literature, Biology, and Algebra I to support students in meeting the graduation requirements.

File Attachments

[23-24 HS Course Catalog.pdf \(1,036 KB\)](#)

[23-24 MS Course Catalog.pdf \(2,448 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

4. New Business

Subject	4.1 Ratified Agreement - Cisco Enterprise
Meeting	Mar 14, 2023 - Board Meeting
Category	4. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board ratify the agreement of program terms and conditions for end users with with Cisco Enterprise effective January 8, 2023. The terms and conditions were authorized on March 2, 2023. A copy of the terms and conditions is attached.

This agreement has been reviewed by our solicitor, CEO, Business Administrator, and IT Director.

File Attachments

[Cisco Enterprise Agreement.pdf \(475 KB\)](#)

Executive File Attachments

[Cisco - Board Agenda Decision Form.pdf \(908 KB\)](#)

Motion & Voting

Recommend the Board ratify the agreement of program terms and conditions for end users with with Cisco Enterprise effective January 8, 2023. The terms and conditions were authorized on March 2, 2023. A copy of the terms and conditions is attached.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Subject **4.2 2022-23 and 2023-24 PCCD School Mental Health & Safety and Security Grants**

Meeting Mar 14, 2023 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the 2022-23 and 2023-24 PCCD School Mental Health & Safety and Security Grant in the amount of \$140,000, a copy of which is attached.

Funding of \$140,000 was provided by the PCCD School Mental Health & Safety and Security Grant. The grant provides for funding 8/1/22 - 7/31/24. This funding will be allocated toward:

- 3M Security Window Film for a cost of \$65,987.67. A copy of the Window Film Depot proposal is attached.
- Salary and Benefits of a Social Worker for a cost of \$74,012.33.

File Attachments

[PCCD School Mental Health & Safety and Security Grants.pdf \(821 KB\)](#)

[Window Film Depot.pdf \(273 KB\)](#)

Motion & Voting

Recommend the Board approve the 2022-23 and 2023-24 PCCD School Mental Health & Safety and Security Grant in the amount of \$140,000, a copy of which is attached.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Subject **4.3 Use of Committed Fund Balance - Intellicom Systems, Inc.**

Meeting Mar 14, 2023 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the use of the Committed Fund Balance which was designated as Future Capital Projects for the purchase and installation of an emergency paging system. The quotation for the project is in the amount of \$19,250. This is Costars Contract #040-E22-177. A copy of the quotation is attached.

This quotation has been reviewed by our CEO, Business Administrator, and Facilities Consultant.

File Attachments

[Intellicom Systems Inc.pdf \(75 KB\)](#)

Executive File Attachments

[Intellicom - Board Agenda Decision Form.pdf \(1,403 KB\)](#)

Motion & Voting

Recommend the Board approve the use of the Committed Fund Balance which was designated as Future Capital Projects for the purchase and installation of an emergency paging system. The quotation for the project is in the amount of \$19,250. This is Costars Contract #040-E22-177. A copy of the quotation is attached.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Subject 4.4 Use of Committed Fund Balance - R. Titter Roofing, LLC

Meeting Mar 14, 2023 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the use of the Committed Fund Balance which was designated as Future Capital Projects - Roof Repairs at the West Chester office. A copy of the proposal is attached in the amount of \$162,329. This is Costars #008-E22-904.

This proposal has been reviewed by our CEO, Business Administrator, and Facilities Consultant.

File Attachments

[R. Titter Roofing.pdf \(191 KB\)](#)

Motion & Voting

Recommend the Board approve the use of the Committed Fund Balance which was designated as Future Capital Projects - Roof Repairs at the West Chester office. A copy of the proposal is attached in the amount of \$162,329. This is Costars #008-E22-904.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Subject **4.5 Proposal - R. Titter Roofing, LLC**

Meeting Mar 14, 2023 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the replacement of the central rubber roof at the West Chester office which is beyond its useful life of 25 years. A copy of the proposal in the amount of \$162,329 is attached. This is a contract under Costars #008-E22-904. (Funding Source - Committed Fund Balance: Future Capital Projects - Roof Repairs)

This proposal has been reviewed by our CEO, Business Administrator, and Facilities Consultant.

File Attachments
[R. Titter Roofing.pdf \(191 KB\)](#)

Executive File Attachments
[R. Titter Roofing - Board Agenda Decision Form.pdf \(1,382 KB\)](#)

Motion & Voting

Recommend the Board approve the replacement of the central rubber roof at the West Chester office which is beyond its useful life of 25 years. A copy of the proposal in the amount of \$162,329 is attached. This is a contract under Costars #008-E22-904. (Funding Source - Committed Fund Balance: Future Capital Projects - Roof Repairs)

Motion by Peter Mango, second by Alan Fegley.
 Final Resolution: Motion Carries
 Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

5. Policies and Administrative Regulations

Subject **5.1 Policies**

Meeting Mar 14, 2023 - Board Meeting

Category 5. Policies and Administrative Regulations

Access Public

Type Action

Recommended Action Recommend the Board approve the below revised Policies, copies of which are attached. These were First Reading at the February Board Meeting.

Deleted Language: ~~Red Strikethrough~~
 Added Language: **Yellow Highlight**

Policy Number	Policy Name	Status	Provided By
2003	Immunizations and Communicable Disease	REVISED	PSBA
2004	Attendance	REVISED	PSBA

2017	Graduation	REVISED	PSBA
2021	Dress and Grooming	REVISED	PSBA
4010	Purchases Subject to Bid/Quotation	REVISED	PSBA
4011	Purchases Budgeted	REVISED	PSBA

File Attachments

- [2003 - REVISED.pdf \(82 KB\)](#)
- [2004 - REVISED.pdf \(118 KB\)](#)
- [2017 - REVISED.pdf \(84 KB\)](#)
- [2021 - REVISED.pdf \(59 KB\)](#)
- [4010 - REVISED.pdf \(88 KB\)](#)
- [4011 - REVISED.pdf \(72 KB\)](#)

Motion & Voting

Recommend the Board approve the below revised Policies, copies of which are attached. These were First Reading at the February Board Meeting.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Subject 5.2 Administrative Regulations

Meeting Mar 14, 2023 - Board Meeting

Category 5. Policies and Administrative Regulations

Access Public

Type Information

Administrative Regulations that have been adopted and/or updated are listed below. No action needed as this is for informational purposes only. A copy of each Administrative Regulation is attached.

Deleted Language: ~~Red Strikethrough~~

Added Language: **Yellow Highlight**

Administrative Regulation Number	Administrative Regulation Name	Status	Provided By
3037-AR-2	Request for Unpaid Leave of Absence - Not Qualified Under FMLA	REVISED	Director of Human Resources
4001-AR-3	Process for Contracts/Agreements/Proposals/Quotes/Subscriptions Placed on Board Agenda for Review and Approval	NEW	Business Administrator

File Attachments

- [3037-AR-2.pdf \(153 KB\)](#)
- [4001-AR-3.pdf \(105 KB\)](#)

6. Board Member Comment

Subject **6.1 Board Member Comment**

Meeting Mar 14, 2023 - Board Meeting

Category 6. Board Member Comment

Access Public

Type Procedural

7. Meeting Schedule

Subject **7.1 2022-2023 Meeting Schedule**

Meeting Mar 14, 2023 - Board Meeting

Category 7. Meeting Schedule

Access Public

Type Information

The schedule below reflects the remaining Board Meetings for the 2022-2023 School Year:

Board Meetings - 1:00 p.m.

April 11, 2023

May 9, 2023

The Board Meetings will be held the second Tuesday of every month from August through May at 1:00 p.m. There will be no Board Meetings in June or July.

8. Adjournment

Subject **8.1 Adjournment**

Meeting Mar 14, 2023 - Board Meeting

Category 8. Adjournment

Access Public

Type Action

Recommended Recommend the Board adjourn the Board Meeting.
Action

Motion & Voting

Recommend the Board adjourn the Board Meeting.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett



**Tuesday, April 11, 2023
Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.**

1. Meeting Opening

Subject 1.1 Call to Order - Roll Call

Meeting Apr 11, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board Chairperson will call the board meeting to order, the Board Secretary will document attendance.

Subject 1.2 Notification of Recording

Meeting Apr 11, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject 1.3 Pledge of Allegiance

Meeting Apr 11, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject 1.4 Executive Session Announcements

Meeting Apr 11, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Sessions was held prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject 1.5 CEO and Administrator Reports

Meeting Apr 11, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

CEO Reports

2023-2024 Preliminary Budget Presentation

Loree Marchese, our Business Administrator, will present the 2023-2024 Preliminary Budget for review.

Administrator Reports

Student Activities

Social Awareness and School Engagement

In March, middle school students participated in weekly presentations to celebrate Women's History month; some of these were student-led. At the high school level, students sent in pictures, descriptions, and names of women of our past and present that have inspired them. These were recognized and celebrated throughout the month!

Junior/Senior Social

We had 9 students attend this fun filled event in West Chester on Saturday, March 18th from 10-4. The students had a work session from 10-12 and then had the opportunity to play video games, board games, and card games. There was a movie room made up of camping chairs, with string lights, stars hanging from the ceiling and a movie theater style popcorn machine. Seniors decorated their graduation caps (stickers that will go on the returnable cap) with stickers, paint, etc. and other students created graphics for decorations for use at the prom. While all of that was going on there was pizza, a nacho bar and refreshments in the cafeteria.

Summer School Information

Summer school registration for Original Credit courses opens on April 21, 2023 and closes on May 5, 2023 for courses worth 1.0 credit. For Original Credit courses worth 0.5 credits, registration closes on June 7, 2023. Original credit classes run from May 8, 2023 through July 31, 2023. Registration for Credit Recovery and Course Recovery classes opens on April 21, 2023 and closes on June 7, 2023. All courses will close on August 3, 2023.

Prom

A junior/ senior prom will be held at two locations on May 12 and May 5, 2023.

- Coatesville Country Club
- Westmoreland County Community College

Graduation

Information is below for our graduation ceremonies this year:

- **Murrysville Graduation Information:**

Monday, June, 5, 2023, 7:00 PM at the Science Hall Amphitheatre, Westmoreland County Community College Gymnasium, Youngwood, PA

- **West Chester Graduation Information:**

Wednesday, June, 7, 2023, 7:00 PM at the Asplundh Concert Hall (also known as The Castle), West Chester University, West Chester, PA

Quarter 3 Honor Roll

Distinguished Honors: 271

High Honors: 92

Honors: 125

Special Education Count as of April 4, 2023

Students with IEP/GIEP/504 Service Agreements:

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	56	7	0	5	12
7	109	27	1	5	33
8	187	33	6	13	52
9	288	48	7	19	74
10	272	57	4	25	86
11	287	61	1	27	89
12	219	39	5	23	67
Total	1,418	272 19%	24 1.6%	117 8%	413 29%

Students Receiving Related Services:

Speech and Language	27
Group Social Skills Class with Counselor	64
Group Coping Skills Class with Therapist	63
Individual Counseling (including a Psychologist)	51
Executive Functioning Counseling	6
Occupational Therapy	12
Physical Therapy	0

Reading Instruction by Reading Therapist	2
Teacher of the Visually Impaired	1
Teacher of the Deaf and Hard of Hearing	1
Tutor	0
PCA	7
BSC (Behavior Support Consultant)	1
* 141 students with RS out of 296 students with IEPs/GIEPs = 47.6%	235
* 141 of IEP students with RS there are 235 services per student on average = 1.67 services per student	
* 235 total services rendered out of the 196 students with IEP/GIEPS = 79.4%	
TOTAL:	
*Related Services do not include newly enrolled students.	

File Attachments

- [2023-24 Budget Presentation REVISED 4-11-23.pptx.pdf \(343 KB\)](#)
- [2023-24 PDE-2028 Preliminary - Public Review.pdf \(35 KB\)](#)

Subject **1.6 Public Comment**

Meeting Apr 11, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

Per Policy 0006 Meetings:

Public Participation

At each public Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment, in accordance with law and Board procedures and policy.

Administrative Regulation 7003-AR-1 (Public Participation in Board Meetings) is below:

Guidelines

Whenever issues identified by a public participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the Charter School.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation if applicable.

Each statement made by a participant shall be limited to 3 minutes duration.

No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.

All statements shall be directed to the presiding officer; no participant may address or question Trustees individually.

The presiding officer may:

1. Interrupt or terminate a public participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or not subject to official action or deliberation by the Board.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
4. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.

The portion of the meeting during which the public is invited to speak may be limited to 30 minutes.

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at public meetings under guidelines established and posted by the Board.

No placards or banners will be permitted within the meeting room.

The meeting agenda and all pertinent public documents shall be available to the public at the meetings.

2. Approval of Minutes

Subject	2.1 Approval of March 14, 2023 Minutes
Meeting	Apr 11, 2023 - Board Meeting
Category	2. Approval of Minutes
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the March 14, 2023 Board Meeting as presented.

File Attachments

[March 14, 2023 Board Meeting Minutes.pdf \(752 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the March 14, 2023 Board Meeting as presented.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

3. Consent Agenda

Subject	3.1 Review of Consent Agenda Items
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Meeting	Apr 11, 2023 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items (Listed by Department) Include:

Financial

- 3.2 Treasurer's Report & Board Summary Report - February 2023
- 3.3 Expenditure Report and Void Payment Report - February 2023
- 3.4 Designated Employees for School Gas Credit Card
- 3.5 Renewal - Central Susquehanna Intermediate Unit

Human Resources

- 3.6 Personnel Actions
- 3.7 Agreement - Substitute Teacher Service

Curriculum / ISD

- 3.8 Renewal - Read Speaker
- 3.9 Renewal - LinkIt!
- 3.10 Renewal - Learning Pool
- 3.11 Renewal - Formative

Special Education

- 3.12 Renewal Agreement - Sweet, Stevens, Katz & Williams LLP
- 3.13 Renewal - Carbon Lehigh Intermediate Unit
- 3.14 Renewal - Delta-T
- 3.15 Renewal - Therapy Source
- 3.16 Renewal - U.S. Healthcare
- 3.17 Renewal - CCRES Educational & Behavioral Health Services

Facilities

- 3.18 Memorandum of Understanding - Murrysville Police Department
- 3.19 Memorandum of Understanding - West Goshen Police Department
- 3.20 Renewal - Brandywine Maintenance
- 3.21 Renewal - Ehrlich
- 3.22 Renewal - Wiggins Shredding

Board/School/Family Communications

- 3.23 Agreement - Good Fellowship Ambulance
- 3.24 Revised 2023-2024 HS Course Catalog
- 3.25 2023-2024 School Calendar

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject **3.2 Treasurer's Report and Board Summary Report**

Meeting Apr 11, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the February 2023 Treasurer's Report and Board Summary Report as presented.

File Attachments

[February 2023 - Treasurer's Report.pdf \(80 KB\)](#)[February 2023 - Board Summary Report.pdf \(21 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject **3.3 Expenditure Report and Void Payment Report**

Meeting Apr 11, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the February 2023 Expenditure Report and Void Payment Report as presented.

File Attachments

[February 2023 - Expenditure Report.pdf \(117 KB\)](#)[February 2023 - Void Payment Report.pdf \(2 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject **3.4 Designated Employees for School Gas Credit Card**

Meeting	Apr 11, 2023 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the designated employees indicated below to use the school gas credit card as needed for testing or other job duties.
	<p>Maria Alexis Christine Barger John Bugay Peicheng Chu Robert Cronin Cathy Delaney Mary Beth Giandonato Darren Gibb Galen Kreiser Mike Meyer Lauren Andrulewich Morgan Pugh Melinda Bundonis</p>

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject 3.5 Renewal - Central Susquehanna Intermediate Unit

Meeting	Apr 11, 2023 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal with Central Susquehanna Intermediate Unit for the 2023-2024 SY for a total cost of \$28,090.03, a copy of which is attached.

Central Susquehanna Intermediate Unit provides financial and SCView applications.

This renewal has been reviewed by our CEO, Business Administrator and IT Director.

File Attachments

[Central Susquehanna Intermediate Unit.pdf \(616 KB\)](#)

Executive File Attachments

[CSIU - Board Agenda Decision Form.pdf \(859 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject	3.6 Personnel Actions
Meeting	Apr 11, 2023 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)
New Hires/Re-Hires (3)	
Transfers/Classification Changes (2)	
Leaves of Absence Requests (4)	
Additional Duties (1)	
Supplementals/Stipends (6)	
Retirements/Resignations/Terminations (2)	

File Attachments

[Personnel Actions REV 4.11.23.pdf \(31 KB\)](#)

Executive Content

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject	3.7 Agreement - Substitute Teacher Service
Meeting	Apr 11, 2023 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the agreements with Substitute Teacher Service for the remainder of the 2022-2023 SY and for the 2023-2024 SY for a total cost of \$323.84 per

diem, per substitute, subject to ongoing negotiations with the union and any agreements related thereto. Copies of the agreements are attached.

The Substitute Teacher Service provides long term substitute teachers for open vacancies, during ongoing recruitment and teacher shortage.

These agreements have been reviewed by our CEO, Business Administrator, Director of Human Resources and solicitor.

File Attachments

[Substitute Teacher Service - 2022-2023 SY.pdf \(3,393 KB\)](#)

[Substitute Teacher Service - 2023-2024 SY.pdf \(3,371 KB\)](#)

Executive File Attachments

[Substitute Teacher Service - Board Agenda Decision Form.pdf \(1,068 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject	3.8 Renewal - Read Speaker
Meeting	Apr 11, 2023 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal with Read Speaker for the 2023-2024 SY for a total cost of \$3,960.00, a copy of which is attached.

Read Speaker provides text to speech transcription in Moodle.

This renewal has been reviewed by our CEO, Business Administrator and Director of Curriculum, Instruction & Assessment.

File Attachments

[Read Speaker.pdf \(16,560 KB\)](#)

Executive File Attachments

[Read Speaker - Board Agenda Decision Form.pdf \(684 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject **3.9 Renewal - LinkIt!**

Meeting Apr 11, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal with LinkIt! for the 2023-2024 SY for a total cost of \$26,708, a copy of which is attached.

LinkIt! provides software license for PA Core Benchmarks, professional development and data warehouse.

This renewal has been reviewed by our CEO, Business Administrator and Director of Curriculum, Instruction & Assessment.

File Attachments

[Link It!.pdf \(9,018 KB\)](#)

Executive File Attachments

[Link It! - Board Agenda Decision Form.pdf \(679 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject **3.10 Renewal - Learning Pool**

Meeting Apr 11, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal with Learning Pool for the 2023-2024 SY for a total cost of \$100,410, a copy of which is attached.

Learning Pool provides our Moodle system.

This renewal has been reviewed by our CEO, Business Administrator and Director of Curriculum, Instruction & Assessment. It was previously reviewed by our solicitor and no changes have been made.

File Attachments

[Learning Pool.pdf \(1,121 KB\)](#)

Executive File Attachments

[Learning Pool - Board Agenda Decision Form.pdf \(671 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject **3.11 Renewal - Formative**

Meeting Apr 11, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal with Learning Pool for the 2023-2024 SY for a total cost of \$10,244, a copy of which is attached.

Formative allows teachers to create digital formative assessments, tasks or assignments that are easily accessible on any device. We have 1300 student licenses.

This renewal has been reviewed by our CEO, Business Administrator and Director of Curriculum, Instruction & Assessment.

File Attachments

[Formative.pdf \(560 KB\)](#)

Executive File Attachments

[Formative - Board Agenda Decision Form.pdf \(753 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject **3.12 Renewal Agreement - Sweet, Stevens, Katz & Williams LLP**

Meeting Apr 11, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal with Sweet, Stevens, Katz & Williams LLP for the 2023-2024 SY for a total cost of \$7,500, a copy of which is attached.

The agreement continues to provide for telephone and email advice including participation in a pool email arrangement and access to their Special Education Resource Room, a searchable database of past pool opinions, forms, visual aids, and other useful documents.

The agreement has been reviewed by our CEO, Business Administrator and Director of Special Education.

File Attachments

[Sweet, Stevens, Katz & Williams.pdf \(111 KB\)](#)

Executive File Attachments

[SSKW - Board Agenda Decision Form.pdf \(912 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject 3.13 Renewal - Carbon Lehigh Intermediate Unit

Meeting Apr 11, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal with Carbon Lehigh Intermediate Unit for the 2023-2024 SY at costs compliant with industry standards, a copy of which is attached.

Carbon Lehigh Intermediate Unit provides related services for Special Education.

This renewal has been reviewed by our CEO, Business Administrator and Director of Special Education. The original agreement was reviewed by our solicitor.

File Attachments

[Carbon Lehigh IU.pdf \(1,711 KB\)](#)

Executive File Attachments

[Carbon Lehigh IU - Board Agenda Decision Form.pdf \(650 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject 3.14 Renewal - Delta-T

Meeting Apr 11, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal with Delta-T for the 2023-2024 SY at costs compliant with industry standards, a copy of which is attached.

Delta-T provides related services for Special Education.

This renewal has been reviewed by our CEO, Business Administrator and Director of Special Education. The original agreement was reviewed by our solicitor.

File Attachments

[Delta-T.pdf \(2,572 KB\)](#)

Executive File Attachments

[Delta-T - Board Agenda Decision Form.pdf \(672 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject 3.15 Renewal - Therapy Source

Meeting Apr 11, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal with Therapy Source for the 2023-2024 SY at costs compliant with industry standards, a copy of which is attached.

Therapy Source provides related services for Special Education.

This renewal has been reviewed by our CEO, Business Administrator and Director of Special Education. The original agreement was reviewed by our solicitor.

File Attachments
[Therapy Source.pdf \(5,743 KB\)](#)

Executive File Attachments
[Therapy Source - Board Agenda Decision Form.pdf \(669 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject **3.16 Renewal - U.S. Healthcare**

Meeting Apr 11, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action	Recommend the Board approve the renewal with U.S. Healthcare for the 2023-2024 SY at costs compliant with industry standards, a copy of which is attached.
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U.S. Healthcare provides related services for Special Education.

This renewal has been reviewed by our CEO, Business Administrator and Director of Special Education. The original agreement was reviewed by our solicitor.

File Attachments
[US Healthcare.pdf \(4,241 KB\)](#)

Executive File Attachments
[US Healthcare - Board Agenda Decision Form.pdf \(679 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject	3.17 Renewal - CCRES Educational & Behavioral Health Services
Meeting	Apr 11, 2023 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal with CCRES Educational & Behavioral Health Services for the 2023-2024 SY at costs compliant with industry standards, a copy of which is attached.

CCRES Educational & Behavioral Health provides related services for Special Education.

This renewal has been reviewed by our CEO, Business Administrator and Director of Special Education. The original agreement was reviewed by our solicitor.

File Attachments

[CCRES.pdf \(4,307 KB\)](#)

Executive File Attachments

[CCRES - Board Agenda Decision Form.pdf \(673 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject	3.18 Memorandum of Understanding - Murrysville Police Department
Meeting	Apr 11, 2023 - Board Meeting
Category	3. Consent Agenda
Access	Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Memorandum of Understanding between 21CCCS and the Murrysville Police Department for the 2023-2024 and 2024-2025 school years, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator and Facilities Manager. It was previously reviewed by our solicitor and no changes have been made.

File Attachments

[MOU - Murrysville Police Department.pdf \(7,441 KB\)](#)

Executive File Attachments

[MOU - Murrysville PD - Board Agenda Decision Form.pdf \(913 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject 3.19 Memorandum of Understanding - West Goshen Police Department

Meeting Apr 11, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Memorandum of Understanding between 21CCCS and the West Goshen Police Department for the 2023-2024 and 2024-2025 school years, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator and Facilities Manager. It was previously reviewed by our solicitor and no changes have been made.

File Attachments

[MOU - West Goshen Police Department.pdf \(7,671 KB\)](#)

Executive File Attachments

[MOU - West Goshen PD - Board Agenda Decision Form.pdf \(934 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject **3.20 Renewal - Brandywine Maintenance**

Meeting Apr 11, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal with Brandywine Maintenance for the 2023-2024 SY for a total cost of \$6,500 per month plus \$3000 for janitorial supplies, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator and Facilities Manager.

File Attachments

[Brandywine Maintenance.pdf \(146 KB\)](#)

Executive File Attachments

[Brandywine Maintenance - Board Agenda Decision Form.pdf \(1,592 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject **3.21 Renewal - Ehrlich**

Meeting Apr 11, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal with Ehrlich for the 2023-2024 SY for a total cost of \$3284.64, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator and Facilities Manager.

File Attachments

[Ehrlich.pdf \(569 KB\)](#)

Executive File Attachments

[Erlich - Board Agenda Decision Form.pdf \(610 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject 3.22 Renewal - Wiggins Shredding

Meeting Apr 11, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal with Wiggins Shredding for the 2023-2024 SY for a total amount of \$1,560.00, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator and Facilities Manager.

File Attachments

[Wiggins.pdf \(462 KB\)](#)

Executive File Attachments

[Wiggins Shredding - Board Agenda Decision Form.pdf \(959 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject 3.23 Agreement - Good Fellowship Ambulance

Meeting Apr 11, 2023 - Board Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement with Good Fellowship Ambulance for the 2022-2023 West Chester Graduation for a total amount of \$250.00, a copy of which is

attached.

This agreement has been reviewed by our CEO, Business Administrator and Assistant Principal.

File Attachments

[Good Fellowship Ambulance.pdf \(137 KB\)](#)

Executive File Attachments

[Good Fellowship Ambulance - Board Agenda Decision Form.pdf \(877 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject	3.24 Revised 2023-2024 HS Course Catalog
Meeting	Apr 11, 2023 - Board Meeting
Category	3. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the revised 2023-2024 HS Course Catalog, with changes detailed below, a copy of which is attached.
	One change was made to the HS Course Catalog. You will find a new course description for Graphic Novel Seminar on page 39. The course was recently updated adding student choice to the book selection.

File Attachments

[Revised - 2023-2024 HS Course Catalog.pdf \(1,036 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject	3.25 2023-2024 School Calendar
Meeting	Apr 11, 2023 - Board Meeting
Category	3. Consent Agenda

Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the 2023-2024 School Calendar, a copy of which is attached.

File Attachments

[2023-2024 Calendar.pdf \(1,654 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

4. New Business

Subject	4.1 Withdrawal of Student
Meeting	Apr 11, 2023 - Board Meeting
Category	4. New Business
Access	Public
Type	Action
Recommended Action	Recommend the board retroactively approve the withdrawal of a 21CCCS student effective March 31, 2023 (currently 17.4 years old) for health reasons as per the attached letter.

As per PDE compulsory school attendance requirements, Effective with the 2020-2021 school year, a child must comply with compulsory attendance requirements from age 6 to age 18 except in the following situations found in sections 1327, 1327.1, and 1330 of Pennsylvania's Public School Code (School Code):

Children who have been examined by an approved psychological professional and identified to be unable to profit from further public school attendance and excused by the school board.

Executive File Attachments

[Psychiatrist Letter.pdf \(277 KB\)](#)

Motion & Voting

Recommend the board retroactively approve the withdrawal of a 21CCCS student effective March 31, 2023 (currently 17.4 years old) for health reasons as per the attached letter.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject	4.2 Dual Enrollment Agreement - Commonwealth University (Bloomsburg)
Meeting	Apr 11, 2023 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the Dual Enrollment Agreement for eligible 21CCCS high school students with Commonwealth University of Pennsylvania (Bloomsburg), a copy of which is attached.

This agreement has been reviewed by our CEO, Business Administrator and Director of Curriculum, Instruction & Assessment.

File Attachments

[Commonwealth University Bloomsburg.pdf \(1,530 KB\)](#)

Executive File Attachments

[Commonwealth University Bloomsburg - Board Agenda Decision Form.pdf \(267 KB\)](#)

Motion & Voting

Recommend the Board approve the Dual Enrollment Agreement for eligible 21CCCS high school students with Commonwealth University of Pennsylvania (Bloomsburg), a copy of which is attached.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject 4.3 Renewal - Chester County Intermediate Unit

Meeting Apr 11, 2023 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the renewal with Chester County Intermediate Unit for the 2023-2024 SY at costs compliant with industry standards, a copy of which is attached.

Chester County Intermediate Unit provides related services for Special Education.

This renewal has been reviewed by our CEO, Business Administrator and Director of Special Education. The original agreement was reviewed by our solicitor.

A recusal memorandum from Dr. George Fiore, Executive Director of Chester County Intermediate Unit, is attached.

File Attachments

[Chester County Intermediate Unit.pdf \(1,345 KB\)](#)

[Dr. Fiore - Recusal Memroandum.pdf \(23 KB\)](#)

Executive File Attachments

[CCIU - Board Agenda Decision Form.pdf \(672 KB\)](#)

Motion & Voting

Recommend the Board approve the renewal with Chester County Intermediate Unit for the 2023-2024 SY at costs compliant with industry standards, a copy of which is attached.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Abstain: George Fiore

Subject **4.4 Resolution - CEO Signature for PDE**

Meeting Apr 11, 2023 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve Dr. Matthew Flannery as CEO of 21st Century Cyber Charter School to sign any and all contracts, agreements, grants and/or licenses with the Pennsylvania Department of Education. A Resolution of the Board of Trustees is attached.

File Attachments

[Resolution.pdf \(902 KB\)](#)

Motion & Voting

Recommend the Board approve Dr. Matthew Flannery as CEO of 21st Century Cyber Charter School to sign any and all contracts, agreements, grants and/or licenses with the Pennsylvania Department of Education. A Resolution of the Board of Trustees is attached.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject **4.5 Administrative Team Transfers**

Meeting Apr 11, 2023 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action It is recommended the Board approve the proposed internal transfers on the Administrative team.

The following proposed internal administrative transfers would be effective July 1, 2023:

Brian Cote:

Transfer from Director of Curriculum, Instruction and Assessment to Administrative Project Coordinator

Dr. Nora Wheeler:

Transfer from HS Principal (grades 9-10) to Director of Curriculum, Instruction and Assessment

Executive Content

Brian Cote:

Salary level 14, midpoint, \$125,121

Dr. Nora Wheeler:

Salary Level 15, midpoint \$139,023

Motion & Voting

It is recommended the Board approve the proposed internal transfers on the Administrative team.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Subject 4.6 Changes in Existing Approved Positions

Meeting Apr 11, 2023 - Board Meeting

Category 4. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the proposed reclassification/change of approved positions, as presented.

Admin Content

It is proposed, for SY 2023-24, to eliminate the second HS Principal (grade 9-10) position and replace with an additional HS Assistant Principal position. The effective date for this change would be July 1, 2023, recruitment would begin April 2023. The salary ranges for both positions are below:

- Principal salary (Level 14) 106,353-143,889
- Assistant Principal salary (Level 12) 86,146-116,550

Motion & Voting

Recommend the Board approve the proposed reclassification/change of approved positions, as presented.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

5. Board Member Comment

Subject 5.1 Board Member Comment

Meeting Apr 11, 2023 - Board Meeting

Category 5. Board Member Comment

Access Public

Type Procedural

6. Meeting Schedule

Subject **6.1 2022-2023 Meeting Schedule**

Meeting Apr 11, 2023 - Board Meeting

Category 6. Meeting Schedule

Access Public

Type Information

The schedule below reflects the remaining Board Meetings for the 2022-2023 School Year:

Board Meetings - 1:00 p.m.

May 9, 2023

The Board Meetings will be held the second Tuesday of every month from August through May at 1:00 p.m. There will be no Board Meetings in June or July.

7. Adjournment

Subject **7.1 Adjournment**

Meeting Apr 11, 2023 - Board Meeting

Category 7. Adjournment

Access Public

Type Action

Recommended Recommend the Board adjourn the Board Meeting.
Action

Motion & Voting

Recommend the Board adjourn the Board Meeting.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox



**Tuesday, May 9, 2023
Board Meeting**

**21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.**

1. Meeting Opening

Subject 1.1 Call to Order - Roll Call

Meeting May 9, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Board Chairperson will call the board meeting to order, the Board Secretary will document attendance.

Subject 1.2 Notification of Recording

Meeting May 9, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject 1.3 Pledge of Allegiance

Meeting May 9, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Procedural

The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject 1.4 Executive Session Announcements

Meeting May 9, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Information

An Executive Sessions was held on April 18, 2023 and prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject 1.5 CEO and Administrators' Reports

Meeting May 9, 2023 - Board Meeting

Category 1. Meeting Opening

Access Public

Type Report

CEO REPORTS

Chester County Board Members

Dr. Matthew Flannery would like to express gratitude to the Chester County Board Members for their years of service to 21st Century Cyber Charter School.

2023-2024 Final Budget Presentation

Loree Marchese, our Business Administrator, will present the 2023-2024 Final Budget for review.

Student Recognition

Joshua (9th Grade) built, painted, and donated a birdhouse to the Habitat for Humanity Birdhouse Auction 2023. This is the 4th year he has donated a birdhouse. This year he titled it, "A Starry Birdhouse" which was painted in the style of Vincent Van Gogh. It sold for \$3000. He broke the previous record of \$1600 for a birdhouse. He also donated an oil painting that was raffled off. To date, Joshua has raised almost \$5000 for Habitat for Humanity. He spent well over 25 hours on these projects and this will be his NJHS hours for the year.



Zoe (10th Grade) is in her 10th year of gymnastics and is a Level 8 competitive gymnast. Zoe is provided with the flexibility needed to concentrate on her training and conditioning with the ability to travel with her team during the competitive season as a student of 21CCCS.



Mia (6th Grade) has been competing on her horse since she was 6 years old. She earned 4th place for Paint Worlds in Texas last summer for the age group 18 and under with her current horse, Juicebox.



Maggie (10th Grade) recently participated in the Technology Student Association Regional Competition for Region 7. She earned 1st Place for Children's Story, 1st Place for Future Technology Teacher and 3rd Place for Promotional Design. This qualified her for the State Championship in April.



Samantha (7th Grade) received her First Degree Black Belt in Tang Soo Do martial arts in May 2022 and has competed in tournaments since she was 7 years old. She also is a student teacher at her studio since September 2022. In October 2022, Samantha was diagnosed with hip dysplasia but worked hard to continue in her sport to compete again in the Spring Tournament. She took 1st Place in

Open Hand Forms and Weapon Forms as well as 2nd Place in Sparring. This earned her the Grand Champion Award for the youth black belts for the entire region.



Ryleigh (11th Grade) has earned a trip to Tryon, NC to compete in IEA Dressage National Finals. At an IEA Show, horses are provided and the riders have a few minutes to get to know their horses and adapt to their unfamiliar mounts. Only 1 rider from each region advances in each class. In March, Ryleigh won the Varsity Open Test Class and the Varsity Open Dressage Seat Equitation at Regionals. She was also the High Point Individual Rider for the show. This will be Ryleigh's third trip to National Finals. She is graduating a year early to pursue a professional career with horses.



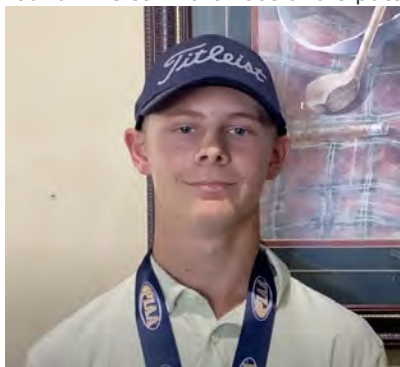
Natalie (12th Grade) has been a student athlete for her entire school career while maintaining Distinguished Honors. She attended several college cheerleading clinics including the Cheer Combine in the Summer of 2022, where she was recruited by 10 universities. She has officially committed to Wilmington University and will be a member of their cheer team.



Meryl (11th Grade) is a competitive dancer who has been skating for 13 years. She was in the top 10 at the 2019 U.S. Figure Skating Championship in Pairs Skating and won the 2020 U.S. National Solo Dance Virtual Championship. She is also a two-time U.S. National Solo Dance Finalist and a Triple Gold Medalist in U.S. Figure Skating Tests. She enjoys teaching recreational skating as a Learn to Skate USA Certified Coach and hopes to tour the world s a professional figure skater. Meryl says "Attending 21st Century allows me to balance my student-athlete life as it provides the flexibility I need to be successful."



Dylan (9th Grade) won the High School Golf State Championship, the only Freshman to have ever won a state championship. He won the Class 3A State Golf Championship and finished 4-under after 36 holes at Penn State's White Course. He shot a 5-under 67 in the first round. He sank a 6-foot birdie putt on the final hole to beat his opponent.



Madison (9th Grade) started riding horses 12 years ago and has competed at National Competitions. Most recently, she received the Sportsmanship Award at Pony Finals 2022. She also competes on a team for IEA.



ADMINISTRATOR REPORTS

Student Activities

Social Awareness and School Engagement:

In April, students learned about cultural celebrations of Spring. 8th graders created graphics of advice for an assembly of test taking. High school students, who have taken the Keystone tests, submitted their advice for an upcoming May Assembly.

Mural Arts Philadelphia Field Trip:

On April 11, students, families, and staff attended the Mural Arts Philadelphia walking tour of the various murals located around downtown Philadelphia. Students enjoyed works by several artists of various styles.

Community Service Team Challenge:

On April 21, students and faculty met in the Auditorium VO to celebrate the accomplishments of the students who participated in the Community Service Team Challenge. 27 students and 3 teachers participated and together, performed 52 acts of service to benefit their communities. Each team had 2 leaders who kept communication with their teammates to ensure everyone participated, then presented their accomplishments to the rest of the school in the VO.

Special Education Count as of April 26, 2023

Students with IEP/GIEP/504 Service Agreements:

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	59	8	0	6	14
7	112	27	1	7	35
8	194	34	5	14	53
9	294	54	7	18	79

10	269	58	4	26	88
11	288	63	1	28	92
12	219	40	4	23	67
Total	1,435	284 19%	22 1%	152 10%	428 30%

Students Receiving Related Services:

Speech and Language	29
Group Social Skills Class with Counselor	67
Group Coping Skills Class with Therapist	66
Individual Counseling (including a Psychologist)	54
Executive Functioning Counseling	8
Occupational Therapy	12
Physical Therapy	0
Reading Instruction by Reading Therapist	2
Teacher of the Visually Impaired	1
Teacher of the Deaf and Hard of Hearing	1
Tutor	0
PCA	7
Behavior Support Consultant (BSC)	1
<p>* 150 students with RS out of 306 students with IEPs/GIEPs = 49%</p> <p>* 150 of IEP students with RS there are 248 services per student on average = 1.65 services per student</p> <p>* 248 total services rendered out of the 306 students with IEP/GIEPS = 81.1%</p> <p>TOTAL:</p>	248
*Related Services do not include newly enrolled students.	

File Attachments

[Joshua.png \(2,450 KB\)](#)
[Joshua2.png \(1,609 KB\)](#)
[Zoe.png \(472 KB\)](#)
[Mia.png \(702 KB\)](#)
[Maggie.png \(547 KB\)](#)
[Samantha.png \(634 KB\)](#)
[Ryleigh.png \(684 KB\)](#)
[Natalie.png \(480 KB\)](#)
[Meryl.png \(538 KB\)](#)
[Dylan.png \(572 KB\)](#)
[Madison.png \(590 KB\)](#)
[2023-24 Budget Presentation REVISED 5.9.23.pdf \(285 KB\)](#)

Subject **1.6 Public Comment**
Meeting May 9, 2023 - Board Meeting
Category 1. Meeting Opening
Access Public
Type Procedural

Per Policy 0006 Meetings:**Public Participation**

At each public Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment, in accordance with law and Board procedures and policy.

Administrative Regulation 7003-AR-1 (Public Participation in Board Meetings) is below:**Guidelines**

Whenever issues identified by a public participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the Charter School.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation if applicable.

Each statement made by a participant shall be limited to 3 minutes duration.

No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.

All statements shall be directed to the presiding officer; no participant may address or question Trustees individually.

The presiding officer may:

1. Interrupt or terminate a public participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or not subject to official action or deliberation by the Board.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
4. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.

The portion of the meeting during which the public is invited to speak may be limited to 30 minutes.

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at public meetings under guidelines established and posted by the Board.

No placards or banners will be permitted within the meeting room.

The meeting agenda and all pertinent public documents shall be available to the public at the meetings.

2. Policies and Administrative Regulations

Subject **2.1 Policies 6030 and 6033**

Meeting May 9, 2023 - Board Meeting

Category 2. Policies and Administrative Regulations

Access Public

Type First Reading

Recommend the Board review the revised and/or new policies, copies of which are attached. This is a First Reading and no action is needed at this time. These policies will be on the August Board agenda for approval.

Deleted Language: ~~Red Strikethrough~~

Added Language: **Yellow Highlight**

Policy Number	Policy Name	Status	Provided By
6030	Breach of Computerized Personal Information	REVISED	IT Director
6033	Electronic Data Storage	NEW	IT Director

File Attachments

[6030 - Revised.pdf \(113 KB\)](#)

[6033 - New.pdf \(97 KB\)](#)

Subject **2.2 Bylaws**

Meeting May 9, 2023 - Board Meeting

Category 2. Policies and Administrative Regulations

Access Public

Type Action

Recommended Action Recommend the Board approve the revised Bylaws - Policy 0001 to reflect the changes made to our Board of Trustees, pending PDE approval, a copy of which is attached.

Revised language will be indicated as follows:

Deleted Language: ~~Red Strikethrough~~

Added Language: **Yellow Highlight**

File Attachments

[Bylaws - 0001 - REVISED.pdf \(278 KB\)](#)

Motion & Voting

Recommend the Board approve the revised Bylaws - Policy 0001 to reflect the changes made to our Board of Trustees, pending PDE approval, a copy of which is attached.

Motion by Andrea Fox, second by Dusty Blakey.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

3. Organization of the Board

Subject	3.1 Reappointment - Dr. Michele Orner
Meeting	May 9, 2023 - Board Meeting
Category	3. Organization of the Board
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the reappointment of Dr. Michele Orner as a Board of Trustee member, per the revised Bylaws, as an Employee of a Pennsylvania Intermediate Unit .

Dr. Orner has recused herself from voting on this action. A recusal memorandum is attached.

File Attachments

[Recusal - Dr. Orner.pdf \(198 KB\)](#)

Motion & Voting

Recommend the Board approve the reappointment of Dr. Michele Orner as a Board of Trustee member, per the revised Bylaws, as an Employee of a Pennsylvania Intermediate Unit .

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Dusty Blakey, Mollie Burnett, Andrea Fox

Abstain: Michele Orner

Subject	3.2 Resignation of Chester County Board Members
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Meeting	May 9, 2023 - Board Meeting
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Category	3. Organization of the Board
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Access	Public
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Type	Action
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Recommended Action Recommend the Board approve the resignation of Chester County Board Members indicated below, effective July 1, 2023. A copy of the letter of resignation is attached.

Drs. Fiore, Blakey, and Fegley have recused themselves from voting on this action. Recusal Memorandums are attached.

Office	Board Member	Term
Chester County Seat 1 Chester County Intermediate Unit	Dr. George Fiore	Ex Officio beginning September 25, 2019
Chester County Seat 2 Kennett Consolidated Area SD	Dr. Dusty Blakey	September 25, 2022 to September 22, 2025
Chester County Seat 4 Phoenixville Area SD	Dr. Alan Fegley	September 8, 2020 to September 8, 2023

File Attachments

- [Recusal - Dr. Fiore.pdf \(25 KB\)](#)
- [Recusal - Dr. Blakey.pdf \(80 KB\)](#)
- [Recusal - Dr. Fegley.pdf \(34 KB\)](#)

Executive File Attachments

- [Letter of Resignation - Chester County.pdf \(45 KB\)](#)

Motion & Voting

Recommend the Board approve the resignation of Chester County Board Members indicated below, effective July 1, 2023. A copy of the letter of resignation is attached.

Motion by Andrea Fox, second by Michele Orner.
 Final Resolution: Motion Carries
 Yea: Michele Orner, Mollie Burnett, Andrea Fox
 Abstain: Dusty Blakey

4. Approval of Minutes

Subject 4.1 Approval of April 11, 2023 Minutes
Meeting May 9, 2023 - Board Meeting
Category 4. Approval of Minutes
Access Public

Type	Action
Recommended Action	Recommend the Board approve the Minutes of the April 11, 2023 Board Meeting as presented.

File Attachments
[April 11, 2023 Board Meeting Minutes.pdf \(739 KB\)](#)

Motion & Voting

Recommend the Board approve the Minutes of the April 11, 2023 Board Meeting as presented.

Motion by Andrea Fox, second by Mollie Burnett.
 Final Resolution: Motion Carries
 Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

5. New Business

Subject	5.1 Withdrawal of Student
Meeting	May 9, 2023 - Board Meeting
Category	5. New Business
Access	Public
Type	Action
Recommended Action	Recommend the board retroactively approve the withdrawal of a 21CCCS student effective April 5, 2023 (currently 17.3 years old) for health reasons as per the attached letter.

As per PDE compulsory school attendance requirements, Effective with the 2020-2021 school year, a child must comply with compulsory attendance requirements from age 6 to age 18 except in the following situations found in sections 1327, 1327.1, and 1330 of Pennsylvania’s Public School Code (School Code):

Children who have been examined by an approved psychological professional and identified to be unable to profit from further public school attendance and excused by the school board.

Executive File Attachments
[Psychiatrist Letter.pdf \(101 KB\)](#)

Motion & Voting

Recommend the board retroactively approve the withdrawal of a 21CCCS student effective April 5, 2023 (currently 17.3 years old) for health reasons as per the attached letter.

Motion by Andrea Fox, second by Michele Orner.
 Final Resolution: Motion Carries
 Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	5.2 2023-2024 General Final Fund Budget
Meeting	May 9, 2023 - Board Meeting
Category	5. New Business
Access	Public

Type Action

Recommended Action Recommend the Board approve the 2023-2024 General Final Fund Budget, a copy of which is attached. This will be a roll call vote.

File Attachments
[23-24 PDE 2028.pdf \(35 KB\)](#)

Motion & Voting

Recommend the Board approve the 2023-2024 General Final Fund Budget, a copy of which is attached. This will be a roll call vote.

Motion by Andrea Fox, second by Mollie Burnett.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 5.3 Capital Projects Account

Meeting May 9, 2023 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the Resolution of the Board of Trustees to establish a Capital Projects Fund on behalf of the Charter School.

File Attachments
[Resolution Capital Projects Fund.pdf \(167 KB\)](#)

Motion & Voting

Recommend the Board approve the Resolution of the Board of Trustees to establish a Capital Projects Fund on behalf of the Charter School.

Motion by Andrea Fox, second by Michele Orner.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 5.4 Use of Committed Fund Balance - Future Capital Projects

Meeting May 9, 2023 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board designate \$679,000 as a portion from the Committed Fund Balance - Future Capital Projects to the Capital Projects Fund according to the established 5 Year Plan as presented.

File Attachments

[Capital Funds Project - 5 Year Plan.pdf \(51 KB\)](#)

Motion & Voting

Recommend the Board designate \$679,000 as a portion from the Committed Fund Balance - Future Capital Projects to the Capital Projects Fund according to the established 5 Year Plan as presented.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	5.5 New Bank Account at Fulton Bank & PSDLAF - Capital Projects Fund
Meeting	May 9, 2023 - Board Meeting
Category	5. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board authorize Loree M. Marchese to open a new bank account at Fulton Bank & PSDLAF on behalf of 21st Century Cyber Charter School for the purposes of establishing a Capital Projects Fund.

Motion & Voting

Recommend the Board authorize Loree M. Marchese to open a new bank account at Fulton Bank & PSDLAF on behalf of 21st Century Cyber Charter School for the purposes of establishing a Capital Projects Fund.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	5.6 Use of Committed Fund Balance - Establish Remedial Program (Application for Title 1 Funding)
Meeting	May 9, 2023 - Board Meeting
Category	5. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the use of the Committed Fund Balance - Establish Remedial Program for expenses to be incurred while preparing the application for the Title Funding - Federal Programs prior to submission of the grant.

Historically, the school has not accepted Title Funding - Federal Programs. Upon successful completion of the application process, the School will receive \$349,067 for 2022-23 (Date of application submission - 9/30/24) and for 2023-24 projected funds of \$314,161 (7/1/23 - 9/30/25).

The school currently has a contract with CCRES to provide educational consultation services and will work with two individuals to provide expertise and oversight in the grant application process. Costs are estimated to be no more than \$25,000.

Motion & Voting

Recommend the Board approve the use of the Committed Fund Balance - Establish Remedial Program for expenses to be incurred while preparing the application for the Title Funding - Federal Programs prior to submission of the grant.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.7 CCIU 2022-2023 Salary Study - Use of Committed Fund Balance for School Wide Initiatives - Audits**

Meeting May 9, 2023 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the use of the Committed Fund Balance - School Wide Initiatives - Audits for the CCIU 2022-2023 Salary Study in the amount of \$9,000.

The CCIU 2022-2023 Salary Study for support and administrator personnel was approved at the August 9, 2022 Board Meeting.

Dr. George Fiore, Executive Director of the Chester County Intermediate Unit, has recused himself from voting on this action. A copy of Dr. Fiore's Recusal Memorandum is attached.

File Attachments

[Recusal - Dr. Fiore.pdf \(91 KB\)](#)

Motion & Voting

Recommend the Board approve the use of the Committed Fund Balance - School Wide Initiatives - Audits for the CCIU 2022-2023 Salary Study in the amount of \$9,000.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.8 Form 990**

Meeting May 9, 2023 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve 21CCCS's Form 990, Return of Organization Exempt From Income Tax, a copy of which is attached.

The return was prepared by Herbein + Company, Inc. and it covers the period of July 1, 2021 through June 30, 2022. IRS Rules and Regulations require the Board to review tax returns. A e-File signature page is also attached.

File Attachments

- [21CCCS 990 Draft.pdf \(345 KB\)](#)
- [E-file signature page.pdf \(85 KB\)](#)

Motion & Voting

Recommend the Board approve 21CCCS's Form 990, Return of Organization Exempt From Income Tax, a copy of which is attached.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.9 2023-2026 Administrator Handbook**

Meeting May 9, 2023 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the 21CCCS Administrator Handbook & Compensation Plan which will be effective July 1, 2023 - June 30, 2026.

Executive Content

Language to be Removed: ~~Red-Strikethrough~~

Language to be Added: **Highlighted in Yellow**

Executive File Attachments

- [DRAFT - ADMINISTRATOR HANDBOOK & COMPENSATION PLAN 7 1 23-6 30 26.pdf \(399 KB\)](#)

Motion & Voting

Recommend the Board approve the 21CCCS Administrator Handbook & Compensation Plan which will be effective July 1, 2023 - June 30, 2026.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.10 2023-2024 Support Staff Handbook**

Meeting May 9, 2023 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the draft of the Support Staff Handbook for the 2023-2024 SY.

Executive Content

Language to be Removed: ~~Red-Strikethrough~~

Language to be Added: **Highlighted in Yellow**

Executive File Attachments

[DRAFT - 2023-2024 Support Staff Handbook.pdf \(425 KB\)](#)

Motion & Voting

Recommend the Board approve the draft of the Support Staff Handbook for the 2023-2024 SY.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	5.11 Revised Job Description - Administrative Project Coordinator
Meeting	May 9, 2023 - Board Meeting
Category	5. New Business
Access	Public
Type	Action
Recommended Action	It is recommended the Board approve the revised job description of Administrative Project Coordinator.

Admin Content

The existing Project Coordinator job description has been updated to include responsibilities related to federal programs initiatives, comprehensive planning, charter renewals, grant writing and supervision, as assigned. It is proposed to reclassify this position from support staff to Administrator. A draft of the proposed job description is attached.

Administrative File Attachments

[New Title - Administrative Project Coordinator.pdf \(83 KB\)](#)

Motion & Voting

It is recommended the Board approve the revised job description of Administrative Project Coordinator.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	5.12 Elimination of Accountant Position
Meeting	May 9, 2023 - Board Meeting
Category	5. New Business
Access	Public
Type	Action

Recommended Action Recommend the Board approve the elimination of the Accountant position.

Due to budget constraints, it is proposed to abolish the position of Accountant, previously approved for the SY 2022-2023, per Board policy 3011. This would be effective July 1, 2023.

Motion & Voting

Recommend the Board approve the elimination of the Accountant position.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.13 Changes in Existing Approved Positions**

Meeting May 9, 2023 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the proposed reclassification/changes of approved positions, as presented.

Admin Content

Following an analysis of administrator salaries conducted by the CCIU, in conjunction with an analysis of the surrounding 5-county area (Chester, Delaware, Bucks, Montgomery and Lancaster), it was deemed that an internal realignment of 21CCCS salary levels is recommended for certain administrative positions.

The proposed realignment of salary levels are as follows:

- Business Administrator - Move to Level 16 (formerly Level 15)
- Director of Human Resources - Move to Level 14 (formerly Level 12)

Executive Content

Salary adjustments for SY 2023-2024, effective July 1, 2023:

Loree Marchese, Business Administrator - Level 16, \$163,969.91

Lucinda Currie, Director of Human Resources - Level 14, \$125,121

Motion & Voting

Recommend the Board approve the proposed reclassification/changes of approved positions, as presented.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **5.14 Dual Enrollment Agreement - Indiana University of PA**

Meeting May 9, 2023 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve the Dual Enrollment Agreement for eligible 21CCCS high school students with Indiana University of PA, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator and Director of Curriculum, Instruction & Assessment.

File Attachments

[Indiana University of PA.pdf \(1,679 KB\)](#)

Executive File Attachments

[Indiana University of PA - Board Agenda Decision Form.pdf \(1,465 KB\)](#)

Motion & Voting

Recommend the Board approve the Dual Enrollment Agreement for eligible 21CCCS high school students with Indiana University of PA, a copy of which is attached.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 5.15 Confidential Settlement Agreement

Meeting May 9, 2023 - Board Meeting

Category 5. New Business

Access Public

Type Action

Recommended Action Recommend the Board approve Confidential Settlement Agreement in Legal Matter #002-2022-2023 as presented. A copy of the Resolution of the Board of Trustees is also attached.

File Attachments

[Resolution 002-2022-2023.pdf \(144 KB\)](#)

Executive File Attachments

[Confidential Settlement Agreement 002-2022-2023.pdf \(246 KB\)](#)

Motion & Voting

Recommend the Board approve Confidential Settlement Agreement in Legal Matter #002-2022-2023 as presented. A copy of the Resolution of the Board of Trustees is also attached.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	5.16 Memorandum of Understanding - Education Association
Meeting	May 9, 2023 - Board Meeting
Category	5. New Business
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the Memorandum of Understanding between 21st Century Cyber Charter School and the Education Association.

Executive File Attachments
[Memorandum of Understanding.pdf \(108 KB\)](#)

Motion & Voting

Recommend the Board approve the Memorandum of Understanding between 21st Century Cyber Charter School and the Education Association.

Motion by Andrea Fox, second by Michele Orner.
 Final Resolution: Motion Carries
 Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

6. Consent Agenda

Subject	6.1 Review of Consent Agenda Items
Meeting	May 9, 2023 - Board Meeting
Category	6. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items (Listed by Department) Include:

Financial

- 6.2 Treasurer's Report & Board Summary Report - March 2023
- 6.3 Expenditure Report and Void Payment Report - March 2023
- 6.4 Designated Employees for School Gas Credit Card

Human Resources

- 6.5 Personnel Actions
- 6.6 2023-2024 SY Benefits Renewals
- 6.7 Summer/Seasonal Part-Time Help

Curriculum / ISD

- 6.8 Subscription - Jigsaw Solutions
- 6.9 Agreement - CodeHS
- 6.10 Renewal - AgileBits (1Password)

Special Education

- 6.11 Contract - GSV Psychological & Testing Services
- 6.12 Renewal - Pediatric Services of America (Aveanna)
- 6.13 Renewal - Berks County Intermediate Unit

Marketing

- 6.14 Renewal - Arkadas Group
- 6.15 Renewal - Niche
- 6.16 Renewal - Webimax

Facilities

- 6.17 Renewal - Climatech
- 6.18 Renewal - Cooper Mechanical Services
- 6.19 Renewal - Baxter Landscape Contracting, Inc. (Lawn/Landscape Maintenance)
- 6.20 Renewal - Baxter Landscape Contracting, Inc. (Snow Removal)
- 6.21 Renewal - R. Titter Roofing

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	6.2 Treasurer's Report and Board Summary Report
Meeting	May 9, 2023 - Board Meeting
Category	6. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the March 2023 Treasurer's Report and Board Summary Report as presented.

File Attachments

[Treasurer's Report - March 2023.pdf \(81 KB\)](#)

[Board Summary Report - March 2023.pdf \(21 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	6.3 Expenditure Report and Void Payment Report
Meeting	May 9, 2023 - Board Meeting

Category	6. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the March 2023 Expenditure Report and Void Payment Report as presented.

File Attachments

[Expenditure Report - March 2023.pdf \(82 KB\)](#)

[Void Payment Report - March 2023.pdf \(2 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **6.4 Designated Employees for School Gas Credit Card**

Meeting May 9, 2023 - Board Meeting

Category 6. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the designated employees indicated below to use the school gas credit card as needed for testing or other job duties.

Judith Lion

Irene Zulkowski

Ruth Hanson

James Driscoll

Brittany Trotter

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **6.5 Personnel Actions**

Meeting May 9, 2023 - Board Meeting

Category 6. Consent Agenda

Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)
New Hires/Re-Hires (3)	
Transfers/Classification Changes (0)	
Leaves of Absence Requests (2)	
Additional Duties (0)	
Supplementals/Stipends (1)	
Retirements/Resignations/Terminations (1)	

File Attachments

[May 2023 05.01.23.pdf \(25 KB\)](#)
Executive Content

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **6.6 2023-2024 SY Benefits Renewals**

Meeting May 9, 2023 - Board Meeting

Category 6. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal rates for 21CCCS Employee health insurance plans and ancillary benefits as presented.

The benefit plan renewal highlights for the 2023-24 SY are summarized below. The total annual increase is 3.1%.

- Medical/Rx will renew with existing carrier, Cigna, with no plan design change.

The rate increase was negotiated from 9.6% down to 3.5%. Moving the ancillary plans from Mutual of Omaha to New York Life realized an additional 0.5% reduction in the medical plan renewal.

- Vision (Vision Benefits of America) will renew with 0% increase, 2-year rate guarantee to 7/1/2025, no plan design changes.

- Dental (United Concordia) will renew with 0% increase, 1-year rate guarantee to 7/1/2024, no plan design changes.

- It is recommended to move the ancillary insurances Ancillary insurances (Group Term Life with an additional rider for Accidental Death & Dismemberment, Short/Long Term Disability income protection plans) to New York Life. New York Life is partnered with Cigna, which provides an additional 0.5% discount on the medical/prescription plan renewal.

The plan year for benefits runs July 1, 2023 through June 30, 2024.

Greg Grimm from our insurance broker, Exude, will be attendance at the May 9, 2022, Board meeting to answer any questions.

File Attachments

[2023-24 Benefits Renewal Exude 05.08.23.pdf \(195 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **6.7 Summer/Seasonal Part-Time Help**

Meeting May 9, 2023 - Board Meeting

Category 6. Consent Agenda

Access Public

Type Action (Consent)

Recommended Recommend the Board approve hiring of Summer/Seasonal part time help for Summer
Action 2023.

Each summer, additional help is needed in the Warehouse to support the receiving, cleaning and re-inventory of the increased volume of returned school assets, as well as process them for shipping out to students who are enrolled for the 2023-2024 school year. For the summer of 2023, the anticipated need for support is up to 626 hours which will be spread through the weeks between June 5-August 18.

The work to be performed includes, but may not be limited to, unpacking shipments of returned assets, sorting, cleaning and prepping school assets for redeployment. Student supplies/kits will be prepared as needed to support coursework in certain classes. In late July and August, student assets will be shipped out to students who have confirmed their enrollment/re-enrollment for the 2023-2024 school year.

The rate approved in 2022-23 was \$15/hour and is proposed for 2023-24 to be competitive with other organizations in the area that also offer that same rate.

It is proposed to increase the current PT Warehouse Support position (current position's regular rate) to FT during this time period (Up to \$2,534) and would also recruit 2 additional positions (Up to \$7,800) to consist of 21CCCS students who can commute to the West Chester campus as well as external candidates (if needed.)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **6.8 Renewal - Jigsaw Solutions**

Meeting May 9, 2023 - Board Meeting

Category 6. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal with Jigsaw Solutions for the 2023-2024 SY for a total amount of \$80,714.97, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator and Director of Curriculum, Instruction & Assessment. This was previously reviewed by our solicitor and no changes have been made since the last renewal.

Jigsaw Solutions provides live labs, conferences and virtual offices for our staff and students.

File Attachments

[Jigsaw Solutions.pdf \(6,624 KB\)](#)

Executive File Attachments

[Jigsaw Solutions - Board Agenda Decision Form.pdf \(1,582 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 6.9 Agreement - CodeHS

Meeting May 9, 2023 - Board Meeting

Category 6. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement with CodeHS for the 2023-2024 SY for a total amount of \$4,500, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator and Director of Curriculum, Instruction & Assessment.

CodeHS provides a starter high school license for 1 teacher and up to 50 students.

File Attachments

[CodeHS.pdf \(762 KB\)](#)

Executive File Attachments

[CodeHS - Board Agenda Decision Form.pdf \(905 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **6.10 Renewal - AgileBits, Inc. (1Password)**

Meeting May 9, 2023 - Board Meeting

Category 6. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal with Agile Bits, Inc. (1Password) for the 2023-2024 SY for a total amount of \$9,996.00, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator and IT Director.

Agile Bits, Inc. (1Password) provides password management software for staff.

File Attachments

[AgileBits - 1Password.pdf \(718 KB\)](#)

Executive File Attachments

[AgileBits - 1Password - Board Agenda Decision Form.pdf \(762 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **6.11 Contract - GSV Psychological & Testing Services**

Meeting May 9, 2023 - Board Meeting

Category 6. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract with GSV Psychological & Testing Services for the 2023-2024 SY for costs compliant with industry standards, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator, Director of Special Education and solicitor.

GSV Psychological & Testing Services provides related services.

File Attachments

[GSV Psychological and Testing Services.pdf \(3,229 KB\)](#)

Executive File Attachments

[GSV - Board Agenda Decision Form.pdf \(1,708 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	6.12 Renewal - Pediatric Services of America (Aveanna)
Meeting	May 9, 2023 - Board Meeting
Category	6. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal with Pediatric Services of America (Aveanna) for the 2023-2024 SY for costs compliant with industry standards, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator and Director of Special Education. This was previously reviewed by our solicitor and no changes have been made since the last renewal.

Pediatric Services of America (Aveanna) provides related services.

File Attachments

[Pediatric Services of America - Aveanna.pdf \(2,637 KB\)](#)

Executive File Attachments

[Pediatric Services of America - Aveanna -Board Agenda Decision Form.pdf \(731 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 6.13 Renewal - Berks County Intermediate Unit

Meeting May 9, 2023 - Board Meeting

Category 6. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal with Berks County Intermediate Unit for the 2023-2024 SY for costs compliant with industry standards, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator and Director of Special Education. This was previously reviewed by our solicitor and no changes have been made since the last renewal.

The Berks County Intermediate Unit provides related services.

File Attachments

[Berks County Intermediate Unit.pdf \(2,196 KB\)](#)

Executive File Attachments

[Berks County IU - Board Agenda Decision Form.pdf \(754 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 6.14 Renewal - Arkadas Group

Meeting May 9, 2023 - Board Meeting

Category 6. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal with Arkadas Group for the 2023-2024 SY for a total amount of \$402,990.00, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator and Marketing Specialist. This was previously reviewed by our solicitor and no changes have been made since the last renewal.

Arkadas Group provides a marketing/media plan to create brand awareness and generate qualified leads by using traditional/hybrid marketing channels such as Cable TV, Spot TV, Radio, OTT and Pre-roll mix throughout the Pennsylvania market.

File Attachments

[Arkadas Group.pdf \(3,742 KB\)](#)

Executive File Attachments

[Arkadas Group- Board Agenda Decision Form.pdf \(814 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	6.15 Renewal - Niche
Meeting	May 9, 2023 - Board Meeting
Category	6. Consent Agenda
Access	Public
Type	Action (Consent)

Recommended Action Recommend the Board approve the renewal with Niche for the 2023-2024 SY for a total amount of \$26,240.00, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator and Marketing Specialist. This was previously reviewed by our solicitor and no changes have been made since the last renewal.

Niche provides a dedicated 21CCCS page and digital marketing campaign to increase band awareness digitally.

File Attachments

[Niche.pdf \(4,479 KB\)](#)

Executive File Attachments

[Niche - Board Agenda Decision Form..pdf \(799 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	6.16 Renewal - Webimax
Meeting	May 9, 2023 - Board Meeting
Category	6. Consent Agenda
Access	Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal with Webimax for the 2023-2024 SY for a total amount of \$98,000.00, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator and Marketing Specialist. This was previously reviewed by our solicitor and no changes have been made since the last renewal.

Webimax provides a digital marketing campaign through Google and search engine optimization, to rank on Google's first page and drive traffic to 21CCCS.org.

File Attachments

[Webimax.pdf \(2,306 KB\)](#)

Executive File Attachments

[Webimax - Board Agenda Decision Form.pdf \(819 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 6.17 Renewal - Climatech

Meeting May 9, 2023 - Board Meeting

Category 6. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal with Climatech for the 2023-2024 SY for a total cost of \$2188.00, plus the hourly rate of \$98.00, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator and Facilities Manager.

File Attachments

[Climatech.pdf \(408 KB\)](#)

Executive File Attachments

[Climatech - Board Agenda Decision Form.pdf \(1,587 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 6.18 Renewal - Cooper Mechanical Services

Meeting May 9, 2023 - Board Meeting

Category 6. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal with Cooper Mechanical for the 2023-2024 SY for a total amount of \$1,200.00, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator and Facilities Manager.

Cooper Mechanical provides the annual inspection of our sprinkler system and backflow preventers.

File Attachments

[Cooper Mechanical.pdf \(1,133 KB\)](#)

Executive File Attachments

[Cooper Mechanical - Board Agenda Decision Form.pdf \(1,449 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject 6.19 Renewal - Baxter Landscape Contracting, Inc. (Lawn/Landscape Maintenance)

Meeting May 9, 2023 - Board Meeting

Category 6. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal with Baxter Landscape Contracting, Inc. for the 2023-2024 SY for a total amount of \$18,800.00, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator and Facilities Manager. This was previously reviewed by our solicitor and no changes have been made since the last renewal.

Baxter Landscaping provides lawn and landscape services.

File Attachments

[Baxter - Landscaping.pdf \(451 KB\)](#)

Executive File Attachments

[Baxter - Lawn - Board Agenda Decision Form.pdf \(1,442 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject **6.20 Renewal - Baxter Landscape Contracting, Inc. (Snow Removal)**

Meeting May 9, 2023 - Board Meeting

Category 6. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the renewal with Baxter Landscape Contracting, Inc. for the 2023-2024 SY for costs indicated below per snowfall, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator and Facilities Manager. This was previously reviewed by our solicitor and no changes have been made since the last renewal.

Baxter Landscaping provides snow removal services.

ACTIVITY	DESCRIPTION
Snow Plow (1"-4")	Plow snowfall from asphalt areas, throughfares. Clear snowfall from walkways - \$1,600.
Snow Plow (4"-6")	Plow snowfall from asphalt areas, throughfares. Clear Snowfall from walkways - \$1,800.
Snow Plow (6"-8")	Plow snow from asphalt areas, throughfares. Clear snowfall from walkways - \$2,100.
Snow Plow (8"-10")	Plow snow from asphalt areas, throughfares. Clear Snowfall from walkways - \$2,600.
Snow Plow (Over 10") Tier	Hourly rates apply. See itemized rates per individual services below.
Rocksalt	Rocksalt applied to asphalt areas - \$940.
Calcium Chloride	Calcium Chloride applied to concrete surfaces - \$350.
Truck With Plow and operator - \$135./hr	TOTAL
Snow Shoveling - \$50. / hr	\$0.00
Skid Steer w/ operator - \$118./ hr	
Rock Salt - \$190. / ton applied	
Calcium Chloride - \$52. / 50# applied	
Backhoe with operator - \$160. / hr	

File Attachments

- [Baxter - Snow.pdf \(481 KB\)](#)
- [Baxter Snow Costs.png \(705 KB\)](#)

Executive File Attachments

- [Baxter - Snow - Board Agenda Decision Form.pdf \(1,428 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Subject	6.21 Renewal - R. Titter Roofing
Meeting	May 9, 2023 - Board Meeting
Category	6. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend the Board approve the renewal with R. Titter Roofing for the 2023-2024 SY for a total amount of \$3,360.00, a copy of which is attached.

This has been reviewed by our CEO, Business Administrator and Facilities Manager.

R. Titter Roofing provides gutter and downspout cleaning.

File Attachments

[R.Titter Roofing.pdf \(412 KB\)](#)

Executive File Attachments

[R. Titter Roofing - Board Agenda Decision Form.pdf \(1,430 KB\)](#)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Motion & Voting

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

7. Board Member Comment

Subject **7.1 Board Member Comment**

Meeting May 9, 2023 - Board Meeting

Category 7. Board Member Comment

Access Public

Type Procedural

8. Meeting Schedule

Subject **8.1 2023-2024 SY Meeting Schedule**

Meeting May 9, 2023 - Board Meeting

Category 8. Meeting Schedule

Access Public

Type Information

The schedule below reflects the Board Meetings for the 2023-2024 School Year. For Board Members, separate calendar invites will be sent for the Board Meeting at 1:00 p.m. and the Executive Session at 12:30 p.m.

Board Meetings - 1:00 p.m.

August 8, 2023

September 12, 2023

October 10, 2023

November 14, 2023

December 12, 2023

January 9, 2024

February 13, 2024

March 12, 2024

April 9, 2024

May 14, 2024

The Board Meetings will be held the second Tuesday of every month from August through May. There will be no Board Meetings in June or July.

9. Adjournment

Subject	9.1 Adjournment
Meeting	May 9, 2023 - Board Meeting
Category	9. Adjournment
Access	Public
Type	Action
Recommended Action	Recommend the Board adjourn the Board Meeting.
Motion & Voting	<p>Recommend the Board adjourn the Board Meeting.</p> <p>Motion by Andrea Fox, second by Mollie Burnett. Final Resolution: Motion Carries Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox</p>

**21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380**

**Board of Trustees
Board Meeting
August 9, 2022**



Aug 9, 2022

1. Meeting Opening

The August 9, 2022 Board Meeting was called to order by Andrea Fox at 1:02 p.m.

Procedural: 1.1 Call to Order - Roll Call

Members Present:

Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Non Members Present:

Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Carolyn Flynn - Solicitor, Loree Marchese - Business Administrator, Brian Cote - Director of Curriculum, Instruction & Assessment, Dr. Nancy Giagnacova - Director of Special Education, Dr. Monica Frank - High School Principal (Grades 11-12), Dr. Nora Wheeler - High School Principal (Grades 9-10), Erika Laidlaw - Middle School Principal, Casey Regina - Assistant Principal, Mike Matz - IT Director, Lucinda Currie - Director of Human Resources, Megan Stellfox - Student Support Manager, John Provasnik - ISD Coordinator, Katie Murtagh - Administrative Assistant, Maryann Faralli - Receptionist

Procedural: 1.2 Notification of Recording

Procedural: 1.3 Pledge of Allegiance

Information: 1.4 Executive Session Announcements

Report: 1.5 CEO and Administrators' Reports

Action: 1.6 Amend the Agenda to Remove Consent Agenda Item 4.19

Recommend the Board approve amending the agenda to remove Item 4.19 from the Consent Agenda.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 1.7 Removal of Consent Agenda Item 4.19

Recommend the Board approve the removal of Item 4.19 from the Consent Agenda due to PDE having technical difficulties on their portal, which is preventing us from uploading the Annual Report to PDE.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

2. Organization of Board of Trustees

Action: 2.1 Board Members as Hearing Officers

Recommend the Board approve all Board Members as Hearing Officers for the 2022-2023 SY.

Motion by Andrea Fox, second by Peter Mango.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Procedural: 2.2 Oath of Office

3. Approval of Minutes

Action: 3.1 Approval of May 10, 2022 Minutes

Recommend the Board approve the Minutes of the May 10, 2022 Board Meeting as presented.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

4. Consent Agenda

Action (Consent): 4.1 Review of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.2 Treasurer's Reports & Board Summary Reports

Resolution: Recommend the Board approve the April 2022, May 2022 and June 2022 Treasurer's Reports and Board Summary Reports as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.3 Expenditure Reports

Resolution: Recommend the Board approve the April 2022, May 2022 and June 2022 Expenditure Reports as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.4 Designated Employees for School Procurement / Credit Cards

Resolution: Recommend the Board approve the designated employees indicated below to use school procurement/credit cards for the 2022-2023 SY.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 4.5 Designated Employees for School Gas Credit Card

Action (Consent): 4.6 Ratification of Direction for Binding of All Insurance Policies and Additional Policy for Workers Compensation
Resolution: Recommend the Board ratify the Direction for Binding for all Insurance Policies with attached signature pages. The total cost for the 2022-23 coverage is \$160,871.25. An additional policy was purchased for out of state employees for Workers Compensation which resulted in a change from \$35,715 to \$35,771. A revised policy is also attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.7 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.8 Renewal Contract - Aveanna Healthcare

Resolution: Recommend the Board approve the renewal contract with Aveanna Healthcare for related services for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.9 Renewal Agreement - CCRES

Resolution: Recommend the Board approve the renewal agreement with CCRES for related services at indicated below for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.10 Renewal Proposal - Vertiv Corporation

Resolution: Recommend the Board approve the renewal with Vertiv Corporation at a cost of \$6727.92 for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.11 Renewal Agreement - Wiggins Shredding

Resolution: Recommend the Board approve the renewal agreement with Wiggins Shredding for the 2022-2023 SY for a total cost of \$1,500, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.12 Renewal Agreement - ABC Fire Extinguishers

Resolution: Recommend the Board approve the renewal agreement with ABC Fire Extinguishers for the 2022-2023 SY for a total cost of \$127.25, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.
Final Resolution: Motion Carries
Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.13 Renewal Agreement - SSI Fire & Explosion Protection

Resolution: Recommend the Board approve the renewal agreement with SSI Fire & Explosion Protection for the 2022-2023 SY for a total cost of \$970, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.
Final Resolution: Motion Carries
Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.14 Renewal Agreement - Vector Security

Resolution: Recommend the Board approve the renewal agreement with Vector Security for the 2022-2023 SY for a total cost of \$802.80, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.
Final Resolution: Motion Carries
Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.15 Vector Security - Installation of Security Monitoring Equipment (Murrysville)

Resolution: Recommend the Board approve the installation cost of Vector Security's monitoring equipment in the annex portion of our Murrysville location in the amount of \$2,313, a copy of which is installed.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.
Final Resolution: Motion Carries
Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.16 West Goshen Back to School Picnic

Resolution: Recommend the Board approve the application for the annual Back to School Picnic in West Goshen on September 30, 2022 at a cost of \$351, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.
Final Resolution: Motion Carries
Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.17 Monroeville Back to School Picnic

Resolution: Recommend the Board approve the application for the annual Back to School Picnic in Monroeville on September 30, 2022 at a cost of \$330, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.
Final Resolution: Motion Carries
Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.18 ARP ESSER Health and Safety Plan Guidance

Resolution: Recommend the Board approve the updated ARP ESSER Health and Safety Plan Guidance, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.19 Revised 2022-2023 School Calendar

Resolution: Recommend the Board approve the revised 2022-2023 School Calendar, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.20 Revised 2022-2023 Student Parent Handbook

Resolution: Recommend the Board approve the revised 2022-2023 Student Parent Handbook, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.21 Policies

Resolution: Recommend the Board approve the below new and/or updated Policies, copies of which are attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

5. New Business

Action: 5.1 Resolution - Downingtown Location

Recommend the Board approve the First Amendment to Mutual Easement Agreement and Resolution for the sale of 126 Wallace Avenue, Downingtown, PA, copies of which are attached.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.2 Confidential Settlement Agreement

Recommend the Board approve Confidential Settlement Agreement in Legal Matter #001-2022-2023 as presented. A copy of the Resolution of the Board of Trustees is also attached. Dr. Michele Orner abstained from voting on this action.

Motion by Andrea Fox, second by Peter Mango.

Final Resolution: Motion Carries

Yea: Peter Mango, Dusty Blakey, Mollie Burnett, Andrea Fox

Abstain: Michele Orner

Action: 5.3 Renewal Contract - Chester County Intermediate Unit - Marketplace Services

Recommend the Board approve the renewal contract with Chester County Intermediate Unit for marketplace services at costs compliant with industry standards for the 2022-2023 school year, a copy of which is attached. Dr. George Fiore was not present to vote on this action, although he had already submitted his Recusal Memorandum in advance of today's meeting.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.4 Salary Study - SY 2022-2023

Recommend the Board approve the salary study proposal for support and Administrator personnel, as presented. Dr. George Fiore was not present to vote on this action, although he had already submitted his Recusal Memorandum in advance of today's meeting.

Motion by Andrea Fox, second by Peter Mango.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.5 Apple - Use of Committed Fund Balance for Technology Initiatives (Staff Computers)

Recommend the Board approve the use of Committed Fund Balance - Technology Initiatives for the purchase of staff computers in the amount of \$370,452.50. A copy of the Purchase Order is attached.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.6 CDW - Use of Committed Fund Balance for Technology Initiatives (Staff Monitors)

Recommend the Board approve the use of Committed Fund Balance - Technology Initiatives for the purchase of staff monitors in the amount of \$220,777.20. A copy of the Purchase Order for CDW is attached.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Information: 5.7 Administrative Regulations

Information: 5.8 Annual Review of Policy 2049 (Bullying/Cyberbullying)

6. Board Member Comment

Procedural: 6.1 Board Member Comment

7. Public Comment

Procedural: 7.1 Public Comment

8. Meeting Schedule

Information: 8.1 2022-2023 Meeting Schedule

9. Adjournment

Action: 9.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

The August 9, 2022 Board Meeting was adjourned at 1:14 p.m.

**21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380**

**Board of Trustees
Board Meeting
September 13, 2022**



Sep 13, 2022

1. Meeting Opening

The September 13, 2022 Board Meeting was called to order by Peter Mango at 1:02 p.m.

Procedural: 1.1 Call to Order - Roll Call

Members Present:

Peter Mango, George Fiore, Alan Fegley, Michele Orner

Non Members Present:

Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Carolyn Flynn - Solicitor, Loree Marchese - Business Administrator, Brian Cote - Director of Curriculum, Instruction & Assessment, Dr. Nancy Giagnacova - Director of Special Education, Dr. Monica Frank - High School Principal (Grades 11-12), Dr. Nora Wheeler - High School Principal (Grades 9-10), Casey Regina - Assistant Principal, Lucinda Currie - Director of Human Resources, Megan Stellfox - Student Support Manager, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Karis Lane - Substitute Board Secretary, Brittany Trotter - Social Studies Teacher, Katie Murtagh - Administrative Assistant

Procedural: 1.2 Notification of Recording

Procedural: 1.3 Pledge of Allegiance

Information: 1.4 Executive Session Announcements

Report: 1.5 CEO and Administrator Reports

2. Organization of Board of Trustees

Action: 2.1 Renewal of Term for Board Members

Recommend the Board approve the following Board Members and their terms.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Action: 2.2 Organization of the Board - Nominate a New Substitute Board Secretary

Recommend the Board nominate Karis Lane as the new Substitute Board Secretary. Karis Lane will replace Blair Christo as the Substitute Board Secretary.

Motion by Alan Fegley, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Action: 2.3 Organization of the Board - Elect a New Substitute Board Secretary

Recommend the Board elect Karis Lane as the new Substitute Board Secretary.

Motion by George Fiore, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Procedural: 2.4 Oath of Office

Dr. Dusty Blakey was not present at the meeting to be sworn in and take his oath of office, but will do so at the next board for which he is present.

3. Approval of Minutes

Action: 3.1 Approval of August 9, 2022 Minutes

Recommend the Board approve the Minutes of the August 9, 2022 Board Meeting as presented.

Motion by George Fiore, second by Michele Orner.

4. Consent Agenda

Action (Consent): 4.1 Review of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Action (Consent): 4.2 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Action (Consent): 4.3 Renewal Contract - Allegheny IU - PA Educator

Resolution: Recommend the Board approve the renewal contract with Allegheny IU (PA Educator) at a cost of \$1,500 for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Action (Consent): 4.4 Renewal Agreement - Lancaster Lebanon IU 13

Resolution: Recommend the Board approve the renewal contract with Lancaster Lebanon IU 13 at a cost of \$125, plus \$5 per candidate up to 25 vacancies, for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Action (Consent): 4.5 Renewal Subscription - Learning Pool

Resolution: Recommend the Board approve the renewal subscription with Learning Pool at a cost of \$102,097 for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Action (Consent): 4.6 2021-2022 Annual Report and Affirmation Statement

Resolution: Recommend the Board approve the 2021-2022 Annual Report and Affirmation Statement, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Action (Consent): 4.7 Resolution - Truancy Officers

Resolution: Recommend the Board approve the Resolution and letter designating Truancy Officers, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Action (Consent): 4.8 School Trip - Arnold's Go Karts

Resolution: Requesting approval for a student trip to Arnold's Go Karts during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Action (Consent): 4.9 School Trip - Carnegie Science Center

Resolution: Requesting approval for a student trip to Carnegie Science Center during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Action (Consent): 4.10 School Trip - Cherry Crest Farm

Resolution: Requesting approval for a student trip to Cherry Crest Farm during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Action (Consent): 4.11 School Trip - Hawk Mountain

Resolution: Requesting approval for a student trip to Hawk Mountain during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Action (Consent): 4.12 School Trip - Hawk Rock Overlook and Cove Mountain

Resolution: Requesting approval for a student trip to Hawk Rock Overlook and Cove Mountain during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Action (Consent): 4.13 School Trip - Penn's Cave

Resolution: Requesting approval for a student trip to Penn's Cave during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Action (Consent): 4.14 School Trip - Rothrock State Forest

Resolution: Requesting approval for a student trip to Rothrock State Forest during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Action (Consent): 4.15 School Trip - Valley Forge National Park

Resolution: Requesting approval for a student trip to the Valley Forge National Park during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Action (Consent): 4.16 Renewal Agreements - Picaboo - HS and MS Yearbooks

Resolution: Recommend the Board approve the renewal agreements with Picaboo for the 2022-2023 high school and middle school yearbooks in the amount of approximately \$17.52 per yearbook, depending on page count, copies of which are attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Action (Consent): 4.17 Project "Go" School Attendance Support

Resolution: Recommend the Board approve the Project "Go" School Attendance Support Memorandum of Understanding for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by George Fiore, second by Michele Orner.
Final Resolution: Motion Carries
Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

5. New Business

Action: 5.1 Ready to Learn Grant

Recommend the Board approve the application of the Ready to Learn Grant's funds in the amount of \$25,746 toward funding students in our dual enrollment program.

Motion by George Fiore, second by Alan Fegley.
Final Resolution: Motion Carries
Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Action: 5.2 Quote - RPC Video - Announcement and Sound Masking System - Murrysville

Recommend the Board approve the use of Committed Fund Balance - Technology Initiatives for the purchase of an announcement and sound masking system in the Murrysville location in the amount of \$16,848. A copy of the quote is attached.

Motion by George Fiore, second by Alan Fegley.
Final Resolution: Motion Carries
Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

6. Policies / Administrative Regulations

Action: 6.1 Policies

Recommend the Board approve the below revised policy, a copy of which is attached.

Motion by George Fiore, second by Michele Orner.
Final Resolution: Motion Carries
Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

Information: 6.2 Administrative Regulations

7. Board Member Comment

Procedural: 7.1 Board Member Comment

Dr. George Fiore congratulated Peter Mango on another year of serving on the Board of Trustees and thanked the 21st Century Cyber Charter School's administration, staff and teachers as we look forward to a great school year.

8. Public Comment

Procedural: 8.1 Public Comment

9. Meeting Schedule

Information: 9.1 2022-2023 Meeting Schedule

10. Adjournment

Action: 10.1 Adjournment

Recommend the Board adjourn the Board Meeting.

The Board Meeting was adjourned at 1:17 p.m.

Motion by George Fiore, second by Michele Orner.
Final Resolution: Motion Carries
Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner

**21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380**

**Board of Trustees
Board Meeting
October 11, 2022**



Oct 11, 2022

1. Meeting Opening

The October 11, 2022 Board Meeting was called to order by Peter Mango at 1:00 p.m.

Procedural: 1.1 Call to Order - Roll Call

Members Present:

Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Non Members Present:

Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Kevin McKenna, Esquire - Solicitor, Loree Marchese - Business Administrator, Brian Cote - Director of Curriculum, Instruction & Assessment, Dr. Monica Frank - High School Principal (Grades 11-12), Dr. Nora Wheeler - High School Principal (Grades 9-10), Erika Laidlaw - Middle School Principal, Casey Regina - Assistant Principal, Lucinda Currie - Director of Human Resources, Megan Stellfox - Student Support Manager, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Karis Lane - Substitute Board Secretary, Brittany Trotter - Social Studies Teacher

Procedural: 1.2 Notification of Recording

Procedural: 1.3 Pledge of Allegiance

Information: 1.4 Executive Session Announcements

Report: 1.5 CEO and Administrators' Reports

2. Organization of Board of Trustees

Procedural: 2.1 Oath of Office - Dr. Dusty Blakey

3. Approval of Minutes

Action: 3.1 Approval of September 13, 2022 Minutes

Recommend the Board approve the Minutes of the September 13, 2022 Board Meeting as presented.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

4. Consent Agenda

Action (Consent): 4.1 Review of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.2 Treasurer's Reports and Board Summary Reports

Resolution: Recommend the Board approve the July 2022 and August 2022 Treasurer's Reports and Board Summary Reports as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.3 Expenditure Reports

Resolution: Recommend the Board approve the July 2022 and August 2022 Expenditure Reports as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.4 Designated Employee for School Gas Credit Card

Resolution: Recommend the Board approve Mark Dickinson as an additional designated employee to use the school gas credit card as needed for testing or other job duties.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.5 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 4.6 Home Visit - Stipend Proposal

Recommend the Board approve the use of Committed Fund Balance School Wide Initiatives for a Home Visit Stipend for staff members as detailed below.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.7 Subscription - Career Safe

Resolution: Recommend the Board approve the subscription with Career Safe for the 2022-2023 SY for a cost of \$32 per seat or approximately \$7,456 for 233 students, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.8 Memorandum of Understanding - Compass Mark

Resolution: Recommend the Board approve the Memorandum of Understanding between 21st Century Cyber Charter School and Compass Mark, at no cost, for the 2022-2023 school year, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.9 Agreements - Sheraton Philadelphia University City Hotel

Resolution: Recommend the Board approve the agreements with Sheraton Philadelphia University City Hotel for Keystone and PSSA testing for the 2022-2023 school year at a cost of \$9,910.00, copies of which are attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.10 Agreement - Allegheny College

Resolution: Recommend the Board approve the agreement with Allegheny College for Keystone and PSSA testing for the 2022-2023 school year at a cost of \$1,600.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.11 School Trip - Carnegie Museum of Art

Resolution: Requesting approval for a student trip to Carnegie Museum of Art for a tour during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone. The cost is \$450 and a copy of the agreement is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.12 School Trip - Mural Arts Philadelphia

Resolution: Requesting approval for a student trip to Mural Arts Philadelphia for a tour during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.13 School Trip - O'Reilly Theater

Resolution: Requesting approval for a student trip to O'Reilly Theater for a production of A Midsummer Night's Dream in Harlem during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.14 School Trip - People's Light and Theater

Resolution: Requesting approval for a student trip to People's Light and Theater for a production of Alice in Wonderland: A Musical Panto during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.15 School Trip - Turkey Hill Experience

Resolution: Requesting approval for a student trip to the Turkey Hill Experience during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.16 End of Year Party - Bowling Palace

Resolution: Requesting approval for a student trip to Bowling Palace for the End of Year Party during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.17 End of Year Party - Hillview Bowling Lanes

Resolution: Requesting approval for a student trip to Hillview Bowling Lanes for the End of Year Party during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.18 Contract - Westmoreland County Community College - Prom

Resolution: Recommend the Board approve the contract with Westmoreland County Community College for our prom near Murrysville for a total cost of \$300.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.19 Contract - Westmoreland County Community College - Graduation

Resolution: Recommend the Board approve the contract with Westmoreland County Community College for the graduation ceremony near Murrysville for a total cost of \$300.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

5. New Business

Action: 5.1 Chesco.Net

Recommend the Board approve the Addendum to the original contract between 21CCCS and Chesco.net. The cost is an annual fee of \$32,000 through June 30, 2030 for the redundant fiber optic transport feed. A copy of the addendum is attached.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Abstain: George Fiore

Action: 5.2 Recruiting Agreement - School Operation Services Group

Recommend the Board approve the Recruiting Agreement with School Operations Services Group, at the cost of 9% of a hired candidate's base annual salary. A copy of the agreement is attached.

Motion by Alan Fegley, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.3 Dual Enrollment Agreement - Lehigh Carbon Community College

Recommend the Board approve the Dual Enrollment Agreement for eligible 21CCCS high school students with Lehigh Carbon Community College, a copy of which is attached.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.4 Memorandum of Understanding - Harrisburg Community College

Recommend the Board approve the Memorandum of Understanding for eligible 21CCCS high school students with Harrisburg Community College, a copy of which is attached.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.5 Dual Enrollment Agreement - Messiah University

Recommend the Board approve the Dual Enrollment Agreement for eligible 21CCCS high school students with Messiah University, a copy of which is attached.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

6. First Reading

First Reading: 6.1 Policies and Administrative Regulations

7. Board Member and Public Comment

Procedural: 7.1 Board Member Comment

Procedural: 7.2 Public Comment

8. Meeting Schedule

Information: 8.1 2022-2023 Meeting Schedule

9. Adjournment

Action: 9.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by Peter Mango, second by Michele Orner.


Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

The Board Meeting was adjourned at 1:13 p.m.

**21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380**

**Board of Trustees
Board Meeting
November 8, 2022**



Nov 8, 2022

1. Meeting Opening

The October 11, 2022 Board Meeting was called to order by Peter Mango at 1:01 p.m.

Procedural: 1.1 Call to Order - Roll Call

Members Present:

Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Non Members Present:

Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Carolyn Flynn, Esquire - Solicitor, Brian Cote - Director of Curriculum, Instruction & Assessment, Dr. Monica Frank - High School Principal (Grades 11-12), Dr. Nora Wheeler - High School Principal (Grades 9-10), Erika Laidlaw - Middle School Principal, Casey Regina - Assistant Principal, Megan Stellfox - Student Support Manager, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Karis Lane - Substitute Board Secretary, Brittany Trotter - Social Studies Teacher, Veronica Danahy - Payroll Fiscal Assistant, Steph Beamer - Parent

Procedural: 1.2 Notification of Recording

Procedural: 1.3 Pledge of Allegiance

Information: 1.4 Executive Session Announcements

Report: 1.5 CEO and Administrators' Reports

Dr. Flannery reported that 21st Century Cyber Charter School received the recognition of being an Apple Distinguished School and thanked our Vanguard Team (Brian Cote, Lauren Michener, Joseph Michener, Deborah Parvin, Rachel Livesey and Heather Iovine) and the entire staff of the school for their continued dedication and hard work that contributed to this honor.

Dr. Flannery also reported that he and Lauren Michener would be on Good Day PA next week to discuss 21st Century Cyber Charter School being an Apple Distinguished School as well as participating in some radio spots that would be aired in the Scranton and Wilkes Barre areas of Pennsylvania.

2. Approval of Minutes

Action: 2.1 Approval of October 11, 2022 Minutes

Recommend the Board approve the Minutes of the October 11, 2022 Board Meeting as presented.

Motion by George Fiore, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

3. Consent Agenda

Action (Consent): 3.1 Review of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.2 Treasurer's Report and Board Summary Report

Resolution: Recommend the Board approve the September 2022 Treasurer's Report and Board Summary Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.3 Expenditure Report

Resolution: Recommend the Board approve the September 2022 Expenditure Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.4 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.5 Additional Designated Employee for School Procurement / Credit Cards

Resolution: Recommend the Board approve Dr. Nora Wheeler as an additional designated employee to use a school procurement/credit card for the 2022-2023 SY.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.6 Additional Designated Employees for School Gas Credit Card

Resolution: Recommend the Board approve Estella Greco, Anthony Harkins and Lillian Lopez as additional designated employees to use the school gas credit card as needed for testing or other job duties.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.7 Agreement - Lancaster Lebanon IU 13

Resolution: Recommend the Board approve the Agreement with Lancaster Lebanon IU13 for SSIP/PaTTAN services, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.8 Contract - Coatesville Country Club

Resolution: Recommend the Board approve the contract with Coatesville Country Club for our prom near West Chester for a total cost of \$6,070.00, dependent upon the number of attendees, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.9 Agreement - DJ Randy Barker

Resolution: Recommend the Board approve the agreement between 21CCCS and DJ Randy Barker for the 2022-2023 Murrysville prom for a total cost of \$350.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.10 Agreement - Portraits by Sean

Resolution: Recommend the Board approve the Agreement with Portraits by Sean for graduation portraits at both locations for a total cost of \$3,200.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.11 Resolution - Truancy Officers

Resolution: Recommend the Board approve the Resolution and letter designating Truancy Officers, copies of which are attached. There are 2 additional truancy officers for 21st Century Cyber Charter School.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.12 Policies and Administrative Regulations

Resolution: Recommend the Board approve the below new and/or revised Policies, copies of which are attached. These were First Reading on the October Board Agenda.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

4. New Business

Action: 4.1 2022-2023 IDEA-B Original Allocation Use of Funds and Intergovernmental Agreement

Recommend the Board approve the 2022-23 IDEA-B Original Allocation Use of Funds and Intergovernmental Agreement in the amount of \$241,347, a copy of which is attached.

Motion by Michele Orner, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox
Abstain: George Fiore

Action: 4.2 Memorandum of Understanding - Western Area Career and Technology Center

Recommend the Board approve the Memorandum of Understanding with Western Area Career and Technology Center at a cost of \$8,500 for the 2022-2023 SY, a copy of which is attached.

Motion by George Fiore, second by Michele Orner.
Final Resolution: Motion Carries
Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.3 Early College Program - Luzerne County Community College

Recommend the Board approve the Early College Program for eligible 21CCCS high school students with Luzerne County Community College, a copy of which is attached.

Motion by Michele Orner, second by Mollie Burnett.
Final Resolution: Motion Carries
Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.4 Dual Enrollment Agreement - Commonwealth University of Pennsylvania (Bloomsburg)

Recommend the Board approve the Dual Enrollment Agreement for eligible 21CCCS high school students with Commonwealth University of Pennsylvania (Bloomsburg), a copy of which is attached.

Motion by Peter Mango, second by Andrea Fox.
Final Resolution: Motion Carries
Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.5 Contract - George's Transportation

Recommend the Board approve the contract with George's Transportation for transportation of a student on a 2 week trial basis from November 1, 2022 through November 11, 2022 at a total cost of \$2,385, a copy of which is attached.

Motion by Peter Mango, second by George Fiore.
Final Resolution: Motion Carries
Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.6 Agreement - Devereaux Advanced Behavioral Health

Recommend the Board approve the agreement with Devereaux Advanced Behavioral Health for related services at costs compliant with industry standards for the 2022-2023 SY, a copy of which is attached.

Motion by Peter Mango, second by Andrea Fox.
Final Resolution: Motion Carries
Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.7 2022-2023 Fund Balance Designation

Recommend the Board approve the 2022-2023 Fund Balance Designation as of June 30, 2022.

Motion by Peter Mango, second by George Fiore.
Final Resolution: Motion Carries
Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.8 CEO Salary - 2022-2023 SY

Recommend the Board approve the proposed increase in salary for the CEO for the 2022-2023 school year. This will be a roll call vote.

Motion by Andrea Fox, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Information: 4.9 2021-2022 Annual Financial Report

Action: 4.10 School Vehicles - Costars Purchase

Recommend the Board approve the Costars purchase of two Toyota Camrys, from New Holland Auto Group, for a total of \$55,334 from the Committed Fund Balance.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.11 Addendum to Board Approved Contract - School Operations Service Group (PT Confidential Secretary Position)

Recommend the Board approve an addendum to the Board approved contract from 5/10/22 to add the PT Confidential Secretary position staffed by School Operations Service Group.

Motion by Peter Mango, second by Andrea Fox.

5. First Reading

First Reading: 5.1 Policies and Administrative Regulations

6. Board Member and Public Comment

Procedural: 6.1 Board Member Comment

Dr. Michelle Orner and Dr. George Fiore congratulated the entire team for the phenomenal award of being an Apple Distinguished School and they look forward to the television appearance on Good Day PA and the upcoming radio spots.

Procedural: 6.2 Public Comment

7. Meeting Schedule

Information: 7.1 2022-2023 Meeting Schedule

8. Adjournment

Action: 8.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Michele Orner, Mollie Burnett, Andrea Fox

The Board Meeting was adjourned by Peter Mango at 1:18 p.m.

**21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380**

**Board of Trustees
Board Meeting
December 13, 2022**



Dec 13, 2022

1. Meeting Opening

The Board Meeting was called to order by Mr. Pete Mango at 1:03 p.m.

Procedural: 1.1 Call to Order - Roll Call

Members present

Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Non Members Present:

Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Carolyn Flynn, Esquire - Solicitor, Loree Marchese - Business Administrator, Brian Cote - Director of Curriculum, Instruction & Assessment, Dr. Nancy Giagnacova - Director of Special Education, Mike Matz - IT Director, Dr. Monica Frank - High School Principal (Grades 11-12), , Erika Laidlaw - Middle School Principal, Megan Stellfox - Student Support Manager, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Karis Lane - Substitute Board Secretary, Chris Turtell - Auditor (Herbein + Co.), Megan Thompson - Auditor (Herbein + Co.)

Procedural: 1.2 Notification of Recording

Procedural: 1.3 Pledge of Allegiance

Information: 1.4 Executive Session Announcements

Report: 1.5 CEO and Administrators' Reports

The audit presentation was provided by Megan Thompson of Herbein + Co. Dr. Matthew Flannery and Mr. Peter Mango thanked our Business Administrator, Loree Marchese, and her team for their efforts all year and during the audit process.

2. Approval of Minutes

Action: 2.1 Approval of November 8, 2022 Minutes

Recommend the Board approve the Minutes of the November 8, 2022 Board Meeting as presented.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

3. Consent Agenda

Action (Consent): 3.1 Review of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.2 Treasurer's Report and Board Summary Report

Resolution: Recommend the Board approve the October 2022 Treasurer's Report and Board Summary Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.3 Expenditure Report and Void Payment Report

Resolution: Recommend the Board approve the October 2022 Expenditure Report and Void Payment Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.4 Additional Designated Employee for School Procurement / Credit Cards

Resolution: Recommend the Board approve Lucinda Currie as an additional designated employee to use a school procurement/credit card for the 2022-2023 SY.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.5 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.6 Quote - Hello Algebra LLC

Resolution: Recommend the Board approve the quote from Hello Algebra LLC for a 15 hour course on creation of self-checking activities that auto grade and show student progress and create pixel art resources for a total cost of \$424.80 for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.7 Agreement - Courtyard by Marriott Reading

Resolution: Recommend the Board approve the agreement with Courtyard by Marriott Reading for Keystone and PSSA testing for the 2022-2023 school year at a cost of \$7,650.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.8 Agreements - Heritage Hills Resort York

Resolution: Recommend the Board approve the agreement with Heritage Hills Resort York for Keystone and PSSA testing for the 2022-2023 school year at a cost of \$10,000.00, copies of which are attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.9 Agreement - Pennsylvania College of Technology Williamsport

Resolution: Recommend the Board approve the agreement with Pennsylvania College of Technology Williamsport for Keystone and PSSA testing for the 2022-2023 school year at a cost of \$2,400.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.10 Agreement - Cedar Crest College - Allentown

Resolution: Recommend the Board approve the agreement with Cedar Crest College - Allentown for Keystone and PSSA testing for the 2022-2023 school year at a cost of \$3,200.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.11 Agreement - Shippensburg University

Resolution: Recommend the Board approve the agreement with Shippensburg University for Keystone and PSSA testing for the 2022-2023 school year at a cost of \$5,200.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 3.12 Contract - George's Transportation

Resolution: Recommend the Board approve the contract with George's Transportation for transportation of a student on an as needed basis for the remainder of the 2022-2023 SY at a total cost of \$265.00 per day, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.13 School Trip - Dave & Buster's - Camp Hill

Resolution: Requesting approval for a student trip to Dave & Buster's - Camp Hill during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.14 School Trip - Dave & Buster's - Homestead

Resolution: Requesting approval for a student trip to Dave & Buster's - Homestead during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.15 School Trip - Dave & Buster's - Whitehall

Resolution: Requesting approval for a student trip to Dave & Buster's - Whitehall during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.16 Contract - Teal Tuesday (West Chester Prom DJ)

Resolution: Recommend the Board approve the contract between 21st Century Cyber Charter School and Teal Tuesday in the amount of \$500.00, for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.17 Summer School Fee

Resolution: Recommend the Board approve the summer school fee for the 2022-2023 SY.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 3.18 Policies and Administrative Regulations

Resolution: Recommend the Board approve the below new and/or revised Policies, copies of which are attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

4. New Business

Action: 4.1 2021-2022 Financial Audit

Recommend the Board accept the 2021-2022 Financial Audit. This will be a roll call vote.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 4.2 Memorandum of Understanding - Albright College

Recommend the Board approve the Memorandum of Understanding for eligible 21CCCS high school students with Albright College, a copy of which is attached.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 4.3 Memorandum of Understanding - Bucks County Community College

Recommend the Board approve the Memorandum of Understanding for eligible 21CCCS high school students with Bucks County Community College, a copy of which is attached.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 4.4 Use of Committed Fund Balance - Stoltzfus Structures

Recommend the Board approve use of the Committed Fund Balance that has been designated for the purchase of a storage shed from Stoltzfus Structures for a total of \$7,092. A copy of the invoice, terms & conditions and specs are attached.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 4.5 Use of Committed Fund Balance - Infinite Campus

Recommend the Board approve the use of the Committed Fund Balance which was designated as School Wide Initiatives as recommended by an IT Audit to evaluate the purchase of a new Student Information System. The proposal of the purchase is in the amount of \$52,990.00.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 4.6 Contract - Infinite Campus

Recommend the Board approve the contract with Infinite Campus for the 2022-2023 and 2023-2024 SY for the total amount of \$87,553.40, a copy of which is attached, pending legal review. A breakdown of the fee is below.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

5. Board Member and Public Comment

Procedural: 5.1 Board Member Comment

Dr. George Fiore wished everyone a wonderful holiday season.

Procedural: 5.2 Public Comment

6. Meeting Schedule

Information: 6.1 2022-2023 Meeting Schedule

7. Adjournment

Action: 7.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

The Board Meeting was adjourned at 1:23 p.m.

**21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380**

**Board of Trustees
Board Meeting
January 10, 2023**



Jan 11, 2023

1. Meeting Opening

The Board Meeting was called to order by Mr. Pete Mango at 1:00 p.m.

Procedural: 1.1 Call to Order - Roll Call

Members Present:

Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Non Members Present:

Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Carolyn Flynn, Esquire - Solicitor, Loree Marchese - Business Administrator, Brian Cote - Director of Curriculum, Instruction & Assessment, Dr. Nancy Giagnacova - Director of Special Education, Mike Matz - IT Director, Dr. Monica Frank - High School Principal (Grades 11-12), Dr. Nora Wheeler - High School Principal (Grades 9-10), Dr. Kelly Sherbondy - Assistant Principal, Megan Stellfox - Student Support Manager, George Wade - Lead Tech Support, Jill Naylor - ISD Tech Developer, Heather Iovine - ISD Tech Developer, Maria Alexis - Science Teacher, Mike Meyer - Music Teacher, Sarah Jefferis - Art Teacher, Veronica Danahy - Payroll Fiscal Assistant, Katie Murtagh - Administrative Assistant to Director of Curriculum, Instruction & Assessment, Emily Gibson - English Teacher, Paige Copper - English Teacher (Temp), Brittany Trotter - Social Studies Teacher

Procedural: 1.2 Notification of Recording

Procedural: 1.3 Pledge of Allegiance

Information: 1.4 Executive Session Announcements

Report: 1.5 CEO and Administrators' Reports

Procedural: 1.6 Public Comment

Action: 1.7 Amend the Agenda

Recommend the Board approve amending the agenda. Based on Dr. Flannery and Loree Marchese's discussion during CEO and Administrator reports regarding the 2 school vehicles, I move that we amend the agenda to add two additional Agenda Items under New Business.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

2. Organization of Board of Trustees

Action: 2.1 Annual Organization of the Board - Appoint Temporary Chairperson

Recommend the Board appoint Dr. Alan Fegley as a temporary Chairperson for the election of a 2023 Board Chairperson and 2023 Board Vice Chairperson.

Motion by Peter Mango, second by Dusty Blakey.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Abstain: Alan Fegley

Action: 2.2 Annual Organization of the Board - Nominate 2023 Chairperson

Recommend the Board nominate a 2023 Chairperson. The Board nominates Peter Mango as the 2023 Chairperson.

Motion by Alan Fegley, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Abstain: Peter Mango

Action: 2.3 Annual Organization of the Board - Elect 2023 Chairperson
Recommend the Board elect Peter Mango as the 2023 Chairperson.

Motion by Alan Fegley, second by Andrea Fox.
Final Resolution: Motion Carries
Yea: Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox
Abstain: Peter Mango

Action: 2.4 Annual Organization of the Board - Nominate a 2023 Vice Chairperson
Recommend the Board nominate a 2023 Vice Chairperson. The Board nominates Andrea Fox as the 2023 Vice Chairperson.

Motion by Michele Orner, second by Alan Fegley.
Final Resolution: Motion Carries
Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett
Abstain: Andrea Fox

Action: 2.5 Annual Organization of the Board - Elect a 2023 Vice Chairperson
Recommend the Board elect Andrea Fox as the 2023 Vice Chairperson.

Motion by Peter Mango, second by Michele Orner.
Final Resolution: Motion Carries
Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett
Abstain: Andrea Fox

Action: 2.6 Annual Organization of the Board - Appoint a 2023 Board Treasurer
Recommend the Board appoint Loree Marchese as the 2023 Board Treasurer.

Motion by Peter Mango, second by Andrea Fox.
Final Resolution: Motion Carries
Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 2.7 Annual Organization of the Board - Appoint a 2023 Board Secretary
Recommend the Board appoint Lisa Iozzi as the 2023 Board Secretary.

Motion by Peter Mango, second by Andrea Fox.
Final Resolution: Motion Carries
Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Procedural: 2.8 Oath of Office - Officers

3. Approval of Minutes

Action: 3.1 Approval of December 13, 2022 Minutes
Recommend the Board approve the Minutes of the December 13, 2022 Board Meeting as presented.

Motion by Peter Mango, second by Andrea Fox.
Final Resolution: Motion Carries
Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

4. Consent Agenda

Action (Consent): 4.1 Review of Consent Agenda Items
Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.2 Treasurer's Report and Board Summary Report

Resolution: Recommend the Board approve the November 2022 Treasurer's Report and Board Summary Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.3 Expenditure Report and Void Payment Report

Resolution: Recommend the Board approve the November 2022 Expenditure Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.4 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.5 Resolution - Truancy Officers

Resolution: Recommend the Board approve the Resolution and letter designating Truancy Officers, copies of which are attached. There are eight (8) truancy officers designated for the school.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 4.6 Contract - West Chester University

Resolution: Recommend the Board approve the contract with West Chester University for use of their facility for graduation on June 7, 2023 for a total cost of \$3,216.42, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

5. New Business

Action: 5.1 Ratified Agreement - Jigsaw Solutions LLC

Recommend the Board approve the ratified agreement with Jigsaw Solutions LLC for the remainder of the 2022-2023 SY. There is no additional cost to the school for the ratification agreement, a copy of which is attached.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.2 Restructuring of Positions - Technology & Warehouse Departments

Recommend the Board approve the proposed restructuring of the current approved positions in the Technology and Warehouse Departments to support operations.

Motion by Michele Orner, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.3 PSEA Grant Application - 3D Printer

Recommend the Board approve the application for the PSEA Innovative Teaching Grant so that 21CCCS may purchase a 3D printer. This 3D printer would be used to print student 3D CAD work. The PSEA Innovative Teaching Grant awards up to the amount of \$1,500. The 3D printer price can range between \$400 and \$1000 for the printer and filament. Board approval would be pending review of the PSEA Grant Application by the Business Administrator.

Motion by Michele Orner, second by Dusty Blakey.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.4 Subscription - 1Password

Recommend the Board approve the subscription with 1Password for a total cost of \$4,998.00 for the 2022-2023 SY, a copy of which is attached. 1Password will provide password management software for staff to securely store passwords.

Motion by Mollie Burnett, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.5 Rescind Prior Approval of School Vehicle Purchase

Recommend the Board approve rescinding the prior approval of the Costars purchase of two Toyota Camrys, from New Holland Auto Group, for a total of \$55,334 from the Committed Fund Balance. This was previously approved by the Board at the November Board Meeting.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.6 School Vehicles - Costars Purchase

Recommend the Board approve the approve the Costars purchase of two Toyota Camry, with additional options, from New Holland Auto Group, for an estimated total of \$56,692 from the Committed Fund Balance. One Toyota Camry is available for delivery and the second will be ordered and available within 6-8 weeks. A copy of the proposal will be attached to the agenda.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

6. Board Member Comment

Procedural: 6.1 Board Member Comment

Dr. Michelle Orner thanked Peter Mango and Andrea Fox for accepting their nominations to the Board as Chairperson and Vice Chairperson, respectively. Dr. Orner also thanked Loree Marchese and Lisa Iozzi for accepting their appointments as Board Treasurer and Board Secretary, respectively.

7. Meeting Schedule

Information: 7.1 2022-2023 Meeting Schedule

8. Adjournment

Action: 8.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

The Board Meeting adjourned at 1:25 p.m.

**21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380**

**Board of Trustees
Board Meeting
February 14, 2023**



Feb 14, 2023

1. Meeting Opening

The Board Meeting was called to order by Mr. Pete Mango at 1:05 p.m.

Procedural: 1.1 Call to Order - Roll Call

Members Present:

Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Non Members Present:

Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Carolyn Flynn, Esquire - Solicitor, Loree Marchese - Business Administrator, Brian Cote - Director of Curriculum, Instruction & Assessment, Mike Matz - IT Director, Dr. Monica Frank - High School Principal (Grades 11-12), Dr. Nora Wheeler - High School Principal (Grades 9-10), Dr. Kelly Sherbondy - Assistant Principal, Megan Stellfox - Student Support Manager, George Wade - Lead Tech Support, Jill Naylor - ISD Tech Developer, Heather Iovine - ISD Tech Developer, Matthew Smith - PE/Health Teacher

Procedural: 1.2 Notification of Recording

Procedural: 1.3 Pledge of Allegiance

Action: 1.4 Motion to Amend Agenda to Remove the Executive Session Announcement

Recommend the Board remove the Executive Session Announcement as no Executive Session was held today.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Report: 1.5 CEO and Administrators' Reports

Dr. Flannery indicated a Curriculum Audit was completed and the complete report is available for review on our website.

Dr. Matthew Flannery congratulated Peter Mango, our Board Chairperson. Mr. Mango spent over 30 years in law enforcement when he decided to purchase into the franchise of Signal 88 Security in Octorara. Pete recently traveled to Scottsdale, AZ where he was awarded the Lifetime Achievement Award by Signal 88 for his work as a business owner in the company and his dedication to the community. Dr. Flannery asked that everyone join in congratulating Pete Mango for this well-deserved honor.

Procedural: 1.6 Public Comment

2. Approval of Minutes

Action: 2.1 Approval of January 10, 2023 Minutes

Recommend the Board approve the Minutes of the January 10, 2023 Board Meeting as presented.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

3. Consent Agenda

Action (Consent): 3.1 Review of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.2 Treasurer's Report and Board Summary Report

~~Action (Consent): 3.2 Treasurer's Report and Board Summary Report~~

Resolution: Recommend the Board approve the December 2022 Treasurer's Report and Board Summary Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.3 Expenditure Report

Resolution: Recommend the Board approve the December 2022 Expenditure Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.4 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.5 Renewal Agreement - EducationPlus (Formerly PAREap)

Resolution: Recommend the Board approve the agreement with EducationPlus (formerly PAREap) for the 2022-2023 SY at an anticipated cost of \$550, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.6 Revised Agreement - Courtyard by Marriott

Resolution: Recommend the Board approve the revised agreement with Courtyard by Marriott for PSSA and Keystone Testing for a total cost of \$8,228 for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.7 Renewal Agreement - General Healthcare Resources

Resolution: Recommend the Board approve the agreement with General Healthcare Resources at costs indicated below for a nurse at PSSA and Keystone testing sites for the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.8 2023-2024 Student Parent Handbook

Resolution: Recommend the Board approve the 2023-2024 Student Parent Handbook, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

4. New Business

Action: 4.1 Use of Committed Fund Balance - Baker Telecommunications

Recommend the Board approve the use of the Committed Fund Balance which was designated as Technology Infrastructure for the purchase of network drops to upgrade wireless access points and our phone system. The proposal of the purchase is in the amount of \$3,215. A copy of the proposal is attached.

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.2 Use of Committed Fund Balance - CDWG - Upgraded Server Hardware and Enterprise Backup Software

Recommend the Board approve the use of the Committed Fund Balance which was designated as Technology Infrastructure for the purchase of upgraded server hardware and enterprise backup software. The proposal of the purchase is in the amount of \$20,496.16. This is Costars Software Contract (006-E22-246) and Costars 4 IT Hardware Contract (003-E22-586).

Motion by Peter Mango, second by Andrea Fox.

Action: 4.3 Proposal - CDWG - Upgraded Server Hardware and Enterprise Backup Software

Recommend the Board approve the proposal from CDWG for the purchase of upgraded server hardware and enterprise backup software for the total amount of \$20,496.16, a copy of which is attached. This is Costars Software Contract (006-E22-246) and Costars 4 IT Hardware Contract (003-E22-586). (Funding Source - Committed Fund Balance: Technology Infrastructure)

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.4 Use of Committed Fund Balance - CDWG - LCD Panels

Recommend the Board approve the use of the Committed Fund Balance which was designated as Technology Infrastructure for the purchase of LCD panels to upgrade the A/V in the West Chester training room and the Murrysville training room. The proposal of the purchase is in the amount of \$21,000. This is Costars Software Contract (006-E22-246) and Costars 4 IT Hardware Contract (003-E22-586).

Motion by Peter Mango, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.5 Proposal - CDWG - LCD Panels

Recommend the Board approve the proposal from CDWG for the purchase of LCD panels to upgrade the A/V in the West Chester training room and the Murrysville training room for the total amount of \$21,000, a copy of which is attached. This is Costars Software Contract (006-E22-246) and Costars 4 IT Hardware Contract (003-E22-586). (Funding Source - Committed Fund Balance: Technology Infrastructure)

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.6 Weidenhammer - Master Services Agreement

Recommend the Board approve the Master Services Agreement to perform installation services at the West Chester office. There is no fee associated with the Master Services Agreement. The fees will be associated with the work performed.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.7 Use of Committed Fund Balance - Weidenhammer Systems - Wireless Access Points

Recommend the Board approve the use of the Committed Fund Balance which was designated as Technology Infrastructure for the purchase of wireless access points to upgrade the wireless at the West Chester office. The proposal of the purchase is in the amount of \$34,400. This is Costars 003-E22-586.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.8 Proposal - Weidenhammer Systems - Wireless Access Points

Recommend the Board approve the proposal from Weidenhammer Systems for the the installation of wireless access points to upgrade the wireless at the West Chester office for the total amount of \$34,400, a copy of which is attached. This is Costars 003-E22-586. (Funding Source - Committed Fund Balance: Technology Infrastructure)

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.9 Use of Committed Fund Balance - Weidenhammer Systems - Phone & AV Hardware & Software

Recommend the Board approve the use of the Committed Fund Balance which was designated as Technology Infrastructure for the purchase of Phone & AV Hardware & Software at the West Chester and Murrysville offices. The proposal of the purchase is in the amount of \$291,623. This is Costars 003-E22-628.

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.10 Proposal - Weidenhammer Systems - Phone & AV Hardware & Software

Recommend the Board approve the purchase of Phone & AV Hardware & Software at the West Chester and Murrysville offices. The proposal of the purchase is in the amount of \$291,623, a copy of which is attached. This is Costars 003-E22-628. (Funding Source - Committed Fund Balance: Technology Infrastructure)

Motion by Peter Mango, second by Andrea Fox.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.11 Use of Committed Fund Balance - Weidenhammer Systems - Phone & AV Hardware & Software Installation

Recommend the Board approve the use of the Committed Fund Balance which was designated as Technology Infrastructure for the purchase of professional engineering services for Phone & AV Hardware & Software installation at the West Chester and Murrysville offices. The proposal of the purchase is in the estimated amount of \$38,784. Additional costs may be required at the time of installation for unidentified installation costs (either by the facilities department or third party) and proper disposal of obsolete equipment.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.12 Proposal - Weidenhammer Systems - Phone & AV Hardware & Software Installation

Recommend the Board approve the purchase of professional engineering services for Phone & AV Hardware & Software installation at the West Chester and Murrysville offices. The estimated proposal of the purchase is in the amount of \$38,784, a copy of which is

attached. Additional costs may be required at the time of installation for unidentified installation costs (either by the facilities department or third party) and proper disposal of obsolete equipment. (Funding Source - Committed Fund Balance: Technology Infrastructure)

Motion by Peter Mango, second by Andrea Fox.
Final Resolution: Motion Carries
Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

5. First Reading

First Reading: 5.1 2023-2024 MS and HS Course Catalogs

6. Policies and Administrative Regulations

First Reading: 6.1 Policies

Information: 6.2 Administrative Regulations

7. Board Member Comment

Procedural: 7.1 Board Member Comment

Dr. Michelle Orner congratulated Peter Mango for his Lifetime Achievement Award and thanked him for his service to the community. Dr. Orner also thanked Dr. Flannery for sharing all of the wonderful accomplishments of the students at the beginning of the meeting as she indicated it is always nice to hear about the students and what they have achieved.

8. Meeting Schedule

Information: 8.1 2022-2023 Meeting Schedule

9. Adjournment

Action: 9.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by Peter Mango, second by Andrea Fox.
Final Resolution: Motion Carries
Yea: Peter Mango, Michele Orner, Mollie Burnett, Andrea Fox

The Board Meeting was adjourned at 1:30 p.m.

**21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380**

**Board of Trustees
Board Meeting
March 14, 2023**



Mar 14, 2023

1. Meeting Opening

The Board Meeting was called to order by Mr. Pete Mango at 1:05 p.m.

Procedural: 1.1 Call to Order - Roll Call

Members Present:

Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Non Members Present:

Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Carolyn Flynn, Esquire - Solicitor, Loree Marchese - Business Administrator, Brian Cote - Director of Curriculum, Instruction & Assessment, Dr. Nancy Giagnacova - Director of Special Education, Mike Matz - IT Director, Dr. Monica Frank - High School Principal (Grades 11-12), Dr. Nora Wheeler - High School Principal (Grades 9-10), Erika Laidlaw - Middle School Principal, Dr. Kelly Sherbondy - Assistant Principal, Lucinda Currie - HR Director, Megan Stellfox - Student Support Manager, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Ben Ozgur - Marketing Specialist, Galen Kreiser - Science Teacher, Emily Shank - Math Content Developer, Kristi Farrell - Math Teacher, and Trisha Miller - Math Teacher

Procedural: 1.2 Notification of Recording

Procedural: 1.3 Pledge of Allegiance

Report: 1.4 CEO and Administrators' Reports

Kristi Farrell, Trisha Miller and Emily Shank gave a Power Point Presentation on Middle School Math Instructional Delivery.

Procedural: 1.5 Public Comment

2. Approval of Minutes

Action: 2.1 Approval of February 14, 2023 Minutes

Recommend the Board approve the Minutes of the February 14, 2023 Board Meeting as presented.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

3. Consent Agenda

Action (Consent): 3.1 Review of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Action (Consent): 3.2 Treasurer's Report and Board Summary Report

Resolution: Recommend the Board approve the January 2023 Treasurer's Report and Board Summary Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Action (Consent): 3.3 Expenditure Report and Void Payment Report

Resolution: Recommend the Board approve the January 2023 Expenditure Report and Void Payment Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Action (Consent): 3.4 Designated Employee for School Procurement / Credit Cards

Resolution: Recommend the Board approve Dr. Kelly Sherbondy as an additional designated employee to use a school procurement/credit card for the 2022-2023 SY.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Action (Consent): 3.5 Designated Employee for School Gas Credit Card

Resolution: Recommend the Board approve Dr. Kelly Sherbondy as an additional designated employee to use the school gas credit card as needed for testing or other job duties.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Action (Consent): 3.6 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Action (Consent): 3.7 Quote - Panopto, Inc.

Resolution: Recommend the Board approve the quote from Panopto, Inc. for an upload and upgrade of our video hosting platform for the 2023-2024 SY for a total cost of \$16,200, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Action (Consent): 3.8 Renewal Agreement - Therapy Source

Resolution: Recommend the Board approve the renewal agreement with Therapy Source at costs indicated below for the remainder of the 2022-2023 SY, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Action (Consent): 3.9 End of Year School Trip - Kalahari Resorts

Resolution: Recommend the Board approve the annual end of year all school field trip to Kalahari Resorts for a cost of \$25 per student. A copy of the trip details and cost is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Action (Consent): 3.10 School Trip - Lake Tobias Wildlife Park

Resolution: Requesting approval for a student trip to Lake Tobias Wildlife Park during the 2022-2023 school year. Permission slips will be required, and 21CCCS staff will chaperone. The cost per attendee would be \$15, with 21CCCS paying \$5.00 and the student paying \$10.00. The maximum number of students to attend would be 45, making the approximate cost \$675.00. A copy is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Action (Consent): 3.11 Proposal - The Standard Group

Resolution: Recommend the Board approve the proposal from The Standard Group for the 2023 Commencement Program for a total cost of \$1,445.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Action (Consent): 3.12 Proposal - ASL Services

Resolution: Recommend the Board approve the proposal from ASL Services for an American Sign Language interpreter at the 2023 graduation ceremonies for a total cost of \$424.80, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Action (Consent): 3.13 2023-2024 MS and HS Course Catalogs

Resolution: Recommend the Board approve the 2023-2024 Middle School and High School Course Catalogs, copies of which are attached. These were First Reading at the February Board Meeting.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.
Final Resolution: Motion Carries
Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

4. New Business

Action: 4.1 Ratified Agreement - Cisco Enterprise

Recommend the Board ratify the agreement of program terms and conditions for end users with with Cisco Enterprise effective January 8, 2023. The terms and conditions were authorized on March 2, 2023. A copy of the terms and conditions is attached.

Motion by Peter Mango, second by Mollie Burnett.
Final Resolution: Motion Carries
Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Action: 4.2 2022-23 and 2023-24 PCCD School Mental Health & Safety and Security Grants

Recommend the Board approve the 2022-23 and 2023-24 PCCD School Mental Health & Safety and Security Grant in the amount of \$140,000, a copy of which is attached.

Motion by Peter Mango, second by Michele Orner.
Final Resolution: Motion Carries
Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Action: 4.3 Use of Committed Fund Balance - Intellicom Systems, Inc.

Recommend the Board approve the use of the Committed Fund Balance which was designated as Future Capital Projects for the purchase and installation of an emergency paging system. The quotation for the project is in the amount of \$19,250. This is Costars Contract #040-E22-177. A copy of the quotation is attached.

Motion by Peter Mango, second by Alan Fegley.
Final Resolution: Motion Carries
Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Action: 4.4 Use of Committed Fund Balance - R. Titter Roofing, LLC

Recommend the Board approve the use of the Committed Fund Balance which was designated as Future Capital Projects - Roof Repairs at the West Chester office. A copy of the proposal is attached in the amount of \$162,329. This is Costars #008-E22-904.

Motion by Peter Mango, second by George Fiore.
Final Resolution: Motion Carries
Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Action: 4.5 Proposal - R. Titter Roofing, LLC

Recommend the Board approve the replacement of the central rubber roof at the West Chester office which is beyond its useful life of 25 years. A copy of the proposal in the amount of \$162,329 is attached. This is a contract under Costars #008-E22-904. (Funding Source - Committed Fund Balance: Future Capital Projects - Roof Repairs)

Motion by Peter Mango, second by Alan Fegley.
Final Resolution: Motion Carries
Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

5. Policies and Administrative Regulations

Action: 5.1 Policies

Recommend the Board approve the below revised Policies, copies of which are attached. These were First Reading at the February Board Meeting.

Motion by Peter Mango, second by George Fiore.
Final Resolution: Motion Carries
Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

Information: 5.2 Administrative Regulations

6. Board Member Comment

Procedural: 6.1 Board Member Comment

7. Meeting Schedule

Information: 7.1 2022-2023 Meeting Schedule

8. Adjournment

Action: 8.1 Adjournment
Recommend the Board adjourn the Board Meeting.

Motion by Peter Mango, second by Alan Fegley.
Final Resolution: Motion Carries
Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett

The board meeting was adjourned at 1:22 p.m.

**21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380**

**Board of Trustees
Board Meeting
April 11, 2023**



Apr 11, 2023

1. Meeting Opening

The Board Meeting was called to order by Mr. Pete Mango at 1:03 p.m.

Procedural: 1.1 Call to Order - Roll Call

Members Present:

Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Non Members Present:

Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Carolyn Flynn, Esquire - Solicitor, Loree Marchese - Business Administrator, Brian Cote - Director of Curriculum, Instruction & Assessment, Dr. Nancy Giagnacova - Director of Special Education, Mike Matz - IT Director, Dr. Monica Frank - High School Principal (Grades 11-12), Dr. Nora Wheeler - High School Principal (Grades 9-10), Erika Laidlaw - Middle School Principal, Dr. Kelly Sherbondy - Assistant Principal, Lucinda Currie - HR Director, Megan Stellfox - Student Support Manager, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Galen Kreiser - Science Teacher, Brittany Trotter - Social Studies Teacher

Procedural: 1.2 Notification of Recording

Procedural: 1.3 Pledge of Allegiance

Information: 1.4 Executive Session Announcements

Report: 1.5 CEO and Administrator Reports

Procedural: 1.6 Public Comment

2. Approval of Minutes

Action: 2.1 Approval of March 14, 2023 Minutes

Recommend the Board approve the Minutes of the March 14, 2023 Board Meeting as presented.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

3. Consent Agenda

Action (Consent): 3.1 Review of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.2 Treasurer's Report and Board Summary Report

Resolution: Recommend the Board approve the February 2023 Treasurer's Report and Board Summary Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.3 Expenditure Report and Void Payment Report

Resolution: Recommend the Board approve the February 2023 Expenditure Report and Void Payment Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.4 Designated Employees for School Gas Credit Card

Resolution: Recommend the Board approve the designated employees indicated below to use the school gas credit card as needed for testing or other job duties.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.5 Renewal - Central Susquehanna Intermediate Unit

Resolution: Recommend the Board approve the renewal with Central Susquehanna Intermediate Unit for the 2023-2024 SY for a total cost of \$28,090.03, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.6 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.7 Agreement - Substitute Teacher Service

Resolution: Recommend the Board approve the agreements with Substitute Teacher Service for the remainder of the 2022-2023 SY and for the 2023-2024 SY for a total cost of \$323.84 per diem, per substitute, subject to ongoing negotiations with the union and any agreements related thereto. Copies of the agreements are attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.8 Renewal - Read Speaker

Resolution: Recommend the Board approve the renewal with Read Speaker for the 2023-2024 SY for a total cost of \$3,960.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.9 Renewal - LinkIt!

Resolution: Recommend the Board approve the renewal with LinkIt! for the 2023-2024 SY for a total cost of \$26,708, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.10 Renewal - Learning Pool

Resolution: Recommend the Board approve the renewal with Learning Pool for the 2023-2024 SY for a total cost of \$100,410, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.11 Renewal - Formative

Resolution: Recommend the Board approve the renewal with Learning Pool for the 2023-2024 SY for a total cost of \$10,244, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.12 Renewal Agreement - Sweet, Stevens, Katz & Williams LLP

Resolution: Recommend the Board approve the renewal with Sweet, Stevens, Katz & Williams LLP for the 2023-2024 SY for a total cost of \$7,500, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.13 Renewal - Carbon Lehigh Intermediate Unit

Resolution: Recommend the Board approve the renewal with Carbon Lehigh Intermediate Unit for the 2023-2024 SY at costs compliant with industry standards, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.14 Renewal - Delta-T

Resolution: Recommend the Board approve the renewal with Delta-T for the 2023-2024 SY at costs compliant with industry standards, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.15 Renewal - Therapy Source

Resolution: Recommend the Board approve the renewal with Therapy Source for the 2023-2024 SY at costs compliant with industry standards, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.16 Renewal - U.S. Healthcare

Resolution: Recommend the Board approve the renewal with U.S. Healthcare for the 2023-2024 SY at costs compliant with industry standards, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.17 Renewal - CCRES Educational & Behavioral Health Services

Resolution: Recommend the Board approve the renewal with CCRES Educational & Behavioral Health Services for the 2023-2024 SY at costs compliant with industry standards, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.18 Memorandum of Understanding - Murrysville Police Department

Resolution: Recommend the Board approve the Memorandum of Understanding between 21CCCS and the Murrysville Police Department for the 2023-2024 and 2024-2025 school years, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.19 Memorandum of Understanding - West Goshen Police Department

Resolution: Recommend the Board approve the Memorandum of Understanding between 21CCCS and the West Goshen Police Department for the 2023-2024 and 2024-2025 school years, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.20 Renewal - Brandywine Maintenance

Resolution: Recommend the Board approve the renewal with Brandywine Maintenance for the 2023-2024 SY for a total cost of \$6,500 per month plus \$3000 for janitorial supplies, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.21 Renewal - Ehrlich

Resolution: Recommend the Board approve the renewal with Ehrlich for the 2023-2024 SY for a total cost of \$3284.64, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.22 Renewal - Wiggins Shredding

Resolution: Recommend the Board approve the renewal with Wiggins Shredding for the 2023-2024 SY for a total amount of \$1,560.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.23 Agreement - Good Fellowship Ambulance

Resolution: Recommend the Board approve the agreement with Good Fellowship Ambulance for the 2022-2023 West Chester Graduation for a total amount of \$250.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.24 Revised 2023-2024 HS Course Catalog

Resolution: Recommend the Board approve the revised 2023-2024 HS Course Catalog, with changes detailed below, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action (Consent): 3.25 2023-2024 School Calendar

Resolution: Recommend the Board approve the 2023-2024 School Calendar, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

4. New Business

Action: 4.1 Withdrawal of Student

Recommend the board retroactively approve the withdrawal of a 21CCCS student effective March 31, 2023 (currently 17.4 years old) for health reasons as per the attached letter.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.2 Dual Enrollment Agreement - Commonwealth University (Bloomsburg)

Recommend the Board approve the Dual Enrollment Agreement for eligible 21CCCS high school students with Commonwealth University of Pennsylvania (Bloomsburg), a copy of which is attached.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.3 Renewal - Chester County Intermediate Unit

Recommend the Board approve the renewal with Chester County Intermediate Unit for the 2023-2024 SY at costs compliant with industry standards, a copy of which is attached.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Abstain: George Fiore

Action: 4.4 Resolution - CEO Signature for PDE

Recommend the Board approve Dr. Matthew Flannery as CEO of 21st Century Cyber Charter School to sign any and all contracts, agreements, grants and/or licenses with the Pennsylvania Department of Education. A Resolution of the Board of Trustees is attached.

Motion by Peter Mango, second by Alan Fegley.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.5 Administrative Team Transfers

It is recommended the Board approve the proposed internal transfers on the Administrative team.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

Action: 4.6 Changes in Existing Approved Positions

Recommend the Board approve the proposed reclassification/change of approved positions, as presented.

Motion by Peter Mango, second by George Fiore.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

5. Board Member Comment

Procedural: 5.1 Board Member Comment

Dr. George Fiore thanked Loree Marchese for the presentation and hard work that goes into this task by her and her team, especially at this time of the year.

Mr. Peter Mango provided his opinion that with the cyber security problems that some police departments have encountered, he would encourage 21CCCS to spend funds, if we have the, on necessary cyber security measures, if needed.

6. Meeting Schedule

Information: 6.1 2022-2023 Meeting Schedule

7. Adjournment

Action: 7.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by Peter Mango, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Peter Mango, George Fiore, Alan Fegley, Michele Orner, Mollie Burnett, Andrea Fox

The Board Meeting adjourned at 1:37 p.m.

**21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380**

**Board of Trustees
Board Meeting
May 9, 2023**



May 9, 2023

1. Meeting Opening

The Board Meeting was called to order by Mrs. Andrea Fox at 1:02 p.m.

Procedural: 1.1 Call to Order - Roll Call

Members Present:

Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Non Members Present:

Dr. Matthew Flannery - CEO, Lisa Iozzi - Board Secretary, Carolyn Flynn, Esquire - Solicitor, Loree Marchese - Business Administrator, Brian Cote - Director of Curriculum, Instruction & Assessment, Dr. Nancy Giagnacova - Director of Special Education, Mike Matz - IT Director, Dr. Monica Frank - High School Principal (Grades 11-12), Dr. Nora Wheeler - High School Principal (Grades 9-10), Erika Laidlaw - Middle School Principal, Dr. Kelly Sherbondy - Assistant Principal, Lucinda Currie - HR Director, Megan Stellfox - Student Support Manager, George Wade - Lead Tech Support, John Provasnik - ISD Coordinator, Ben Ozgur - Marketing Specialist, Brittany Trotter - Social Studies Teacher, Victoria Hicks - Special Education Administrative Assistant, Patty Hennessey - School Secretary, Megan Watt - PT Clerical Support, Gregg Grimm - Exude, 1 Unidentified Individual (*)

Procedural: 1.2 Notification of Recording

Procedural: 1.3 Pledge of Allegiance

Information: 1.4 Executive Session Announcements

Report: 1.5 CEO and Administrators' Reports

Dr. Matthew Flannery thanked Dr. George Fiore, Dr. Alan Fegley and Dr. Dusty Blakey for their years of service and support on the Board of Trustees.

Procedural: 1.6 Public Comment

2. Policies and Administrative Regulations

First Reading: 2.1 Policies 6030 and 6033

Action: 2.2 Bylaws

Recommend the Board approve the revised Bylaws - Policy 0001 to reflect the changes made to our Board of Trustees, pending PDE approval, a copy of which is attached.

Motion by Andrea Fox, second by Dusty Blakey.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

3. Organization of the Board

Action: 3.1 Reappointment - Dr. Michele Orner

Recommend the Board approve the reappointment of Dr. Michele Orner as a Board of Trustee member, per the revised Bylaws, as an Employee of a Pennsylvania Intermediate Unit .

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Dusty Blakey, Mollie Burnett, Andrea Fox

Abstain: Michele Orner

Action: 3.2 Resignation of Chester County Board Members

Recommend the Board approve the resignation of Chester County Board Members indicated below, effective July 1, 2023. A copy of the letter of resignation is attached.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Michele Orner, Mollie Burnett, Andrea Fox

Abstain: Dusty Blakey

4. Approval of Minutes**Action: 4.1 Approval of April 11, 2023 Minutes**

Recommend the Board approve the Minutes of the April 11, 2023 Board Meeting as presented.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

5. New Business**Action: 5.1 Withdrawal of Student**

Recommend the board retroactively approve the withdrawal of a 21CCCS student effective April 5, 2023 (currently 17.3 years old) for health reasons as per the attached letter.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.2 2023-2024 General Final Fund Budget

Recommend the Board approve the 2023-2024 General Final Fund Budget, a copy of which is attached. This will be a roll call vote.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.3 Capital Projects Account

Recommend the Board approve the Resolution of the Board of Trustees to establish a Capital Projects Fund on behalf of the Charter School.

Motion by Andrea Fox, second by Michele Orner.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.4 Use of Committed Fund Balance - Future Capital Projects

Recommend the Board designate \$679,000 as a portion from the Committed Fund Balance - Future Capital Projects to the Capital Projects Fund according to the established 5 Year Plan as presented.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.5 New Bank Account at Fulton Bank & PSDLAF - Capital Projects Fund

Recommend the Board authorize Loree M. Marchese to open a new bank account at Fulton Bank & PSDLAF on behalf of 21st Century Cyber Charter School for the purposes of establishing a Capital Projects Fund.

Motion by Andrea Fox, second by Mollie Burnett.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.6 Use of Committed Fund Balance - Establish Remedial Program (Application for Title 1 Funding)

Recommend the Board approve the use of the Committed Fund Balance - Establish Remedial Program for expenses to be incurred while preparing the application for the Title Funding - Federal Programs prior to submission of the grant.

Motion by Andrea Fox, second by Michele Orner.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.7 CCIU 2022-2023 Salary Study - Use of Committed Fund Balance for School Wide Initiatives - Audits

Recommend the Board approve the use of the Committed Fund Balance - School Wide Initiatives - Audits for the CCIU 2022-2023 Salary Study in the amount of \$9,000.

Motion by Andrea Fox, second by Mollie Burnett.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.8 Form 990

Recommend the Board approve 21CCCS's Form 990, Return of Organization Exempt From Income Tax, a copy of which is attached.

Motion by Andrea Fox, second by Michele Orner.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.9 2023-2026 Administrator Handbook

Recommend the Board approve the 21CCCS Administrator Handbook & Compensation Plan which will be effective July 1, 2023 - June 30, 2026.

Motion by Andrea Fox, second by Mollie Burnett.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.10 2023-2024 Support Staff Handbook

Recommend the Board approve the draft of the Support Staff Handbook for the 2023-2024 SY.

Motion by Andrea Fox, second by Michele Orner.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.11 Revised Job Description - Administrative Project Coordinator

It is recommended the Board approve the revised job description of Administrative Project Coordinator.

Motion by Andrea Fox, second by Mollie Burnett.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.12 Elimination of Accountant Position

Recommend the Board approve the elimination of the Accountant position.

Motion by Andrea Fox, second by Michele Orner.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.13 Changes in Existing Approved Positions

Recommend the Board approve the proposed reclassification/changes of approved positions, as presented.

Motion by Andrea Fox, second by Mollie Burnett.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.14 Dual Enrollment Agreement - Indiana University of PA

Recommend the Board approve the Dual Enrollment Agreement for eligible 21CCCS high school students with Indiana University of PA, a copy of which is attached.

Motion by Andrea Fox, second by Michele Orner.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.15 Confidential Settlement Agreement

Recommend the Board approve Confidential Settlement Agreement in Legal Matter #002-2022-2023 as presented. A copy of the Resolution of the Board of Trustees is also attached.

Motion by Andrea Fox, second by Mollie Burnett.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action: 5.16 Memorandum of Understanding - Education Association

Recommend the Board approve the Memorandum of Understanding between 21st Century Cyber Charter School and the Education Association.

Motion by Andrea Fox, second by Michele Orner.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

6. Consent Agenda

Action (Consent): 6.1 Review of Consent Agenda Items

Resolution: Recommend the Board approve the Consent Agenda items.

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 6.2 Treasurer's Report and Board Summary Report

Resolution: Recommend the Board approve the March 2023 Treasurer's Report and Board Summary Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 6.3 Expenditure Report and Void Payment Report

Resolution: Recommend the Board approve the March 2023 Expenditure Report and Void Payment Report as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 6.4 Designated Employees for School Gas Credit Card

Resolution: Recommend the Board approve the designated employees indicated below to use the school gas credit card as needed for testing or other job duties.

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 6.5 Personnel Actions

Resolution: Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 6.6 2023-2024 SY Benefits Renewals

Resolution: Recommend the Board approve the renewal rates for 21CCCS Employee health insurance plans and ancillary benefits as presented.

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 6.7 Summer/Seasonal Part-Time Help

Recommend the Board approve hiring of Summer/Seasonal part time help for Summer 2023.

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 6.8 Renewal - Jigsaw Solutions

Resolution: Recommend the Board approve the renewal with Jigsaw Solutions for the 2023-2024 SY for a total amount of \$80,714.97, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 6.9 Agreement - CodeHS

Resolution: Recommend the Board approve the agreement with CodeHS for the 2023-2024 SY for a total amount of \$4,500, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 6.10 Renewal - AgileBits, Inc. (1Password)

Resolution: Recommend the Board approve the renewal with Agile Bits, Inc. (1Password) for the 2023-2024 SY for a total amount of \$9,996.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 6.11 Contract - GSV Psychological & Testing Services

Resolution: Recommend the Board approve the contract with GSV Psychological & Testing Services for the 2023-2024 SY for costs compliant with industry standards, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 6.12 Renewal - Pediatric Services of America (Aveanna)

Resolution: Recommend the Board approve the renewal with Pediatric Services of America (Aveanna) for the 2023-2024 SY for costs compliant with industry standards, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 6.13 Renewal - Berks County Intermediate Unit

Resolution: Recommend the Board approve the renewal with Berks County Intermediate Unit for the 2023-2024 SY for costs compliant with industry standards, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.
Final Resolution: Motion Carries
Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 6.14 Renewal - Arkadas Group

Resolution: Recommend the Board approve the renewal with Arkadas Group for the 2023-2024 SY for a total amount of \$402,990.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 6.15 Renewal - Niche

Resolution: Recommend the Board approve the renewal with Niche for the 2023-2024 SY for a total amount of \$26,240.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 6.16 Renewal - Webimax

Resolution: Recommend the Board approve the renewal with Webimax for the 2023-2024 SY for a total amount of \$98,000.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 6.17 Renewal - Climatech

Resolution: Recommend the Board approve the renewal with Climatech for the 2023-2024 SY for a total cost of \$2188.00, plus the hourly rate of \$98.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 6.18 Renewal - Cooper Mechanical Services

Resolution: Recommend the Board approve the renewal with Cooper Mechanical for the 2023-2024 SY for a total amount of \$1,200.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 6.19 Renewal - Baxter Landscape Contracting, Inc. (Lawn/Landscape Maintenance)

Resolution: Recommend the Board approve the renewal with Baxter Landscape Contracting, Inc. for the 2023-2024 SY for a total amount of \$18,800.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 6.20 Renewal - Baxter Landscape Contracting, Inc. (Snow Removal)

Resolution: Recommend the Board approve the renewal with Baxter Landscape Contracting, Inc. for the 2023-2024 SY for costs indicated below per snowfall, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

Action (Consent): 6.21 Renewal - R. Titter Roofing

Resolution: Recommend the Board approve the renewal with R. Titter Roofing for the 2023-2024 SY for a total amount of \$3,360.00, a copy of which is attached.

Recommend the Board approve the Consent Agenda items.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

7. Board Member Comment

Procedural: 7.1 Board Member Comment

Dr. Dusty Blakey, on behalf of himself, Dr. George Fiore and Dr. Alan Fegley, stated that it was a pleasure to be a part of the 21st Century Cyber Charter School Board of Trustees and wish us great success for the future.

Dr. Michele Orner thanked everyone for the completed budget and that it looks great.

Andrea Fox thanked the Chester County officers for their time and thanked Dr. Orner for agreeing to stay on the Board.

8. Meeting Schedule

Information: 8.1 2023-2024 SY Meeting Schedule

9. Adjournment

Action: 9.1 Adjournment

Recommend the Board adjourn the Board Meeting.

Motion by Andrea Fox, second by Mollie Burnett.

Final Resolution: Motion Carries

Yea: Michele Orner, Dusty Blakey, Mollie Burnett, Andrea Fox

The Board Meeting was adjourned at 1:29 p.m.

21st Century Cyber Charter School
Policies and Administrative Regulations

0000 – Board of Trustees

0000	Board Policy / Administrative Procedures
0000-AR-1	Development of Board Policy / Administrative Regulation Procedures
0001	Bylaws
0001-AR-1	Duties of Board Officers
0001-AR-2	Board Standing Committees
0001-AR-4	Citizen Advisory Committees
0001-AR-5	Oath of Office as School Director
0002	Authority and Powers
0002-AR-1	Employment of Consultants
0002-AR-2	Questionnaire for Prospective Consultants
0003	Functions
00045	Qualifications and Service
0004-AR-1	Statement of Financial Interest
0005	Organization
0005-AR-1	Filling a Board Vacancy
0005-AR-2	Questionnaire for Prospective School Solicitors
0006	Meetings
0006-AR-1	Publish, Post and Notify – Board Meetings/Agendas
0006-AR-2	Official Board Minutes
0006-AR-3	Memorandum of Recusal
0006.1	Attendance at Meetings Via Electronic Communications
0007	Policy Manual Access
0008	Right To Know
0008-AR-1	Fees for Public Records Request
0009	Board Travel
0009-AR-1	Reimbursement for Expenses
0009-AR-2	Expense Reimbursement Form

1000 – Programs

1000	Comprehensive Planning / Annual Report
1000-AR-1	Comprehensive Planning
10001	Independent Study
1001-AR-1	Procedures for Independent Study
1002	Academic Standards
1002-AR-1	Procedures for Academic Standards
1003	Nondiscrimination / Discriminatory Harassment – School and Classroom Practices
1003-AR-1	Nondiscrimination in School and Classroom Practices
1003.1	Nondiscrimination – Qualified Students with Disabilities
1003.1-AR-1	Procedures for Nondiscrimination – Qualified Students with Disabilities

1004	Discrimination / Title IX Sexual Harassment Affecting Staff
1004-AR-1	Nondiscrimination in Employment and Contract Practices
1005	Curriculum
1005-AR-1	Curriculum Development Cycle
1005-AR-2	Proposal for Pilot Program
1005-AR-3	Evaluation / Disposition of Pilot Program
1005.1	Review of Instructional Material by Parents / Guardians and Students
1005.1-AR-1	Procedures for Review of Instructional Material by Parents / Guardians and Students
1005.2	Exemption from Instruction
1005.2-AR-1	Procedures for Exemption from Instruction
1005.2-AR-2	Request for Exemption from Instruction
1005.2-AR-3	Response to Request for Exemption from Instruction
1006	Medical Excusal and Homebound Instruction
1007	Adoption of Planned Instruction
1007-AR-1	Proposal for Planned Instruction
1007-AR-2	Proposal Form for Planned Instruction
1008	Textbooks and Resource Materials
1008-AR-1	Review / Evaluation / Selection of Textbooks
1008-AR-2	Textbook Evaluation Form
1008-AR-3	Textbook Recommendation Form
1008-AR-4	Disposal of Textbooks
1009	Current Events
1009-AR-1	Selection of Software Resource Material
1009-AR-2	Weeding of Resource Material
1009-AR-3	Checklist for Review Committee
1010	Instructional Supplies
1010-AR-1	Procedures for Instructional Supplies
1010-AR-2	Free and Reduced Lunch
1012	School Counseling
1012-AR-1	Procedures for School Counseling
1013	Special Education
1013-AR-1	Gifted Education
1013-AR-2	Notice of Parental Rights for Gifted Students
1013-AR-3	Permission to Evaluate
1013-AR-4	Gifted Written Report
1013-AR-5	Invitation to Participate in a Gifted Team Meeting
1013-AR-6	Gifted Individualized Education Plan (GIEP)
1013-AR-7	Notice of Recommended Assignment (NORA)
1013-AR-8	Notice of Intent to Reevaluate
1013-AR-9	Due Process Complaint
1013.1	Evaluations for Students with Disabilities
1013.2	Behavior Support
1013.3	Discipline of Students with Disabilities
1013.4	Confidentiality of Special Education Student Information

1015	Truancy
1020	Clearance for Volunteers
1020-AR-1	Procedures for Clearance for Volunteers
1021	Field Trips
1021-AR-1	Transportation for School-Related Trips
1021-AR-2	Request for Transportation for School-Related Trips
1021-AR-3	Field Trip Request Form
1021-AR-4	Field Trip Evaluation Form
1021-AR-5	Field Trip Planning Checklist
1021-AR-6	Student Conduct on Buses and School Vehicles
1021-AR-7	Bus or School Vehicle Incident Conduct Report Form
1022	Co-Curricular and Extra-Curricular Activities
1022-AR-1	Student Organizations
1022-AR-2	Code of Conduct for Extra-Curricular Activities
1022-AR-3	Request to Establish Student Activity
1027	Assessment System
1027-AR-1	Exemption from Assessment
1027-AR-2	Request for Exemption from Assessment
1027-AR-3	Response to Request for Exemption from Assessment
1027-AR-4	Assessment Strategies
1038	Language Instruction educational Program for English Learners
1038-AR-1	Procedures for Language Instruction educational Program for English Learners
1038-AR-2	English Learner Parent / Family Engagement and Communication
1038-AR-3	Home Language Survey
1038-AR-4	English Learner Identification Procedure (Grades K-12) Form
1038-AR-5	English Language Development Program Parental Waiver Form
1038-AR-6	English Language Development Program Parental Reinstatement Form
1038-AR-7	State Required Reclassification, Monitoring, and Re-Designation of English Learners
1040	Internet Reimbursement

2000 – Students

2000	Admission and Enrollment of Students
2000-AR-1	Enrollment of Students
2001	Enrollment
2001-AR-1	Enrollment Notification Form
2001-AR-2	Parental Registration Statement
2001-AR-3	Student Classifications for Enrollment
2001-AR-4	Sworn Statement by Resident
2001-AR-5	Residency Investigation
2001-AR-6	Nonresident Students
2001-AR-7	Guidelines for Reasonable Information to Substantiate Sworn Statement by Resident Under 24 P.S. §13-1302
2002	Wellness

2003	Immunizations and Communicable Disease
2003-AR-1	Immunization Requirements
2003-AR-2	Communicable Disease / Attendance
2004	Attendance
2004-AR-1	Compulsory Attendance / Unexcused Absences
2004-AR-2	1 st Unexcused Absence
2004-AR-3	2 nd Unexcused Absence
2004-AR-4	3 rd Unexcused Absence
2004-AR-5	4 th Unexcused Absence
2004-AR-6	5 th Unexcused Absence
2004-AR-7	6 th Unexcused Absence
2004-AR-8	School Attendance Improvement Plan Form
2004-AR-9	School Attendance Improvement Plan
2005	Contests for Students
2006	Confidential Communication of Students
2006-AR-1	Procedures for Confidential Communication of Students
2009	Health Services
2009-AR-1	Mandated School Health Services
2009-AR-2	School Health Record
2009-AR-3	Physical Examination
2009-AR-4	Private Dentist Report
2009-AR-5	School Dental Health Record
2009.1	Food Allergy Management
2009.1-AR-1	Procedures for Food Allergy Management
2009.1-AR-2	Emergency Care Plan (ECP)
2009.1-AR-3	Individualized Healthcare Plan (IHP)
2010	Possession / Administration of Asthma Inhalers / Epinephrine Auto-Injectors
2010-AR-1	Information About Emergency Epinephrine Administrators
2011	Postgraduate Students
2013	Academic Integrity
2014	Alternate Assessment of Students
2015	Promotion and Retention
2015-AR-1	Procedures for Promotion and Retention
2016	Student Records
2016-AR-1	Authorization for Disclosure of Information
2016-AR-2	Student Record Access / Disclosure Log
2016-AR-3	Procedures for Student Records
2016-AR-4	Notification of Rights Under FERPA
2016.1	Supplemental Discipline Records
2017	Graduation
2017-AR-1	Graduation / Commencement
2017-AR-2	Counseling for Senior Students
2017-AR-3	Early Graduation
2018	Student Discipline

2018-AR-1	Discipline in School
2018-AR-2	Report of Student Misconduct
2018.1	Weapons
2018.1-AR-1	Procedures for Weapons
2018.2	Terroristic Threats
2018.2-AR-1	Procedures for Terroristic Threats
2018.3	Consequences for Students Convicted / Adjudicated of Sexual Assault
2018.3-AR-1	Act 110 Verification
2019	Student Complaint Process
2019-AR-1	Procedures for Student Complaint Process
2019-AR-2	Student Complaint Form
2020	Student Expression / Distribution and Posting of Materials
2020-AR-1	Request to Post or Distribute Materials
2021	Dress and Grooming
2021-AR-1	Procedures for Dress and Grooming
2022	Tobacco and Vaping Products
2022-AR-1	Tobacco and Vaping Product Violation Parental Notification
2022-AR-2	Procedures for Tobacco and Vaping Products
2023	Awards and Scholarships
2024	Use of Medications
2024-AR-1	Guidelines for Use of Medications
2024-AR-2	Administration / Use of Medications Within School
2024-AR-3	Authorization for School Medication Administration
2024-AR-4	Medication Variance Report
2025	Withdraw from School
2026	Searches
2026-AR-1	Search / Seizure
2026-AR-2	Search / Seizure Incident Report
2027	Controlled Substances / Paraphernalia
2027-AR-1	Procedures for Controlled Substances / Paraphernalia
2028	Student Government
2028-AR-1	Procedures for Student Government
2029	Student Fundraising
2029-AR-1	Procedures for Student Fundraising
2029-AR-2	Student Fundraising Application Form
2029-AR-3	Student Fundraising Financial Report
2030	Public Performances by Students
2030-AR-1	Procedures for Public Performances by Students
2031	Social Events and Class Trips
2031-AR-1	Class Trip Parental Permission / Medical Information Form
2033	Suspension and Expulsion
2033-AR-1	Procedures for Suspension and Expulsion
2034	Class Rank
2034-AR-1	Procedures for Class Rank

2035	Surveys
2035-AR-1	Request to Preview Student Survey
2035-AR-2	Request to Opt Out of Student Survey
2036	Student Assistance Program
2036-AR-1	Procedures for Student Assistance Program
2036.1	Threat Assessment
2036.1-AR-1	Assessment Checklist
2036.1-AR-2	Individualized Management Plan and Re-Entry Process
2036.1-AR-3	Intake Form
2037	Electronic Devices
2037-AR-1	Procedures for Electronic Devices
2038	Assistive Technology
2038-AR-1	Procedures for Assistive Technology
2039	Disciplinary Exclusions and Hearings of Special Ed Students
2040	Disproportionality
2041	Dispute Resolution
2042	Extended School Year (ESY)
2043	Inclusion
2047	Hazing
2047-AR-1	Procedures for Hazing
2047-AR-2	Report Form for Complaints of Hazing
2047-AR-3	Notice of Complainant and/or Parents / Guardians of Complainant
2048	Least Restrictive Environment
2049	Bullying / Cyberbullying
2049-AR-1	Procedures for Bullying / Cyberbullying
2049-AR-2	Report Form for Complaints of Bullying / Cyberbullying
2049-AR-3	Notice to Complainant and/or Parents / Guardians of Complainant
2049-AR-4	Investigative Fact Sheet
2050	Student Recruitment
2050-AR-1	Procedures for Student Recruitment
2051	Students Experiencing Homelessness, Foster Care and Other Educational Instability
2051-AR-1	Procedures for Students Experiencing Homelessness, Foster Care and Other Educational Instability
2051-AR-2	Procedural Safeguards Notice of Denial of Enrollment Form
2051-AR-3	Enrollment Complaint Form
2052	Psychological Services
2053	Related Services
2054	Surrogate Parent
2055	Educational Stability for Children in Foster Care
2055-AR-1	Procedures for Educational Stability for Children in Foster Care
2056	Reporting and Records Retention / Discipline and Violence
2056-AR-1	Procedures for Reporting and Records Retention / Discipline and Violence
2057	Honorary Diploma for Deceased Student
2059	Pregnant Students

2059-AR-1	Pregnant / Parenting / Married Students
2060	Student Rights and Responsibilities
2060-AR-1	Loss / Damage / Replacement of School Materials
2061	Computer Monitoring
2061-AR-1	Request to Search Student's Email
2062	Student Records for Exceptional Students
2062-AR-1	Procedures for Student Records for Exceptional Students
2065	Title IX
2065-AR-1	Title IX Complaint Procedures
2066	Transgender and Gender Conforming Student
2066-AR-1	Official Name Change Form
2067	Dual Enrollment Agreements with Institutions of Higher Education
2068	Parent and Family Members Engagement Policy for Title I Requirements

3000 – Employees

3000	Code of Professional Practice and Conduct
3001	Creating a Position
3001-AR-1	Staffing Needs Assessment
3002	Employment of the Chief Executive Officer
3002-AR-1	Use of Consultant
3002-AR-2	Commissions
3003	Whistleblower Act
3003-AR-1	Whistle Blowing / No Retaliation
3004	Employment of Staff
3004-AR-1	Reference Check
3004-AR-2	Sample Rubric – Teacher Round 1
3004-AR-3	Personnel Action Form
3004.1	Employees on Leave from Other Public Schools
3005	Employment of Substitutes
3007	Student Teachers / Interns
3008	Authorizations to Make Administrative Decisions
3008-AR-1	Employee Resignations
3008-AR-2	Acceptance of Resignation
3009	Assignment and Transfer
3009-AR-1	Procedures for Assignment and Transfer
3009.1	Telework
3010	Cellular Telephone
3010-AR-1	Telephone Standards and Cellular Phone
3011	Reduction of Staff
3011-AR-1	Procedures for Reduction of Staff
3012	Evaluation of Chief Executive Officer
3012-AR-1	Performance Assessment of CEO
3012-AR-2	Performance Evaluation Forms

3013 Evaluation of Employees
3014 Physical Examination
3014-AR-1 School Personnel Health Record
3015 Disqualification by Reason of Health
3015-AR-1 Procedures for Disqualification by Reason of Health
3017 Conduct / Disciplinary Procedures
3017-AR-1 Employee Conduct Standards
3017-AR-2 Employee Disciplinary Procedures
3017.1 Educator Misconduct
3017.1-AR-1 Procedures for Educator Misconduct
3019 Outside Activities
3019-AR-1 Procedures for Outside Activities
3020 Freedom of Speech in Non-School Settings
3021 Political Activities
3021-AR-1 Procedures for Political Activities
3022 Gifts
3022-AR-1 Procedures for Gifts
3023 Tobacco and Vaping Products
3023-AR-1 Smoking, Drug & Substance Abuse
3024 Personnel Files
3024-AR-1 Personnel File Checklist
3025 Dress and Grooming
3025-AR-1 Procedures for Dress and Grooming
3025-AR-2 Unacceptable Attire for Employees
3026 Complaint Process
3026-AR-1 Making Complaints
3026-AR-2 Notice to Individuals Complaining of Improper Conduct, Unlawful Harassment or
Discrimination
3026-AR-3 Complaint Form
3026-AR-4 Investigation Fact Sheet
3028 Compensation / Salary
3028-AR-1 Compensation
3028-AR-2 Salary Election Options
3030 Overtime
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3031 Job Related Expenses
3031-AR-1 Job Related Travel Expenses
3032 Working Periods
3032-AR-1 Procedures for Working Periods
3033 Professional Development
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3034 Sick Leave
3034-AR-1 Sick Time
3035 Family and Medical Leaves

3035-AR-1 Procedures for Family and Medical Leaves
 3035-AR-2 FMLA Eligibility
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 3037-AR-1 Request for Uncompensated Leave of Absence Form
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 3040 Responsibility for Student Welfare
 3041 Employee Anti-Harassment and Anti-Discrimination
 3041-AR-1 Anti-Discrimination and Harassment
 3041-AR-2 Anti-Harassment / Discrimination / Bullying Complaint Form
 3042 Jury Duty
 3042-AR-1 Procedures for Jury Duty
 3043 Paid Holidays
 3043-AR-1 Holidays
 3044 Retirement
 3045 Workers’ Compensation Insurance
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 3046 Workers’ Compensation Transitional Return-to-Work
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4000 – Finances

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 4001-AR-1 Procedures for Budget Planning
 4001-AR-2 Needs Assessment
 4001-AR-3 Process for Contracts / Agreements / Proposals / Quotes / Subscriptions Placed on Board Agenda for Review and Approval
 4003 Comprehensive Fund Balance
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 4004 Budget Adoption
 4004-AR-1 General Fund Budget
 4005 Budget Preparation
 4005-AR-1 Fiscal Management Standards
 4005-AR-2 Annual Financial Report
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 4006 Budget Hearing
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4008	Bank Accounts
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4010-AR-1	Purchases Subject to Bid
4011	Purchases Budgeted
4011-AR-1	Purchasing Procedures
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4013	Cooperative Purchasing
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4015	Payroll Deductions
4015-AR-1	Procedures for Payroll Deductions
4015-AR-2	Tax Sheltered Annuities
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4021	Anti-Fraud
4022	Governmental Accounting Standards Board Statement 34
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4024	Taxable Fringe Benefits
4025	Credit Cards
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4025-AR-2	Cardholder Agreement
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5000	Capital Assets
5000-AR-1	Disposal of Books / Media Materials
5000-AR-2	Record of Capital Assets
5000-AR-3	Capital Asset Type and Useful Life Chart
5000-AR-4	Fixed Asset Addition Form
5000-AR-5	Fixed Asset Change Form
5000-AR-6	Disposal of Capital Assets
5000-AR-7	Valuation of Capital Assets
5000-AR-8	Books / Media Materials Disposal Form
5001	Facilities Planning
5001-AR-1	Procedures for Facilities Planning
5001-AR-2	New Construction
5001-AR-3	Alternate Use of Buildings / Space
5001-AR-4	Use of Facilities / Equipment by Staff
5002	Gifts and Donations
5002-AR-1	Procedures for Gifts / Grants / Donations
5002-AR-2	Intent to Give Gift / Grant / Donation Form
5004	Maintenance
5004-AR-1	Building Maintenance Inspection Report
5004-AR-2	Drinking Water
5005	Facilities and Workplace Safety
5005-AR-1	Safety
5005-AR-2	General Safety Rule
5005-AR-3	Hazardous / Unsafe Condition Reporting
5005-AR-4	Facility Safety and Security Inspection Report
5005-AR-5	Workplace Safety Committee
5005-AR-6	Emergency Preparedness, Required Drills and Assessments
5005-AR-7	Emergency Preparedness Information – Incident Command Post
5006	Property Records
5006-AR-1	Property / Inventory Records
5006-AR-2	Report of Equipment Incident
5009	Building Security
5009-AR-1	Building Access
5009-AR-2	Visitors Sign In Sheet
5010	Motor Vehicles
5010-AR-1	Use of School Vehicles
5010-AR-2	Vehicle Request Form and Guidelines
5010-AR-3	Drug Use and Alcohol Misuse Prevention – School Vehicle Drivers
5010-AR-4	Receipt of Drug / Alcohol Information
5010-AR-5	Reasonable Cause / Reasonable Suspicion
5010-AR-6	Acknowledgement of Reasonable Suspicion Training for Supervisors
5016	Integrated Pest Management
5016-AR-1	Procedures for Integrated Pest Management

- 5018 Service Animals in Schools
- 5018-AR-1 Procedures for Service Animals in Schools
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- 6000 Records Management
- 6000-AR-1 Procedures for Records Management
- 6000-AR-2 Litigation Hold
- 6000-AR-3 Exempted Records
- 6000-AR-4 Disclosure / Production of Certain Records
- 6001 Public Records
- 6001-AR-1 Records Retention Schedule
- 6002 Vision and Mission Statements
- 6003 School Calendar
- 6003-AR-1 Procedures for School Calendar
- 6004 School Day
- 6004-AR-1 Procedures for School Day
- 6004-AR-2 Changes in Daily Sessions
- 6005 Relations with Law Enforcement Agencies
- 6005.1 Emergency Preparedness and Response
- 6006 Child Abuse
- 6006-AR-1 Procedures for Child Abuse
- 6007 Opening Exercises / Flag Displays
- 6009 Electronic Signatures / Records
- 6011 Bonding
- 6011-AR-1 Procedures for Bonding
- 6012 Social Media and Networking Guidelines
- 6013 Insurance
- 6013-AR-1 Insurance Agent of Record
- 6013-AR-2 Property Insurance
- 6013-AR-3 Other Insurance
- 6014 Copyright Material
- 6014-AR-1 Copyright Procedures
- 6014-AR-2 Copyright Permission
- 6015 Acceptable Use and Internet Safety
- 6015-AR-1 User Agreement
- 6015-AR-2 Request to Access Web Resources Currently Blocked by School's Blocking / Filtering Software
- 6015-AR-3 Report Form for Complaints of Unsolicited Electronic Communication
- 6015-AR-4 Report Form for Inadvertent Website Access
- 6015-AR-5 Network Responsibilities and Implementation Plans
- 6015-AR-6 Letter for Non-Payment of Financial Obligation
- 6015-AR-7 Email Use

6016	Confidentiality and Privacy
6017	Disciplinary Exclusion Hearing
6018	Contracted Services Personnel
6019	Suicide Awareness, Prevention and Response
6019-AR-1	Suicide Crisis Response Guidelines
6019-AR-2	Safe2Say Something Procedures
6020	HIV Infection
6021	Student / Employee Immigration
6022	Automated External Defibrillator (AED) / Cardiopulmonary Resuscitation (CPR)
6022-AR-1	Use of Automated External Defibrillator (AED)
6022-AR-2	Responsibility for Automated External Defibrillator
6022-AR-3	Automated External Defibrillator Incident Report
6022-AR-4	Automated External Defibrillator Service Log
6023	Naloxone
6024	Maintaining Professional Adult / Student Boundaries
6025	Hearing Officer
6026	Intellectual Property Agreement
6026-AR-1	Procedures for Intellectual Property Agreement
6027	Conflict of Interest
6028	Fraud
6028-AR-1	Procedures for Fraud
6029	Sanitary Management
6029-AR-1	Indoor Air Quality
6029-AR-2	Indoor Air Quality – New / Renovated Facilities
6029-AR-3	Integrated Resource / Waste Management / Recycling
6030	Security of Computerized Personal Information / Breach Notification
6030-AR-1	Breach of Computerized Personal Information
6030.1	Data Governance – Storage / Security
6031	COVID-19 Environmental Cleaning and Disinfection
6032	Guidelines for Head Lice
6033	Electronic Data Storage

7000 – Community

7001	Public Relations Objectives
7002	Publications Programs
7003	Public Participation in Board Meetings
7004	Public Attendance at Charter School Events
7005	Municipal Government Relations
7006	Public Complaint Procedures
7007	Visitors
7007-AR-1	Procedures for Visitors
7007-AR-2	Inappropriate Behavior by Visitor Form
7008	Relations with Parents / Guardians

7008-AR-1	Procedures for Relations with Parents / Guardians
7009	Community Engagement
7011	News Media Relations
7011-AR-1	Procedures for News Media Relations
7012	Streaming Media
7012-AR-1	Purchase Request for Streaming Media
7013	Non-School Organizations / Groups / Individuals
7014	Coordination with PA Department of Education and Intermediate Unit(s)



Book	Policy Manual
Section	1000 Programs
Title	Comprehensive Planning / Annual Report
Code	1000
Status	Active
Adopted	September 11, 2018

Purpose

The Board of Trustees (Board) recognizes the importance of comprehensive planning in developing and guiding the Charter School's goals, educational programs and operations. Participation by educational stakeholders is a critical element of such planning.

The Board also recognizes the requirement for providing an Annual Report reflecting the Charter School's programs and operations, in order to facilitate review by the chartering school district(s) and the Pennsylvania Department of Education.

Authority

Comprehensive Planning

The CEO shall provide guidance in the Charter School's comprehensive planning process, and shall ensure active participation by Trustees, administrators, teachers, other Charter School personnel, students, parents/guardians and representatives from local businesses and the community.

As part of the comprehensive planning process, the Board directs that the Charter School develop and implement individual plans and components as required by law, regulations, and funding and program requirements.[\[1\]](#)

The Board directs that the goals and action plans developed through comprehensive planning shall be continuously monitored and reviewed to ensure students are achieving at high levels, and to ensure compliance with the Charter School application and written Charter.[\[2\]](#)[\[3\]](#)

Professional Education -

The Charter School shall, through the comprehensive planning process, develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the Charter School's administrative office, on the school's website, online library for a minimum of twenty-eight (28) days and at the public library.[\[1\]](#)[\[4\]](#)

Induction -

The Charter School shall, through the comprehensive planning process, develop and submit an induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the Charter School's administrative office on the school's website, online library and at the public library for a minimum of twenty-eight (28) days.[\[1\]](#)[\[5\]](#)

Student Services -

The Charter School shall, through the comprehensive planning process, develop and implement a written plan every six (6) years for providing a comprehensive and integrated K-12 program of student services, as required by law and regulations. Prior to approval by the Board, the student services plan shall be made available for public inspection and comment in the Charter School's administrative office on the school's website, online library and at the public library for a minimum of twenty-eight (28) days.[\[1\]\[6\]](#)

Annual Report

The Charter School shall develop and submit an Annual Report to the Pennsylvania Department of Education and local chartering school district(s) annually by August 1, in accordance with applicable laws and regulations, and in the form prescribed by the Department of Education.[\[7\]\[8\]](#)

Special Education -

The Annual Report shall include required information on students with disabilities served by the Charter School; the Charter School's services, programs and resources for students with disabilities, including services and programs provided by outside entities; staff training in special education; and an assurance that the Charter School is in compliance with applicable state and federal laws and regulations governing students with disabilities.[\[9\]\[10\]](#)

Delegation of Responsibility

The Chief Executive Officer shall be responsible for organizing the comprehensive planning process, ensuring participation in accordance with Board policy and submitting the required plans to the Department of Education. The Chief Executive Officer and Board of Trustees Chairperson shall verify and sign the comprehensive plan.

The Chief Executive Officer or designee shall be responsible for implementing the goals and action plans developed through comprehensive planning and providing written quarterly progress reports to the Board.

The Chief Executive Officer shall be responsible for compiling the Charter School's Annual Report and submitting the final document to the Department of Education and the local chartering school district(s). The Chief Executive Officer and Board of Trustees Chairperson shall verify and sign the Annual Report.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 22 PA Code 4.13](#)

[2. 24 P.S. 1719-A](#)

[3. 24 P.S. 1720-A](#)

[4. 22 PA Code 49.17](#)

[5. 22 PA Code 49.16](#)

[6. 22 PA Code 12.41](#)

[7. 24 P.S. 1728-A](#)

[8. 24 P.S. 1743-A](#)

[9. 22 PA Code 711.6](#)

[10. 24 P.S. 1732-A](#)



Book	Policy Manual
Section	1000 Programs
Title	Comprehensive Planning
Code	1000-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 6, 2022

Comprehensive planning is the process the school uses to evaluate current programs and services, envision the school's future and develop the necessary goals and actions needed to achieve that future.

The school will develop goals, action plans and strategies through the comprehensive planning process, which will be shared with the school community.

The school engages in the comprehensive planning process for school level and school level planning, where applicable, through the online comprehensive planning platform provided by the Pennsylvania Department of Education (PDE):

<https://sites.google.com/capitalareaieu.org/compplanning/>

Comprehensive Planning Cycle

Comprehensive planning focuses on a cycle of continuous improvement that is designed to engage all stakeholders in a school community to complete a series of steps that work toward improving student achievement and outcomes. PDE outlines these steps in their comprehensive planning guidance:

1. Set the direction – Set the direction for all stakeholders by establishing goals, setting targets to measure progress, and defining the purpose for a continuous improvement process.
2. Assess needs – Use data to assess school programs and practices; include input from all community stakeholders such as students, families, educators, administrators and the Board; recognize strengths, analyze the root causes of challenges and prioritize focus.
3. Create a plan – Based on the needs assessment and root cause analysis, create a prioritized set of strategies, performance measures and action plans with steps to achieve established milestones.
4. Implement the plan – Carry out the action plans with day-to-day work and decision-making, with stakeholders holding each other accountable.
5. Monitor the plan – Discuss progress regularly, identify challenges and possible solutions, and provide regular status reports among the groups responsible for implementing action plans and school leadership. Regularly collect data and report on progress to all stakeholders.
6. Adjust course – Analyze data from implementation to assess progress and adjust actions and steps as needed to continue progress on identified goals and strategies. Monitor adjustments to determine the impact on overall goals for improving student achievement and outcomes.

Comprehensive Planning Teams

The Board and administration will establish planning teams, including a school-level planning/steering committee, school planning teams and subcommittees for identified special areas such as professional education, special education, gifted education, student services and others, where necessary. Planning teams operate under the direction of the CEO or designee.

Planning teams will complete the following steps in the comprehensive planning process:

1. Needs assessment – Review multiple measures of data, including student demographic and achievement data, school programs and processes, educator data, survey information, supplemental school plans in special areas, such as special education, gifted education, professional education and induction or others, and data from the Future Ready PA Index.
2. Priorities – Identify areas of focus from the needs assessment that will be prioritized in the plan. Each priority will be developed into an action statement to address the identified challenge.
3. Goal setting – Establish specific, measurable goals for each identified priority. Goals should identify targeted progress for each of the three (3) years in the plan.
4. Strategies – Develop or select evidence-based strategies to implement each measurable goal. Strategies must be based on local resources and capacity to implement identified interventions. Strategies could include evidence-based programs, curriculum or practices promoted at the state or federal level, or developed locally. The same evidence-based strategy may be used for more than one (1) goal.
5. Action plans – Outline the specific steps required to prepare, implement and evaluate the strategy. Establish specific staff assignments and timelines for accountability. Action plan steps include steps for professional development and communication to the school community.
6. Review – Provide stakeholders with the opportunity to review the plan and each step to ensure nothing has been overlooked and to gain broader understanding prior to implementation.

Comprehensive Plan Implementation

The CEO or designee will develop monitoring and evaluation criteria to measure progress toward achieving the goals and action plans established for the school and school-level operations, programs and services identified through the comprehensive planning process.

School employees will be given specific directions for establishing daily priorities and identifying the data to be collected to assess the attainment of goals and action plans.

Administrative and instructional staff will be held accountable for working to achieve the goals and action plans directly related to their job responsibilities and for facilitating student achievement.

Human and financial resources will be allocated and included in the school's budget and in individual schools' budgets to provide the support needed to achieve the goals and action plans identified through the comprehensive planning process.

School-Level Plans

The school will develop and submit school-level plans when required by PDE for:

1. School improvement plans for schools identified as Comprehensive Support and Improvement (CSI) schools or Additional Targeted Support and Improvement (A-TSI) schools.
2. Title I School-Wide Program plans.



Book	Policy Manual
Section	1000 Programs
Title	Independent Study
Code	1001
Status	Active
Adopted	November 17, 2015
Last Revised	September 10, 2019

The Board will consider the approval of a course of independent study for properly-qualified students, as recommended by the CEO, so that such students shall demonstrate achievement of student learning outcomes as a result of participation in independent study and may extend the learning experience begun in the classroom.

Work-Study Program

The Board approves the concept of work-study programs which are planned by the administration and which allow students to participate in such programs in instances which provide opportunities for students to enhance and not impede their regular program of studies, and to a degree compatible with budget priorities and limitations.

All work-study employment by students shall be in strict conformance with federal and state standards and regulations.

In accordance with the above, the Board directs the administration to cooperate with and to seek the cooperation of local business and labor organizations in the development, implementation, and evaluation of approved work-study programs.

Student Volunteers

Students will be encouraged to volunteer for service both to the school and to the community in areas compatible with their interests and abilities, and to a degree which enhances rather than detracts from their program of studies.

Students who volunteer for school service will be selected upon the basis of interest and competency, and accepted by the school in areas where such service can be utilized to the benefit of the student and the school.

Students will be encouraged to volunteer for public service in areas compatible with their interests and competencies, and to a degree which abets rather than detracts from their program of studies.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book	Policy Manual
Section	1000 Programs
Title	Procedures for Independent Study
Code	1001-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

Guidelines

Students who have completed the tenth grade may apply for independent study in a particular academic discipline. The Principal and/or Director of Curriculum, Instruction & Assessment shall approve each course of independent study and shall designate the number of credits toward graduation to be awarded upon successful completion of each such course. Each such course of study must meet the requirements of applicable codes and regulations.

No student will be granted more than one Independent Study per school year, unless required by an Individualized Education Plan or a Gifted Individualized Education Plan.

The Independent Study shall:

1. Have learning objectives that differ from other courses that are currently offered by the school;
2. Be recorded on a student's transcripts;
3. Be graded as Pass/Fail;
4. Not be calculated in a student's GPA;
5. Be the duration of either one semester or a full year; and
6. Not contribute to fulfilling a year of credit for a graduation requirement (i.e. an independent study may not fulfill a graduation credit for math or any other subject).

Any outside adults involved in the Independent Study shall obtain and present to the School any criminal background and child abuse clearances required by law.



Book	Policy Manual
Section	1000 Programs
Title	Academic Standards
Code	1002
Status	Active
Adopted	March 10, 2015
Last Revised	September 11, 2018

Purpose

The Board of Trustees (Board) recognizes the importance of developing, assessing and expanding academic standards to challenge students to achieve at their highest possible level. To this end, the Charter School shall establish rigorous academic standards in accordance with, and may expand upon, those adopted by the State Board of Education.[\[1\]](#)[\[2\]](#)

Definition

Academic standards - shall be defined as what a student should know and be able to do at a specified grade level. For purposes of Board policy, the term academic standards shall be deemed to encompass Pennsylvania Core Standards, state academic standards and local academic standards.[\[3\]](#)

Authority

The Board shall approve academic standards for Charter School students to attain, in the following content areas:
[\[2\]](#)

1. English Language Arts.
2. Mathematics.
3. Science and Technology - to include reading in science and technology, and writing for science and technology.
4. Environment and Ecology.
5. Social Studies (history, geography, civics and government, economics) - to include reading in history and social studies, and writing for history and social studies.
6. Arts and Humanities.
7. Career Education and Work.
8. Health, Safety and Physical Education.
9. Family and Consumer Science.

Guidelines

The Charter School's curriculum shall be designed to provide students with the planned instruction needed to attain established academic standards.[\[2\]](#)

The Charter School shall assess individual student attainment of established academic standards.[\[2\]](#)

Students with disabilities may attain academic standards by completion of their Individualized Education Programs in accordance with their IEP.[\[2\]](#)[\[4\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 22 PA Code 4.11](#)

[2. 22 PA Code 4.12](#)

[3. 22 PA Code 4.3](#)

[4. 22 PA Code 711.2](#)

[24 P.S. 1719-A](#)

[24 P.S. 1720-A](#)

[22 PA Code 4.4](#)



Book	Policy Manual
Section	1000 Programs
Title	Procedures for Academic Standards
Code	1002-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

The Charter School’s curriculum shall be designed to provide students with the planned instruction needed to attain established academic standards.

The Charter School shall assess individual student attainment of established academic standards.

Students with disabilities may attain academic standards by completion of their Individualized Education Programs in accordance with their IEP.

**REPORT FORM FOR COMPLAINTS OF DISCRIMINATION/DISABILITY
HARASSMENT**

Complainant: _____
Home Address: _____
Phone Number: _____
Building: _____
Date of Alleged Incident(s): _____

Alleged discrimination was based on: _____

Name of person you believe violated the Charter School's nondiscrimination policy:

If the alleged discrimination was directed against another person, identify the other person:

Describe the incident(s) as clearly as possible, including any graphic, written, electronic, verbal or nonverbal acts (i.e., offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct. Attach additional pages if necessary: _____

When and where the alleged incident(s) occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date



Book	Policy Manual
Section	1000 Programs
Title	Nondiscrimination/Discriminatory Harassment - School and Classroom Practices
Code	1003
Status	Active
Adopted	March 10, 2015
Last Revised	January 12, 2021
Prior Revised Dates	January 15, 2019, January 14, 2020, September 8, 2020

Authority

The Board of Trustees (Board) shall provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the Charter School without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

The Charter School strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the Charter School and is prohibited on Charter School grounds, at school-sponsored activities and on any conveyance providing transportation to or from the Charter School or school-sponsored activity.

The Charter School shall provide to all students, without discrimination, admission/enrollment, course offerings, counseling, assistance, services, employment, extracurricular activities.

The Charter School shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from Charter School grounds, school activities or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student enrolled in this Charter School for sexual assault against another student enrolled in this Charter School, the Charter School shall comply with the disciplinary or placement requirements established by state law and Board policy.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the Charter School's legal and investigative obligations.

Retaliation

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Definitions

Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on their own behalf. [\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[24\]](#)

For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by the Charter School.

Sexual Harassment

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by the Charter School; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or
4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Curriculum, Instruction & Assessment as the Charter School's Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the Charter School's nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. Charter School Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Complaints - Monitor and provide technical assistance to building administrators or designees in processing complaints.

The building administrator or designee shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from a student, employee or third party:

1. If the building administrator is the subject of the complaint, refer the complainant to the Compliance Officer to carry out these responsibilities.
2. Inform the complainant about this policy including the right to an investigation of both oral and written complaints of discrimination.
3. Seek to obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18). Inform parents/guardians of the complainant that the complainant may be accompanied by a parent/guardian during all steps of the complaint procedure. When a parent/guardian requests confidentiality and will not consent to the alleged victim's participation in an investigation, explain that the Charter School shall take all reasonable steps to investigate and respond to the complaint consistent with that request for confidentiality as long as doing so does not preclude the Charter School from responding effectively to the discrimination and preventing discrimination of other students.
4. Provide relevant information on resources available in addition to the complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
5. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building administrator, another Charter School employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual. When a parent/guardian has requested confidentiality and will not consent to the alleged victim's participation in an investigation, the Compliance Officer shall provide the parent/guardian with a letter containing information related to the Charter School's legal obligations to conduct an investigation and address violations of this policy, and any other information appropriate to the specific complaint.
6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

- [1. 20 U.S.C. 1681 et seq](#)
- [2. 22 PA Code 12.1](#)
- [3. 22 PA Code 12.4](#)
- [4. 22 PA Code 4.4](#)
- [5. 22 PA Code 711.1 et seq](#)
- [6. 24 P.S. 1301](#)
- [7. 24 P.S. 1310](#)
- [8. 24 P.S. 1601-C et seq](#)
- [9. 24 P.S. 1715-A](#)
- [10. 24 P.S. 1723-A](#)
- [11. 24 P.S. 5004](#)
- [12. 29 U.S.C. 794](#)
- [13. 42 U.S.C. 12101 et seq](#)
- [14. 42 U.S.C. 1981 et seq](#)
- [15. 42 U.S.C. 2000d et seq](#)
- [16. 43 P.S. 951 et seq](#)
- [17. U.S. Const. Amend. XIV, Equal Protection Clause](#)
- [18. 29 CFR 1604.11](#)
- [19. 29 CFR 1606.8](#)
20. Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
21. Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)
- [22. Office for Civil Rights - Revised Harassment Guidance: Harassment of Students by School Employees, Other Students or Third Parties Title IX \(January 2001\)](#)
- [23. Office for Civil Rights - Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability \(Oct. 26, 2010\)](#)
- [24. Office for Civil Rights - Resources for Addressing Racial Harassment](#)
- [28 CFR Part 35](#)
- [28 CFR Part 41](#)
- [34 CFR Part 100](#)
- [34 CFR Part 104](#)
- [34 CFR Part 106](#)
- [34 CFR Part 110](#)

[1003-Attach.doc \(28 KB\)](#)[1003Attach-TemplateLetter.docx \(20 KB\)](#)

NOTE: THIS DOCUMENT SERVES AS A TEMPLATE ONLY AND HAS TO BE MODIFIED BY THE CHARTER SCHOOL PRIOR TO USE. THE DOCUMENT CANNOT BE USED IN ITS CURRENT FORM.

[CHARTER SCHOOL LETTERHEAD]

ADDRESSED TO: **Alleged Victims' Parents/Guardians**

RE: Complaint of discrimination made on **[DATE]** on behalf of **[STUDENT]**

Dear _____:

On **[DATE]** you met with **[NAME OF: PRINCIPAL, ADMINISTRATOR, COMPLIANCE OFFICER, DESIGNEE]** to discuss an alleged violation of **[CHARTER SCHOOL'S]** Policy No. 1003, prohibiting discrimination/discriminatory harassment in school and classroom practices. The allegations involved ***[VERY BRIEF DESCRIPTION OF INCIDENT OR GENERAL INCIDENTS WITHOUT NAMING NAMES, e.g. that a fellow student reported a teacher in the school inappropriately texted your child suggesting they have dinner together; that your student reported a classmate in their math class has been touching their thigh every day and talking about how cute they are, making them uncomfortable; that a custodian reported hearing an identified group of students use racial slurs against your child; that your child reported to you that a teacher criticized your family's religion as being terroristic, etc.].***

In this discussion, you stated that you wish to maintain confidentiality and do not consent to **[STUDENT'S]** participation in an investigation. Because the Charter School has a legal obligation to address potential violations of Policy 1003, the Charter School will conduct an investigation and maintain confidentiality to the extent this is consistent with the Charter School's obligations to address and prevent violations of this policy. Any violations of policy which may be uncovered through this investigation will be addressed. The **[CHARTER SCHOOL]** prohibits retaliation against any individual who has made a complaint, and alleged victims or individuals who participate in related investigations. If at any time you wish to withdraw your request for confidentiality and have your child participate in the investigation, please notify me immediately. If at any time your child believes there have been additional violations of Policy 1003, including any retaliatory behavior, please contact me at your earliest convenience to permit the Charter School to properly address such matters. This will be treated as a new complaint with a new opportunity to determine your child's participation.

Feel free to contact me with any questions. My contact information is:

Sincerely,

Compliance Officer

**REPORT FORM FOR COMPLAINTS OF
DISCRIMINATION/DISCRIMINATORY HARASSMENT**

Complainant: _____
Home Address: _____
Phone Number: _____
Building: _____
Date of Alleged Incident(s): _____

Alleged discrimination/discriminatory harassment was based on: _____

Name of person you believe violated the Charter School's discrimination/discriminatory harassment policy:

If the alleged discrimination/discriminatory harassment was directed against another person, identify the other person:

Describe the incident(s) as clearly as possible, including any graphic, written, electronic, verbal or nonverbal acts (i.e., offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct). Attach additional pages if necessary: _____

When and where the alleged incident(s) occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date

NOTE: THIS DOCUMENT SERVES AS A TEMPLATE ONLY AND HAS TO BE MODIFIED BY THE CHARTER SCHOOL PRIOR TO USE. THE DOCUMENT CANNOT BE USED IN ITS CURRENT FORM.

[CHARTER SCHOOL LETTERHEAD]

ADDRESSED TO: **Alleged Victims' Parents/Guardians**

RE: Complaint of discrimination made on **[DATE]** on behalf of **[STUDENT]**

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In this discussion, you stated that you wish to maintain confidentiality and do not consent to **[STUDENT'S]** participation in an investigation. Because the Charter School has a legal obligation to address potential violations of Policy 1003, the Charter School will conduct an investigation and maintain confidentiality to the extent this is consistent with the Charter School's obligations to address and prevent violations of this policy. Any violations of policy which may be uncovered through this investigation will be addressed. The **[CHARTER SCHOOL]** prohibits retaliation against any individual who has made a complaint, and alleged victims or individuals who participate in related investigations. If at any time you wish to withdraw your request for confidentiality and have your child participate in the investigation, please notify me immediately. If at any time your child believes there have been additional violations of Policy 1003, including any retaliatory behavior, please contact me at your earliest convenience to permit the Charter School to properly address such matters. This will be treated as a new complaint with a new opportunity to determine your child's participation.

Feel free to contact me with any questions. My contact information is:

Sincerely,

Compliance Officer



Book	Policy Manual
Section	1000 Programs
Title	Nondiscrimination in School and Classroom Practices
Code	1003-AR-1
Status	Active
Adopted	September 8, 2020

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes they have been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the Director of Curriculum, Instruction & Assessment. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Director of Curriculum, Instruction & Assessment.

A Charter School employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Director of Curriculum, Instruction & Assessment, as well as properly making any mandatory police or child protective services reports required by law.

If the Director of Curriculum, Instruction & Assessment is the subject of a complaint, the complainant shall report the incident directly to the CEO.

The complainant or reporting employee may be encouraged to use the Charter School’s report form, available from the Director of Curriculum, Instruction & Assessment, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

The Compliance Officer (Director of Curriculum, Instruction & Assessment) shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from Charter School property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be

informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the Charter School's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further Charter School action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – Charter School Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the Charter School shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The Charter School shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the Charter School or school program environment. Charter School staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative procedures, and state and federal laws.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, they may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Chief Executive Officer.
2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.



Book	Policy Manual
Section	1000 Programs
Title	Nondiscrimination - Qualified Students With Disabilities
Code	1003.1
Status	Active
Adopted	March 10, 2015
Last Revised	March 10, 2020
Prior Revised Dates	January 15, 2019

Authority

The Board of Trustees (Board) shall ensure that all Charter School programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

The Charter School shall provide to each qualified student with a disability enrolled in the Charter School, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective or preventative action be taken for substantiated allegations.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be maintained, consistent with the Charter School's legal and investigative obligations.

Retaliation

The Charter School shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

Definitions

Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the Charter School's educational programs, nonacademic services or extracurricular activities. [\[14\]](#)

Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians.[\[12\]](#)

Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in the Charter School, in transit to and from the Charter School, and in all programs and procedures, so that the student has equal access to the benefits of the Charter School's educational programs, nonacademic services, and extracurricular activities.

Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the Charter School's educational programs, nonacademic services, or extracurricular activities.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the Principal as the Charter School's Section 504 Coordinator.[\[15\]](#)

The Charter School shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the Charter School's website and in the student handbook. The Charter School shall take appropriate steps to notify parents/guardians of students applying to or enrolled in the Charter School of the Charter School's responsibilities under applicable law and regulations, and that the Charter School does not discriminate against qualified individuals with disabilities.[\[16\]](#)

Guidelines

Identification and Evaluation

The Charter School shall conduct an annual child find campaign to locate and identify every student with a disability, applying to or enrolled in the Charter School, thought to be eligible for Section 504 services and protections. The Charter School may combine this search with IDEA child find efforts, in order to not duplicate efforts.[\[16\]](#)

If a parent/guardian or the Charter School has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the Charter School shall provide the other party with written notice.[\[17\]](#)

The Charter School shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.[\[17\]](#)

The Charter School shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.[\[17\]](#)

The Charter School shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement

If a student is determined to be a qualified student with a disability, the Charter School shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.

The Charter School shall not implement a Service Agreement until the written agreement is executed by a representative of the Charter School and a parent/guardian.

The Charter School shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent.

Educational Programs/Nonacademic Services/Extracurricular Activities

The Charter School shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the Charter School determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.[\[18\]](#)

The Charter School shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, extracurricular activities, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.[\[18\]](#)[\[19\]](#)

Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.[\[20\]](#)

Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.[\[21\]](#)[\[22\]](#)

Discipline

When necessary, the Charter School shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[23\]](#)[\[24\]](#)[\[25\]](#)

The Chief Executive Officer or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Chief Executive Officer or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable.[\[23\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)

In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Chief Executive Officer or designee shall use the same criteria used for students who do not have a disability.[\[27\]](#)

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the Charter School, in consultation with the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.[\[28\]](#)

In accordance with state law, the Chief Executive Officer shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.[\[24\]](#)

PROCEDURAL SAFEGUARDS

The Charter School shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure.[\[20\]](#)

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.

If an impartial due process hearing is initiated by the Charter School or parents/guardians as part of the procedural safeguard process, the hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.[\[31\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

- [1. 22 PA Code 12.1](#)
- [2. 22 PA Code 12.4](#)
- [3. 22 PA Code 4.4](#)
- [4. 22 PA Code 711.2](#)
- [5. 22 PA Code 711.3](#)
- [6. 22 PA Code 711.45](#)
- [7. 24 P.S. 1723-A](#)
- [8. 24 P.S. 1732-A](#)
- [9. 28 CFR Part 35](#)
- [10. 28 CFR Part 36](#)
- [11. 29 U.S.C. 794](#)
- [12. 34 CFR Part 104](#)
- [13. 42 U.S.C. 12101 et seq](#)
- [14. 42 U.S.C. 12102](#)
- [15. 34 CFR 104.7](#)
- [16. 34 CFR 104.32](#)
- [17. 34 CFR 104.35](#)
- [18. 34 CFR 104.34](#)
- [19. 34 CFR 104.37](#)
- [20. 34 CFR 104.36](#)
- [21. 20 U.S.C. 1232g](#)
- [22. 34 CFR Part 99](#)
- [23. 22 PA Code 10.2](#)
- [24. 24 P.S. 1303-A](#)
- [25. 35 P.S. 780-102](#)
- [26. 22 PA Code 10.21](#)
- [27. 22 PA Code 10.22](#)
- [28. 22 PA Code 10.23](#)
- [29. 22 PA Code 10.25](#)
- [30. 24 P.S. 1302.1-A](#)
- [31. 22 PA Code 711.62](#)

[32. 18 Pa. C.S.A. 2709](#)

[24 P.S. 1744-A](#)

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**REPORT FORM FOR COMPLAINTS OF DISCRIMINATION/DISABILITY
HARASSMENT**

Complainant: _____
Home Address: _____
Phone Number: _____
Building: _____
Date of Alleged Incident(s): _____

Alleged discrimination was based on: _____

Name of person you believe violated the Charter School's nondiscrimination policy:

If the alleged discrimination was directed against another person, identify the other person:

Describe the incident(s) as clearly as possible, including any graphic, written, electronic, verbal or nonverbal acts (i.e., offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct. Attach additional pages if necessary: _____

When and where the alleged incident(s) occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date



Book	Policy Manual
Section	1000 Programs
Title	Procedures for Nondiscrimination - Qualified Students with Disabilities
Code	1003.1-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

Definitions

ADA - Americans With Disabilities Act of 1990.

Chapter 15 - Pennsylvania State Board of Education Regulation which implements the requirements of Section 504 of the Rehabilitation Act.

Section 504 - Section 504 of the Rehabilitation Act of 1973.

Disability - means, with respect to a student, a physical or mental impairment that substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment. The term "disability" must be construed broadly in favor of expansive coverage, to the maximum extent permitted by law.

Physical or Mental Impairment - any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; immune; circulatory; hemic and lymphatic; skin; and endocrine; or any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities. This includes but is not limited to contagious and noncontagious diseases and conditions such as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, dyslexia and other specific learning disabilities, Attention Deficit Hyperactivity Disorder, Human Immunodeficiency Virus (HIV) infection (whether symptomatic or asymptomatic), tuberculosis, drug addiction and alcoholism.

Substantially Limits - means that the student is unable to perform one or more major life activities that the average student of approximately the same age can perform or that the student is significantly restricted as to the condition, manner or duration under which a particular life activity is performed as compared to the average student of approximately the same age. The term "substantially limits" is not meant to be a demanding standard and must be construed broadly in favor of expansive coverage, to the maximum extent permitted by the terms of the ADA. An impairment that substantially limits one (1) major life activity does not need to limit other major life activities in order to be considered a substantially limiting impairment.

Record Of Such An Impairment - the student has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

Regarded As Having Such An Impairment - the student establishes that they have been subjected to an action prohibited under law because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. This shall not apply to impairments that are

transitory and minor. A **transitory impairment** is an impairment with an actual or expected duration of six (6) months or less.

Episodic Impairment - an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

Temporary Impairment - does not constitute a disability unless its severity is such that it results in a substantial limitation of one or more major life activities for an extended period of time. The determination of whether a temporary impairment is substantial enough to be a disability must be resolved on a case-by-case basis.

Major Bodily Function - a "major life activity" includes the operation of a major bodily function, such as the functions of the immune system, special sense organs and skin, normal cell growth, digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Major Life Activities - these include, but are not limited to, caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, writing, communicating, interacting with others and working. The term "major life activity" must not be interpreted strictly to create a demanding standard and must not be interpreted as only being those activities of central importance to daily life.

Predictable Assessments - these are impairments that in virtually all cases will result in a determination that an individual has an actual disability because they virtually always can be found to impose a substantial limitation on a major life activity. Such impairments include, for example, major depressive disorder, bipolar disorder, post-traumatic stress disorder, traumatic brain injury, obsessive compulsive disorder, schizophrenia, deafness, blindness, intellectual disability, partially or completely missing limbs, autism, cancer, cerebral palsy, diabetes, epilepsy, and HIV. With respect to these types of impairments, the necessary individualized assessment should be particularly simple and straightforward.

Mitigating Measures - includes but is not limited to the use of medications; medical supplies, equipment or appliances; low-vision devices; prosthetics (including limbs and devices); hearing aids and cochlear implants or other implantable hearing devices; mobility devices; oxygen therapy equipment and supplies; assistive technology; reasonable accommodations, auxiliary aids or services; or learned behavioral or adaptive neurological modifications.

Low-Vision Devices - devices that magnify, enhance, or otherwise augment a visual image.

Ordinary Eyeglasses or Contact Lenses - lenses that are intended to fully correct visual acuity or eliminate refractive error.

Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which will be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities.

Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, school nurses, psychologists, outside care providers and the student's parents/guardians.

Identification

A parent/guardian, teacher, or other knowledgeable person may submit a written request or a referral to the school's Section 504 building administrator, if they suspect a student should be identified as a qualified student with a disability or should no longer be identified as such.

If the request originates with the school, the school will provide the parent/guardian with written notice in the parent's/guardian's native language or mode of communication, unless it is clearly not feasible to do so.

If the request originates with the parent/guardian, the school will review the information submitted by the parent/guardian and respond within twenty-five (25) days of receipt of written request.

The school's response will be in the parent's/guardian's native language or mode of communication, unless it is clearly not feasible to do so, and will state whether or not the parent's/guardian's request is being granted or denied in whole or in part.

Evaluation

The Section 504 Team, as part of the preliminary evaluation, will draw upon, document, and carefully consider pertinent information from a variety of sources and factors, which may include student work samples; aptitude and achievement tests; teacher, parent/guardian, and physician recommendations; physical condition; social and cultural background; and adaptive behaviors.

The school may request and keep on file relevant and current medical information provided by the student's parent/guardian, physician, psychologist, psychiatrist, or other professional.

If the school requires a formalized evaluation, the school must obtain written consent from the parent/guardian. The school may use the procedural safeguards to override a parent's/guardian's denial of consent.

The school's eligibility analysis will take into account the following criteria:

Step 1 - Does the student have a physical or mental impairment?

If not, the analysis ends, the student is not a qualified student with a disability under Section 504.

If so, the Section 504 Team must specify the mental or physical impairment. If the impairment is related to current use of illegal drugs or alcohol, the student is not eligible for Section 504.

Step 2 - Does the impairment affect one or more of the student's major life activities such that the student is excluded or substantially limited in participation in any programs or activities of the school?

The Section 504 Team cannot consider the ameliorative effects of mitigating measures in determining whether a student has a physical or mental impairment that substantially limits a major life activity. The use of ordinary eyeglasses or contact lenses can be considered.

If no major life activity is affected by the physical or mental impairment, the analysis ends, the student is not a qualified student with a disability under Section 504.

If so, the Section 504 Team must document how the major life activity is affected.

Step 3 - Is the student substantially limited in the identified major life activity(ies)?

If the Team determines the student's impairment does not substantially limit the identified major life activity, the analysis ends, the student is not a qualified student with a disability under Section 504.

Step 4 - Is an aid, service, or accommodation needed as a result of the disability to enable a student to attend or participate in an educational program, nonacademic service or extracurricular activity in a manner consistent with attendance and participation of a student without a disability?

If the Section 504 Team answered "yes" to all four (4) eligibility questions, the student is a qualified student with a disability and is entitled to aids, services, and accommodations under Section 504.

Service Agreement

If the student is determined to be a qualified student with a disability, a written Section 504 Service Agreement will be developed and executed by the school and parent/guardian. The Service Agreement will describe the specific related aids, services, or accommodations the school will provide as well as the date the services will begin, the date the services will be discontinued, and, if appropriate, the procedures to be followed in the event of a medical emergency.

If the parent/guardian and the school cannot agree on the terms of the Service Agreement, either party may use the procedural safeguards specified in Board policy to resolve the dispute.

The school will provide a written copy of the Service Agreement to the parent/guardian.

The Section 504 Team will review the Service Agreement annually.

Placement*Residential Placement –*

Residential placement, including nonmedical care and room and board, must be provided by the school at no cost to the parent/guardian only if necessary to provide a free and appropriate public education (FAPE).

Private Placement –

If the school has made available a free appropriate public education, which conforms to the requirements of Section 504, but the parent/guardian chooses to place the student elsewhere, the school is not responsible for the student's educational expenses such as tuition incurred by the parent/guardian.

Under some circumstances, through use of dual enrollment in public and private schools provided for in 24 P.S. §5-502 or provision of auxiliary services required by 24 P.S. §9-972.1, a school may have the obligation to provide certain services to qualified students with disabilities who are attending private school. Specific circumstances must be reviewed to determine whether and in what manner such services are to be provided.

Transportation –

If the school places a student in a program not operated by the school, the school must assure that adequate transportation to and from the program is provided at no greater cost than the parent/guardian would have paid to transport the student to the school-operated program.

Counseling Services –

The school may not counsel students with disabilities toward more restrictive career objectives than students without disabilities with similar interests and abilities.

Physical Education And Athletics –

The school must provide equal opportunity for students with disabilities to participate in physical education courses and interscholastic, club, or intramural athletics without discrimination and to the maximum extent appropriate to the student's needs. The school may offer these activities separately for students with disabilities only if necessary.

Re-Evaluation

The school will re-evaluate qualified students with disabilities every three (3) years or more frequently if conditions or the student's Service Agreement warrant, or if the student's parent/guardian or school staff request a re-evaluation. Findings will be documented in writing. The school will update assessments as needed to ensure that eligibility and accommodation planning is based on information that defines the student's disability accurately and reflects the student's current needs.

If significant changes in eligibility, services or placement are proposed, the school will first evaluate current information and conduct additional evaluations as necessary to support such changes.



Book	Policy Manual
Section	1000 Programs
Title	Discrimination / Title IX Sexual Harassment Affecting Staff
Code	1004
Status	Active
Adopted	May 12, 2015
Last Revised	November 10, 2020
Last Reviewed	November 9, 2023
Prior Revised Dates	January 15, 2019, January 14, 2020

Authority

The Board of Trustees (Board) shall provide to all persons equal access to all categories of employment in this Charter School, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The Charter School shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

The Board encourages employees and third parties who believe they or others have been subject to discrimination to promptly report such incidents through the chain of command established within the school and the Employee Handbook.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective action taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

The Board declares it to be the policy of this Charter School to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the Charter School may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the Charter School's website.

The Board requires a notice stating that the Charter School does not discriminate in any manner, including as to Title IX sexual harassment, in any education program or activity. The notice is to be issued to all students, parents/guardians, employment applicants, employees and all unions and referenced in professional agreements with the Charter School, if applicable. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages employees and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the principal or building administrator. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

If the principal or immediate supervisor is the subject of a complaint, the complainant or the individual making the report shall direct the report of the incident to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented, and the procedures of this policy and the relevant attachments followed.

The principal or building administrator shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report, to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

Disciplinary Procedures when Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The Charter School shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

Administrative Leave –

When an employee, based on an individualized safety and risk analysis, poses an immediate threat to the health or safety of any student or other individual, the employee may be removed on an emergency basis.

An accused, non-student Charter School employee may be placed on administrative leave during the pendency of the grievance process for formal complaints, consistent with all rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and in accordance with state law and regulations, Board policy and an applicable individual contract.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report, and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments to this policy, and the Charter School's legal and investigative obligations.[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

Retaliation

The Board prohibits retaliation by the Charter School or any other person against any person for:[\[17\]](#)

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The Charter School, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if they believe retaliation has occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, genetic information, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related work performance, including when: [\[9\]](#)

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or
3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the Charter School investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. [\[16\]](#)[\[19\]](#)

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. [\[19\]](#)

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to: [\[19\]](#)

1. Counseling or Employee Assistance Program.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:[\[19\]](#)

1. A Charter School employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a Charter School education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. *Dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[\[20\]](#)
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
 - b. *Domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[\[20\]](#)
 - c. *Sexual assault* means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[\[21\]](#)
 - d. *Stalking*, pursuant to Title IX is stalking on the basis of sex; for example, when the stalker desires to date a victim. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to either:[\[20\]](#)
 - i. Fear for his or her safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a Charter School education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events or circumstances regarding which the Charter School exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a Charter School's education programs or activities, and whether such programs or activities occur on-campus or off-campus.[\[15\]](#)[\[16\]](#)[\[19\]](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Business Administrator as the Charter School's Compliance Officer and Title IX Coordinator. [\[22\]](#) The Business Administrator may be contacted at:

21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380
Phone: (484) 875-5400

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the Charter School's nondiscrimination procedures in the following areas, as appropriate:

1. Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions and essential job functions; recruitment materials and

practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.

2. Training - Provide training for supervisors and staff to prevent, identify and alleviate problems of employment discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the Charter School complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs, and community health resources including counseling resources.
4. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate for each specific role:

1. Definition of Title IX sexual harassment.
2. Scope of the Charter School's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the Charter School's website.

Disciplinary Consequences

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[23][24][25][26]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, genetic information, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 43 P.S. 336.3](#)

[2. 43 P.S. 951 et seq](#)

[3. 34 CFR Part 106](#)

[4. 20 U.S.C. 1681 et seq](#)

[5. 29 U.S.C. 206](#)

[6. 29 U.S.C. 621 et seq](#)

[7. 29 U.S.C. 794](#)

[8. 42 U.S.C. 1981 et seq](#)

[9. 42 U.S.C. 2000e et seq](#)

[10. 42 U.S.C. 2000ff et seq](#)

[11. 42 U.S.C. 12101 et seq](#)

[12. U.S. Const. Amend. XIV, Equal Protection Clause](#)

[13. 24 P.S. 1715-A](#)

[14. 20 U.S.C. 1232g](#)

[15. 34 CFR 106.44](#)

[16. 34 CFR 106.45](#)

[17. 34 CFR 106.71](#)

[18. 34 CFR Part 99](#)

[19. 34 CFR 106.30](#)

[20. 34 U.S.C. 12291](#)

[21. 20 U.S.C. 1092](#)

[22. 34 CFR 106.8](#)

[16 PA Code 44.1 et seq](#)

[18 Pa. C.S.A. 2709](#)

[28 CFR 35.140](#)

[28 CFR Part 41](#)

[29 CFR Parts 1600-1691](#)

[EEOC Enforcement Guidance on Harris v. Forklift Sys., Inc., November 9, 1993](#)

[EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 18, 1999](#)

[EEOC Policy Guidance on Current Issues of Sexual Harassment, March 19, 1990](#)

Burlington Industries, Inc. v. Ellerth, 524 U.S. 742 (1998)

Faragher v. City of Boca Raton, 524 U.S. 775 (1998)

[1004-Attach 1 Report Form.pdf \(295 KB\)](#)

[1004-Attach 2 Discrimination.docx \(41 KB\)](#)

[1004-Attach 3 Title IX.docx \(76 KB\)](#)

DISCRIMINATION COMPLAINT PROCEDURES

The Discrimination Complaint Procedures prescribed in this Attachment apply to reports of retaliation or discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability that do not constitute Title IX sexual harassment as defined in Policy 1004.

All reports of discrimination shall be reviewed by the Title IX Coordinator upon receipt to determine if the allegations meet the definition and parameters of sexual harassment under Title IX. If the result of this review determines that the allegations fall within the scope of Title IX sexual harassment, then the process set forth in Policy 1004 Attachment 3 for Title IX Sexual Harassment shall be followed.

[Note: if the same individual is assigned to the roles of Title IX Coordinator and Compliance Officer through Policy 1004, please revise the terminology in this Attachment 2 to reflect the position of Title IX Coordinator/Compliance Officer throughout.]

All reports of discrimination and retaliation brought pursuant to the Charter School's discrimination policy shall also be reviewed for conduct which may not be proven discriminatory under Policy 1004 but merits review and possible action under other Board of Trustees (Board) policies or the Code of Student Conduct for students. (Pol. 1003.1, 2018, 3017)

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual who has been reported to be the perpetrator of the alleged conduct.

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, genetic information, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in the policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or

put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related work performance, including when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or
3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

Retaliation shall mean actions including, but not limited to, intimidation, threats, coercion, or discrimination against a victim or other person because they report discrimination or harassment, participate in an investigation or other process addressing discrimination or harassment, or act in opposition to discriminatory practices.

Reasonable Accommodations

Throughout the discrimination complaint procedures, the Charter School shall make reasonable accommodations for identified physical and intellectual impairments that constitute disabilities for all parties, consistent with the requirements of federal and state laws and regulations and Board policy. (Pol. 1003.1, 1004, 1013, 7006)

Required Reporting Under Other Policies

In addition to implementing the disciplinary complaint procedures, the building principal, building administrator or Compliance Officer shall ensure that reported conduct which meets the definition of other laws, regulations or Board policies, is also appropriately addressed in accordance with the applicable laws, regulations or Board policies, including but not limited to, incidents under the Safe Schools Act, reports of educator misconduct, threats, or reports of suspected child abuse. (Pol. 2018, 3017.1, 6005.1, 6006, 6024)

Timeframes

Reasonably prompt timeframes shall be established for completing each step of the discrimination complaint procedures, including timeframes for filing and resolving appeals.

The established timeframes included in these procedures may be adjusted to allow for a temporary delay or a limited extension of time for good cause. Written notice of the delay or extension and the reason for such action shall be provided to the complainant and the respondent,

and documented with the records of the complaint. Good cause may include, but is not limited to, considerations such as:

1. The absence of a party or a witness.
2. Concurrent law enforcement activity.
3. Need for language assistance or accommodation of disabilities.

PROCEDURES FOR COMPLAINTS OF DISCRIMINATION

Step 1 – Reporting

An employee or individual who believes they have been subject to discrimination by any Charter School student, employee or third party is encouraged to immediately report the incident to the building principal or building administrator using the Discrimination/Sexual Harassment/Retaliation Report Form or by making a general report verbally or in writing to the building principal or building administrator. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

If a student is identified as a party in the report, parents/guardians have the right to act on behalf of the student at any time.

Any person with knowledge of discrimination in violation of Board policy or this procedure is encouraged to immediately report the matter to the building principal or building administrator.

The building principal or building administrator shall immediately notify the Title IX Coordinator and Compliance Officer of the reported discrimination.

If the building principal or building administrator is the subject of a complaint, the person making the report shall report the incident directly to the Title IX Coordinator and/or Compliance Officer.

The complainant or reporting individual shall be encouraged to use the Discrimination/Sexual Harassment/Retaliation Report Form, however, complaints shall be accepted in person, by telephone, by mail or email, or by any other means that results in the appropriate individual receiving the individual's verbal or written report. Verbal reports shall be documented using the Discrimination/Sexual Harassment/Retaliation Report Form, and these procedures shall be implemented.

The Title IX Coordinator shall review reports and complaints, and may gather additional information from the individual submitting the report and other parties identified in the report using the Discrimination/Sexual Harassment/Retaliation Report Form. The Title IX Coordinator

shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in this Attachment 2, or if the reported circumstances meet the definition and parameters of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other applicable Board policies.

If the Title IX Coordinator determines that the report should be addressed through the discrimination complaint procedures, the Compliance Officer shall be notified and the complaint procedures in this Attachment 2 implemented.

When a party is an identified student with a disability, or thought to be a student with a disability, the Title IX Coordinator shall notify the Director of Special Education and coordinate to determine whether additional steps must be taken for the party, while the discrimination complaint procedures are implemented. Such measures may include, but are not limited to, conducting a manifestation determination, functional behavioral assessment (FBA) or other assessment or evaluation, in accordance with applicable law, regulations or Board policy. FBAs must be conducted when a student's behavior interferes with the student's learning or the learning of others and information is necessary to provide appropriate educational programming, and when a student's behavior violates the Code of Student Conduct and is determined to be a manifestation of a student's disability. (Pol. 1013, 1013.1, 1013.2, 1013.3)

Step 2 – Initial Communications/Supports

The complainant shall be informed about the Board's policy on discrimination, including the right to an investigation of both verbal and written reports of discrimination.

The building principal, building administrator or designee, in consultation with the Compliance Officer, Title IX Coordinator and other appropriate individuals, shall promptly implement appropriate measures to protect the complainant and others as necessary from violation of the policy throughout the course of the investigation.

The building principal, building administrator or designee may provide to the complainant factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or respondent.

The building principal, building administrator or Compliance Officer shall provide relevant information on resources available in addition to the discrimination complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources, including counseling resources.

Informal Remedies -

At any time after a complaint has been reported, if the Compliance Officer believes the circumstances are appropriate, the Compliance Officer may offer the parties involved in the complaint the opportunity to participate in informal remedies to address the reported conduct. Informal remedies can take many forms, depending on the particular case. Examples include, but are not limited to, mediation, facilitated discussions between the parties, acknowledgment of responsibility by a respondent, apologies, a requirement to engage in specific services such as an Employee Assistance Program, or other measures to support the parties.

If the matter is resolved to the satisfaction of the parties, the Charter School employee facilitating the informal remedies shall document the nature of the complaint and the proposed resolution of the matter, have both parties sign the documentation to indicate agreement with the resolution and receive a copy, and forward it to the Compliance Officer.

The Compliance Officer shall contact the complainant to determine if the resolution was effective and to monitor the agreed upon remedies, and shall document all appropriate actions.

*If the informal remedies result in the final resolution of the complaint, the following steps are not applicable.

Step 3 – Investigation

The Compliance Officer shall assess whether the investigation should be conducted by the building principal, building administrator another Charter School employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.

The Compliance Officer shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination and retaliation issues and Board policy, and how to conduct investigations and draft an investigative report.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records or evidence may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the respondent may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from Charter School property, Charter School-sponsored activities or Charter School conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the respondent, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians, if applicable, and witnesses shall be informed of the prohibition against

retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a delay in fulfilling the Charter School's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation, and the reason for such delay shall be documented by the investigator.

Step 4 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer within

{ } twenty (20) school days

{ } thirty (30) school days

{ } _____ school days

of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The investigative report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated Board Policy 1004 and of any other violations of law or Board policy which may warrant further Charter School action, and a recommended disposition of the complaint. An investigation into discrimination or harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of Board policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the respondent shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written investigative report, to the extent authorized by

the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The respondent shall not be notified of the individual remedies offered or provided to the complainant.

Step 5 – Charter School Action

If the investigation results in a finding that some or all of the allegations of the discrimination complaint are founded and constitute a violation of Board policy, the Charter School shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The Charter School shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the Charter School education program or activity. Charter School staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of Policy 1004 or these procedures, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary. (Pol. 1013.3, 2018, 2033, 3017)

Disciplinary actions shall be consistent with Board policies and administrative procedures, the Code of Student Conduct for students, Charter School rules, applicable collective bargaining agreements, and state and federal laws and regulations. (Pol. 1003, 1004, 1013.3, 2018, 2033, 3017, 3017.1)

Appeal Procedure

If the complainant or the respondent is not satisfied with a finding made pursuant to these procedures or with recommended corrective action, they may submit a written appeal to the Compliance Officer within fifteen (15) school days of receiving notification of the outcome of the investigation. If the Compliance Officer investigated the complaint, such appeal shall be made to the Chief Executive Officer.

The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

The person handling the appeal shall prepare a written response to the appeal within

{ } five (5) school days.

{ } ten (10) school days.

{ } twenty (20) school days.

{ } _____ school days.

Copies of the response shall be provided to the complainant, the respondent and the investigator who conducted the initial investigation.

**TITLE IX SEXUAL HARASSMENT PROCEDURES AND
GRIEVANCE PROCESS FOR FORMAL COMPLAINTS**

The Title IX sexual harassment procedures and grievance process for formal complaints prescribed in this attachment apply only when a report includes allegations of sexual harassment subject to Title IX regulations. (34 CFR 106.44, 106.45)

All other reports or complaints of discrimination or retaliation shall follow the complaint procedures established in Policy 1004 Attachment 2 regarding discrimination.

[Note: a live hearing process is not required for the grievance process for formal complaints in the K-12 setting. Language on a live hearing process is not included in these procedures, but the Charter School may add language in consultation with the school solicitor.]

Definitions

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the Charter School’s Title IX Coordinator or any Charter School official who has the authority to institute corrective measures on behalf of the Charter School, or to any employee of an elementary or secondary school, other than the respondent.

Exculpatory evidence means evidence tending to exonerate the accused or helps to establish their innocence.

Inculpatory evidence means evidence tending to incriminate the accused or indicate their guilt.

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the Charter School investigate the allegation. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator the complainant or other party during the grievance process. The phrase “**document filed by a complainant**” refers to a document or electronic submission that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Retaliation shall mean actions including, but not limited to, intimidation, threats, coercion, or discrimination against a victim or other person because they report conduct that may constitute discrimination or harassment, including Title IX sexual harassment, in accordance with Board of Trustees (Board) policy and procedures, participate in an investigation or other process addressing discrimination or Title IX sexual harassment, or act in opposition to discriminatory practices.

The following actions shall not constitute retaliation:

1. An individual exercising free speech under the rights protected by the First Amendment.

2. The assignment of consequences consistent with Board policy when an individual knowingly makes a materially false statement in bad faith in an investigation. The fact that the charges of discrimination were unfounded or unsubstantiated shall not be the sole reason to conclude that any party made a materially false statement in bad faith.

Supportive measures mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Supportive measures shall be designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:

1. Counseling or Employee Assistance Program.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A Charter School employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a Charter School education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. **Dating Violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
 - 1) Length of relationship.
 - 2) Type of relationship.
 - 3) Frequency of interaction between the persons involved in the relationship.
 - b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - c. **Sexual assault** means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to either:
 - 1) Fear for their safety or the safety of others.
 - 2) Suffer substantial emotional distress.

Such conduct must have taken place during a Charter School education program or activity and against a person in the United States to qualify as sexual harassment subject to Title IX regulations. An **education program or activity** includes the locations, events or circumstances over which the Charter School exercises substantial control over both the respondent and the context in which the harassment occurs.

TITLE IX SEXUAL HARASSMENT PROCEDURES

General Response – (with or without a formal complaint)

Any person, whether the alleged victim or not, may report Title IX sexual harassment using the Discrimination/Sexual Harassment/Retaliation Report Form or by making a general report verbally or in writing to the building principal or building administrator, or by using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Upon receipt of a report, Charter School staff shall immediately notify the building principal or building administrator.

A report may be made at any time, including during nonbusiness hours. Verbal reports shall be documented by the Title IX Coordinator or employee receiving the report using the Discrimination/Sexual Harassment/Retaliation Report Form, and these procedures shall be implemented appropriately.

Charter School staff who become aware of harassment or other discrimination affecting a staff member shall promptly report it to the building principal or building administrator.

If a student is identified as a party in the report, parents/guardians have the right to act on behalf of the student at any time.

When the Charter School has actual knowledge of Title IX sexual harassment, the Charter School is required to respond promptly and in a manner that is not deliberately indifferent, meaning not clearly unreasonable in light of the known circumstances.

All sexual harassment reports and complaints received by the building principal or building administrator shall be promptly directed to the Title IX Coordinator, in accordance with Board policy. The Title IX Coordinator shall use the Discrimination/Sexual Harassment/Retaliation Report Form to gather additional information from the reporter and/or other parties identified in the report, to determine if the allegations meet the definition and parameters for Title IX sexual harassment.

The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall initially assess whether the reported conduct:

1. Meets the definition of Title IX sexual harassment.
2. Occurred in a Charter School program or activity under the control of the Charter School and against a person in the United States.

3. Involves other Board policies or the Code of Student Conduct.
4. Indicates, based on an individualized safety and risk analysis, that there is an immediate threat to the physical health or safety of an individual.
5. Involves a student identified as a student with a disability under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act. (Pol. 1003.1, 1013)

If the result of this initial assessment determines that none of the allegations fall within the scope of Title IX sexual harassment, but the matter merits review and possible action under other Board policies, the Code of Student Conduct or Attachment 2 addressing Discrimination Complaints, then the Title IX Coordinator shall redirect the report to the appropriate administrator to address the allegations. (Pol. 1003, 1003.1, 1013.3, 2018, 3017, 3017.1)

If the result of the initial assessment determines that the allegations may constitute Title IX sexual harassment, the Title IX Coordinator shall promptly explain to the complainant the process for filing a formal complaint and inform the complainant of the continued availability of supportive measures with or without the filing of a formal complaint.

The Title IX Coordinator shall also determine what supportive measures may be offered to the respondent.

If any party is an identified student with a disability, or thought to be disabled, the Title IX Coordinator shall contact the Director of Special Education to coordinate the required actions in accordance with Board policy. (Pol. 1013, 1013.1, 1013.2, 1013.3)

Confidentiality regarding the supportive measures offered and the identity of the following individuals shall be maintained, except as may be permitted by law or regulations relating to the conduct of any investigation: (20 U.S.C. Sec. 1232g; 34 CFR Parts 99, 106; Pol. 1013.4, 2016, 3024)

1. Individuals making a report or formal complaint.
2. Complainant(s).
3. Respondent(s).
4. Witnesses.

The Charter School shall treat complainants and respondents equitably by:

1. Offering supportive measures to the complainant and may offer such measures to the respondent.
2. Following the grievance process for formal complaints before imposing disciplinary sanctions or other actions that are not supportive measures on the respondent.

Supportive Measures -

All supportive measures provided by the Charter School shall remain confidential, to the extent that maintaining such confidentiality would not impair the ability of the Charter School to provide the supportive measures. (34 CFR 106.44)

When a party is an identified student with a disability, or thought to be a student with a disability, the Title IX Coordinator shall notify the Director of Special Education and coordinate to determine whether additional steps must be taken as supportive measures for the party while the Title IX procedures are implemented. Such measures may include, but are not limited to, conducting a manifestation determination, functional behavioral assessment (FBA) or other assessment or evaluation, in accordance with applicable law, regulations or Board policy. FBAs must be conducted when a student's behavior interferes with the student's learning or the learning of others and information is necessary to provide appropriate educational programming, and when a student's behavior violates the Code of Student Conduct and is determined to be a manifestation of a student's disability. (Pol. 1013, 1013.1, 1013.2, 1013.3)

Reasonable Accommodations –

Throughout the Title IX sexual harassment procedures, the Charter School shall make reasonable accommodations for identified physical and intellectual impairments that constitute disabilities for any party, consistent with the requirements of federal and state laws and regulations and Board policy. (Pol. 1003.1, 1004, 1013, 7006)

Employee Disciplinary Procedures When Reports Allege Title IX Sexual Harassment -

When reports allege Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints. The Charter School shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

Administrative Leave –

When an employee, based on an individualized safety and risk analysis, poses an immediate threat to the health or safety of any student or other individual, the employee may be removed on an emergency basis.

An accused, nonstudent Charter School employee may be placed on administrative leave during the pendency of the grievance process for formal complaints, consistent with all rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and in accordance with state law and regulations, Board policy and an applicable collective bargaining agreement or individual contract.

Required Reporting Under Other Policies -

In addition to implementing the Title IX sexual harassment procedures, the Title IX Coordinator shall ensure that reported conduct which meets the definition of other laws, regulations or Board policies, is also appropriately addressed in accordance with the applicable laws, regulations or Board policies, including but not limited to, incidents under the Safe Schools Act, reports of educator misconduct, threats, or reports of suspected child abuse. (Pol. 3017.1, 6005.1, 6006, 6024)

Timeframes

Reasonably prompt timeframes shall be established for the conclusion of the grievance process for formal complaints, including timeframes for the informal resolution process and timeframes for filing and resolving appeals.

The established timeframes included in these procedures may be adjusted to allow for a temporary delay or a limited extension of time for good cause. Written notice of the delay or extension and the reason for such action shall be provided to the complainant and the respondent, and documented with the records of the complaint. Good cause may include, but is not limited to, considerations such as:

1. The absence of a party, a party's advisor or a witness.
2. Concurrent law enforcement activity.
3. Need for language assistance or accommodation of disabilities.

Redirection or Dismissal of Title IX Formal Complaints

Formal complaints may be dismissed, if at any time during the investigation or written determination steps described below:

1. A complainant provides written notification of withdrawal of any allegations or of the formal complaint.
2. The respondent is no longer enrolled or employed by the Charter School in a Charter School program or activity.
3. Specific circumstances prevent the Charter School from gathering evidence sufficient to reach a determination as to the formal complaint or allegations.

Only alleged conduct that occurred in the Charter School's education program or activity, and against a person in the United States, may qualify as Title IX sexual harassment within the Charter School's jurisdiction. If it is determined during the investigation or written determination steps below that none of the allegations, if true, would meet the definition and parameters of Title IX sexual harassment within the Charter School's jurisdiction, the Title IX Coordinator

shall dismiss the formal complaint under Title IX. If the matter merits review and possible action under other Board policies, the Code of Student Conduct or Attachment 2 addressing Discrimination Complaints, then the Title IX Coordinator shall redirect the report to the appropriate administrator to address the allegations.

Written notification shall be promptly issued to the parties simultaneously of any allegations found not to qualify or that are dismissed in compliance with Title IX. Written notification shall state whether the allegations will continue to be addressed pursuant to other Board policies, the Code of Student Conduct or Attachment 2 addressing Discrimination Complaints.

A dismissal may be appealed via the appeal procedures set forth in this Attachment.

Consolidation of Title IX Formal Complaints

The Charter School may consolidate formal complaints against more than one (1) respondent, or by more than one (1) complainant against one or more respondents, or by one (1) individual against another individual, where the allegations of sexual harassment arise out of the same facts or circumstances.

GRIEVANCE PROCESS FOR FORMAL COMPLAINTS

Step 1 – Formal Complaint

The Charter School is required to initiate the grievance process for formal complaints when a complainant files a formal complaint. The Title IX Coordinator is also authorized to initiate this process despite a complainant's wishes when actions limited to supportive measures are not a sufficient response to alleged behavior, or when a formal complaint process is necessary to investigate and address the situation adequately. For example, if disciplinary action would be warranted if allegations are true, if the respondent is a supervisor, or if further investigation is needed to assess the extent of the behavior and impact on others, it may be clearly unreasonable not to initiate the formal complaint process. Only the Title IX Coordinator is authorized to initiate the formal complaint process despite a complainant's wishes, but the Title IX Coordinator may consult with the school solicitor and other Charter School officials in making this decision.

The complainant or the Title IX Coordinator shall use the designated section of the Discrimination/Sexual Harassment/Retaliation Report Form to file or sign a formal complaint.

The Title IX Coordinator shall assess whether the investigation should be conducted by the building principal, building administrator, another Charter School employee, the Title IX Coordinator or an attorney and shall promptly assign the investigation to that individual.

The Title IX Coordinator, investigator, decision-maker, or any individual designated to facilitate the informal resolution process, each must have completed the required training for such roles as designated in Board policy and shall not have a conflict of interest or bias for or against an individual complainant or respondent, or for or against complainants or respondents in general.

The respondent shall be presumed not responsible for the alleged conduct until a written determination regarding responsibility has been made at the conclusion of the grievance process for formal complaints.

Notice Requirements -

Upon receipt of a formal complaint, or when the Title IX Coordinator signs a formal complaint to initiate the grievance process for formal complaints, the Title IX Coordinator shall provide written notice to all known parties, and the parents/guardians of known parties, if applicable, providing the following information:

1. Notice of the Charter School's grievance process for formal complaints and any informal resolution process that may be available.
2. Notice of the allegations potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
 - a. The identity of the parties involved, if known.
 - b. The conduct allegedly constituting sexual harassment.
 - c. The date and location of the alleged incident(s), if known.
3. A statement that a written determination regarding responsibility shall be made at the conclusion of the grievance process for formal complaints and, until that time, the respondent is presumed not responsible for the alleged conduct.
4. Notice that parties may have an advisor of their choice, who may be, but is not required to be, an attorney. The advisor may inspect and review evidence.
5. Notice that Board policy and the Charter School's Code of Student Conduct prohibits knowingly making false statements or knowingly submitting false information to Charter School officials in connection with reports of misconduct or discrimination complaints.
6. Notice to all known parties of any additional allegations that the Charter School decides to investigate during the course of the investigation.

Step 2 – Informal Resolution Process

[Note: The informal resolution process cannot be offered or used to facilitate a resolution for any formal complaint where the allegations state that an employee sexually harassed a student.]

At any time after a formal complaint has been filed, but prior to reaching a determination of responsibility, if the Title IX Coordinator believes the circumstances are appropriate, the Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process, which does not involve a full investigation and adjudication of the Title IX sexual harassment complaint.

The Charter School may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal Title IX sexual harassment complaints. Similarly, a Charter School may not require the parties to participate in an informal resolution process.

Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, mediation, facilitated discussions between the parties, acknowledgment of responsibility by a respondent, apologies, a requirement to engage in specific services such as an Employee Assistance Program, or supportive measures.

When offering an informal resolution process, the Title IX Coordinator shall:

1. Provide the parties a written notice disclosing the following:
 - a. The allegations.
 - b. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process for formal complaints.
 - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtain the parties' voluntary, written consent to the informal resolution process. As part of the consent process, all parties shall be informed of the rights being waived by agreeing to the informal resolution process, and shall acknowledge such agreement in writing.
3. The informal resolution process shall be conducted within
 - { } five (5) school days
 - { } ten (10) school days

{ } twenty (20) school days

{ } _____ school days

of the parties' signed agreement for the informal resolution process.

If the matter is resolved to the satisfaction of the parties, the Charter School employee facilitating the informal resolution process shall document the nature of the complaint and the proposed resolution of the matter, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within

{ } ten (10) school days

{ } twenty (20) school days

{ } _____ school days

after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution was effective and to monitor the agreed upon remedies. The Title IX Coordinator shall document the informal resolution process, responses from all parties, and an explanation of why the Charter School's response was not deliberately indifferent to the reported complaint of sexual harassment.

***If Step 2 Informal Resolution Process results in the final resolution of the complaint, the following steps are not applicable.**

Step 3 – Investigation

The designated investigator, if other than the Title IX Coordinator, shall work with the Title IX Coordinator to assess the scope of the investigation, who needs to be interviewed and what records or evidence may be relevant to the investigation. The investigation stage shall be concluded within

{ } twenty (20) school days.

{ } thirty (30) school days.

{ } _____ school days.

When investigating a formal complaint, the investigator shall:

1. Bear the burden of proof and gather evidence and conduct interviews sufficient to reach a written determination. During the process of gathering evidence, unless the Charter School obtains the voluntary, written consent of the party, or the party's parent/guardian when legally required, the Charter School cannot access, consider, disclose or otherwise use a party's records which are protected by legal privilege, such as those records made or

maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with providing treatment to the party. (For students - Pol. 1013.4, 2007, 2009, 2016; Safe2Say Something Procedures)

2. Objectively evaluate all available evidence, including inculpatory and exculpatory evidence.
3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

{ } However the Charter School may request a nondisclosure agreement be signed by the parties and their advisor(s), if any, stating that they will not disseminate or disclose evidence and documents exchanged in the investigation.

5. Provide the parties with the same opportunities to have others present during any interview or other meeting, including an advisor of the party's choice. The Charter School may establish restrictions, applicable to both parties, regarding the extent to which the advisor may participate.
6. Provide written notice to any party whose participation is invited or expected during the investigation process with the following information, in sufficient time for the party to prepare to participate:
 - a. Date.
 - b. Time.
 - c. Location.
 - d. Participants.
 - e. Purpose of all investigative interviews or other meetings.
7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations, including evidence the Charter School does not intend to rely on to reach a determination regarding responsibility and any inculpatory and exculpatory evidence, whether obtained from a party or other source.

If at any point the investigation expands to include additional allegations that were not included in the initial notice provided upon initiation of the grievance process for formal complaints, the investigator shall alert the Title IX Coordinator. The Title IX Coordinator shall provide written notice of the new allegations to the known parties.

Prior to the completion of the investigative report, the investigator shall:

1. Send to each party and the party's advisor, if any, the evidence subject to inspection and review in electronic or hard copy format.
2. Provide the parties at least ten (10) school days following receipt of the evidence to submit a written response.
3. Consider the written response prior to drafting the investigative report.

The investigator shall draft an investigative report that fairly summarizes relevant evidence and shall provide the investigative report to all parties and to the designated decision-maker.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Title IX Coordinator, who shall promptly inform law enforcement authorities about the allegations and make any additional required reports, in accordance with law, regulations and Board policy. (Pol. 2018, 3017.1, 6005.1, 6006)

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to request for a delay in fulfilling the Charter School's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation and the reason for such delay shall be documented by the investigator.

In the course of an investigation, it is possible that conduct other than, or in addition to, Title IX sexual harassment may be identified as part of the same incident or set of circumstances. The fact that there may be Title IX sexual harassment involved does not preclude the Charter School from addressing other identified violations of Board policy or the Code of Student Conduct. If such other conduct is being investigated and addressed together with Title IX sexual harassment as part of the Title IX grievance process for formal complaints, disciplinary action normally should not be imposed until the completion of the Title IX grievance process for formal complaints; however, an employee may be placed on administrative leave in accordance with the provisions of this Attachment. A decision whether and when to take disciplinary action should be made in consultation with the school solicitor.

Step 4 – Written Determination and Charter School Action

Designation of Decision-Maker -

To avoid any conflict of interest or bias, the decision-maker cannot be the same person as the Title IX Coordinator or the investigator. The responsibility as the decision-maker for complaints of Title IX sexual harassment shall generally be designated to the

{ } building principal or building administrator.

{ } Chief Executive Officer.

{ } Director of Student Services.

{ } _____ Other.

If the _____ has a conflict of interest or is a party in the formal complaint process, they shall disclose the conflict and the Title IX Coordinator shall designate another individual to serve as the decision-maker.

Written Determination Submissions -

A written determination of responsibility (written determination) must not be finalized less than ten (10) days after the investigator completes the investigative report and provides it to all parties. Before the decision-maker reaches a determination regarding responsibility, the decision-maker shall afford each party the opportunity to submit written, relevant questions that a party wants to be asked of any party or witness, shall provide each party with the answers, and shall allow for additional, limited follow-up questions from each party.

Relevant questions for a party or witness must be submitted by each party within

{ } three (3) school days

{ } five (5) school days

{ } _____ school days

following receipt of the investigative report. Follow-up questions must be submitted by each party within

{ } three (3) school days

{ } five (5) school days

{ } _____ school days

of being provided the answers to the initial questions.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as part of the follow-up questions and responses, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

The decision-maker shall explain to the party proposing the questions about any decision to exclude a question as not relevant.

Written Determination -

The decision-maker must issue a written determination for the conduct alleged in formal complaints. To reach this determination, the decision-maker shall apply the preponderance of the evidence standard, meaning that the party bearing the burden of proof must present evidence which is more credible and convincing than that presented by the other party or which shows that the fact to be proven is more probable than not.

{ } *[Note: Charter Schools may consult with their school solicitor and decide to use the “clear and convincing evidence” standard, as permitted by the federal regulations, in place of the “preponderance of the evidence” standard. However, the legal disadvantages of this should be carefully considered with the school solicitor.]* the clear and convincing evidence standard, meaning that the party bearing the burden of proof must show that the truth of the allegations is highly probable.

In considering evidence, the decision-maker shall ensure credibility determinations are not based on an individual’s status as a complainant, respondent or witness.

After considering all relevant evidence, the decision-maker shall issue a written determination that includes:

1. Identification of the allegations potentially constituting Title IX sexual harassment.
2. A description of the procedural steps taken from the receipt or signing of the formal complaint through the written determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence.
3. Findings of fact supporting the determination.
4. Conclusions regarding the application of the Charter School’s Board policies or Code of Student Conduct to the facts.
5. A statement of, and rationale for, the result as to each allegation, including:
 - a. Determination regarding responsibility.
 - b. Disciplinary sanctions.
 - c. Remedies designed to restore or preserve equal access to the Charter School’s education program or activity that will be provided by the Charter School to the complainant. Such remedies may be punitive or disciplinary and need not avoid burdening the respondent.

6. The procedures, deadline and permissible bases for the complainant and respondent to appeal.

The written determination shall be provided to the parties simultaneously. The determination becomes final either:

1. On the date that the Charter School provides the parties with the written decision of the result of the appeal, if an appeal is filed;
2. Or, if an appeal is not filed, on the date on which an appeal would no longer be considered timely, in accordance with the timeframe established for appeals in this Attachment.

The Title IX Coordinator shall be responsible to ensure that any remedies are implemented by the appropriate Charter School officials and for following up as needed to assess the effectiveness of such remedies. Disciplinary actions shall be consistent with Board policies and administrative procedures, the Code of Student Conduct, Charter School rules, applicable collective bargaining agreements, and state and federal laws and regulations, including specific requirements and provisions for students with disabilities. (Pol. 1013.3, 2018, 2033, 3017, 3017.1)

Appeal Process

Charter Schools must offer both parties the right to appeal a determination of responsibility and the right to appeal the Charter School's dismissal of a Title IX formal complaint or any allegation in the Title IX formal complaint. The scope of appeals related to Title IX sexual harassment are limited to the following reasons for appeal as stated in the Title IX regulations:

1. A procedural irregularity that affected the outcome of the matter.
2. New evidence that that could affect the outcome was not reasonably available at the time the decision to dismiss or determination of responsibility was made.
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against the individual complainant or respondent or for or against complainants or respondents generally that affected the outcome of the matter.

Written notice of a party's appeal shall be submitted to the Title IX Coordinator within

{ } five (5) school days

{ } ten (10) school days

{ } _____ school days

after the date of the written determination. Notice of appeal shall include a brief statement describing the basis for the appeal.

The Title IX Coordinator shall ensure that the designated appeal authority is not the same person as the decision-maker that reached the determination, the investigator, or the Title IX Coordinator. The designated appeal authority shall be the:

{ } School solicitor or outside counsel.

{ } Outside hearing officer.

{ } _____ (Other).

For all appeals, the designated appeal authority shall:

1. Provide written notice to the other party when notice of an appeal is filed and implement appeal procedures equally for both parties.
2. Provide both parties a reasonable, equal opportunity to submit a written statement in support of or challenging the stated basis for the appeal. Supporting statements shall describe in detail as applicable the procedural irregularities asserted to have affected the outcome of the determination, the nature of any new evidence asserted to have affected the outcome, and the nature of any bias asserted to have affected the outcome, with an explanation of how the outcome was affected by such factors. If evidence exists supporting the basis for appeal, it shall accompany the supporting statement, or it shall identify where such evidence may be found.

Supporting statements must be submitted to the appeal authority and provided to the other party within

{ } five (5) school days

{ } ten (10) school days

{ } _____ school days

of the written notice of appeal.

Statements in opposition to the appeal shall be submitted within five (5) school days of the submission of supporting statements. If a statement in opposition to an appeal refers to any evidence beyond what is described in a supporting statement, it shall accompany the statement in opposition, or it shall identify where such evidence may be found.

The appeal authority may accept and consider evidence in support of or in opposition to an appeal in making any conclusions necessary to deciding the appeal. Alternatively, when the appeal authority determines that factors exist making it necessary for the decision-maker to further develop the evidentiary record relevant to the basis for appeal, the appeal authority may return the matter to the decision-maker for that limited purpose.

3. Determine whether the appeal meets the grounds for permitted reasons for appeal and justifies modifying the written determination.
4. Issue a written decision setting forth the respects, if any, in which the written determination is modified and the rationale for the result within
 - { } five (5) school days.
 - { } ten (10) school days.
 - { } twenty (20) school days.
 - { } _____ school days.
5. Provide the written decision simultaneously to both parties. A copy of the written decision shall also be provided to the Title IX Coordinator.

Recordkeeping

The Charter School shall maintain the following records for a minimum of seven (7) years after conclusion of procedures and implementation of disciplinary sanctions and/or remedies, or in the case of a complainant or respondent who is a minor, until the expiration of the longest statute of limitations for filing a civil suit applicable to any allegation:

1. Each Title IX sexual harassment investigation, including any written determination and any audio or audiovisual recording or transcript, and disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the Charter School's education program or activity.
2. Any appeal and the result.
3. Any informal resolution and the result.
4. All materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process.
5. Records of any Charter School actions, including any supportive measures, taken in response to a report or formal complaint of Title IX sexual harassment. In each instance, the Charter School shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the Charter School's education program or activity. If a Charter School does not provide a complainant with supportive measures, then the Charter School must document the reasons why such a response was not clearly unreasonable in light of the known

circumstances. The documentation of certain bases or measures does not limit the Charter School in the future from providing additional explanations or detailing additional measures taken.

**DISCRIMINATION/SEXUAL HARASSMENT/RETALIATION
REPORT FORM**

It is the policy of this school entity to provide a safe, positive learning and working environment that is free from sexual harassment, other discrimination and retaliation. If you have experienced, or if you have knowledge of, any such actions, we encourage you to complete this form. The Title IX Coordinator will be happy to support you by answering any questions about the report form, reviewing the report form for completion and assisting as necessary with completion of the report. The Title IX Coordinator's contact information is:

Position:

Address:

Email:

Phone Number:

Retaliation Prohibited

The school entity, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against you for making this report. Please contact the Title IX Coordinator immediately if you believe retaliation has occurred.

Confidentiality

Confidentiality of all parties, witnesses, the allegations and the filing of a report shall be handled in accordance with policy, procedures, and the school entity's legal and investigative obligations. The school entity will take all reasonable steps to investigate and respond to the report, consistent with a request for confidentiality as long as doing so does not preclude the school entity from responding effectively to the report. If you have any questions regarding how the information contained in this report may be used, please discuss them with the Title IX Coordinator prior to filing the report. Once this report is filed, the school entity has an obligation to investigate the information provided.

Note: For purposes of Title IX sexual harassment, this Report Form serves initially as an informal report, not a formal complaint of Sexual Harassment under Title IX.

I. Information About the Person Making This Report:

Name: _____

Address: _____

Phone Number: _____

Assigned School Building(s):

I am a/an:

Employee Volunteer Visitor

Other _____ (please explain relationship to the school entity)

If you are not the victim of the reported conduct, please identify the alleged victim:

Name: _____

The alleged victim is:

Another Employee Student

Other: _____ (please explain relationship to the alleged victim)

II. Information About the Person(s) You Believe is/are Responsible for the Harassment, Retaliation or Other Discrimination You are Reporting

What is/are the name(s) of the individual(s) you believe is/are responsible for the conduct you are reporting?

Name(s):

The reported individual(s) is/are:

Student(s) Employee(s)

Other _____ (please explain relationship to the school entity)

III. Description of the Conduct You are Reporting

In your own words, please do your best to describe the conduct you are reporting as clearly as possible. Please attach additional pages if necessary:

When did the reported conduct occur? (Please provide the specific date(s) and time(s) if possible):

Where did the reported conduct take place?

Please provide the name(s) of any person(s) who was/were present, even if for only part of the time.

Please provide the name(s) of any other person(s) that may have knowledge or related information surrounding the reported conduct.

Have you reported this conduct to any other individual prior to giving this report?

Yes No

If yes, who did you tell about it?

If you are the victim of the reported conduct, how has this affected you?

I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge. I understand that any false information provided herein is subject to penalties contained in 18 Pa. C.S.A. Sec. 4904, relating to unsworn falsification to authorities.

Signature of Person Making the Report

Date

Received By

Date

FOR OFFICIAL USE ONLY

This section is to be completed by the Title IX Coordinator based on reviewing the report with the complainant or other individual making the report.

The purpose of this form is to assist the Title IX Coordinator in gathering information necessary to properly assess the circumstances surrounding the reported conduct to determine if the allegations fall under the definition of Title IX sexual harassment or if the matter merits review and action under other policies. The Title IX Coordinator shall gather as much information as possible in cases of incomplete or anonymous reports (including those that may be received through the Safe2Say Something program) to assess the report.

Upon receipt of the report, The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures as described in Policy 1004 and Attachment 3. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

I. Reporter Information:

Name: _____

Address: _____

Phone Number: _____

Assigned School Building(s):

Reporter is a/an:

Employee Volunteer Visitor

Other _____ (please explain relationship to the school entity)

If the reporter is not the victim of the reported conduct, please identify the alleged victim:

Name: _____

The alleged victim is:

Another Employee Student

Other: _____ (please explain relationship to the alleged victim)

II. Respondent Information

Please provide the name(s) of the individual(s) believed to have conducted the reported violation:

Name(s):

The reported respondent(s) is/are:

- Student(s) Employee(s)
- Other _____ (please explain relationship to the school entity)

III. Level of Report:

- Informal Formal (see additional information below on Title IX formal complaints)

IV. Type of Report:

- Title IX Sexual Harassment Discrimination Retaliation Other _____

Nature of the Report (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Age |
| <input type="checkbox"/> Color | <input type="checkbox"/> Creed |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Sexual Harassment |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Ancestry |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Handicap/Disability | <input type="checkbox"/> Genetic Information |

V. Reported Conduct

Describe the reported conduct below, including specific actions, dates, times, locations and any other details necessary to properly assess the reported incident(s).

How often did the conduct occur?

Is it being repeated? Yes No

Do the circumstances involve a student identified as a student with a disability under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act?

No.

Yes, please identify the student with a disability and contact the Director of Special Education.

Date Director of Special Education was contacted: _____

How has the conduct affected the alleged victim's ability to fully participate in the school's programs or activities in the course of school employment?

What is the alleged victim's relationship with the alleged respondent?

Insert names, descriptions, and/or contact information of individuals believed to have observed the conduct or who otherwise may have knowledge of the conduct and/or related circumstances.

Additional observations or evidence including pictures, texts, emails, video or other information submitted to the Title IX Coordinator.

VI. Safety Concerns

Are there safety concerns that may require Emergency Removal or Administrative Leave of a respondent? (This requires an individualized safety and risk analysis as to whether there is an immediate threat to the physical health or safety of an individual.)

No.

Yes, please describe:

VII. Other Reports

Has the conduct been reported to the police or any other agency?

No

Yes Date reported: _____ Agency: _____

VIII. Identification of Policies Implicated by Reported Conduct

Check all that apply:

Policy 1003. Discrimination/Title IX Sexual Harassment Affecting Students

Policy 1004. Discrimination/Title IX Sexual Harassment Affecting Staff

Other _____

To meet the definition of Title IX sexual harassment, the conduct must have taken place during a school entity education program or activity involving a person in the United States. An **education program or activity** includes the locations, events or circumstances over which the school entity exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Title IX applies to all of a school entity's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Did the incident occur during a school entity program or activity involving a person in the United States?

Yes

No

To meet the definition of Title IX sexual harassment, the conduct needs to satisfy one or more of the following (please check all that apply):

An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.

Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to an education program or activity.

Sexual assault, dating violence, domestic violence or stalking.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:

- Length of relationship.
- Type of relationship.
- Frequency of interaction between the persons involved in the relationship.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Sexual assault means a sexual offense under a state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Stalking means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:

1. Fear for their safety or the safety of others.
2. Suffer substantial emotional distress.

IX. Recommended Course of Action

After consultation with the complainant and consideration of the reported information, the Title IX Coordinator directs the report to proceed under the provisions of (check all that apply):

No further action at this time. Reason:

Policy 1004 Discrimination/Title IX Sexual Harassment Affecting Staff: Attachment 2
Discrimination Complaint Procedures

Policy 1004. Discrimination/Title IX Sexual Harassment Affecting Staff: Attachment 3 Title IX
Sexual Harassment Procedures and Grievance Process for Formal Complaints

Other _____

X. Title IX Information to Complainant

What supportive measures were discussed with the complainant, and what were the complainant's wishes with respect to supportive measures?

Upon designating a course of action under Title IX sexual harassment, the Title IX Coordinator will promptly:

1. Explain to the complainant the process for filing a formal complaint.
2. Inform the complainant of the continued availability of supportive measures with or without the filing of a formal complaint.
3. Determine what supportive measures may be offered to the respondent.
4. Determine whether the complainant wishes this report to be treated as a formal complaint.

XI. Title IX Coordinator Signature

I recommend the above course of action based on my consultation with the complainant and the information available at this time.

Title IX Coordinator: _____

Date: _____

XII. Title IX Formal Complaint Action

The Title IX Coordinator shall have the complainant check the appropriate box and sign and date below to indicate whether or not the complainant wishes to have this form serve as a formal complaint pursuant to Title IX.

I would like my report to be treated as a formal complaint of sexual harassment pursuant to Title IX.

Yes No

Complainant's Signature: _____

Date: _____

If the complainant does not wish this report to be treated as a formal complaint pursuant to Title IX, the Title IX Coordinator must assess whether actions limited to supportive measures are a sufficient response to alleged behavior, or whether instead a formal complaint process is necessary to investigate and address the situation adequately. For example, if disciplinary action would be warranted if allegations are true, if the respondent is a supervisor, or if further investigation is needed to assess the extent of the behavior and impact on others, it may be clearly unreasonable not to initiate the formal complaint process. The Title IX Coordinator may consult with the school solicitor and other school officials in making this decision.

As Title IX Coordinator, I have determined that, notwithstanding the complainant's preference, it is necessary to proceed with the Grievance Process for Formal Complaints for the following reasons:

Therefore, I am signing this form for the purpose of serving as the formal complaint initiating that process:

Title IX Coordinator's Signature: _____

Date: _____

**DISCRIMINATION/SEXUAL HARASSMENT/RETALIATION
REPORT FORM**

It is the policy of this school entity to provide a safe, positive learning and working environment that is free from sexual harassment, other discrimination and retaliation. If you have experienced, or if you have knowledge of, any such actions, we encourage you to complete this form. The Title IX Coordinator will be happy to support you by answering any questions about the report form, reviewing the report form for completion and assisting as necessary with completion of the report. The Title IX Coordinator's contact information is:

Position:

Address:

Email:

Phone Number:

Retaliation Prohibited

The school entity, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against you for making this report. Please contact the Title IX Coordinator immediately if you believe retaliation has occurred.

Confidentiality

Confidentiality of all parties, witnesses, the allegations and the filing of a report shall be handled in accordance with policy, procedures, and the school entity's legal and investigative obligations. The school entity will take all reasonable steps to investigate and respond to the report, consistent with a request for confidentiality as long as doing so does not preclude the school entity from responding effectively to the report. If you have any questions regarding how the information contained in this report may be used, please discuss them with the Title IX Coordinator prior to filing the report. Once this report is filed, the school entity has an obligation to investigate the information provided.

Note: For purposes of Title IX sexual harassment, this Report Form serves initially as an informal report, not a formal complaint of Sexual Harassment under Title IX.

I. Information About the Person Making This Report:

Name: _____

Address: _____

Phone Number: _____

Assigned School Building(s):

I am a/an:

Employee Volunteer Visitor

Other _____ (please explain relationship to the school entity)

If you are not the victim of the reported conduct, please identify the alleged victim:

Name: _____

The alleged victim is:

Another Employee Student

Other: _____ (please explain relationship to the alleged victim)

II. Information About the Person(s) You Believe is/are Responsible for the Harassment, Retaliation or Other Discrimination You are Reporting

What is/are the name(s) of the individual(s) you believe is/are responsible for the conduct you are reporting?

Name(s):

The reported individual(s) is/are:

Student(s) Employee(s)

Other _____ (please explain relationship to the school entity)

III. Description of the Conduct You are Reporting

In your own words, please do your best to describe the conduct you are reporting as clearly as possible. Please attach additional pages if necessary:

When did the reported conduct occur? (Please provide the specific date(s) and time(s) if possible):

Where did the reported conduct take place?

Please provide the name(s) of any person(s) who was/were present, even if for only part of the time.

Please provide the name(s) of any other person(s) that may have knowledge or related information surrounding the reported conduct.

Have you reported this conduct to any other individual prior to giving this report?

Yes No

If yes, who did you tell about it?

If you are the victim of the reported conduct, how has this affected you?

I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge. I understand that any false information provided herein is subject to penalties contained in 18 Pa. C.S.A. Sec. 4904, relating to unsworn falsification to authorities.

Signature of Person Making the Report

Date

Received By

Date

FOR OFFICIAL USE ONLY

This section is to be completed by the Title IX Coordinator based on reviewing the report with the complainant or other individual making the report.

The purpose of this form is to assist the Title IX Coordinator in gathering information necessary to properly assess the circumstances surrounding the reported conduct to determine if the allegations fall under the definition of Title IX sexual harassment or if the matter merits review and action under other policies. The Title IX Coordinator shall gather as much information as possible in cases of incomplete or anonymous reports (including those that may be received through the Safe2Say Something program) to assess the report.

Upon receipt of the report, The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures as described in Policy 1004 and Attachment 3. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

I. Reporter Information:

Name: _____

Address: _____

Phone Number: _____

Assigned School Building(s):

Reporter is a/an:

Employee Volunteer Visitor

Other _____ (please explain relationship to the school entity)

If the reporter is not the victim of the reported conduct, please identify the alleged victim:

Name: _____

The alleged victim is:

Another Employee Student

Other: _____ (please explain relationship to the alleged victim)

II. Respondent Information

Please provide the name(s) of the individual(s) believed to have conducted the reported violation:

Name(s):

The reported respondent(s) is/are:

- Student(s) Employee(s)
- Other _____ (please explain relationship to the school entity)

III. Level of Report:

- Informal Formal (see additional information below on Title IX formal complaints)

IV. Type of Report:

- Title IX Sexual Harassment Discrimination Retaliation Other _____

Nature of the Report (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Age |
| <input type="checkbox"/> Color | <input type="checkbox"/> Creed |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Sexual Harassment |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Ancestry |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Handicap/Disability | <input type="checkbox"/> Genetic Information |

V. Reported Conduct

Describe the reported conduct below, including specific actions, dates, times, locations and any other details necessary to properly assess the reported incident(s).

How often did the conduct occur?

Is it being repeated? Yes No

Do the circumstances involve a student identified as a student with a disability under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act?

No.

Yes, please identify the student with a disability and contact the Director of Special Education.

Date Director of Special Education was contacted: _____

How has the conduct affected the alleged victim's ability to fully participate in the school's programs or activities in the course of school employment?

What is the alleged victim's relationship with the alleged respondent?

Insert names, descriptions, and/or contact information of individuals believed to have observed the conduct or who otherwise may have knowledge of the conduct and/or related circumstances.

Additional observations or evidence including pictures, texts, emails, video or other information submitted to the Title IX Coordinator.

VI. Safety Concerns

Are there safety concerns that may require Emergency Removal or Administrative Leave of a respondent? (This requires an individualized safety and risk analysis as to whether there is an immediate threat to the physical health or safety of an individual.)

No.

Yes, please describe:

VII. Other Reports

Has the conduct been reported to the police or any other agency?

No

Yes Date reported: _____ Agency: _____

VIII. Identification of Policies Implicated by Reported Conduct

Check all that apply:

Policy 1003. Discrimination/Title IX Sexual Harassment Affecting Students

Policy 1004. Discrimination/Title IX Sexual Harassment Affecting Staff

Other _____

To meet the definition of Title IX sexual harassment, the conduct must have taken place during a school entity education program or activity involving a person in the United States. An **education program or activity** includes the locations, events or circumstances over which the school entity exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Title IX applies to all of a school entity's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Did the incident occur during a school entity program or activity involving a person in the United States?

Yes

No

To meet the definition of Title IX sexual harassment, the conduct needs to satisfy one or more of the following (please check all that apply):

An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.

Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to an education program or activity.

Sexual assault, dating violence, domestic violence or stalking.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:

- Length of relationship.
- Type of relationship.
- Frequency of interaction between the persons involved in the relationship.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Sexual assault means a sexual offense under a state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Stalking means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:

1. Fear for their safety or the safety of others.
2. Suffer substantial emotional distress.

IX. Recommended Course of Action

After consultation with the complainant and consideration of the reported information, the Title IX Coordinator directs the report to proceed under the provisions of (check all that apply):

No further action at this time. Reason:

Policy 1004 Discrimination/Title IX Sexual Harassment Affecting Staff: Attachment 2
Discrimination Complaint Procedures

Policy 1004. Discrimination/Title IX Sexual Harassment Affecting Staff: Attachment 3 Title IX
Sexual Harassment Procedures and Grievance Process for Formal Complaints

Other _____

X. Title IX Information to Complainant

What supportive measures were discussed with the complainant, and what were the complainant’s wishes with respect to supportive measures?

Upon designating a course of action under Title IX sexual harassment, the Title IX Coordinator will promptly:

- 1. Explain to the complainant the process for filing a formal complaint.
- 2. Inform the complainant of the continued availability of supportive measures with or without the filing of a formal complaint.
- 3. Determine what supportive measures may be offered to the respondent.
- 4. Determine whether the complainant wishes this report to be treated as a formal complaint.

XI. Title IX Coordinator Signature

I recommend the above course of action based on my consultation with the complainant and the information available at this time.

Title IX Coordinator: _____

Date: _____

XII. Title IX Formal Complaint Action

The Title IX Coordinator shall have the complainant check the appropriate box and sign and date below to indicate whether or not the complainant wishes to have this form serve as a formal complaint pursuant to Title IX.

I would like my report to be treated as a formal complaint of sexual harassment pursuant to Title IX.

Yes No

Complainant’s Signature: _____

Date: _____

If the complainant does not wish this report to be treated as a formal complaint pursuant to Title IX, the Title IX Coordinator must assess whether actions limited to supportive measures are a sufficient response to alleged behavior, or whether instead a formal complaint process is necessary to investigate and address the situation adequately. For example, if disciplinary action would be warranted if allegations are true, if the respondent is a supervisor, or if further investigation is needed to assess the extent of the behavior and impact on others, it may be clearly unreasonable not to initiate the formal complaint process. The Title IX Coordinator may consult with the school solicitor and other school officials in making this decision.

As Title IX Coordinator, I have determined that, notwithstanding the complainant's preference, it is necessary to proceed with the Grievance Process for Formal Complaints for the following reasons:

Therefore, I am signing this form for the purpose of serving as the formal complaint initiating that process:

Title IX Coordinator's Signature: _____

Date: _____

**DISCRIMINATION
COMPLAINT PROCEDURES**

The Discrimination Complaint Procedures prescribed in this Attachment apply to reports of retaliation or discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability that do not constitute Title IX sexual harassment as defined in Policy 1004.

All reports of discrimination shall be reviewed by the Title IX Coordinator upon receipt to determine if the allegations meet the definition and parameters of sexual harassment under Title IX. If the result of this review determines that the allegations fall within the scope of Title IX sexual harassment, then the process set forth in Policy 1004 Attachment 3 for Title IX Sexual Harassment shall be followed.

[Note: if the same individual is assigned to the roles of Title IX Coordinator and Compliance Officer through Policy 1004, please revise the terminology in this Attachment 2 to reflect the position of Title IX Coordinator/Compliance Officer throughout.]

All reports of discrimination and retaliation brought pursuant to the Charter School's discrimination policy shall also be reviewed for conduct which may not be proven discriminatory under Policy 1004 but merits review and possible action under other Board of Trustees (Board) policies or the Code of Student Conduct for students. (Pol. 1003.1, 2018, 3017)

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual who has been reported to be the perpetrator of the alleged conduct.

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, genetic information, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in the policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or

put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related work performance, including when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or
3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

Retaliation shall mean actions including, but not limited to, intimidation, threats, coercion, or discrimination against a victim or other person because they report discrimination or harassment, participate in an investigation or other process addressing discrimination or harassment, or act in opposition to discriminatory practices.

Reasonable Accommodations

Throughout the discrimination complaint procedures, the Charter School shall make reasonable accommodations for identified physical and intellectual impairments that constitute disabilities for all parties, consistent with the requirements of federal and state laws and regulations and Board policy. (Pol. 1003.1, 1004, 1013, 7006)

Required Reporting Under Other Policies

In addition to implementing the disciplinary complaint procedures, the building principal, building administrator or Compliance Officer shall ensure that reported conduct which meets the definition of other laws, regulations or Board policies, is also appropriately addressed in accordance with the applicable laws, regulations or Board policies, including but not limited to, incidents under the Safe Schools Act, reports of educator misconduct, threats, or reports of suspected child abuse. (Pol. 2018, 3017.1, 6005.1, 6006, 6024)

Timeframes

Reasonably prompt timeframes shall be established for completing each step of the discrimination complaint procedures, including timeframes for filing and resolving appeals.

The established timeframes included in these procedures may be adjusted to allow for a temporary delay or a limited extension of time for good cause. Written notice of the delay or extension and the reason for such action shall be provided to the complainant and the respondent,

and documented with the records of the complaint. Good cause may include, but is not limited to, considerations such as:

1. The absence of a party or a witness.
2. Concurrent law enforcement activity.
3. Need for language assistance or accommodation of disabilities.

PROCEDURES FOR COMPLAINTS OF DISCRIMINATION

Step 1 – Reporting

An employee or individual who believes they have been subject to discrimination by any Charter School student, employee or third party is encouraged to immediately report the incident to the building principal or building administrator using the Discrimination/Sexual Harassment/Retaliation Report Form or by making a general report verbally or in writing to the building principal or building administrator. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

If a student is identified as a party in the report, parents/guardians have the right to act on behalf of the student at any time.

Any person with knowledge of discrimination in violation of Board policy or this procedure is encouraged to immediately report the matter to the building principal or building administrator.

The building principal or building administrator shall immediately notify the Title IX Coordinator and Compliance Officer of the reported discrimination.

If the building principal or building administrator is the subject of a complaint, the person making the report shall report the incident directly to the Title IX Coordinator and/or Compliance Officer.

The complainant or reporting individual shall be encouraged to use the Discrimination/Sexual Harassment/Retaliation Report Form, however, complaints shall be accepted in person, by telephone, by mail or email, or by any other means that results in the appropriate individual receiving the individual's verbal or written report. Verbal reports shall be documented using the Discrimination/Sexual Harassment/Retaliation Report Form, and these procedures shall be implemented.

The Title IX Coordinator shall review reports and complaints, and may gather additional information from the individual submitting the report and other parties identified in the report using the Discrimination/Sexual Harassment/Retaliation Report Form. The Title IX Coordinator

shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in this Attachment 2, or if the reported circumstances meet the definition and parameters of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other applicable Board policies.

If the Title IX Coordinator determines that the report should be addressed through the discrimination complaint procedures, the Compliance Officer shall be notified and the complaint procedures in this Attachment 2 implemented.

When a party is an identified student with a disability, or thought to be a student with a disability, the Title IX Coordinator shall notify the Director of Special Education and coordinate to determine whether additional steps must be taken for the party, while the discrimination complaint procedures are implemented. Such measures may include, but are not limited to, conducting a manifestation determination, functional behavioral assessment (FBA) or other assessment or evaluation, in accordance with applicable law, regulations or Board policy. FBAs must be conducted when a student's behavior interferes with the student's learning or the learning of others and information is necessary to provide appropriate educational programming, and when a student's behavior violates the Code of Student Conduct and is determined to be a manifestation of a student's disability. (Pol. 1013, 1013.1, 1013.2, 1013.3)

Step 2 – Initial Communications/Supports

The complainant shall be informed about the Board's policy on discrimination, including the right to an investigation of both verbal and written reports of discrimination.

The building principal, building administrator or designee, in consultation with the Compliance Officer, Title IX Coordinator and other appropriate individuals, shall promptly implement appropriate measures to protect the complainant and others as necessary from violation of the policy throughout the course of the investigation.

The building principal, building administrator or designee may provide to the complainant factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or respondent.

The building principal, building administrator or Compliance Officer shall provide relevant information on resources available in addition to the discrimination complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources, including counseling resources.

Informal Remedies -

At any time after a complaint has been reported, if the Compliance Officer believes the circumstances are appropriate, the Compliance Officer may offer the parties involved in the complaint the opportunity to participate in informal remedies to address the reported conduct. Informal remedies can take many forms, depending on the particular case. Examples include, but are not limited to, mediation, facilitated discussions between the parties, acknowledgment of responsibility by a respondent, apologies, a requirement to engage in specific services such as an Employee Assistance Program, or other measures to support the parties.

If the matter is resolved to the satisfaction of the parties, the Charter School employee facilitating the informal remedies shall document the nature of the complaint and the proposed resolution of the matter, have both parties sign the documentation to indicate agreement with the resolution and receive a copy, and forward it to the Compliance Officer.

The Compliance Officer shall contact the complainant to determine if the resolution was effective and to monitor the agreed upon remedies, and shall document all appropriate actions.

*If the informal remedies result in the final resolution of the complaint, the following steps are not applicable.

Step 3 – Investigation

The Compliance Officer shall assess whether the investigation should be conducted by the building principal, building administrator another Charter School employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.

The Compliance Officer shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination and retaliation issues and Board policy, and how to conduct investigations and draft an investigative report.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records or evidence may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the respondent may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from Charter School property, Charter School-sponsored activities or Charter School conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the respondent, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians, if applicable, and witnesses shall be informed of the prohibition against

retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a delay in fulfilling the Charter School's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation, and the reason for such delay shall be documented by the investigator.

Step 4 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer within

{ } twenty (20) school days

{ } thirty (30) school days

{ } _____ school days

of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The investigative report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated Board Policy 1004 and of any other violations of law or Board policy which may warrant further Charter School action, and a recommended disposition of the complaint. An investigation into discrimination or harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of Board policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the respondent shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written investigative report, to the extent authorized by

the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The respondent shall not be notified of the individual remedies offered or provided to the complainant.

Step 5 – Charter School Action

If the investigation results in a finding that some or all of the allegations of the discrimination complaint are founded and constitute a violation of Board policy, the Charter School shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The Charter School shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the Charter School education program or activity. Charter School staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of Policy 1004 or these procedures, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary. (Pol. 1013.3, 2018, 2033, 3017)

Disciplinary actions shall be consistent with Board policies and administrative procedures, the Code of Student Conduct for students, Charter School rules, applicable collective bargaining agreements, and state and federal laws and regulations. (Pol. 1003, 1004, 1013.3, 2018, 2033, 3017, 3017.1)

Appeal Procedure

If the complainant or the respondent is not satisfied with a finding made pursuant to these procedures or with recommended corrective action, they may submit a written appeal to the Compliance Officer within fifteen (15) school days of receiving notification of the outcome of the investigation. If the Compliance Officer investigated the complaint, such appeal shall be made to the Chief Executive Officer.

The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

The person handling the appeal shall prepare a written response to the appeal within

{ } five (5) school days.

{ } ten (10) school days.

{ } twenty (20) school days.

{ } _____ school days.

Copies of the response shall be provided to the complainant, the respondent and the investigator who conducted the initial investigation.

**TITLE IX SEXUAL HARASSMENT PROCEDURES AND
GRIEVANCE PROCESS FOR FORMAL COMPLAINTS**

The Title IX sexual harassment procedures and grievance process for formal complaints prescribed in this attachment apply only when a report includes allegations of sexual harassment subject to Title IX regulations. (34 CFR 106.44, 106.45)

All other reports or complaints of discrimination or retaliation shall follow the complaint procedures established in Policy 1004 Attachment 2 regarding discrimination.

[Note: a live hearing process is not required for the grievance process for formal complaints in the K-12 setting. Language on a live hearing process is not included in these procedures, but the Charter School may add language in consultation with the school solicitor.]

Definitions

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the Charter School’s Title IX Coordinator or any Charter School official who has the authority to institute corrective measures on behalf of the Charter School, or to any employee of an elementary or secondary school, other than the respondent.

Exculpatory evidence means evidence tending to exonerate the accused or helps to establish their innocence.

Inculpatory evidence means evidence tending to incriminate the accused or indicate their guilt.

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the Charter School investigate the allegation. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator the complainant or other party during the grievance process. The phrase “**document filed by a complainant**” refers to a document or electronic submission that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Retaliation shall mean actions including, but not limited to, intimidation, threats, coercion, or discrimination against a victim or other person because they report conduct that may constitute discrimination or harassment, including Title IX sexual harassment, in accordance with Board of Trustees (Board) policy and procedures, participate in an investigation or other process addressing discrimination or Title IX sexual harassment, or act in opposition to discriminatory practices.

The following actions shall not constitute retaliation:

1. An individual exercising free speech under the rights protected by the First Amendment.

2. The assignment of consequences consistent with Board policy when an individual knowingly makes a materially false statement in bad faith in an investigation. The fact that the charges of discrimination were unfounded or unsubstantiated shall not be the sole reason to conclude that any party made a materially false statement in bad faith.

Supportive measures mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Supportive measures shall be designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:

1. Counseling or Employee Assistance Program.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A Charter School employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a Charter School education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. **Dating Violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
 - 1) Length of relationship.
 - 2) Type of relationship.
 - 3) Frequency of interaction between the persons involved in the relationship.
 - b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - c. **Sexual assault** means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to either:
 - 1) Fear for their safety or the safety of others.
 - 2) Suffer substantial emotional distress.

Such conduct must have taken place during a Charter School education program or activity and against a person in the United States to qualify as sexual harassment subject to Title IX regulations. An **education program or activity** includes the locations, events or circumstances over which the Charter School exercises substantial control over both the respondent and the context in which the harassment occurs.

TITLE IX SEXUAL HARASSMENT PROCEDURES

General Response – (with or without a formal complaint)

Any person, whether the alleged victim or not, may report Title IX sexual harassment using the Discrimination/Sexual Harassment/Retaliation Report Form or by making a general report verbally or in writing to the building principal or building administrator, or by using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Upon receipt of a report, Charter School staff shall immediately notify the building principal or building administrator.

A report may be made at any time, including during nonbusiness hours. Verbal reports shall be documented by the Title IX Coordinator or employee receiving the report using the Discrimination/Sexual Harassment/Retaliation Report Form, and these procedures shall be implemented appropriately.

Charter School staff who become aware of harassment or other discrimination affecting a staff member shall promptly report it to the building principal or building administrator.

If a student is identified as a party in the report, parents/guardians have the right to act on behalf of the student at any time.

When the Charter School has actual knowledge of Title IX sexual harassment, the Charter School is required to respond promptly and in a manner that is not deliberately indifferent, meaning not clearly unreasonable in light of the known circumstances.

All sexual harassment reports and complaints received by the building principal or building administrator shall be promptly directed to the Title IX Coordinator, in accordance with Board policy. The Title IX Coordinator shall use the Discrimination/Sexual Harassment/Retaliation Report Form to gather additional information from the reporter and/or other parties identified in the report, to determine if the allegations meet the definition and parameters for Title IX sexual harassment.

The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall initially assess whether the reported conduct:

1. Meets the definition of Title IX sexual harassment.
2. Occurred in a Charter School program or activity under the control of the Charter School and against a person in the United States.

3. Involves other Board policies or the Code of Student Conduct.
4. Indicates, based on an individualized safety and risk analysis, that there is an immediate threat to the physical health or safety of an individual.
5. Involves a student identified as a student with a disability under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act. (Pol. 1003.1, 1013)

If the result of this initial assessment determines that none of the allegations fall within the scope of Title IX sexual harassment, but the matter merits review and possible action under other Board policies, the Code of Student Conduct or Attachment 2 addressing Discrimination Complaints, then the Title IX Coordinator shall redirect the report to the appropriate administrator to address the allegations. (Pol. 1003, 1003.1, 1013.3, 2018, 3017, 3017.1)

If the result of the initial assessment determines that the allegations may constitute Title IX sexual harassment, the Title IX Coordinator shall promptly explain to the complainant the process for filing a formal complaint and inform the complainant of the continued availability of supportive measures with or without the filing of a formal complaint.

The Title IX Coordinator shall also determine what supportive measures may be offered to the respondent.

If any party is an identified student with a disability, or thought to be disabled, the Title IX Coordinator shall contact the Director of Special Education to coordinate the required actions in accordance with Board policy. (Pol. 1013, 1013.1, 1013.2, 1013.3)

Confidentiality regarding the supportive measures offered and the identity of the following individuals shall be maintained, except as may be permitted by law or regulations relating to the conduct of any investigation: (20 U.S.C. Sec. 1232g; 34 CFR Parts 99, 106; Pol. 1013.4, 2016, 3024)

1. Individuals making a report or formal complaint.
2. Complainant(s).
3. Respondent(s).
4. Witnesses.

The Charter School shall treat complainants and respondents equitably by:

1. Offering supportive measures to the complainant and may offer such measures to the respondent.
2. Following the grievance process for formal complaints before imposing disciplinary sanctions or other actions that are not supportive measures on the respondent.

Supportive Measures -

All supportive measures provided by the Charter School shall remain confidential, to the extent that maintaining such confidentiality would not impair the ability of the Charter School to provide the supportive measures. (34 CFR 106.44)

When a party is an identified student with a disability, or thought to be a student with a disability, the Title IX Coordinator shall notify the Director of Special Education and coordinate to determine whether additional steps must be taken as supportive measures for the party while the Title IX procedures are implemented. Such measures may include, but are not limited to, conducting a manifestation determination, functional behavioral assessment (FBA) or other assessment or evaluation, in accordance with applicable law, regulations or Board policy. FBAs must be conducted when a student's behavior interferes with the student's learning or the learning of others and information is necessary to provide appropriate educational programming, and when a student's behavior violates the Code of Student Conduct and is determined to be a manifestation of a student's disability. (Pol. 1013, 1013.1, 1013.2, 1013.3)

Reasonable Accommodations –

Throughout the Title IX sexual harassment procedures, the Charter School shall make reasonable accommodations for identified physical and intellectual impairments that constitute disabilities for any party, consistent with the requirements of federal and state laws and regulations and Board policy. (Pol. 1003.1, 1004, 1013, 7006)

Employee Disciplinary Procedures When Reports Allege Title IX Sexual Harassment -

When reports allege Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints. The Charter School shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

Administrative Leave –

When an employee, based on an individualized safety and risk analysis, poses an immediate threat to the health or safety of any student or other individual, the employee may be removed on an emergency basis.

An accused, nonstudent Charter School employee may be placed on administrative leave during the pendency of the grievance process for formal complaints, consistent with all rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and in accordance with state law and regulations, Board policy and an applicable collective bargaining agreement or individual contract.

Required Reporting Under Other Policies -

In addition to implementing the Title IX sexual harassment procedures, the Title IX Coordinator shall ensure that reported conduct which meets the definition of other laws, regulations or Board policies, is also appropriately addressed in accordance with the applicable laws, regulations or Board policies, including but not limited to, incidents under the Safe Schools Act, reports of educator misconduct, threats, or reports of suspected child abuse. (Pol. 3017.1, 6005.1, 6006, 6024)

Timeframes

Reasonably prompt timeframes shall be established for the conclusion of the grievance process for formal complaints, including timeframes for the informal resolution process and timeframes for filing and resolving appeals.

The established timeframes included in these procedures may be adjusted to allow for a temporary delay or a limited extension of time for good cause. Written notice of the delay or extension and the reason for such action shall be provided to the complainant and the respondent, and documented with the records of the complaint. Good cause may include, but is not limited to, considerations such as:

1. The absence of a party, a party's advisor or a witness.
2. Concurrent law enforcement activity.
3. Need for language assistance or accommodation of disabilities.

Redirection or Dismissal of Title IX Formal Complaints

Formal complaints may be dismissed, if at any time during the investigation or written determination steps described below:

1. A complainant provides written notification of withdrawal of any allegations or of the formal complaint.
2. The respondent is no longer enrolled or employed by the Charter School in a Charter School program or activity.
3. Specific circumstances prevent the Charter School from gathering evidence sufficient to reach a determination as to the formal complaint or allegations.

Only alleged conduct that occurred in the Charter School's education program or activity, and against a person in the United States, may qualify as Title IX sexual harassment within the Charter School's jurisdiction. If it is determined during the investigation or written determination steps below that none of the allegations, if true, would meet the definition and parameters of Title IX sexual harassment within the Charter School's jurisdiction, the Title IX Coordinator

shall dismiss the formal complaint under Title IX. If the matter merits review and possible action under other Board policies, the Code of Student Conduct or Attachment 2 addressing Discrimination Complaints, then the Title IX Coordinator shall redirect the report to the appropriate administrator to address the allegations.

Written notification shall be promptly issued to the parties simultaneously of any allegations found not to qualify or that are dismissed in compliance with Title IX. Written notification shall state whether the allegations will continue to be addressed pursuant to other Board policies, the Code of Student Conduct or Attachment 2 addressing Discrimination Complaints.

A dismissal may be appealed via the appeal procedures set forth in this Attachment.

Consolidation of Title IX Formal Complaints

The Charter School may consolidate formal complaints against more than one (1) respondent, or by more than one (1) complainant against one or more respondents, or by one (1) individual against another individual, where the allegations of sexual harassment arise out of the same facts or circumstances.

GRIEVANCE PROCESS FOR FORMAL COMPLAINTS

Step 1 – Formal Complaint

The Charter School is required to initiate the grievance process for formal complaints when a complainant files a formal complaint. The Title IX Coordinator is also authorized to initiate this process despite a complainant's wishes when actions limited to supportive measures are not a sufficient response to alleged behavior, or when a formal complaint process is necessary to investigate and address the situation adequately. For example, if disciplinary action would be warranted if allegations are true, if the respondent is a supervisor, or if further investigation is needed to assess the extent of the behavior and impact on others, it may be clearly unreasonable not to initiate the formal complaint process. Only the Title IX Coordinator is authorized to initiate the formal complaint process despite a complainant's wishes, but the Title IX Coordinator may consult with the school solicitor and other Charter School officials in making this decision.

The complainant or the Title IX Coordinator shall use the designated section of the Discrimination/Sexual Harassment/Retaliation Report Form to file or sign a formal complaint.

The Title IX Coordinator shall assess whether the investigation should be conducted by the building principal, building administrator, another Charter School employee, the Title IX Coordinator or an attorney and shall promptly assign the investigation to that individual.

The Title IX Coordinator, investigator, decision-maker, or any individual designated to facilitate the informal resolution process, each must have completed the required training for such roles as designated in Board policy and shall not have a conflict of interest or bias for or against an individual complainant or respondent, or for or against complainants or respondents in general.

The respondent shall be presumed not responsible for the alleged conduct until a written determination regarding responsibility has been made at the conclusion of the grievance process for formal complaints.

Notice Requirements -

Upon receipt of a formal complaint, or when the Title IX Coordinator signs a formal complaint to initiate the grievance process for formal complaints, the Title IX Coordinator shall provide written notice to all known parties, and the parents/guardians of known parties, if applicable, providing the following information:

1. Notice of the Charter School's grievance process for formal complaints and any informal resolution process that may be available.
2. Notice of the allegations potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
 - a. The identity of the parties involved, if known.
 - b. The conduct allegedly constituting sexual harassment.
 - c. The date and location of the alleged incident(s), if known.
3. A statement that a written determination regarding responsibility shall be made at the conclusion of the grievance process for formal complaints and, until that time, the respondent is presumed not responsible for the alleged conduct.
4. Notice that parties may have an advisor of their choice, who may be, but is not required to be, an attorney. The advisor may inspect and review evidence.
5. Notice that Board policy and the Charter School's Code of Student Conduct prohibits knowingly making false statements or knowingly submitting false information to Charter School officials in connection with reports of misconduct or discrimination complaints.
6. Notice to all known parties of any additional allegations that the Charter School decides to investigate during the course of the investigation.

Step 2 – Informal Resolution Process

[Note: The informal resolution process cannot be offered or used to facilitate a resolution for any formal complaint where the allegations state that an employee sexually harassed a student.]

At any time after a formal complaint has been filed, but prior to reaching a determination of responsibility, if the Title IX Coordinator believes the circumstances are appropriate, the Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process, which does not involve a full investigation and adjudication of the Title IX sexual harassment complaint.

The Charter School may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal Title IX sexual harassment complaints. Similarly, a Charter School may not require the parties to participate in an informal resolution process.

Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, mediation, facilitated discussions between the parties, acknowledgment of responsibility by a respondent, apologies, a requirement to engage in specific services such as an Employee Assistance Program, or supportive measures.

When offering an informal resolution process, the Title IX Coordinator shall:

1. Provide the parties a written notice disclosing the following:
 - a. The allegations.
 - b. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process for formal complaints.
 - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtain the parties' voluntary, written consent to the informal resolution process. As part of the consent process, all parties shall be informed of the rights being waived by agreeing to the informal resolution process, and shall acknowledge such agreement in writing.
3. The informal resolution process shall be conducted within
 - { } five (5) school days
 - { } ten (10) school days

{ } twenty (20) school days

{ } _____ school days

of the parties' signed agreement for the informal resolution process.

If the matter is resolved to the satisfaction of the parties, the Charter School employee facilitating the informal resolution process shall document the nature of the complaint and the proposed resolution of the matter, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within

{ } ten (10) school days

{ } twenty (20) school days

{ } _____ school days

after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution was effective and to monitor the agreed upon remedies. The Title IX Coordinator shall document the informal resolution process, responses from all parties, and an explanation of why the Charter School's response was not deliberately indifferent to the reported complaint of sexual harassment.

***If Step 2 Informal Resolution Process results in the final resolution of the complaint, the following steps are not applicable.**

Step 3 – Investigation

The designated investigator, if other than the Title IX Coordinator, shall work with the Title IX Coordinator to assess the scope of the investigation, who needs to be interviewed and what records or evidence may be relevant to the investigation. The investigation stage shall be concluded within

{ } twenty (20) school days.

{ } thirty (30) school days.

{ } _____ school days.

When investigating a formal complaint, the investigator shall:

1. Bear the burden of proof and gather evidence and conduct interviews sufficient to reach a written determination. During the process of gathering evidence, unless the Charter School obtains the voluntary, written consent of the party, or the party's parent/guardian when legally required, the Charter School cannot access, consider, disclose or otherwise use a party's records which are protected by legal privilege, such as those records made or

maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with providing treatment to the party. (For students - Pol. 1013.4, 2007, 2009, 2016; Safe2Say Something Procedures)

2. Objectively evaluate all available evidence, including inculpatory and exculpatory evidence.
3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

{ } However the Charter School may request a nondisclosure agreement be signed by the parties and their advisor(s), if any, stating that they will not disseminate or disclose evidence and documents exchanged in the investigation.

5. Provide the parties with the same opportunities to have others present during any interview or other meeting, including an advisor of the party's choice. The Charter School may establish restrictions, applicable to both parties, regarding the extent to which the advisor may participate.
6. Provide written notice to any party whose participation is invited or expected during the investigation process with the following information, in sufficient time for the party to prepare to participate:
 - a. Date.
 - b. Time.
 - c. Location.
 - d. Participants.
 - e. Purpose of all investigative interviews or other meetings.
7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations, including evidence the Charter School does not intend to rely on to reach a determination regarding responsibility and any inculpatory and exculpatory evidence, whether obtained from a party or other source.

If at any point the investigation expands to include additional allegations that were not included in the initial notice provided upon initiation of the grievance process for formal complaints, the investigator shall alert the Title IX Coordinator. The Title IX Coordinator shall provide written notice of the new allegations to the known parties.

Prior to the completion of the investigative report, the investigator shall:

1. Send to each party and the party's advisor, if any, the evidence subject to inspection and review in electronic or hard copy format.
2. Provide the parties at least ten (10) school days following receipt of the evidence to submit a written response.
3. Consider the written response prior to drafting the investigative report.

The investigator shall draft an investigative report that fairly summarizes relevant evidence and shall provide the investigative report to all parties and to the designated decision-maker.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Title IX Coordinator, who shall promptly inform law enforcement authorities about the allegations and make any additional required reports, in accordance with law, regulations and Board policy. (Pol. 2018, 3017.1, 6005.1, 6006)

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to request for a delay in fulfilling the Charter School's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation and the reason for such delay shall be documented by the investigator.

In the course of an investigation, it is possible that conduct other than, or in addition to, Title IX sexual harassment may be identified as part of the same incident or set of circumstances. The fact that there may be Title IX sexual harassment involved does not preclude the Charter School from addressing other identified violations of Board policy or the Code of Student Conduct. If such other conduct is being investigated and addressed together with Title IX sexual harassment as part of the Title IX grievance process for formal complaints, disciplinary action normally should not be imposed until the completion of the Title IX grievance process for formal complaints; however, an employee may be placed on administrative leave in accordance with the provisions of this Attachment. A decision whether and when to take disciplinary action should be made in consultation with the school solicitor.

Step 4 – Written Determination and Charter School Action

Designation of Decision-Maker -

To avoid any conflict of interest or bias, the decision-maker cannot be the same person as the Title IX Coordinator or the investigator. The responsibility as the decision-maker for complaints of Title IX sexual harassment shall generally be designated to the

{ } building principal or building administrator.

{ } Chief Executive Officer.

{ } Director of Student Services.

{ } _____ Other.

If the _____ has a conflict of interest or is a party in the formal complaint process, they shall disclose the conflict and the Title IX Coordinator shall designate another individual to serve as the decision-maker.

Written Determination Submissions -

A written determination of responsibility (written determination) must not be finalized less than ten (10) days after the investigator completes the investigative report and provides it to all parties. Before the decision-maker reaches a determination regarding responsibility, the decision-maker shall afford each party the opportunity to submit written, relevant questions that a party wants to be asked of any party or witness, shall provide each party with the answers, and shall allow for additional, limited follow-up questions from each party.

Relevant questions for a party or witness must be submitted by each party within

{ } three (3) school days

{ } five (5) school days

{ } _____ school days

following receipt of the investigative report. Follow-up questions must be submitted by each party within

{ } three (3) school days

{ } five (5) school days

{ } _____ school days

of being provided the answers to the initial questions.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as part of the follow-up questions and responses, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

The decision-maker shall explain to the party proposing the questions about any decision to exclude a question as not relevant.

Written Determination -

The decision-maker must issue a written determination for the conduct alleged in formal complaints. To reach this determination, the decision-maker shall apply the preponderance of the evidence standard, meaning that the party bearing the burden of proof must present evidence which is more credible and convincing than that presented by the other party or which shows that the fact to be proven is more probable than not.

{ } *[Note: Charter Schools may consult with their school solicitor and decide to use the “clear and convincing evidence” standard, as permitted by the federal regulations, in place of the “preponderance of the evidence” standard. However, the legal disadvantages of this should be carefully considered with the school solicitor.]* the clear and convincing evidence standard, meaning that the party bearing the burden of proof must show that the truth of the allegations is highly probable.

In considering evidence, the decision-maker shall ensure credibility determinations are not based on an individual’s status as a complainant, respondent or witness.

After considering all relevant evidence, the decision-maker shall issue a written determination that includes:

1. Identification of the allegations potentially constituting Title IX sexual harassment.
2. A description of the procedural steps taken from the receipt or signing of the formal complaint through the written determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence.
3. Findings of fact supporting the determination.
4. Conclusions regarding the application of the Charter School’s Board policies or Code of Student Conduct to the facts.
5. A statement of, and rationale for, the result as to each allegation, including:
 - a. Determination regarding responsibility.
 - b. Disciplinary sanctions.
 - c. Remedies designed to restore or preserve equal access to the Charter School’s education program or activity that will be provided by the Charter School to the complainant. Such remedies may be punitive or disciplinary and need not avoid burdening the respondent.

6. The procedures, deadline and permissible bases for the complainant and respondent to appeal.

The written determination shall be provided to the parties simultaneously. The determination becomes final either:

1. On the date that the Charter School provides the parties with the written decision of the result of the appeal, if an appeal is filed;
2. Or, if an appeal is not filed, on the date on which an appeal would no longer be considered timely, in accordance with the timeframe established for appeals in this Attachment.

The Title IX Coordinator shall be responsible to ensure that any remedies are implemented by the appropriate Charter School officials and for following up as needed to assess the effectiveness of such remedies. Disciplinary actions shall be consistent with Board policies and administrative procedures, the Code of Student Conduct, Charter School rules, applicable collective bargaining agreements, and state and federal laws and regulations, including specific requirements and provisions for students with disabilities. (Pol. 1013.3, 2018, 2033, 3017, 3017.1)

Appeal Process

Charter Schools must offer both parties the right to appeal a determination of responsibility and the right to appeal the Charter School's dismissal of a Title IX formal complaint or any allegation in the Title IX formal complaint. The scope of appeals related to Title IX sexual harassment are limited to the following reasons for appeal as stated in the Title IX regulations:

1. A procedural irregularity that affected the outcome of the matter.
2. New evidence that that could affect the outcome was not reasonably available at the time the decision to dismiss or determination of responsibility was made.
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against the individual complainant or respondent or for or against complainants or respondents generally that affected the outcome of the matter.

Written notice of a party's appeal shall be submitted to the Title IX Coordinator within

{ } five (5) school days

{ } ten (10) school days

{ } _____ school days

after the date of the written determination. Notice of appeal shall include a brief statement describing the basis for the appeal.

The Title IX Coordinator shall ensure that the designated appeal authority is not the same person as the decision-maker that reached the determination, the investigator, or the Title IX Coordinator. The designated appeal authority shall be the:

{ } School solicitor or outside counsel.

{ } Outside hearing officer.

{ } _____ (Other).

For all appeals, the designated appeal authority shall:

1. Provide written notice to the other party when notice of an appeal is filed and implement appeal procedures equally for both parties.
2. Provide both parties a reasonable, equal opportunity to submit a written statement in support of or challenging the stated basis for the appeal. Supporting statements shall describe in detail as applicable the procedural irregularities asserted to have affected the outcome of the determination, the nature of any new evidence asserted to have affected the outcome, and the nature of any bias asserted to have affected the outcome, with an explanation of how the outcome was affected by such factors. If evidence exists supporting the basis for appeal, it shall accompany the supporting statement, or it shall identify where such evidence may be found.

Supporting statements must be submitted to the appeal authority and provided to the other party within

{ } five (5) school days

{ } ten (10) school days

{ } _____ school days

of the written notice of appeal.

Statements in opposition to the appeal shall be submitted within five (5) school days of the submission of supporting statements. If a statement in opposition to an appeal refers to any evidence beyond what is described in a supporting statement, it shall accompany the statement in opposition, or it shall identify where such evidence may be found.

The appeal authority may accept and consider evidence in support of or in opposition to an appeal in making any conclusions necessary to deciding the appeal. Alternatively, when the appeal authority determines that factors exist making it necessary for the decision-maker to further develop the evidentiary record relevant to the basis for appeal, the appeal authority may return the matter to the decision-maker for that limited purpose.

3. Determine whether the appeal meets the grounds for permitted reasons for appeal and justifies modifying the written determination.
4. Issue a written decision setting forth the respects, if any, in which the written determination is modified and the rationale for the result within
 - { } five (5) school days.
 - { } ten (10) school days.
 - { } twenty (20) school days.
 - { } _____ school days.
5. Provide the written decision simultaneously to both parties. A copy of the written decision shall also be provided to the Title IX Coordinator.

Recordkeeping

The Charter School shall maintain the following records for a minimum of seven (7) years after conclusion of procedures and implementation of disciplinary sanctions and/or remedies, or in the case of a complainant or respondent who is a minor, until the expiration of the longest statute of limitations for filing a civil suit applicable to any allegation:

1. Each Title IX sexual harassment investigation, including any written determination and any audio or audiovisual recording or transcript, and disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the Charter School’s education program or activity.
2. Any appeal and the result.
3. Any informal resolution and the result.
4. All materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process.
5. Records of any Charter School actions, including any supportive measures, taken in response to a report or formal complaint of Title IX sexual harassment. In each instance, the Charter School shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the Charter School’s education program or activity. If a Charter School does not provide a complainant with supportive measures, then the Charter School must document the reasons why such a response was not clearly unreasonable in light of the known

circumstances. The documentation of certain bases or measures does not limit the Charter School in the future from providing additional explanations or detailing additional measures taken.



Book	Policy Manual
Section	1000 Programs
Title	Nondiscrimination in Employment and Contract Practices
Code	1004-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	November 21, 2023

Designated administrators will be responsible for the initial screening of applicants and for interviews of candidates for specific positions in the school, in accordance with Board policy.

Designated administrators will receive information and training relative to state and federal employment laws and regulations.

All administrators will be familiar with laws and regulations relating to employment and will apply these for the purpose of gaining as wide a representation of qualified employees as possible.

Testing of applicants will be restricted to writing and skills tests directly relating to the qualifications of the position.

To the extent possible, administrators will include other appropriate staff in the selection process.

School vacancy announcements will be advertised in as broad an area as practical and appropriate for the position.

The administrator responsible for personnel will periodically review application forms, recruiting materials, school advertisements, etc. to ensure their compliance with state and federal laws and regulations governing equal employment opportunities.



Book	Policy Manual
Section	1000 Programs
Title	Curriculum
Code	1005
Status	Active
Adopted	September 11, 2018

Purpose

The Board of Trustees (Board) recognizes its responsibility for the development, assessment and improvement of the Charter School's educational program.[\[1\]](#)

Definition

For purposes of this policy, curriculum shall be defined as a series of planned instruction aligned with established academic standards in each subject that is coordinated, articulated and implemented in a manner designed to result in the achievement of academic standards at the proficient level by all students.[\[2\]](#)[\[3\]](#)

Authority

The Board directs that the Charter School's curriculum shall be aligned with the established educational goals and objectives, Charter School application and written Charter, and shall be designed to provide students the opportunity to achieve the academic standards established by the Board. Attaining the academic standards requires students to demonstrate the acquisition and application of knowledge.[\[1\]](#)[\[2\]](#)[\[4\]](#)

Delegation of Responsibility

As the educational leader of the Charter School, the Chief Executive Officer shall be responsible to the Board for the Charter School's curriculum. They shall establish administrative procedures for curriculum development, evaluation and modification, which ensure the utilization of available resources, and effective participation of administrators and teaching staff members.[\[1\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal	1. 22 PA Code 4.4
	2. 22 PA Code 4.12
	3. 22 PA Code 4.3
	4. 24 P.S. 1720-A
	24 P.S. 1513
	24 P.S. 1518

[22 PA Code 4.21](#)

[22 PA Code 4.22](#)

[22 PA Code 4.23](#)

[22 PA Code 4.25](#)

[22 PA Code 4.26](#)

[22 PA Code 4.27](#)

[22 PA Code 4.29](#)

[22 PA Code 4.82](#)



Book	Policy Manual
Section	1000 Programs
Title	Curriculum Development Cycle
Code	1005-AR-1
Status	Active
Adopted	September 8, 2020

The objective of a Curriculum Development Cycle is to identify grade level and/or course objectives for the K-12 educational program. Establishing such objectives, when related to program goals, will facilitate the definition of an orderly progression toward the accomplishment of school academic standards for student achievement.

Development of grade level/course objectives by discipline is planned to be completed during a five (5) year period, consistent with the textbook review cycle. Basic to attaining this target is maintaining economic resources to support the broad-based participation of administrative and professional staff.

The Director of Curriculum, Instruction and Assessment and principals are responsible to implement a cyclical plan to assist in the development of K-12 planned courses of instruction that are coordinated and articulated across grade levels, staff and buildings.

The Director of Curriculum, Instruction and Assessment will coordinate a Curriculum Development Committee for each academic discipline. The committees will be comprised of principals and teacher representatives from each grade level. The appropriate building principals will select teachers to serve on a committee, based on their certification and assignment, educational background, and potential to make positive contributions.

Each Curriculum Development Committee will define grade and course level objectives to provide guidance for articulation between grades and schools.

For each academic discipline, the Committee will be responsible to:

1. Establish scope and sequence of learning – sequence of topics, units or themes to be covered at each grade, with the major emphasis on a learning continuum through all levels.
2. Define desired goals or specific academic standards or concepts – in behavioral terms, each statement will describe what the student will be able to do after they have had the learning experience.
3. Identify suggested activities – descriptions of learning activities that should assist students in achieving the specific academic standards.
4. Develop a list of suggested materials – identify textbooks, supplementary resources, audiovisual aids and any other material or technology that will assist in teaching the unit; identify a list of community resources, individuals, etc.
5. Suggest evaluation procedures – assessment tools for teachers to use to determine the extent to which students have mastered the academic standards.

The curriculum format should be effective, concise, specific and operational so that it can assist the classroom teacher. It should be designed so that teachers can add and delete material resources and activities as the need for changes in content, methods and materials is determined.

The school is responsible to develop and maintain curriculum, based on the students' need and mandatory programs. Input will be accepted from the various sources in the school, such as Board members, administrators, employees, students, parents/guardians, and community members.



Book Policy Manual
 Section 1000 Programs
 Title Proposal for Pilot Program
 Code 1005-AR-2
 Status Active
 Adopted September 8, 2020

1. School(s): _____

2. Administrator: _____

3. Subject: _____

4. Grade(s) and/or courses involved: _____

5. Describe the program or segment of a program to be piloted:

6. If the pilot is part of a program, is it intended that a program, curriculum, and/or course of study be modified or replaced?

7. Teacher(s) involved, with grade or subject:

8. Rationale and Objectives:

9. Pilot program being proposed:

10. Explain how the pilot aligns with the planned cycle of curriculum development:

11. Pilot will begin: _____ End: _____

12. Benefits that will accrue to students during the pilot, and afterwards for all students, if the program, materials, etc., are approved:

13. Describe the plan to in-service the teachers who will participate in the pilot:

14. List other major curriculum changes in this program area proposed for this year:



Book Policy Manual

Section 1000 Programs

Title Evaluation / Disposition of Pilot Program

Code 1005-AR-3

Status Active

Adopted September 8, 2020

1. School(s): _____

2. Administrator: _____

3. Subject: _____

4. Grade(s) and/or courses involved: _____

5. Teacher(s) involved, with grade and subject: _____

6. Describe the successes of the piloted program; provide examples to support the successes experienced through the new program:

7. Describe possible modifications to current curriculum or course of study that will be affected should the new program be adopted:

8. Explain how this program aligns with school curriculum; explain connections made between curriculum and academic standards:

9. Explain any staff development that occurred throughout the piloting of this program. List the teachers and staff that participated in the staff development and the provider of the training:

10. Describe any problems that were experienced throughout the program and how these problems were addressed. Explain if the problems experienced caused any major setbacks for students or teachers:

11. Is the program recommended for implementation to the current course of study or curriculum? If so, what modifications will need to be made to accommodate the new program?

12. If the program is not adopted, would another similar program be suggested for review? If so, note brief points that are being sought through a different program:

Program approval _____

CEO _____

Program denial _____

Date _____



Book	Policy Manual
Section	1000 Programs
Title	Review of Instructional Materials by Parents / Guardians and Students
Code	1005.1
Status	Active
Adopted	September 11, 2018
Last Revised	May 11, 2021

Authority

The Board of Trustees adopts this policy to ensure that parents/guardians and students have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.[\[1\]](#)[\[2\]](#)

Definition

Instructional material means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). For purposes of this policy, the term does not include academic tests or academic assessments.[\[1\]](#)

Guidelines

A written request must be sent to the appropriate principal. Upon receipt of the request from a parent/guardian or student, 21CCCS will make available existing information about the curriculum, including academic standards to be achieved, instructional materials, and assessment techniques. The request must set forth the specific material being sought for review.[\[1\]](#)

The following conditions shall apply to any request:

1. To assist the Charter School in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review.
2. The Charter School shall respond to the parent/guardian or student within five (5) school days by designating the time and location for the review.[\[1\]](#)
3. The Charter School may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.
4. No parent/guardian or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents/guardians and students shall be permitted.
5. No more than one (1) request per semester may be made by any parent/guardian or student for each enrolled child.

Under federal law, the rights provided to parents/guardians to inspect any instructional materials used as part of the student's educational curriculum transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their

rights to access information about the curriculum and to review instructional materials.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

The Chief Executive Officer or designee shall notify parents/guardians and students of this policy and its availability. This notification shall be given at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.[\[1\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 20 U.S.C. 1232h](#)

[2. 22 PA Code 4.4](#)



Book	Policy Manual
Section	1000 Programs
Title	Procedures for Review of Instructional Material by Parents / Guardians and Students
Code	1005.1-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

Upon request by a parent/guardian or student, the Charter School shall make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

The following conditions shall apply to any request:

1. To assist the Charter School in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review.
2. The written request must be sent to the Charter School's Right to Know Officer.
3. The Charter School shall respond to the parent/guardian or student within five (5) school days by designating the time and location for the review.
4. The Charter School may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.
5. No parent/guardian or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents/guardians and students shall be permitted.
6. No more than one (1) request per semester may be made by any parent/guardian or student for each enrolled child.

Under federal law, the rights provided to parents/guardians to inspect any instructional materials used as part of the student's educational curriculum transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to access information about the curriculum and to review instructional materials.

Delegation of Responsibility

The Chief Executive Officer or designee shall notify parents/guardians and students of this policy and its availability. This notification shall be given at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.



Book	Policy Manual
Section	1000 Programs
Title	Exemption From Instruction
Code	1005.2
Status	Active
Adopted	September 11, 2018

Authority

The Board of Trustees adopts this policy to ensure that parents/guardians have the right to have their children excused from specific instruction that conflicts with their religious beliefs, in accordance with applicable law and regulations.[\[1\]](#)[\[2\]](#)

Guidelines

The Charter School shall excuse any student from specific instruction, subject to the following conditions:

1. To assist the Charter School in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction from which the student is to be excused.
2. The written request to be excused shall be sent by the parent/guardian or student to the Chief Executive Officer.

One (1) copy of the request shall be retained in the student's permanent school records, one (1) copy kept by the administration, and one (1) copy submitted to the teacher from whose instruction the student is to be excused.

3. It shall not be the responsibility of the Charter School or any of its employees to ensure that the student exercises their right to be excused in accordance with a parental request. It shall be the responsibility of the student to request permission to leave live class when the specific instruction objected to is presented. When the student seeks to be excused, the teacher shall excuse the student if the teacher or administration has a copy of the written request and the written request adequately describes the specific instruction.
4. The written request must contain a statement that the specific instruction described conflicts with the religious beliefs of the student or of the parents/guardians.
5. The parent/guardian and/or student may request suggested replacement educational activities. The only permissible educational activities for this purpose shall be in the nature of replacement instruction that is consistent with the learning objectives set for the course and does not require the provision of any extra resources by the Charter School.
6. All students excused from specific instruction shall be required to achieve the academic standards established by the Charter School.[\[3\]](#) The Charter School has the right but not the obligation to provide alternative instruction/assignments/assessments to be substituted for the exempted instruction/assignments/assessments.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 22 PA Code 11.7](#)

[2. 22 PA Code 4.4](#)



Book	Policy Manual
Section	1000 Programs
Title	Procedures for Exemption from Instruction
Code	1005.2-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

The Charter School shall excuse any student from specific instruction, subject to the following conditions:

1. To assist the Charter School in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction from which the student is to be excused.
2. The written request to be excused shall be sent by the parent/guardian or student to the Chief Executive Officer.
3. One (1) copy of the request shall be retained in the student's permanent school records, one (1) copy kept by the administration, and one (1) copy submitted to the teacher from whose instruction the student is to be excused.
4. It shall not be the responsibility of the Charter School or any of its employees to ensure that the student exercises their right to be excused in accordance with a parental request. It shall be the responsibility of the student to request permission to leave live class when the specific instruction objected to is presented. When the student seeks to be excused, the teacher shall excuse the student if the teacher or administration has a copy of the written request and the written request adequately describes the specific instruction.
5. The written request must contain a statement that the specific instruction described conflicts with the religious beliefs of the student or of the parents/guardians.
6. The parent/guardian and/or student may request suggested replacement educational activities. The only permissible educational activities for this purpose shall be in the nature of replacement instruction that is consistent with the learning objectives set for the course and does not require the provision of any extra resources by the Charter School.
7. All students excused from specific instruction shall be required to achieve the academic standards established by the Charter School. The Charter School has the right but not the obligation to provide alternative instruction/assignments/assessments to be substituted for the exempted instruction/assignments/assessments.



Book Policy Manual
 Section 1000 Programs
 Title Request for Exemption from Instruction Form
 Code 1005.2-AR-2
 Status Active
 Adopted September 8, 2020

Student's Name: _____ Date of Request: _____

Grade Level: _____ Course or Subject Area: _____

Parent's/Guardian's Name(s): _____

Address: _____

Home Telephone: _____ Work Telephone: _____

In order to receive approval to be excused from specific instruction, you must complete this form and return it to the principal. Be as precise as possible in your responses. General requests that lack specificity about the instruction or materials for which an exemption is requested, fail to identify a bona fide religion, or fail to identify the nature of a religious belief which makes the instruction unacceptable to you will be denied.

Indicate your basic reason for requesting an exemption from instruction:

List the specific content, activities, topics, planned course learning objectives, or learning materials that conflict with your religious beliefs:

List suggested replacement activities that do not require extra resources:

Once the administrative review of your request has been completed, you will be notified in writing of the approval or denial. If your request is denied, you will be informed of the reasons.



Book Policy Manual
 Section 1000 Programs
 Title Response to Request for Exemption from Instruction
 Code 1005.2-AR-3
 Status Active
 Adopted September 8, 2020

Dear _____:

We have received your request for an instructional exemption for you or your child from specific instruction that conflicts with your religious beliefs. An administrative review of your request has been completed by the principal and any teachers who would be affected by the exemption.

As a result, your request has been: Approved Denied

For Approvals--specific content or activities to be exempted: _____

For Denials--reason(s): _____

A student will not be penalized academically as a result of an approved exemption from specific instruction.

Sincerely,

Principal

Date



Book	Policy Manual
Section	1000 Programs
Title	Medical Excusal and Homebound Instruction
Code	1006
Status	Active
Adopted	November 17, 2015
Last Revised	September 10, 2019

Excusal From School For Mental, Physical, And Other Urgent Reasons Mental Or Physical Reasons For Excusal

For any excusal from compulsory school attendance that exceeds the temporary period described in Excusal For Temporary Periods in this policy, the Board of Trustees, upon recommendation of the CEO, may excuse from compulsory school attendance any student of compulsory school age when the following conditions are satisfied:

1. A mental or physical condition that: (a) is severe; (b) is likely to persist for greater than four (4) calendar weeks during which school is in session; and (c) is widely recognized within an established field of medicine or psychology and prevents the child from attending school.
2. The school has received a report written by a licensed medical doctor or a licensed psychologist that: (a) describes the mental or physical condition using professionally recognized diagnostic criteria; (b) contains a clear recommendation that the child not attend school for a specific period; and (c) explains how the mental or physical condition of the child prevents school attendance.
3. The school does not have reason to suspect that the reasons offered to excuse the nonattendance are fraudulent or constitute an attempt to subterfuge the compulsory attendance laws of the Commonwealth. Such reasons include, but are not limited to: (a) the use of a medical doctor or psychologist who has a history of supporting fraud or subterfuge; (b) over-reliance by the medical doctor or psychologist on secondary information rather than on direct, independent assessment and judgment; (c) a history of parent/guardian or student violation of the compulsory attendance laws; or (d) a history of erratic attendance or unexcused absence on the part of the student.

Other Urgent Reasons For Excusal

In other extraordinary circumstances resulting in absences that exceed the temporary period described under Excusal For Temporary Periods in this policy, the Board of Trustees may excuse from compulsory school attendance, upon recommendation of the CEO, any student of compulsory school age upon receipt of clear evidence from credible sources that a condition exists that indisputably renders such attendance a clear and immediate danger to the health, safety, or welfare of the student or others and when such condition is likely to persist for a period greater than four (4) calendar weeks during which school is in session. Whenever possible, evidence of such condition must be provided under or subject to an oath that would subject the provider thereof to criminal prosecution in the event that any portion is determined to be false.

Approval By The Department Of Education

The approval of any excusal from compulsory attendance, other than excusals for temporary periods as described below, shall not become final until it is approved by the designated authority within the Pennsylvania Department of Education. The CEO or designee shall forward any approval by the Board to the Department in such form and with such substantiating documentation as the Department shall require. Nothing in this policy shall preclude excusal of a student who has satisfied the conditions enumerated above in this policy pending approval from the Department, provided, however, that the school shall treat such excusal as revoked immediately upon notification of the parent/guardian of the student that the Department has disapproved such excusal.

Excusal For Temporary Periods

The principal of any public or private school at which a student of compulsory school age is in attendance may excuse that student from attendance for any of the reasons identified, and upon satisfaction of the conditions specified in Mental Or Physical Reasons For Excusal or Other Urgent Reasons For Excusal sections of this policy for a period not to exceed four (4) continuous weeks during which school is in session in any one (1) school year. Such excusals are not subject to approval by either the Board of Trustees or the Department of Education but shall be promptly reported to the CEO or designee and to the Office of Special Education. The principal may extend such excusal for additional periods, each not to exceed four (4) continuous weeks during which school is in session, provided that the total time of excusal in any one (1) school year shall not exceed three (3) calendar months.

Homebound Instruction

Due to the nature of cyber education and the school's educational delivery model in most circumstances homebound instruction will not be necessary as students are able to access teachers, lessons, and all course work from their homes.

Eligibility

Except as provided under Students With Disabilities in this policy, a public school student who the Board or the principal has excused in accordance with Excusal From School For Mental, Physical, And Other Urgent Reasons of this policy shall receive homebound instruction upon receipt of a request in writing from the parent/guardian of the student, subject to the following limitations and conditions:

Absent compelling and extraordinary circumstances, homebound instruction shall not commence prior to the expiration of one (1) week of continuous absence from the date on which the request for such instruction is received in writing from the parent/guardian or from the point at which excusal is approved by the Board or principal in accordance with this policy, whichever is later.

The hours of such instruction shall not exceed five (5) weekly or the maximum number for which subsidy is available from the Commonwealth of Pennsylvania, or the maximum that the health and well-being of the student will allow, whichever is less.

The availability and amount of such instruction is subject to the availability of certified teachers to provide such services in the home.

The scheduling of such instruction shall be at the mutual convenience of the parent/guardian and the instructor, and the school shall not provide make-up sessions when the student or the parent/guardian is unavailable for a scheduled session of instruction.

Continuation of homebound instruction for any period beyond three (3) months shall be contingent upon approval of such instruction by the Pennsylvania Department of Education.

A responsible adult caretaker must remain in the home for the entire time that a homebound instructor is in the house.

Provision Of Homebound Instruction

Homebound instructors shall be certified to teach within the Commonwealth of Pennsylvania the subjects in which they are instructing the homebound student. Homebound instruction shall mirror as closely as possible the planned scope and sequence of instruction that is delivered to students of similar age attending the public schools. When regularly-employed professional staff cannot be assigned to homebound instructions, persons on the substitute roster holding appropriate certification may be used. If no certified person is available, an emergency certificate may be issued to qualify a person to teach homebound students.

Students With Or Thought To Have Disabilities

Students With Disabilities

When the Board or principal has excused from school, in accordance with Excusal From School For Mental, Physical, And Other Urgent Reasons of this policy, a student with a disability whom the school has determined to be eligible for special education and related services in accordance with the Individuals with Disabilities Education Act and Chapter 14 of the regulations of the State Board of Education or adaptations and accommodations in accordance with Section 504 of the Rehabilitation Act of 1973 and Chapter 15 of the regulations of the State Board of Education, the CEO or designee shall ensure that an IEP team or an accommodation planning team convenes with reasonable promptness. The team thus convened shall determine the type, frequency, duration, and location of instruction provided to the student, the provisions of the Homebound Instruction section in this policy notwithstanding. Nothing in this policy shall limit the authority of the team to seek any necessary reevaluations of the child prior to recommending changes in program or placement.

Students Not Identified As Having Disabilities

When the Board or principal has excused from school, in accordance with this policy, a student whom the school has not identified as having a disability, the following shall apply:

For a student excused in accordance with Mental Or Physical Reasons For Excusal in this policy, the CEO or designee shall seek from the parent/guardian of the student permission to complete a multidisciplinary team evaluation and, upon receipt of permission either from the parent/guardian or by the final order of a hearing officer or court, shall proceed with such evaluation within the time allotted by law. The requirement to complete a pre-evaluation screening of such child shall be waived unless the CEO or designee determines that such screening can be completed meaningfully and practicably under the circumstances.

For a student excused for a temporary period in accordance with Excusal For Temporary Periods in this policy, the CEO or designee shall seek from the parent/guardian of the student permission to proceed with a pre-evaluation screening as soon as possible upon the return of the student to school and, upon receipt of permission either from the parent/guardian or by final order of a hearing officer or court, shall proceed with such screening within the time allotted by law or policy, provided, however, that the CEO or designee shall have the authority, based upon a review of the records of the student and the circumstance of the case: (a) not to proceed with such screening if the condition for which the excusal was granted is eliminated or mitigated to such an extent that it will not affect the ability of the student to access or participate in educational programming; or (b) to proceed with screening or with a multidisciplinary team evaluation prior to the return of the student to school if circumstances warrant. Nothing in this policy shall limit the right of a parent/guardian to request that a multidisciplinary team evaluation proceed immediately and without pre-evaluation screening or the right of the school to refuse such a request in the manner prescribed by law.

An excusal granted in accordance with Other Urgent Reasons For Excusal in this policy shall not in itself constitute reason to believe that a student has a disability, unless circumstances otherwise so indicate.

Pregnant and Parenting Students

Becoming pregnant or being a parent does not, in itself, necessitate that a student receive homebound instruction. Certification of a physician is required for any students, including pregnant or parenting students, who are requesting homebound instruction because of an illness or other urgent reason.

PSSA Testing

A homebound student is required to participate in the Pennsylvania System of School Assessment (PSSA). If the student is incapable of participating at the school or school-designated location, the individual who is providing the homebound instruction should be trained to administer the assessment and then administer the test to the student in their home.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book	Policy Manual
Section	1000 Programs
Title	Adoption of Planned Instruction
Code	1007
Status	Active
Adopted	September 11, 2018

Purpose

The Board of Trustees (Board) shall provide a comprehensive program of planned instruction to enable Charter School students to achieve educational goals and objectives, and attain academic standards required for student achievement. Planned instruction shall consist of at least the following:[\[1\]](#)[\[2\]](#)

1. Objectives to be achieved by all students.
2. Content, including materials, activities and instructional time.
3. Relationship between objectives of a planned course and established academic standards.
4. Procedure for measuring the attainment of objectives and academic standards.

Authority

The Board shall adopt the program of planned instruction by a majority vote of the full Board. The Board reserves the right to determine which units of the instructional program constitute planned instruction and are subject to adoption by the Board.

Delegation of Responsibility

The Chief Executive Officer shall be responsible for continuous evaluation of the effectiveness of the Charter School's planned instruction and shall recommend to the Board new and altered planned instruction deemed to be in the best interests of students.

The Chief Executive Officer shall invite the participation of administrative and professional staff members at appropriate levels in the formulation of recommendations.

The Chief Executive Officer shall annually provide each Trustee with a current list of all planned instruction.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal	1. 22 PA Code 4.11
	2. 22 PA Code 4.12
	24 P.S. 1715-A
	24 P.S. 1716-A



Book	Policy Manual
Section	1000 Programs
Title	Proposal for Planned Instruction
Code	1007-AR-1
Status	Active
Adopted	September 8, 2020

When an addition or revision to the school's planned instruction is recommended by an individual employee or group of professional employees in a grade or department, a written proposal will be submitted on the school form to the CEO or Director of Curriculum, Instruction & Assessment.

The written proposal will contain the following information regarding the proposed planned instruction:

1. Description and content, including the instructional method when it differs significantly from traditional methods and is an integral part of the instruction.
2. Applicability to students and a description of the group of students affected.
3. Rationale in terms of school objectives and academic standards, and justification when it will replace or alter an existing course of planned instruction.
4. Resources that its implementation will require, to include textbooks, materials, technology, personnel, and equipment.
5. Assessment and evaluation methods to be used to monitor and measure its effectiveness and impact on student achievement.
6. Developmental history, with data on its use elsewhere when available.

The CEO or designee will coordinate selection of a Review Committee, which will include appropriate administrators and teacher representatives. The Review Committee will review the proposal and will recommend one (1) of the following:

1. Approval of the proposal.
2. Approval of the proposal, contingent upon recommended revisions being made.
3. Disapproval of the proposal, citing reasons.

The Board will make the final determination of approval or disapproval of the proposal for adding planned instruction.

If approved by the Board, the designated employees will prepare a guide for planned instruction, using the school's format, in accordance with Board policy and administrative procedures.

Upon Board approval, new courses will be added to, and deleted courses will be removed from, the school's program of planned instruction and the information provided to staff, students and parents/guardians.



Book Policy Manual
 Section 1000 Programs
 Title Proposal Form for Planned Instruction
 Code 1007-AR-2
 Status Active
 Adopted September 8, 2020

Proposal Writer(s)

Date Submitted

Grade

Current Assignment

Title of Added/Changed Planned Instruction

Reason for Adding/Revising Planned Instruction

Approval/Disapproval of Review Committee

Date

CEO's Approval/Disapproval

Date

Comments/Recommendations:

Board Approval/Disapproval
Board Chairperson's Signature

Date

1. Identify the need or issue relative to educational objectives and academic standards and demonstrate that addition or revision of this instruction is important to fill this need or resolve this issue.
2. List the educational objectives and academic standards that will be addressed.
3. Summarize the proposed planned instruction and list the range of content to be added or revised.
4. What length of time will be used to teach this planned instruction? List the units of instruction.
5. What grade levels/groups of students will be directly impacted by the proposed instruction?
6. What prerequisite knowledge/skills will affected students be required to have?

7. What impact will addition or revision of this instruction have on other planned instruction?

8. What scheduling accommodations will be needed for this proposed instruction?

9. What changes in personnel, if any, will result?

10. List the resources and estimated costs relative to this addition or revision, including textbooks, materials, technology and equipment.

11. State the assessment and evaluation methods that will be used to monitor and measure the proposed instruction's effectiveness and impact on student achievement.

12. List developmental history and data relative to the proposed instruction.



Book	Policy Manual
Section	1000 Programs
Title	Textbooks and Resource Materials
Code	1008
Status	Active
Adopted	September 11, 2018

Purpose

The Board of Trustees (Board) recognizes the importance of providing textbooks and resource materials as reliable sources of information in the Charter School's approved curriculum and planned instruction.

Authority

The CEO or Designee shall approve the adoption of all textbooks and resource materials used for instruction in the Charter School's educational programs.

Definitions

Textbooks shall be defined as the books used as the basic source of information in the planned instruction.

Resource materials shall include nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital materials, software and instructional materials.

Delegation of Responsibility

The Chief Executive Officer, in consultation with administrative and professional staff members, shall be responsible for the selection and approval of textbooks and resource materials.

The Chief Executive Officer or designee shall establish administrative procedures for reviewing, evaluating and selecting textbooks and resource materials.

The Chief Executive Officer or designee shall establish a process for handling complaints and requests for reconsideration of resource materials.

A list of all approved textbooks and resource materials used in the Charter School shall be maintained by the Chief Executive Officer or designee and shall be available to Trustees, staff, students, parents/guardians and the Charter School community.

Guidelines

Accessible Format of Instructional Materials

The Board adopts the National Instructional Materials Accessibility Standard (NIMAS) and shall provide print and instructional materials, including textbooks and resource materials, in alternate or specialized accessible formats in a timely manner to students who are blind or other persons with print disabilities, in accordance with law and regulations. [1][2]

The Charter School shall take all reasonable steps to ensure that students who are blind or other persons with print disabilities have access to accessible format instructional materials at the same time that students without disabilities have access to instructional materials. The Charter School shall not withhold instructional materials from other students until instructional materials in accessible formats are available.

The Charter School shall take all reasonable steps to ensure that students enrolling in the Charter School after the start of the school year have access to accessible format instructional materials within ten (10) school days from the time the need for accessible or specialized format instructional materials is determined.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 20 U.S.C. 1474](#)

[2. 22 PA Code 711.45](#)



Book	Policy Manual
Section	1000 Programs
Title	Review / Evaluation / Selection of Textbooks
Code	1008-AR-1
Status	Active
Adopted	September 8, 2020

The Board adopts the National Instructional Materials Accessibility Standard (NIMAS) and shall provide print and instructional materials, including textbooks and resource materials, in alternate or specialized accessible formats in a timely manner to students who are blind or other persons with print disabilities, in accordance with law and regulations.

The Charter School shall take all reasonable steps to ensure that students who are blind or other persons with print disabilities have access to accessible format instructional materials at the same time that students without disabilities have access to instructional materials. The Charter School shall not withhold instructional materials from other students until instructional materials in accessible formats are available.

The Charter School shall take all reasonable steps to ensure that students enrolling in the Charter School after the start of the school year have access to accessible format instructional materials within ten (10) school days from the time the need for accessible or specialized format instructional materials is determined.



Book Policy Manual
 Section 1000 Programs
 Title Textbook Evaluation Form
 Code 1008-AR-2
 Status Active
 Adopted September 8, 2020

Bibliographic Entry:

Subject Area: _____ Level: _____

Please complete all information that applies to this text:

Reading Level

- 1. Reading level (as supplied by publisher). _____
- 2. Reading level as determined by person evaluating this text. _____
- 3. Formula used (Fry, Raygor, etc.) by evaluation. _____
- 4. Reading level of text appears to be realistic for the program level.

<u>YES</u>	<u>NO</u>
<input type="checkbox"/>	<input type="checkbox"/>

Format/Illustrations

- | | <u>YES</u> | <u>NO</u> |
|---|--------------------------|--------------------------|
| 1. The appearance of the text is appealing to students. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Illustrations are functional, serve a practical purpose, assist with motivation. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Illustrations, diagrams, tables, and charts give meaning to the instruction. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Layout and design of text contributes to its readability. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The illustrations portray the multi-ethnic diversity of society. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Females and males are equally represented in illustrations, shown in varied and non-stereotyped roles. | <input type="checkbox"/> | <input type="checkbox"/> |

Teacher Editions

- | | <u>YES</u> | <u>NO</u> |
|--|--------------------------|--------------------------|
| 1. Teacher editions clearly state the learning objectives for each lesson or unit. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The lesson notes provide a variety of suggestions for presenting material. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Teacher editions include reproduction of student test pages with answers. | <input type="checkbox"/> | <input type="checkbox"/> |

Content Authority

- | | <u>YES</u> | <u>NO</u> |
|---|--------------------------|--------------------------|
| 1. Author is a well-qualified authority and reliable in their field. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Copyright date is recent enough (not more than five (5) years old) | <input type="checkbox"/> | <input type="checkbox"/> |



Book Policy Manual
 Section 1000 Programs
 Title Textbook Recommendation Form
 Code 1008-AR-3
 Status Active
 Adopted September 8, 2020

Date: _____

Subject: _____ Grade Level(s): _____

Textbook Recommended:

Title: _____

Author: _____

Publisher: _____

Copyright date/edition: _____

Planned Instruction: _____

Quantity: _____

Available formats: _____

Cost per book: _____

Auxiliary needs: _____

Method of evaluation used: _____

Statement of reason for recommendation: refer to the Textbook Evaluation Form when completing this statement.

Other Books Reviewed:

Title

Publisher

Signatures of staff members:

1. _____
2. _____
3. _____
4. _____
5. _____

Please return the entire packet of information, including the Textbook Evaluation Form, and the textbook to be selected.



Book	Policy Manual
Section	1000 Programs
Title	Disposal of Textbooks
Code	1008-AR-4
Status	Active
Adopted	September 8, 2020

The designated administrator will dispose of unused textbooks in the following priority order:

1. Placement in school library for use as a supplemental resource, unless the textbook is determined to be obsolete.
2. Placement in classrooms for use as a supplemental resource, unless the textbook is determined to be obsolete.
3. Sold to commercial used book purchasers by quotation.
4. Sold to private schools by quotation.
5. Donated to charitable organizations.
6. Distributed to students for use at home.
7. Discarded.

The school shall dispose of textbooks acquired with federal funds in accordance with applicable federal regulations, Board policy and administrative procedures.



Book	Policy Manual
Section	1000 Programs
Title	Current Events
Code	1009
Status	Active
Adopted	November 17, 2015
Last Revised	September 10, 2019

The Board believes that the consideration of current events has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such events can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

For purposes of this policy, a current event is a topic on which opposing points of view have been promulgated by responsible opinion.

The Board will permit the introduction and proper educational use of current events provided that their use in the instructional program is related to the instructional goals of the course of study and level of maturity of the students; does not tend to indoctrinate or persuade students to a particular point of view; encourages fair presentation and open-mindedness; is not meant to embarrass or ridicule a person or people at the school; and is not related to the employment status of the teacher and/or other employees of the school.

The Board recognizes that some deviation from the designated curriculum map is necessary in the free exchange of the classroom. However, the Board specifies for the guidance of the CEO and, through administrative directive, the guidance of the staff, that any discussion of current events in the classroom shall be conducted in an unprejudiced and dispassionate manner and shall not disrupt the educational process nor fail to match the maturity level of students; and be unrelated to the goals of the school and the appropriate curriculum map.

Teaching About Religion

The Board believes that the school curriculum must give suitable attention to the religious influences in man's development and that knowledge about religion is an important aspect of the study of society.

Accordingly, the Board endorses the inclusion of religious writings in the curriculum, in conformance with State Department of Education guidelines.

Controversial Speakers

American academic tradition stresses the free exchange of ideas as a vital element in the development of curriculum and in classroom teaching.

Any faculty member may invite speakers to address their class on subjects which are within the framework of their curriculum and which are not prohibited by law. Such outside speakers shall have the preapproval of and be introduced to the principal.

Consideration should be given to providing a balance of viewpoints and students and faculty are expected to display the appropriate amount of respect regarding all such viewpoints.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book	Policy Manual
Section	1000 Programs
Title	Selection of Software Resource Material
Code	1009-AR-1
Status	Active
Adopted	September 8, 2020

Software is a key component of learning and complements teacher instruction, the curriculum and classroom management. Software should be chosen to best match the planned instruction for each subject. Software provides for the learning reflected in the curriculum and academic standards, as well as in materials that supplement and extend the core learning.

The school's technology staff will select software resource materials for use in the school. The technology staff will consult with appropriate administrators and professional staff during the selection process.

Criteria For Evaluation/Selection

In selecting software resource materials, the technology and professional staff will select materials meeting high standards, based on the following criteria:

1. Educational significance and relevance.
2. Developmentally appropriate for a particular age group.
3. Provision for both horizontal and vertical learning by supplementing, enhancing and extending the core curriculum.
4. Favorable professional recommendations based on preview and examination of materials by professional personnel.
5. Reputation and background of the software publisher.
6. Content is applicable for multi-level ability and use.
7. Value commensurate with cost and/or need.
8. Compatibility with current software and systems.
9. Need balanced with school's budgeted resources.
10. Technical excellence.

The technology staff will select software using the established criteria. Software orders must be reviewed by the designated administrator and approved by the principal before being submitted to the CEO.

Software given to the school will be judged by the established criteria and will be accepted or rejected based on that criteria.

Upgrading is the process of removing software that has outlived its usefulness. Software that is obsolete, inaccurate or damaged may be upgraded.



Book	Policy Manual
Section	1000 Programs
Title	Weeding of Resource Material
Code	1009-AR-2
Status	Active
Adopted	September 8, 2020

Weeding is the process of clearing the collections in the library/media center of materials that have outlived their usefulness.

Weeding is essential to maintaining an attractive, relevant collection. Weeding is a continuous process, and the current collection of resource materials will be continually evaluated in relation to evolving curriculum, new formats of materials and resources, new instructional methods, and the current needs of users.

All weeding decisions will be made and executed by the professional staff and technology department. The same review and evaluation used for selection of materials will be applied to weeding of resource materials.

Criteria For Removal Of Materials

Resource materials will be removed from a collection when they are determined to be:

1. Outdated because the content is obsolete, inaccurate or misleading.
2. Unnecessary to support and/or enrich the curriculum or student/faculty needs or interests.
3. Superseded by new or revised editions or more current information.
4. Duplicates of titles no longer in heavy demand.
5. In poor physical condition.
6. Seldom circulated.

Discarded books may be given to staff members and/or donated to public libraries.



Book Policy Manual
 Section 1000 Programs
 Title Checklist for Review Committee
 Code 1009-AR-3
 Status Active
 Adopted September 8, 2020

Title _____

Author/Publisher _____

Have you read, seen or heard the material in its entirety? Yes No

Have you read all the reviews and evaluations submitted? Yes No

Purpose

What is the overall purpose of the material? _____

Is the purpose accomplished? Yes No

Appropriateness

Does the material promote the education objectives and academic standards of the curriculum of the school? Yes No

Is it appropriate to the level of instruction intended? Yes No

Are the illustrations appropriate to the subject and age levels? Yes No

Content

Is the content of this material well-presented by providing adequate scope, range, depth and continuity?
 Yes No

Is there a preoccupation with sex, violence, cruelty, brutality or aberrant behavior that would make this material inappropriate for:

Children? Yes No

Young adults? Yes No

If there is use of offensive language, is it appropriate to the purpose of the text for:

Children? Yes No
Young adults? Yes No

If the story is fantasy, is it the type that has imaginative appeal and is suitable for:

Children? Yes No
Young adults? Yes No

If both are marked no, for what age group would you recommend this material?

Do you feel that the material as a whole has worth? Yes No

Additional comments:

Based upon _____

I do I do not recommend this material.

Date _____

Signature _____

Position _____



Book	Policy Manual
Section	1000 Programs
Title	Instructional Supplies
Code	1010
Status	Active
Adopted	September 11, 2018

Authority

The Board of Trustees (Board) shall supply each staff member and student with the supplies and equipment that are deemed necessary for implementation of the approved educational program.

The Board may require that students provide certain supplies for participation in extracurricular activities.

Guidelines

When individualized and nonreusable clothing or equipment is necessary for reasons of safety or health, students shall be required to provide their own clothing or equipment, which shall meet standards set by the Charter School. Such standards shall be reasonably related to considerations of safety, health and protection of property.

[\[1\]](#)

When provision of instructional supplies imposes a financial hardship on a student, the Charter School may assume the cost.

Delegation of Responsibility

The Chief Executive Officer or designee shall establish administrative procedures to ensure that no student is denied participation in the educational program for financial reasons and to guard the privacy of each student.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [1. 22 PA Code 12.11](#)
[24 P.S. 5301 et seq](#)



Book	Policy Manual
Section	1000 Programs
Title	Procedures for Instructional Supplies
Code	1010-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

When individualized and non-reusable clothing or equipment is necessary for reasons of safety or health, students shall be required to provide their own clothing or equipment, which shall meet standards set by the Charter School. Such standards shall be reasonably related to considerations of safety, health and protection of property.

When provision of instructional supplies imposes a financial hardship on a student, the Charter School may assume the cost.



Book	Policy Manual
Section	1000 Programs
Title	Free and Reduced Lunch
Code	1010-AR-2
Status	Active
Adopted	September 8, 2020

The principal will be responsible to ensure that no student in the school is denied participation in any school program for financial reasons and that the privacy of each student is protected.

The principal will use the guidelines of the free and reduced price lunch program to determine the ability of students to provide necessary school supplies.

During the first week of school, the principal will send notice to parents/guardians of the eligibility guidelines for free and reduced price lunches. The form will include a statement that a student who qualifies under the guidelines is also eligible for free instructional supplies.



Book	Policy Manual
Section	1000 Programs
Title	School Counseling
Code	1012
Status	Active
Adopted	May 12, 2015
Last Revised	September 11, 2018

Purpose

A School counseling program is an integral part of the Charter School's educational program. Such a program can:

1. Assist students in achieving their optimum potential.
2. Enable students to significantly benefit from the offerings of the educational program.
3. Identify intellectual, emotional, social, academic and post-secondary needs.
4. Aid students in recognizing options and making choices in vocational and academic educational planning.
5. Assist students in identifying career options consistent with their abilities and goals.
6. Help students learn to make their own decisions and to solve problems independently.

Authority

The Board of Trustees (Board) directs that students shall be provided a program of guidance and counseling which involves the coordinated efforts of all staff members, under the professional leadership of certificated guidance and counseling personnel.[\[1\]](#)

Delegation of Responsibility

The Chief Executive Officer or designee is directed to implement and maintain a guidance program that serves the needs of students.

Guidelines

The Charter School's program of guidance counseling shall:

1. Be an integral part of the educational program at all levels.
2. Involve staff members at every appropriate level.
3. Honor the individuality of each student.
4. Be coordinated with services provided by locally available social and human services agencies.[\[1\]](#)[\[2\]](#)
5. Cooperate with parents/guardians and address their concerns regarding the development of their child.

6. Provide means for sharing information among appropriate staff members in the best interests of the student.
7. Be available equally to all students.
8. Establish a referral system that utilizes resources offered by the Charter School and community, guards the privacy of the student, and monitors the effectiveness of such referrals.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 22 PA Code 12.41](#)

[2. 22 PA Code 12.16](#)

[22 PA Code 4.34](#)



Book	Policy Manual
Section	1000 Programs
Title	Procedures for School Counseling
Code	1012-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

The Charter School's program of guidance counseling shall:

1. Be an integral part of the educational program at all levels.
2. Involve staff members at every appropriate level.
3. Honor the individuality of each student.
4. Be coordinated with services provided by locally available social and human services agencies.
5. Cooperate with parents/guardians and address their concerns regarding the development of their child.
6. Provide means for sharing information among appropriate staff members in the best interests of the student.
7. Be available equally to all students.
8. Establish a referral system that utilizes resources offered by the Charter School and community, guards the privacy of the student, and monitors the effectiveness of such referrals.



Book	Policy Manual
Section	1000 Programs
Title	Special Education
Code	1013
Status	Active
Adopted	November 23, 2010
Last Revised	January 12, 2021
Prior Revised Dates	September 11, 2018

Purpose

The Charter School shall offer each enrolled student with a disability education programs and services that appropriately meet the student's needs for educational, instructional, transitional and related services. A student who requires special education shall receive programs and services according to an individualized education program (IEP). The IEP shall provide access to the Charter School's general curriculum and participation in state and local assessments, including supplemental aids and services that permit the student to be educated, to the maximum extent appropriate, with nondisabled peers. The Charter School shall provide a continuum of placement options to appropriately meet the needs of students with disabilities. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Definitions

Students with disabilities - school-aged children enrolled in the Charter School who have been evaluated and found to have one or more disabilities as defined by law and regulations, and who require, because of such disabilities, special education and related services. School-aged children who have identified disabilities but do not require special education may be entitled to accommodations or services or to enroll in courses of study which serve students with disabilities pursuant to other law or Board of Trustees ("Board") policy. [\[8\]](#)[\[9\]](#)[\[10\]](#)

Individualized Education Program ("IEP") - the written educational statement for each student with a disability that is developed, reviewed and revised in accordance with federal and state laws and regulations. [\[5\]](#)[\[9\]](#)[\[11\]](#)

Parent/Guardian - for purposes of this policy and Board policies related to special education, parent/guardian shall have the definition of parent in IDEA statute and regulations, which includes:

- a) a biological or adoptive parent of a child;
- b) a foster parent, unless prohibited by state law or regulations;
- c) a guardian authorized to act as the child's parent, in accordance with law or regulations;
- d) an individual acting in the place of a parent, including a grandparent or other relative, with whom the child lives or
an individual legally responsible for the child's welfare; or
- e) an appointed surrogate parent, in accordance with law and regulations. [\[8\]](#)[\[12\]](#)

Authority

The Board directs that all students with disabilities who are enrolled in the Charter School and who are in need of special education and related services, or thought to be in need of special education and related services, shall be identified, located and evaluated. Students with disabilities who are determined to be in need of special education

and related services shall be provided with appropriate educational programs and services, in accordance with federal and state laws and regulations.[\[1\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

The Charter School prohibits discrimination based on disability. Students with disabilities are entitled to enroll in the Charter School and receive services and accommodations, which will permit them to participate in Charter School programs, services and activities as required by law.[\[19\]](#)[\[20\]](#)

The Charter School shall establish and implement a system of procedural safeguards and parent/guardian notifications, in accordance with federal and state laws and regulations.[\[21\]](#)[\[22\]](#)[\[23\]](#)

The Charter School shall include required information on students with disabilities served by the Charter School, and the services, programs, and resources provided for students with disabilities, in its Annual Report, in accordance with law and regulations.[\[24\]](#)

Delegation of Responsibility

The Chief Executive Officer or designee is directed to annually recommend to the Board the employment and retention of necessary, qualified staff and provision of required facilities, programs, and services to provide for the needs of students with disabilities.[\[27\]](#)[\[28\]](#)

Fiscal and Program Compliance

The Chief Executive Officer or designee shall establish procedures to ensure that the Charter School complies with all federal and state laws and regulations, and program requirements for special education-related funding and reimbursement.

The Charter School shall notify a student's school district of residence when:[\[29\]](#)

1. A student with an IEP begins attending the Charter School.
2. The Charter School has identified an enrolled student as a student with a disability and has developed an IEP for the student.
3. A student with a disability enrolled in the Charter School subsequently enrolls in another public or private school entity.

Such notification should occur within ten days of enrollment, identification of a disability or disenrollment.

Guidelines

Individualized Education Programs ("IEP"s)

Each student with a disability shall be educated pursuant to an IEP, which shall provide an appropriate education in the least restrictive environment, in accordance with federal and state laws and regulations.[\[5\]](#)[\[30\]](#)[\[31\]](#)

When a student with an IEP transfers into the Charter School, the Charter School shall, upon enrollment, ensure that the student receives special education and related services in conformity with the IEP, either by adopting the existing IEP or by developing a new IEP, in accordance with the requirements of federal and state laws and regulations.

For students who are fourteen (14) years of age or older, the Charter School shall include a transition plan in the IEP, which includes appropriate measurable postsecondary goals related to training, education, employment and, when appropriate, independent living skills.

Child Find

The Charter School shall take appropriate steps to ensure that all students with disabilities who are enrolled in the Charter School and are in need of special education and related services are identified, located and evaluated.[\[15\]](#)[\[32\]](#)[\[33\]](#)

Public Awareness and Outreach Activities –

The Chief Executive Officer or designee shall establish procedures and public awareness and outreach activities sufficient to inform parents/guardians of children applying to or enrolled in the Charter School of child identification activities, available special education services and programs, the manner in which to request those services and programs, and the procedures to be followed to ensure confidentiality of information pertaining to students with disabilities in accordance with federal and state laws and regulations. Public awareness and outreach activities shall include, but not be limited to:[\[15\]](#)[\[32\]](#)[\[33\]](#)

1. Written information regarding the Charter School's special education services and programs shall be published in school handbooks and on the Charter School's website.
2. Directly, or through the Intermediate Unit, the Charter School shall publish an annual written notice in newspaper(s) or other media.
3. The Charter School shall offer parent/guardian and family training and informational activities regarding the Charter School's special education programs and services. Activities shall be publicized to all parents/guardians with enrolled students.
4. Directly, or through the Intermediate Unit, the Charter School shall provide periodic training to Charter School staff on the Charter School's special education programs and services, and established procedures for screening and evaluation of students.

Public awareness and outreach activities shall include methods for reaching homeless students, students who are wards of the state, highly mobile students (such as migrant students), individuals with disabilities and individuals with limited English proficiency. The Charter School's child identification activities shall include information regarding potential signs of developmental delays and other risk factors that could indicate disabilities.

Screening

The Charter School shall establish a system of screening activities, which may include pre-referral intervention services, to accomplish the following: [\[34\]](#)[\[35\]](#)

1. Identify and provide initial screening for students prior to referral for a special education evaluation, including pre-referral intervention services.
2. Provide peer support for teachers and other staff members to assist them in working effectively with students in the general education curriculum.
3. Identify students who may need special education services and programs.

The screening process must include: [\[34\]](#)[\[36\]](#)[\[37\]](#)

1. Hearing and vision screening in accordance with law and regulations, for the purpose of identifying students with hearing or vision difficulty so that they can be referred for assistance or recommended for evaluation for special education.
2. Screening at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects.

Screening activities are conducted on an ongoing basis throughout the school year. Parents/Guardians may request screening in writing for their children by contacting the Charter School.

When screening indicates that a student may be a student with a disability who is eligible for special education, the Charter School shall seek parental consent to conduct an evaluation.

The Charter School may develop a program of pre-referral intervention services that meets the requirements of applicable law and regulations. [\[34\]](#)

Screening or pre-referral intervention activities shall not block the rights of a parent/guardian to request, at any time, including prior to or during the screening or instructional support activities, an evaluation for the purpose of determining if the child is a student with a disability and eligible for special education and related services. [\[34\]](#)

Confidentiality

In accordance with the Family Educational Rights and Privacy Act ("FERPA"), the Charter School shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, storing, disclosing and destroying student records. [\[38\]](#)[\[39\]](#)[\[40\]](#)[\[41\]](#)

Charter School staff shall maintain the confidentiality of student records and personally identifiable information, as required by law, regulations and Board policy.

Recording of Meetings

Except as specifically provided for within this policy, the Charter School prohibits audio, video and electronic recording of meetings involving parents/guardians and Charter School teachers, paraprofessionals, program specialists, consultants, or administrators.

An attempt to record a meeting by a parent/guardian after a verbal prohibition by Charter School staff shall result in immediate termination of the meeting and may result in ejection from Charter School property and possible prosecution.

The Charter School shall permit audio recording of a meeting when a participant submits, at least five (5) days prior to the meeting, documentation that substantiates:

1. Participant has a disability or limited English proficiency that significantly limits the participant's ability to meaningfully understand or participate in the meeting's intended decision-making and the creating of an audio recording is the only feasible means of accommodating the limitation.
2. Individual has a legitimate interest in attending the meeting but for good cause is unable to do so, and recording is the only feasible means by which the individual can meaningfully understand and participate in the decision-making.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

- [1. 22 PA Code 12.1](#)
- [2. 22 PA Code 12.4](#)
- [3. 22 PA Code 711.2](#)
- [4. 22 PA Code 711.3](#)
- [5. 22 PA Code 711.41](#)
- [6. 34 CFR 300.1](#)
- [7. 34 CFR 300.114-300.117](#)
- [8. 20 U.S.C. 1401](#)
- [9. 22 PA Code 711.1](#)
- [10. 34 CFR 300.8](#)
- [11. 34 CFR 300.320-300.324](#)
- [12. 34 CFR 300.30](#)
- [13. 20 U.S.C. 1400 et seq](#)
- [14. 22 PA Code 12.41](#)
- [15. 22 PA Code 711.21](#)
- [16. 29 U.S.C. 794](#)
- [17. 34 CFR Part 300](#)
- [18. 42 U.S.C. 12101 et seq](#)
- [19. 22 PA Code 711.7](#)
- [20. 24 P.S. 1723-A](#)
- [21. 20 U.S.C. 1415](#)
- [22. 22 PA Code 711.62](#)
- [23. 34 CFR 300.500-300.518](#)
- [24. 22 PA Code 711.6](#)
- [25. 24 P.S. 1725-A](#)
- [26. 24 P.S. 1744-A](#)
- [27. 22 PA Code 711.5](#)
- [28. 34 CFR 300.207](#)
- [29. 22 PA Code 711.9](#)
- [30. 20 U.S.C. 1414](#)

[31. 34 CFR 300.320-300.327](#)

[32. 20 U.S.C. 1412](#)

[33. 34 CFR 300.111](#)

[34. 22 PA Code 711.23](#)

[35. 34 CFR 300.226](#)

[36. 24 P.S. 1402](#)

[37. 28 PA Code 23.1 et seq](#)

[38. 20 U.S.C. 1232g](#)

[39. 22 PA Code 711.8](#)

[40. 34 CFR 300.611-300.627](#)

[41. 34 CFR Part 99](#)

[24 P.S. 1372](#)

[24 P.S. 1715-A](#)

[24 P.S. 1732-A](#)

[24 P.S. 1749-A](#)

[22 PA Code 711.1 et seq](#)

[Pennsylvania Training and Technical Assistance Network \(PaTTAN\)](#)



Book	Policy Manual
Section	1000 Programs
Title	Gifted Education
Code	1013-AR-1
Status	Active
Adopted	January 24, 2022

Definitions

Educational placement - overall educational environment in which gifted education is provided to a gifted student.

Gifted Individualized Education Plan (GIEP) - written plan developed by a team of individuals in accordance with state regulations, describing the educational program and services to be provided to a gifted student, based on and responsive to the results of an evaluation and written report.

Gifted Multidisciplinary Evaluation (GMDE) - systematic process of testing, assessment, other evaluative processes and information that describes a student's academic functioning, learning strengths, learning problems and educational needs, and is used by a team to make a determination about whether or not a student is gifted and needs specially designed instruction.

Gifted Multidisciplinary Team (GMDT) - team of designated individuals who conduct a GMDE.

Gifted student - school-age student who meets the definition of mentally gifted; school-age student with an IQ of 130 or higher or when multiple criteria as set forth in state regulations and PA Department of Education guidelines indicate gifted ability. Determination of gifted ability will not be based on IQ score alone. A student with an IQ score lower than 130 may be admitted to gifted programs when other educational criteria in the student's profile strongly indicate gifted ability. Determination of mentally gifted must include an assessment by a certified school psychologist.

Mentally gifted - outstanding intellectual and creative ability, the development of which requires specially designed programs and/or support services not ordinarily provided in the regular education program.

School age - the period from the earliest admission of a student to the district's kindergarten program or beginner program until the student turns twenty-one (21) or graduates from high school, whichever occurs first.

Specially designed instruction - adaptations or modifications to the general curriculum, instruction, instructional environments, methods, materials or a specialized curriculum for students who are gifted.

Support services - services required by state regulations to assist a gifted student to benefit from gifted education; examples include: psychological services, parent counseling and education, counseling services, and/or transportation to and from gifted programs to classrooms in district buildings.

Annual Awareness Activities

The district must annually conduct awareness activities to inform the public and parents/guardians of school-age children residing within its boundaries, enrolled both in public and nonpublic schools, about gifted education services and programs, as well as how to request these services and programs.

The district will distribute information by using a public outreach awareness system that can reach all parts of the community, including parents/guardians of school-age children not enrolled in district schools.

Written notice about the district's gifted education services and programs may be provided annually by:

1. Publication in local newspapers and other media.
2. Printing in district publications and/or literature, including student handbooks.
3. Posting on the district website.

The annual public notification will include the following:

1. A description of gifted services and programs available from the district, and the needs of children served by these services and programs.
2. The purpose, frequency and processes used in screening activities.
3. A description of how to request that the district initiate screening and evaluation activities for a child.
4. An explanation of the confidentiality protections for information regarding a specific child.

Dual Exceptionalities

If a student is determined to be both gifted and eligible for special education, the procedures in Chapter 14 of the State Board of Education regulations take precedence. For students identified with dual exceptionalities, the needs established under gifted status must be fully addressed in those procedures.

The district is not required to conduct separate screening and evaluations or use separate procedural safeguards processes to provide for a student's needs as both a gifted and eligible special education student.

A single Individualized Education Program (IEP) will be developed and implemented, revised and modified for students who are identified as both gifted and eligible for special education.

Screening and Evaluation Process

The district is required to locate and identify all students of school age residing within its boundaries who are thought to be gifted and in need of specially designed instruction. The district will screen all students and evaluate those who are thought to be gifted.

The district will develop processes and criteria for screening students who are thought to be gifted. The screening process may include, but is not limited to:

1. Readiness/Developmental tests.
2. Achievement tests.
3. Ability tests.
4. Group intelligence tests.
5. Anecdotal information – parent/guardian, educator, other.
6. Subject area assessment (i.e., student portfolio).
7. Syllabus-based examination.
8. Curriculum-based assessment.
9. College aptitude test.
10. PSAT/SAT, CLEP test.
11. Extracurricular academic performance/achievements.

12. Rating scales.
13. Interest inventories.
14. Cumulative records.
15. Enrollment records.
16. Parent inventories.
17. Health records.
18. Report cards.
19. Subject assessments of cognitive functioning.

Determination of gifted ability will not be based on IQ score alone. Deficits in memory or processing speed, as indicated by testing, cannot be the sole basis upon which a student is determined to be ineligible for gifted education. Determination of mentally gifted must include an assessment by a certified school psychologist.

Criteria, other than IQ score, which indicate gifted ability, include but are not limited to, achievement, rate of acquisition/retention, demonstrated achievement, early skill development and intervening factors masking giftedness. Multiple criteria indicating gifted ability include:

1. A year or more above grade achievement level for the normal age group in one or more subjects as measured by nationally-normed and validated achievement tests.
2. An observed or measured rate of acquisition/retention of new academic content or skills.
3. Demonstrated achievement, performance or expertise in one or more academic areas as evidenced by excellence of products, portfolio or research, as well as criterion-referenced team judgment.
4. Early and measured use of high-level thinking skills, academic creativity, leadership skills, intense academic interest areas, communications skills, foreign language aptitude or technology expertise.
5. Documented, observed, validated or assessed evidence that intervening factors such as English Learner status, disabilities defined in 34 CFR 300.8, gender or race bias, or socio/cultural deprivation are masking gifted abilities.

Parents/Guardians who suspect their child is gifted may request a Gifted Multidisciplinary Evaluation (GMDE) at any time, with a limit of one (1) request per school term. The request must be in writing.

The district will make the Permission to Evaluate form readily available for the purpose of parent/guardian requests. If a request is made orally to any professional employee or district administrator, that individual will provide a copy of the Permission to Evaluate form to the parent/guardian within ten (10) calendar days of the oral request.

The district will refer a student for a GMDE when a teacher or parent/guardian suspects that the student is gifted and one or more of the following apply:

1. A request for evaluation has been made by the student's parents/guardians, as described above.
2. The student is thought to be gifted based on the district's screening of the student, which indicates high potential consistent with the definition of mentally gifted, or a performance level which exceeds that of other students in the regular classroom.
3. A hearing officer or judicial decision orders a GMDE.

Gifted Multidisciplinary Evaluation (GMDE)

Prior to conducting an initial GMDE, the district will comply with the required parental notice and consent requirements.

A GMDE will be conducted by a Gifted Multidisciplinary Team (GMDT) formed on the basis of the student's need and comprised of the following:

1. Student's parents/guardians.
2. Certified school psychologist.
3. Individuals familiar with the student's educational experience and performance.
4. One or more of the student's current teachers.
5. Individuals trained in appropriate evaluation techniques.
6. Individuals familiar with the student's cultural background, when possible.

A single member of the GMDT may meet two (2) or more of these qualifications.

The GMDE must be sufficient in scope and depth to investigate information relevant to the student's suspected giftedness, including academic functioning; learning strengths; and educational needs. GMDE procedures will include opportunities to acquire sufficient information to make a determination as to whether a student is gifted and in need of specially designed instruction. The evaluation process will include information from parents/guardians, others who interact with the student on a regular basis, and may include information from the student if appropriate.

The GMDE may include, but is not limited to, information from:

1. Ability tests.
2. Nationally-normed individualized standardized achievement assessments.
3. Class work samples.
4. Curriculum-based assessments.
5. Cumulative review tests.
6. Performance-based skills, as demonstrated in portfolios, products, competitions or other demonstrations.
7. Teacher observation.
8. Noteworthy achievements.
9. Parental input (should include student's abilities, interests and needs as they relate to the instructional setting).

No one (1) test or type of test may be used as the sole criterion for determining that a student is or is not gifted.

Intelligence tests yielding an IQ score may not be used as the only measure of aptitude for students who are English Learners, or for students of racial, linguistic or ethnic minority background.

Tests and similar evaluation materials used in the determination of giftedness will be:

1. Selected and administered in a manner that is free from racial and cultural bias and bias based on disability.
2. Selected and administered so that the test results accurately reflect the student's aptitude, achievement level or whatever other factor the test purports to measure.
3. Professionally validated for the specific purpose for which they are used.
4. Administered by certified school psychologists under instructions provided by the producer of the tests and sound professional practice.
5. Selected and administered to assess specific areas of educational need and ability and not merely a single general IQ.

Since disabilities and bias factors may mask gifted abilities, the district will examine discrepancies between ability assessment results and academic achievement or demonstrated skills.

The GMDE shall include information that:

1. Assures that comprehensive data has been collected on the student to indicate academic instructional levels, thinking skills and other learning skill levels, rate of acquisition/retention for mastery of new content/skills, academic interests/strengths and, as appropriate, development levels and career goals.
2. Provides clarifying information about the ability of students who score below an IQ of 130 (within the standard of measurement for the test) and have strong indications of gifted performance.
3. Determines if additional assessment, such as out-of-level academic testing, is needed. When normed and validated individualized standardized testing is used, a clear explanation of subtest results should be part of the Gifted Written Report (GWR).
4. Recommends whether a student is gifted and in need of specially designed instruction.
5. Recommends appropriate integrated programming for a student if there is more than one (1) area of exceptionality.
6. Provides information about the student's adaptive and social behavior, if appropriate.
7. Documents and assesses evidence that intervening factors such as English Learner status, disability, physical impairment, gender or race bias or socio/cultural deprivation are masking gifted abilities, where applicable.

The GMDT may convene a team meeting at one or more points in the evaluation process to clarify the purpose of the evaluation or discuss details of assessment results and information.

Following its evaluation, the GMDT will prepare a Gifted Written Report (GWR) that brings together the information and findings from the evaluation or re-evaluation regarding the student's educational needs and strengths. The report must make recommendations as to whether a student is gifted and in need of specially designed instruction, indicate the basis for those recommendations, include recommendations for the student's programming, and indicate the names and positions of the members of the GMDT. The GWR should be compiled based on a complete evaluation and carry the recommendations of all individuals participating, whether or not the individuals are in concurrence.

The GMDT will determine eligibility of whether the student is gifted and in need of specially designed instruction, in accordance with state regulations.

The initial evaluation will be completed, and a copy of the GWR provided to the parents/guardians no later than sixty (60) calendar days after the district receives parental consent for evaluation, or receives an order of a court or hearing officer to conduct an evaluation. The calendar days from the last day of the spring school term up to and including the day before the first day of the subsequent fall school term may not be counted. If the GMDT determines that a student is gifted, the district will assemble the Gifted Individualized Education Plan (GIEP) team and provide the GWR to the team to develop a GIEP, as outlined below.

If the GMDT determines that a student is not gifted, a Notice of Recommended Assignment (NORA) will be issued to the parents/guardians to document the decision at the GMDT meeting or within five (5) calendar days following the meeting.

Independent Educational Evaluation

Parents/Guardians, at their own expense, may obtain an independent educational evaluation. The district is required to consider this information when making decisions regarding identification as a gifted student.

Gifted Multidisciplinary Re-Evaluation

Gifted students will be re-evaluated before a change in educational placement is recommended. Re-evaluation is not required when a student is moving from one building or grade level to another within the district. A change in educational placement occurs, for example, when the GIEP team significantly alters the amount of time the student will be separated from the student's regular education peers for the purpose of gifted programming, or a whole grade acceleration is recommended. A gifted student must also be re-evaluated prior to a change in educational placement that would terminate a student's gifted program.

Gifted students will be re-evaluated upon a request received from the student's parents/guardians or when a hearing officer or judicial decision orders an evaluation. Gifted students also may be re-evaluated at any time by recommendation of the GIEP team.

Re-evaluations will be conducted in accordance with the requirements for conducting evaluations and documented in a GWR.

Re-evaluations must include a review of the student's GIEP, determination of which instructional activities have been successful, and recommendations for revision of the GIEP.

The re-evaluation timeline is sixty (60) calendar days. The calendar days from the day after the last day of the spring school term up to and including the day before the first day of the subsequent fall school term may not be counted.

Gifted Individualized Education Plan (GIEP)

A GIEP team will develop an initial GIEP and determine educational placement of a student, based on the GWR and the gifted student's instructional needs and abilities.

Each GIEP team will include the following:

1. One (1) or both of the student's parents/guardians.
2. Student, if the parents/guardians choose to have the student participate.
3. District representative, who serves as the chairperson, is knowledgeable about the availability of district resources, and is authorized to commit district resources.
4. One or more of the student's current teachers.
5. Teacher of gifted students.
6. Other individuals at the discretion of either the parents/guardians or the district.

The district will use any one (1) or a combination of the following procedures to ensure that parents/guardians of a gifted student are offered the opportunity to be present at each GIEP meeting: documented telephone calls, letters and certified letters with return receipts. The district will maintain documentation of its efforts to encourage parents/guardians to attend.

In an effort to ensure parent/guardian participation in a GIEP meeting, the district will include the following information in the parent/guardian invitation:

1. Purpose, time and location of the meeting.
2. Names of individuals expected to attend.
3. Procedural rights available to protect the student and parent/guardian, in language that is clear and fully explains all rights.
4. The results of the GMDT as to whether the student is gifted and an explanation that a GIEP must be developed at the GIEP meeting.

The parents/guardians and other individuals attending the meeting will be notified at least ten (10) calendar days in advance of the GIEP meeting.

Revisions to a GIEP, changes in educational placement, or continuation of educational placement will be made by the GIEP team, based on a review of the student's GIEP and instructional activities, present levels of educational performance, and information in the most recent evaluation.

During the development, review or revision of a GIEP, the GIEP team will determine whether the gifted student needs one or more support services. Transportation to and from school psychological services, parental counseling and education, or another service is a support service if the GIEP team determines that one (1) of the following criteria has been met:

1. The service is an integral part of an educational objective of the student's GIEP, without which the GIEP cannot be implemented.

2. The service is needed to ensure the student benefits from or gains access to a gifted education program.

Each gifted student's GIEP will be based on the GWR developed by the GMDT and will contain the following:

1. Statement of the student's present levels of educational performance. Present levels must be updated annually and progress towards the annual goals and short-term learning outcomes must be determined.
2. Statement of annual student-specific, measurable goals and short-term learning outcomes that are responsive to the learning needs identified in the GWR, based on rate of acquisition/retention, academic acceleration needs and academic enrichment needs.
3. Statement of the specially designed instruction and support services to be provided to the student. For an eligible student with a disability, this includes accommodations and modifications in accordance with 34 CFR 300.320(a)(4) regarding an IEP.
4. Projected dates for initiation, anticipated frequency, location and anticipated duration of gifted education.
5. Appropriate objective criteria, assessment procedures and timelines for determining, on at least an annual basis, whether the goals and short-term learning outcomes are being achieved. Objective criteria may include the level, standard, grade, performance and the percent of mastery or completion that is expected. Assessment procedures are the tests or procedures that will be used to measure the achievement. Timelines include when or how often assessment will be completed.
6. Names and positions of GIEP team participants and date of the meeting.

A copy of the GIEP will be provided to parents/guardians, along with a Notice of Parental Rights for Gifted Students relating to procedural safeguards. Safeguards recognize parents/guardians have the right to submit an independent educational evaluation for consideration, but such evaluations are not conducted at district expense.

A GIEP will be developed within thirty (30) calendar days after issuance of a GWR and implemented no more than ten (10) school days after it is signed or at the start of the following school year if completed less than thirty (30) days before the last day of scheduled classes.

GIEP team meetings will be convened at least annually, or more frequently if necessary; following an evaluation or re-evaluation if the GMDT recommends eligibility for specially designed instruction; and at the request of a GIEP team member, parent/guardian, student or the district.

The Director of Special Education will notify teachers who work with the gifted student of their responsibilities under the student's GIEP.

The district will complete a Notice of Recommended Assignment (NORA) at the conclusion of each GIEP review and any time that a significant change has been made to the GIEP.

Student Transfers –

The district will honor a GIEP for a student transferring into this district from within the Commonwealth, until the district can complete a new GIEP, or will provide services and programs in an interim GIEP agreed to by the parents/guardians. If a student who has been identified as gifted in another state moves to this district, the district may conduct a GMDE.

Educational Placement

Gifted education must be an individualized program that addresses the gifted student's needs and academic abilities. The district will develop instructional strategies and techniques for the provision of gifted education, which may include categorical grouping of students.

The student's educational placement must:

1. Enable the district to provide appropriate specially designed instruction based on the student's needs and ability.
2. Ensure the student is able to benefit meaningfully from the rate, level and manner of instruction. This means that the student will accomplish or make significant progress toward the GIEP annual goals.

3. Provide opportunities for the student to participate in acceleration or enrichment, or both, when appropriate to the student's needs and ability. Such opportunities must go beyond the program the student would receive as part of the student's general education.

Specially designed instruction includes adaptations or modifications to the general curriculum, instruction, instructional environments, methods, materials or a specialized curriculum for students who are gifted. This may consist of planning and implementing varied approaches to content, process and product modification in response to the student's interests, ability levels, readiness and learning needs. Specially designed instruction for gifted students may include compacting, accelerating the student or placing the student in more than one (1) grade level.

Specially designed instruction may be delivered in a variety of settings as determined by the GIEP team. The district will make available a continuum of services and educational placements to address the specific needs of different types and levels of gifted students.

The district directs that the use of extra work, peer tutoring or helping the teacher does not constitute specially designed instruction or gifted education, and Advanced Placement or Honors courses are not in and of themselves gifted education if they do not respond to the gifted student's individual needs.

Depending on a student's talents or achievements, options for gaining credit for learning obtained outside the district or Advanced Placement within the district may be considered. Credit by examination may be an option to determine appropriate educational assignment.

Graduation planning may need to be part of the GIEP process even for young gifted students because acceleration sets the stage for earning credits early or out of sequence, for early graduation and/or for early admission to college.

Educational placements may need to support the emotional/social challenges the student may face, for example, support for a student who, through acceleration, attends classes with older students.

Gifted educational placement will not be based on one or more of the following:

1. Lack of availability of placement alternatives.
2. Lack of availability or efforts to provide educational or support services.
3. Lack of staff qualified to provide the services set forth in the GIEP.
4. Lack of availability of space or a specific facility.
5. Administrative convenience.

The district will support the right of parents/guardians to have their gifted child educated at nonpublic schools completely at parent/guardian or private expense.

Notices

The district will provide written notice to parents/guardians of gifted students, or students thought to be gifted, at least ten (10) school days prior to one or more of the following events:

1. The district proposes to conduct an initial Gifted Multidisciplinary Evaluation (GMDE) or re-evaluation of the student. Notice includes either the Permission to Evaluate or the Notice of Intent to Re-evaluate.
2. The district proposes or refuses to initiate or change the identification, evaluation or educational placement of a student. Notice includes the Notice of Recommended Assignment (NORA).
3. The district proposes or refuses to make any significant changes in the student's GIEP. Notice includes the NORA.

The district will provide a copy of the Notice of Parental Rights for Gifted Students with procedural safeguards when providing any of the required notifications listed above and document that parents/guardians have received a copy.

No changes may be made in the identification, evaluation, educational placement or GIEP of a gifted student while an administrative or judicial proceeding is pending, unless agreed to by the parties of the proceeding.

Notices must be written in language understandable to the general public. If necessary, the contents of notices will be translated or communicated orally in the native language or parents'/guardians' preferred mode of communication so that parents/guardians can understand the content.

The notice will include the following:

1. Description of the action proposed or refused by the district, an explanation of why the action is being taken, and description of options the district considered and the reasons those options were rejected.
2. Description of each evaluation procedure, type of test, record or report used as a basis for the action, and a statement that the district will consider any outside evaluation submitted by a parent/guardian.
3. Description of other factors relevant to the district's action.
4. Full explanation of the parental rights and procedural safeguards available, including the right to an impartial due process hearing.
5. The procedures for an impartial due process hearing.
6. Addresses and telephone numbers of organizations available to assist in connection with a hearing.
7. Timelines involved in conducting an evaluation, developing a GIEP, and initiating a hearing.

Consent

The district will document that written parental consent is obtained prior to conducting an initial GMDE, initially placing a student in a gifted program, placing a student in the recommended assignment and disclosing information identifiable to a gifted student to unauthorized individuals.

A student's completed GIEP will be provided to the parents/guardians, along with a NORA signed by the CEO or authorized school official and the Notice of Parental Rights for Gifted Students, with information on the parental right to an impartial due process hearing. The GIEP and notices will be provided at the conclusion of the GIEP conference or by certified mail within five (5) calendar days after the completion of the GIEP conference.

The parents/guardians have ten (10) calendar days to respond to a NORA sent by mail. The parents/guardians have five (5) calendar days to respond to a NORA presented at the conclusion of the GIEP conference. If the parents/guardians receive the notice in person and approve the recommended assignment within the five (5) days, the district will not implement the GIEP for at least five (5) calendar days, to give the parents/guardians an opportunity to revoke approval within the five-day period.

If a parent/guardian fails to respond or refuses to consent to the initial provision of gifted services, neither due process nor mediation may be used to obtain agreement or a ruling that the services may be provided.

Impartial Due Process Hearing

Parents/Guardians may request, in writing, an impartial due process hearing regarding the identification, evaluation or educational placement of, or the provision of gifted education to, a student who is gifted or who is thought to be gifted if the parents/guardians disagree with the district's determination.

A student involved in a hearing will remain in the current educational placement pending the outcome of the hearing, unless the district and the parents/guardians agree otherwise.

The district may request, in writing, a hearing to proceed with an initial evaluation or re-evaluation when a parent/guardian fails to respond to the district's proposed evaluation or re-evaluation. The district may request, in writing, a hearing when the parent/guardian rejects the district's proposed educational placement, other than initial placement. If a parent/guardian fails to respond or refuses to consent to the initial provision of gifted services, neither due process nor mediation may be used to obtain agreement or a ruling that the services may be provided.

A hearing will be held within thirty (30) calendar days after the initial request for a hearing made by the parent/guardian or the district.

The due process hearing will be conducted by and held in the district at a place convenient to the parents/guardians, or may be held virtually upon request.

The parents/guardians may request the hearing to be held in the evening.

The hearing must be an oral, personal hearing open to the public, unless the parents/guardians request a closed hearing five (5) days in advance of the hearing. If the hearing is open, only the decision issued will be available to the public. If the hearing is closed, the decision issued will be treated as a student record and will not be available to the public.

The hearing will be conducted in accordance with the procedures specified in applicable law, state regulations, the Notice of Parental Rights for Gifted Students, and established by the hearing officer.

Upon request, a written transcript of the hearing, or at the option of the parent/guardian, an electronic verbatim record of the hearing, will be made and provided to the parents/guardians at no cost.

Parents/Guardians may be represented by legal counsel and accompanied and advised by individuals with special knowledge or training with respect to gifted students.

Parents/Guardians or their representatives will be given access to educational records, including tests or reports that are the basis of the proposed action.

The parties have the right to present evidence, witnesses, and to confront and cross-examine opposing witnesses, which includes the presentation of expert medical, psychological or educational testimony.

The hearing officer's decision will be issued within forty-five (45) calendar days after the request for a hearing made by the parent/guardian or district.

The hearing officer's decision may be appealed to a court of competent jurisdiction. When notifying the parties of the decision, the hearing officer will indicate the courts to which an appeal may be taken.

Upon receipt of a final decision from a hearing officer or court, the district will provide to the Pennsylvania Department of Education an assurance of its implementation of the order within thirty (30) school days of the date of the final decision.

Mediation

Mediation is a process in which the parents/guardians and district, who are involved in a dispute regarding special education for a gifted student, may obtain the assistance of an impartial mediator in attempting to reach a mutually agreeable settlement.

Discussions occurring during the mediation session are confidential, and no part of the mediation conference may be recorded.

Mediation conferences will be conducted in accordance with the procedures specified in state regulations, the Notice of Parental Rights for Gifted Students, and established by the mediator.

The district will send a representative to the mediation conference who has the authority to commit district resources to the agreed upon resolution.

If a dispute is resolved through mediation, the district will place the written mediation agreement in the student's education record and incorporate the mediation agreement into the GIEP.

The district will convene the GIEP team within ten (10) school days following a mediation agreement to incorporate the mediation agreement into the GIEP.

Mediation will not be used to deny or delay a party's right to an impartial due process hearing.

Personnel and Professional Development

Personnel providing gifted services and programs will consist of certified professional employees responsible for identifying gifted students and providing gifted education in accordance with applicable law, regulations and Board policy.

All personnel working with gifted students will be certified to teach in the area and level to which they are assigned and should have training in the unique learning differences and needs of gifted learners at their assigned grade level.

Paraprofessionals working with gifted students will work under the direction of professional employees.

The district will provide inservice training for teachers of gifted students and regular education teachers, building principals, district administrators and support staff responsible for gifted education, in accordance with its Professional Education Plan and applicable regulations.

Resources

[Pennsylvania Department of Education, Gifted Education Guidelines and Frequently Asked Questions](#)

Pennsylvania Office for Dispute Resolution –

[Informal Hearing Procedures for Gifted Education](#)

[Mediation](#)

Pennsylvania Association for Gifted Education (PAGE) – www.giftedpage.org

National Association for Gifted Children (NAGC) – www.nagc.org



Book	Policy Manual
Section	1000 Programs
Title	Notice of Parental Rights for Gifted Students
Code	1013-AR-2
Status	Active
Adopted	January 24, 2022

Student's Name:

Date:

Dear ***Parent Name***,

This notice describes your rights and the procedures that safeguard your rights as found in Chapter 16 of the State Board of Education's Regulations (22 Pa Code). These regulations require school districts to provide gifted education services to students who have been identified as gifted and in need of specially designed instruction. These services must be described in a Gifted Individualized Education Plan (GIEP).

The information contained in this Notice is important to you and your child. Please take time to review it. If you need clarification, you can seek help from personnel in your school district. You also have the right to be informed of organizations that are established to assist parents in understanding their rights under these laws. A list of some of these parent assistance resources can be found below.

If you have a concern about your child's educational program, you may wish to contact your child's teachers, principal, or district administrators. This type of communication is often helpful in resolving concerns. You also have the right to initiate due process procedures as described in Section V of this notice.

Sincerely,

Pennsylvania Department of Education

Bureau of Teaching and Learning
 333 Market Street, 3rd Floor
 Harrisburg, PA 17126-0333
 717-705-6359

Bureau of Special Education
 333 Market Street, 7th Floor
 Harrisburg, PA 17126-0333
 717-783-6134

Pennsylvania Bar Association

P.O. Box 186
Harrisburg, PA 17108
800-222-3353

Pennsylvania Office for Dispute Resolution (free for parents/guardians)

6340 Flank Drive
Harrisburg, PA 17112-2764
Special Education Consult Line: 800-879-2301 or (locally) 717-541-4960 ext. 3332
www.odr-pa.org

Pennsylvania Association for Gifted Education, Inc. (PAGE)

P.O. Box 312
Northampton, PA 18067
Helpline: 888-736-6443
www.giftedpage.org

Notice of Parental Rights

Section I: Prior Written Notice of Action/Refusal to Act

A. When Provided:

A school district must provide parents with written notice 10 school days prior to one or more of the following events:

1. The school district proposes to conduct an initial Gifted Multidisciplinary Evaluation (GMDE) or reevaluation of the student. Notices given under these circumstances are either the Permission to Evaluate or the Notice of Intent to Reevaluate.
2. The school district proposes or refuses to initiate or change the identification, evaluation or educational placement of the student. Notice given under these circumstances is the Notice of Recommended Assignment (NORA).
3. The school district proposes or refuses to make any significant changes in the student's Gifted Individualized Education Program (GIEP). Notice given under these circumstances is the Notice of Recommended Assignment (NORA).

B. Contents of Notice:

Prior written notices must be written in language understandable to the general public. If necessary, the content of notices must be communicated orally in the native language or directly so that parents understand the content of the notice.

Prior written notices must contain:

1. A description of the action proposed or refused by the school district, an explanation of why the school district proposes or refuses to take the action, and a description of any options the school district considered and the reasons why those options were rejected.
2. A description of each evaluation procedure, type of test, record or report the school district used as a basis for the district's action.
3. A description of other factors relevant to the school district's action.
4. A full explanation of the parental rights or procedural safeguards available to the parents or the student, including the right to an impartial hearing.
5. The address and telephone numbers of organizations that are available to assist the parents.
6. The timelines involved in conducting an evaluation, developing a gifted individualized education program (GIEP), and initiating a hearing.
7. A statement informing parents that an outside evaluation submitted by the parents must be considered.

Section II: When Prior Written Parental Consent Must Be Obtained

Parental consent must be obtained by the school district prior to:

1. Conducting an initial Gifted Multidisciplinary Evaluation (GMDE) of a student;
2. Initially placing a gifted student in a gifted program;
3. Disclosing to unauthorized persons information identifiable to a gifted student.

Section III: Parental Refusal to Give Consent

A school district may request (in writing) a due process hearing to proceed with an initial evaluation or an initial educational placement when the district has not been able to obtain consent from the parents of a student who is thought to be gifted.

A school district may also request (in writing) a due process hearing when a parent disagrees with the identification, evaluation or proposed educational placement or educational services for a student who is gifted.

Section IV: Independent Educational Evaluation

Parents have the right to obtain an independent educational evaluation at their own expense. The results of the independent evaluation must be considered by the school district in any decision made with respect to the provision of a gifted education.

Section V: Dispute Resolution Systems

When parents disagree with the school district's proposal, they have the following formal systems available to them for dispute resolution:

Mediation –

Mediation is a process in which parents and agencies involved in a dispute regarding special education for gifted students agree to obtain the assistance of an impartial mediator in attempting to reach a mutually agreeable settlement. There is no cost to the parties.

Discussions occurring during the mediation session are confidential, and no part of the mediation conference is to be recorded.

1. During a mediation conference the mediator will meet with the parties together in a joint session and individually in private sessions.
2. The designated agency involved in the dispute must send representative who has the authority to commit resources to the resolution agreed upon.
3. Any agreement reached by the parties during the mediation process must be converted into writing and placed in the student's educational record.
4. The written mediation agreement is not a confidential document, shall be incorporated into the student's GIEP, and is binding on the parties.
5. The mediation agreement shall be enforceable by the Department of Education.
6. A GIEP team shall be convened within 10 school days following the mediation agreement, to incorporate the mediation agreement into the GIEP where necessary.
7. When the mediation conference results in a resolution of the dispute, each party shall receive an executed copy of the agreement at the conclusion of the mediation conference.
8. Mediation may not be used to deny or delay a party's right to an impartial due-process hearing

Impartial Due Process Hearings –

1. Parents may request an impartial due process hearing in writing concerning the identification, evaluation or educational placement of, or the provision of a gifted education to, a student who is gifted or who is thought to be gifted if the parents disagree with the school district's identification, evaluation or placement or the provision of gifted education to the student.
2. A school district may request a due process hearing in writing to proceed with an initial evaluation or an initial educational placement when the district has not been able to obtain consent from the parents or in regard to a matter in number one above.
3. The due process hearing will be conducted by and held in the local school district at a place reasonably convenient to the parents. At the request of the parents, the hearing may be held in the evening.

4. The due process hearing will be an oral, personal hearing and will be open to the public unless the parents request a closed hearing 5 days in advance of the hearing. If the hearing is open, the decision issued in the case will be available to the public. If the hearing is closed, the decision will be treated as a record of the student and will not be available to the public.
5. The decision of the hearing officer will include findings of fact, a discussion and conclusions of law. Although technical rules of evidence will not be followed, the decision will be based solely upon the substantial evidence presented during the course of the hearing.
6. The hearing officer will have the authority to order that additional evidence be presented.
7. A written transcript of the hearing will, upon request, be made and provided to the parents at no cost.
8. Parents may be represented by legal counsel and accompanied and advised by individuals with special knowledge or training with respect to students who are gifted.
9. A parent or parent's representative will have access to educational records, including tests or reports upon which the proposed action is based.
10. A party may prohibit the introduction of evidence at the hearing that has not been disclosed to that party at least 5 calendar days before the hearing.
11. A party has the right to present evidence and testimony, including expert medical, psychological or educational testimony.
12. The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.
13. The Secretary may contract for coordination services in support of hearings conducted by local school districts. The coordination services will be provided on behalf of the school districts and may include arrangements for stenographic services, arrangements for hearing officer services, scheduling of hearings and other functions in support of procedural consistency and the rights of the parties to hearings.
14. If a school district chooses not to utilize the coordination services, it may conduct hearings independent of the services if its procedures similarly provide for procedural consistency and ensure the rights of the parties. In the absence of its own procedures, a school district that receives a request for an impartial due process must forward, without delay, the request to the agency providing coordination services.
15. A hearing officer may not be an employee or agent of a school district in which the parents or student resides, or of an agency which is responsible for the education or care of the student. A hearing officer must promptly inform the parties of a personal or professional relationship the officer has or has had with any of the parties.
16. The following timelines apply to due process hearings:
 - i. The hearing must be held within 30 calendar days after a parent's or school district's initial request for a hearing.
 - ii. The hearing officer's decision must be issued within 45 calendar days after the parent's or school district's request for a hearing.
17. Each school district must keep a list of the persons who serve as hearing officers. The list must include the qualifications of each hearing officer. School districts must provide parents with information as to the availability of the list and must make copies of it available upon request.

Section VI: Student's Status During Proceedings

Unless the parents and school district agree otherwise, the student must remain in his or her present educational placement during the pendency of any administrative or judicial proceeding.

Section VII: Applicable Laws and Regulations

Refer to 22 Pa Code, Chapter 16: Special Education for Gifted Students.

Mediation Request Form

The Mediation Request Forms can be found on the [Office for Dispute Resolution](#) website.

- [Mediation Request Form – English](#) (PDF)
- [Mediation Request Form – English – Online Submission](#)
- [Mediation Request Form – Spanish](#) (PDF)

[Mediation Request Form – Spanish – Online Submission](#)



Book	Policy Manual
Section	1000 Programs
Title	Permission to Evaluate
Code	1013-AR-3
Status	Active
Adopted	January 24, 2022

- Please contact me. I am not ready to give consent for an initial Gifted Multidisciplinary Evaluation at this time and would like to talk about this.
- I give consent to start an initial Gifted Multidisciplinary Evaluation as you propose.

Charter school personnel must issue this form to obtain written consent from a child's parent/guardian to conduct an initial evaluation.

- Oral Request by Parent**
Date:

- Written Request by Parent**
Date:

Date Sent:

Student Name:

Name and Address of Parent:

Dear ***Parent Name***,

The charter school requests your consent to conduct a Gifted Multidisciplinary Evaluation. We must have your consent before we can begin.

In the evaluation, we will investigate information relevant to your child's suspected giftedness, including academic functioning, learning strengths and educational needs as shown by present levels of educational performance, assessment results, classroom observations and information from you. We will also be looking for an indication of demonstrated achievement, performance or expertise in one or more academic areas. Specific types of tests and procedures that will be used in the evaluation include the following:

The charter school will form a Gifted Multidisciplinary Team to conduct the evaluation. As a parent(s), you are a member of the team. You will be invited to all team meetings. The multidisciplinary evaluation process will include information from parents or others who interact with the student on a regular basis and may include information from the student if appropriate. If you want to send written comments, please do so.

The Gifted Multidisciplinary Team will determine whether your child is gifted and in need of specially designed instruction. This information will be outlined in a *Gifted Written Report*. If the team determines your child is eligible for specially designed instruction the *Gifted Written Report* will be given to the GIEP team. As a parent(s), you are also a member of the GIEP team. You will be invited to all team meetings. The Gifted Multidisciplinary Evaluation is to be completed and the *Gifted Written Report* is to be delivered to you within 60 calendar days of receipt of your consent to evaluate.

Please read the enclosed *Notice of Parental Rights for Gifted Students*, which includes parent resources such as state or local advocacy organizations. If you have any questions, or if you need the services of an interpreter, please contact me.

Name:

Position:

Phone Number:

Email Address:

Directions for Parents

Please check the appropriate item(s), sign and return this form to the person above. The charter school may request a hearing to proceed with a reevaluation if you fail to respond to this request.

- I object to the proposed initial Gifted Multidisciplinary Evaluation. Please do not begin the process at this time.
- I request mediation.*
- I would like an impartial due process hearing.*

Parent Signature

Date

Daytime Phone Number:

Email Address:

(Initial) I have received a copy of the *Notice of Parental Rights for Gifted Students*.

* The enclosed *Notice of Parental Rights for Gifted Students* provides information on the options listed above.



Book	Policy Manual
Section	1000 Programs
Title	Gifted Written Report
Code	1013-AR-4
Status	Active
Adopted	January 24, 2022

Initial Referral

Reevaluation

Student Name:

Student Birth Date:

Grade:

Date Report Provided to Parents:

School District:

School:

Reason for Referral:

Summary of Findings/Interpretation of Assessment Results in Each Academic Area

- I. Information Gathered
 1. Information from the parents
 2. Information from others who interact with the student on a regular basis
 3. Information from the student (if appropriate)

- II. Assessment of academic functioning relevant to the student's suspected giftedness
 1. Ability and achievement test scores
 2. Rates of acquisition and retention
 3. Achievement, performance, expertise in one or more academic areas as evidenced by excellence of products, portfolio or research, as well as criterion-referenced team judgment
- III. Learning strengths including specialized skills, interests and aptitudes relevant to the student's suspected giftedness
- IV. Educational needs relevant to the student's suspected giftedness
 1. Differentiated Instruction
 2. Indicate any intervening factors which may mask gifted abilities (such as English as a second language, learning disability, physical impairment, emotional disability, gender or race bias or socio/cultural deprivation)
- V. Conclusions and recommendations for specially designed instruction to Gifted Individualized Education Program (GIEP) team
 1. Conclusions - Determination of eligibility and educational needs: Select A, B or C
 - A.
 - A. The student is gifted but does not need specially designed instruction, and therefore is NOT ELIGIBLE for gifted placement and programming
 - B.
 - A. The student is gifted AND is in need of specially designed instruction, and therefore IS ELIGIBLE for gifted placement and programming
 2. Recommendations for consideration by the GIEP team for the student's educational programming

For Reevaluation

- I. Recommendation regarding continued need for gifted education

- II. Review of the student’s GIEP
 1. Instructional activities that have been successful
 2. Recommendations for revision of the GIEP

Gifted Multidisciplinary Team

Name	Role or Position
	Parent/Guardian
	Parent/Guardian
	Certified School Psychologist
	Teacher

* The enclosed *Notice of Parental Rights for Gifted Students* provides information on the options listed above.



Book Policy Manual
 Section 1000 Programs
 Title Invitation to Participate in a Gifted Team Meeting
 Code 1013-AR-5
 Status Active
 Adopted January 24, 2022

Invitation to Participate in a Gifted Team Meeting

For School Use Only - Date of receipt of *Invitation to Participate in a Gifted Team Meeting*: _____

Student Name: _____ Name and Address of Parent: _____

Dear _____,

We are sending you this notice so that you can attend a gifted team meeting.

The purpose of this meeting is to:

- Discuss the results and recommendations of the Gifted Multidisciplinary Evaluation or Reevaluation which was performed by the Gifted Multidisciplinary Team, and review the Gifted Written Report.
- Discuss your child's current Gifted Individualized Education Plan (GIEP) to review and/or revise it as needed.
- Other: _____

The team meeting has been tentatively scheduled for _____ at _____.
(Date) (Time)

The meeting will be held at _____.
(Address)

If this time, date or location is not convenient for you please contact me as soon as possible so we can arrange a meeting time and location that will offer you the opportunity to be present.

Name and Title Date

Phone Number Email Address

The following individuals are expected to attend the meeting for your child:

Name	Role or Position

Parents are strongly encouraged to participate as members of their child’s team. If you would like additional personnel from the school to attend this team meeting, or if you have any questions or comments, please contact me. Furthermore, please be advised that you may bring other persons to the meetings who have knowledge or special expertise regarding your child.

We are requesting that you respond to this notice by checking the appropriate option below, and returning this form to the school (by mail or in person) as soon as possible.

- I will attend the team meeting as scheduled.
- I will need the following accommodations so that I may attend the team meeting:

- I will not be attending the team meeting.
- I wish to attend the team meeting, but this time and/or location is not convenient. I will contact you to make other arrangements.

Parent/Guardian Signature

Date

Phone Number

Email Address

(Initial) I have received a copy of the *Notice of Parental Rights for Gifted Students*.

(Initial) I waive the right for the 10-day notification to attend the gifted team meeting.

* The enclosed *Notice of Parental Rights for Gifted Students* provides information on the options listed above.



Book Policy Manual
 Section 1000 Programs
 Title Gifted Individualized Education Plan (GIEP)
 Code 1013-AR-6
 Status Active
 Adopted January 24, 2022

Gifted Individualized Education Plan (GIEP)

School Year:

GIEP Team Meeting Date:

Student ID #:

Implementation Date:

Anticipated Duration of Gifted Education:

Student Information

Student Name:

Date of Birth: Age:

Student Email:

Grade:

Parent/Guardian Information

Parent(s) Name:

Address:

Home Phone: Work Phone:

Home Email: Work Email:

School Information

School District:

County of Residence:

Other Information:

GIEP Team Participants

The Gifted Individualized Education Plan (GIEP) Team makes the decisions about the student’s program and placement. Required members of the GIEP team are: the student’s parent(s), the student (if appropriate), one or more of the student’s current teachers, a school district representative, other individuals at the discretion of either the parents or school and a teacher of the gifted.

Name	Position	Signature
	Parent	
	Parent	
	Student*	
	Teacher of Gifted	
	Teacher of	
	Teacher of	
	Teacher of	
	School Representative (Chairperson)**	

* The student may participate if the parents choose to have the student participate.

** The school representative is one who is knowledgeable about the availability of resources of the school and who is authorized by the school to commit those resources.

- I. Present Levels of Educational Performance (Current)

A. Academic/Cognitive Strengths

B. Achievement Results (aligned to grade/course level standards to indicate instructional level)

C. Progress on Goals (for annual review only)

D. Aptitudes, interests, specialized skills, products and evidence of effectiveness in other academic areas:

E. Grades/Classroom Performance as Indicated by Subject Area Teachers

- II. Goals and Outcomes

Annual Goal #1:

Short-Term Learning Outcomes for Goal #1

Short-Term Objective	Objective Criteria	Assessment Procedures	Timeline

Specially Designed Instruction for Annual Goal #1

SDI	Projected Date for Initiation	Anticipated Frequency	Location	Anticipated Duration

Annual Goal #2:

Short-Term Learning Outcomes for Goal #2

Short-Term Objective	Objective Criteria	Assessment Procedures	Timeline

Specially Designed Instruction for Annual Goal #2

SDI	Projected Date for Initiation	Anticipated Frequency	Location	Anticipated Duration

Annual Goal #3

Short-Term Learning Outcomes for Goal #3

Short-Term Objective	Objective Criteria	Assessment Procedures	Timeline

Specially Designed Instruction for Annual Goal #3

SDI	Projected Date for Initiation	Anticipated Frequency	Location	Anticipated Duration

- III. Support Services

Support Service Description	Projected Date for Initiation	Anticipated Frequency	Location	Anticipated Duration	Service Provider



Book	Policy Manual
Section	1000 Programs
Title	Notice of Recommended Assignment (NORA)
Code	1013-AR-7
Status	Active
Adopted	January 24, 2022

Notice of Recommended Assignment (NORA)

Date:

Student Name:

Name and Address of Parent:

Dear ***Parent Name***,

This letter summarizes recently developed recommendations or proposed changes for your child's education program and/or assignment.

- Your child should begin to receive gifted education services. The school will not proceed without your approval of this recommendation (the *Gifted Individualized Education Plan* is attached).
- Your child's gifted education placement or services should be changed as noted in the *Gifted Individualized Education Plan*. The school will proceed with this change unless you notify us with your written disapproval (the *Gifted Individualized Education Plan* is attached.) You have ten (10) calendar days to respond to a notice of recommended assignment sent by mail or five (5) calendar days to respond to a notice presented in person at the conclusion of a *Gifted Individualized Education Plan* conference. If you receive the notice in person and approve the recommended assignment within five (5) calendar days, we may not implement the *Gifted Individualized Education Plan* for at least five (5) calendar days, to give you an opportunity to notify us within the five-day period of a decision to revoke the previous approval of the recommended assignment.
- Your child is no longer in need of specially designed instruction. We recommend current gifted education services be discontinued. The school will proceed with this change unless you notify us with your written disapproval. You have ten (10) calendar days to respond to a notice of

recommended assignment sent by mail or five (5) calendar days to respond to a notice presented in person at a gifted team meeting. If you receive the notice in person and approve the recommended assignment within five (5) calendar days, we may not discontinue services within five (5) calendar days to give you the opportunity to notify us within the five- day period of a decision to revoke the previous approval of the recommended assignment.

- Your child is graduating from high school. All gifted education services will cease at the end of the current school term.
- Your child is not in need of gifted education and should continue in his/her present assignment.
- The school is refusing your request to initiate or change your child's:
 - Identification
 - Evaluation
 - Educational placement
 - Provision of education

The reasons and basis for this refusal are:

- Other, Explain:

This assignment was recommended after a review of the options that were used to assist in identifying the services and programs that will meet your child's needs. The assignment recommended for your child is:

- General Education
- Gifted Support
 - Enrichment in the following area(s):
 - Acceleration in the following area(s):
 - Enrichment/Acceleration Combination in the following area(s):

Reasons the recommendation is appropriate (include evaluation/present level data, GMDE team member input and other factors used in making the recommendations):

Description of the options that were considered and the reasons why those options were rejected (include evaluation/present level data, GMDE team member input and other factors used in rejecting considered options):

CEO Signature

Date

You have certain rights that are described in the attached *Notice of Parental Rights for Gifted Students*. Please carefully read the information. If you need more information, you may contact:

- Name:**
- Position:**
- Address:**
- Phone Number:**
- Email Address:**

Directions for Parents

Parent Signature

Date

Daytime Phone Number:

Email Address:

(Initial) I have received a copy of the *Notice of Parental Rights for Gifted Students*.

* The enclosed *Notice of Parental Rights for Gifted Students* provides information on the options listed above.



Book	Policy Manual
Section	1000 Programs
Title	Notice of Intent to Reevaluate
Code	1013-AR-8
Status	Active
Adopted	January 24, 2022

Notice of Intent to Reevaluate

Date:

Student Name:

Name and Address of Parent:

The school is planning to reevaluate your child for the following reason(s):

In the gifted reevaluation, we will review your child's Gifted Individualized Education Program (GIEP), make a determination of which instructional activities have been successful and provide recommendations for the revision of the GIEP. It may also include information relevant to your child's giftedness, academic functioning, learning strengths and educational needs as shown by present levels of educational performance, assessment results, classroom observations and information from you. Specific types of tests and procedures, which will be used in the reevaluation, include the following:

The school will form a Gifted Multidisciplinary Team (GMDT) to conduct the reevaluation. As a parent(s), you are a member of the team. You will be invited to all team meetings. Information from you is to be considered by the team as part of the reevaluation process. If you want to send written comments, please do so.

The GMDT will determine whether your child continues to be eligible for gifted support and services. This information will be outlined in a Gifted Written Report (GWR). If the team determines your child continues to be eligible for specially designed instruction, the GWR will be given to the GIEP team. As a parent(s), you are also a member of the GIEP team. You will be invited to all team meetings. The gifted reevaluation is to be completed and the GWR is to be delivered to you within sixty (60) calendar days of the reevaluation.

Please call me at the number listed below to discuss information that you feel is important to include in the evaluation. Please read the enclosed *Notice of Parental Rights for Gifted Students*, which includes parent resources such as state or local advocacy organizations. If you have any questions, or if you need the services of an interpreter, please contact me.

Name:

Position:

Phone Number:

Email Address:

Directions for Parents

Please check the appropriate item(s), sign and return this form to the person above. The school may request a hearing to proceed with a reevaluation if you fail to respond to this request.

- I understand that a gifted reevaluation will be done for my child and that I will receive a written copy of the GWR. The GWR may also be given to the GIEP team to assess my child's placement.

Parent Signature

Date

Daytime Phone Number:

Email Address:


(Initial) I have received a copy of the *Notice of Parental Rights for Gifted Students*.

* The enclosed *Notice of Parental Rights for Gifted Students* provides information on the options listed above.



Book	Policy Manual
Section	1000 Programs
Title	Due Process Complaint Form
Code	1013-AR-9
Status	Active
Adopted	January 24, 2022

THE DUE PROCESS COMPLAINT FORM IS ATTACHED.

 [Due Process Complaint \(1013-AR-9\).pdf \(338 KB\)](#)

Due Process Complaint

*indicates a required field

Basic Information			
<input type="checkbox"/> IDEA	<input type="checkbox"/> IDEA & Gifted Education	<input type="checkbox"/> Gifted Education	<input type="checkbox"/> Section 504
*Today's Date:		*Requested by: <input type="checkbox"/> Parent <input type="checkbox"/> LEA	
*Name/Email of Person Completing this Request:	*Relationship to Student:	*Phone:	
Hearing Preference: <input type="checkbox"/> In Person <input type="checkbox"/> Virtual (Choose only one)			
Please send a copy of the completed Due Process Complaint to the opposing party at the same time it is filed with the Office for Dispute Resolution.			
If you require special accommodations to participate in the due process hearing, you must notify the LEA.			

Student Information			
*Last Name:	*First Name:	Date of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Exceptionality:		Exceptionality:	
*LEA (Local Education Agency) – if known		*School Building Student Attends:	

Parent(s) Residing with Student			
*Last Name:	*First Name:	*Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	
*Home Phone:	Cell Phone:	Work Phone:	Email:
Preferred method of written correspondence: <input type="checkbox"/> Email <input type="checkbox"/> U.S. Mail			
Last Name:	First Name:	Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	
Home Phone:	Cell Phone:	Work Phone:	Email:
Preferred Method of written correspondence: <input type="checkbox"/> Email <input type="checkbox"/> U.S. Mail			
*Parent(s)/Student Address:			
Parent Attorney (if represented):		Attorney Phone:	
Attorney Address:		Attorney Email:	

Parent(s) Not Residing with Student

Last Name:		First Name:		Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father	
Home Phone:	Cell Phone:	Work Phone:	Email:		
Preferred method of written correspondence:				<input type="checkbox"/> Email	<input type="checkbox"/> U.S. Mail
Parent Address:					
Parent Attorney (if represented):				Attorney Phone:	
Attorney Address:				Attorney Email:	

Local Education Agency (LEA) Information**I. LEA Contact Person Information**

Last Name:		First Name:		Position Title:
Cell Phone:		Work Phone:		Email:
Address:				

II. Superintendent/CEO

Last Name:		First Name:		Position Title:
Address:		Phone:		

III. LEA Attorney

Attorney Phone:		Attorney Email:
Attorney Address:		

IV. The due process hearing will be held at the following address:

(Building Name, Address and Room Number/Name – to be completed by the LEA)

Note: The hearing will be held at a time and place reasonably convenient to parents and child involved. For gifted education cases, the hearing will be held in the school district at a place reasonably convenient to the parents and, at the request of the parents, may be held in the evening.

Information About the Due Process Complaint (IDEA Cases only)

A. Does your issue pertain to a hearing officer decision which has not been implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>(If yes, the Bureau of Special Education will be notified, and will investigate the matter. Due process is not available when the issue pertains to non-implementation of a hearing officer's decision.)</i>	
B. Is this a request for a hearing based on a disagreement about:	
<input type="checkbox"/> Discipline	<input type="checkbox"/> ESY (Extended School Year)
<input type="checkbox"/> Check here if student is in the ESY target group	

Information About Due Process Complaint (All Cases)

You may use this form to explain the nature of your dispute, or you may attach a separate piece of paper containing

*What is the dispute about? Please include facts in your description.

*How would you like to see this resolved? What are you seeking?

If you know the other side's position about this problem, please describe it here.

Resolution Meeting (IDEA Cases only)

Prior to a due process hearing taking place, if the parent filed the process complaint, the law (34 CFR §300.510) requires the parties to participate in a resolution meeting, unless both sides agree in writing to waive this requirement. Please completed the following information:

1. A resolution meeting to discuss these issues is scheduled for: (Date)

2. A resolution meeting was held on: (Date)

3. Participation in the resolution meeting was waived by both parties and the LEA in writing on:

4. In lieu of a resolution meeting, I am requesting mediation. (Date)

If #4 is checked, an ODR mediation case manager will be in contact with the parties.

An ODR staff member will confirm receipt of complaint and provide case manager and hearing officer information.

Additional information about due process is available on the ODR website, www.odr-pa.org, or by calling the Special Education ConsultLine (800-879-2301).



Book	Policy Manual
Section	1000 Programs
Title	Evaluations for Students With Disabilities
Code	1013.1
Status	Active
Adopted	November 23, 2010
Last Revised	September 11, 2018

Purpose

The Board of Trustees (Board) adopts this policy to define the minimum requirements for educational evaluations conducted to determine eligibility for special education services, instructional levels and programming requirements for students with disabilities, including functional behavioral assessments, determination of specific learning disabilities, and requirements for independent educational evaluations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Authority

The Charter School shall comply with requirements of state and federal laws and regulations when conducting evaluations.[\[8\]](#)[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[6\]](#)[\[7\]](#)

An appropriate evaluation of a student, whether conducted by Charter School staff or individuals not employed by the Charter School, shall consist of the administration of all testing and the use of all assessment procedures required to determine the existence of all legally defined disabilities reasonably suspected by Charter School staff, parents/guardians, or the evaluator. An appropriate evaluation shall assist in determining the content of the IEP to enable a student with a disability to be involved in and progress in the general curriculum.

The group of qualified professionals that reviews the evaluation materials to determine whether the child is a student with a disability shall include a certified school psychologist when evaluating a student for autism, emotional disturbance, intellectual disability, multiple disabilities, other health impairments, specific learning disability or traumatic brain injury.[\[9\]](#)[\[3\]](#)

A student shall be assessed in all areas related to the suspected disability including, as appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.[\[10\]](#)

A re-evaluation of a student who currently has an IEP shall be conducted as required by state and federal laws and regulations.[\[11\]](#)[\[1\]](#)[\[2\]](#)[\[7\]](#)

Guidelines

Parent/Guardian Requests

Parents/Guardians may request an evaluation at any time. The parent/guardian request must be in writing. If a request is made orally to any professional employee or administrator, that individual shall provide a copy of the permission to evaluate form to the parents/guardians within ten (10) calendar days of the oral request.[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[3\]](#)

The evaluation shall be completed and a copy of the evaluation report presented to parents/guardians no later than sixty (60) calendar days after receipt of written parent/guardian consent for an evaluation, exclusive of the period following the last day of the spring school term to the first day of the subsequent fall term.

Copies of the evaluation report shall be disseminated to parents/guardians at least ten (10) school days prior to the meeting of the IEP team unless this requirement is waived by the parent/guardian in writing.

Parents/Guardians may request a re-evaluation of their student who has an IEP annually. More frequent re-evaluations may only be conducted if the parent/guardian and Charter School agree.[\[13\]](#)[\[15\]](#)[\[2\]](#)

Copies of the re-evaluation report shall be disseminated to parents/guardians at least ten (10) school days prior to the meeting of the IEP team unless this requirement is waived by the parent/guardian in writing.

Appropriate Evaluations

An appropriate evaluation shall use a variety of assessment tools and strategies to gather relevant functional, developmental and academic information about a student.[\[1\]](#)[\[3\]](#)[\[6\]](#)

An appropriate evaluation shall include:

1. Testing and assessment techniques required in light of information currently available from previous evaluations.
2. Information from parents/guardians and Charter School staff familiar with the performance of the student.
3. The student's education records.

The evaluator shall review all such sources of information prior to conducting testing and assessment. The evaluator shall review assessments conducted by others that indicate how the student is responding to early intervening services and scientific research-based instruction and/or include such assessments as part of their evaluation.

To the extent that the results of such instructional assessments are inconsistent with the results of norm or criterion-referenced testing and assessments that the evaluator has administered, the evaluator shall explain the reason for the inconsistency in their report, if possible.

Testing and assessment procedures shall be selected and administered to yield valid measurement or assessment of the construct or quality they purport to measure or assess. The evaluator shall administer any testing or assessment procedures in a manner consistent with the requirements and recommendations of the publisher of the test or procedure and in compliance with applicable and authoritatively recognized professional principles and ethical tenets. They shall report any factor that might affect the validity of any results obtained.

All assessments and evaluation materials shall be selected and administered so as not to be discriminatory on a racial or cultural basis. Where feasible, assessments and evaluations shall be administered in a language and form most likely to provide accurate information about the student.

The evaluator shall obtain information concerning the performance of the student directly from at least one (1) current teacher of the student, unless they do not have a current teacher.

The evaluator shall hold an active certification that qualifies the evaluator to conduct that type of evaluation. If certification is not issued for the particular area of professional practice in which the evaluator is lawfully engaged, the evaluator shall hold such license or other credentials as required for the area of professional practice under state law.

The evaluator shall prepare and sign a full report of the evaluation containing:

1. Clear explanation of the testing and assessment results.
2. Complete summary of all test scores, including, for all standardized testing administered, all applicable full scale or battery scores; domain or composite scores; and subtest scores reported in standard, scaled, or T-score format.
3. Complete summary of all information obtained or reviewed from sources other than testing conducted by the evaluator.
4. Identification of all special education and related services needs and relevant information that directly assists persons in determining the educational needs of the student.

5. Specific, individualized recommendations for consideration by the IEP team for educational programming and placement to enable the student to participate as appropriate in the general education curriculum in the least restrictive environment, as defined by federal and state laws and regulations.

Criteria for Determining Specific Learning Disabilities

The Charter School shall develop written procedures for determining whether a student has specific learning disabilities. The written procedures shall include the steps and criteria required by law and regulations when assessing the presence of a specific learning disability. The Charter School's procedures shall be included in the Annual Report.[\[16\]](#)[\[17\]](#)[\[4\]](#)

Functional Behavioral Assessments

The Board authorizes the use of functional behavioral assessments (FBAs) as an evaluation to gather information to understand the purpose of the student's behaviors and to assist with developing a positive Behavior Support Plan. FBAs shall be conducted when:[\[18\]](#)[\[5\]](#)

1. A student's behavior interferes with their learning or the learning of others and information is necessary to provide appropriate educational programming.
2. A student's behavior violates the Code of Student Conduct and is determined to be a manifestation of the student's disability.
3. A student is placed in an interim alternative educational placement for a qualifying reason permitting such placement for up to forty-five (45) school days for certain offenses.
4. The school contacts law enforcement regarding a student who already has a positive Behavior Support Plan.

FBAs may also constitute part of the initial evaluation to determine eligibility for special education.

Re-Evaluations

Re-evaluations shall be conducted within the timeframes required by state and federal laws and regulations, at least once every three (3) years, unless the parent/guardian and the Charter School agree in writing that a re-evaluation is unnecessary. A re-evaluation shall be conducted if the Charter School determines that the student's educational or related service needs warrant a re-evaluation, or at the request of the student's parent/guardian or teacher, in accordance with federal and state laws and regulations.[\[1\]](#)[\[2\]](#)[\[7\]](#)

For students with intellectual disability, the re-evaluation cannot be waived and must be conducted at least once every two (2) years.

The group of qualified professionals that reviews the evaluation materials to determine whether the child is a student with a disability shall include a certified school psychologist when evaluating a student for autism, emotional disturbance, intellectual disability, multiple disabilities, other health impairments, specific learning disability or traumatic brain injury.

Independent Educational Evaluations

A parent/guardian who disagrees with the results or content of an evaluation performed or obtained by the Charter School may request an independent educational evaluation at public expense. A parent/guardian is entitled to only one (1) independent educational evaluation at public expense each time the Charter School conducts an evaluation with which the parent/guardian disagrees. The independent educational evaluation must arise from parents'/guardians' disagreement with the Charter School's most recent evaluations or re-evaluations of the student. The Charter School shall be entitled to a copy of all results of independent educational evaluations conducted at public expense.[\[6\]](#)

If an oral request for an independent educational evaluation is made to a professional employee or administrator, that person shall inform the parent/guardian that the request must be in writing. If the native language of the parent/guardian is other than English, the requirement that the parent/guardian make their request in writing shall be conveyed by whatever means practicable and in the native language of the parent/guardian.

A written request for an independent educational evaluation at public expense shall be immediately forwarded to the Director of Special Education, who may, upon receipt of the written parent/guardian request, ask that the parent/guardian state their reasons for disagreement with the evaluation conducted or proposed by the Charter School. The Charter School cannot require the parent/guardian to do so, and the refusal of the parent/guardian shall not delay the process required by this policy.

The criteria under which the independent educational evaluation at public expense is obtained must be the same as the criteria used by the Charter School in conducting an appropriate evaluation, including the location of the evaluation and the qualifications of the examiner, to the extent those criteria are consistent with the parent's/guardian's right to an independent educational evaluation at public expense. The qualified examiners who conduct the independent educational evaluation may not be employed by the public agency responsible for the education of the student.

Within ten (10) school days of receipt of a request for an independent educational evaluation in writing from a parent/guardian, the Director of Special Education shall either initiate a due process hearing to show that the Charter School's evaluation is appropriate and notify the parent/guardian in writing that they have done so or issue to the parent/guardian correspondence containing:

1. Assurance that the Charter School will provide for an independent educational evaluation at public expense as long as the evaluation meets all the requirements of an appropriate evaluation and is in compliance with this policy.
2. Statement that the Charter School will not provide for payment at public expense until it receives directly from the evaluator a complete copy of a report of that evaluation and determines that the evaluation is in compliance with this policy.
3. Request that the parents/guardians consider accessing reimbursement for all or part of the evaluation from public or private sources of insurance or reimbursement, together with a clear assurance that the parent/guardian is not required to do so and that the Charter School will ensure payment is provided for any cost not covered by such sources.
4. Directions that the parent/guardian is responsible for arranging for the evaluation and ensuring that the evaluator contacts the Director of Special Education to arrange for payment of the evaluation.

Upon request, the Charter School shall provide to parents/guardians information about where an independent educational evaluation may be obtained.

If the evaluation has already been conducted and paid for, the Charter School shall issue correspondence advising the parent/guardian that the Charter School will not reimburse the parent/guardian for the evaluation until it receives a complete and unredacted copy of the report of the evaluation and determines that the evaluation is in compliance with this policy. The Charter School shall require documentation substantiating that the parents/guardians paid for or incurred the obligation to pay for the evaluation without reimbursement from a public or private source of insurance or reimbursement.

The Director of Special Education shall send the correspondence to the parent/guardian by certified mail or by other independently verifiable means of conveyance and enclose a copy of this policy.

The Charter School shall maintain a list of qualified independent evaluators in each of the various disciplines commonly relied upon to provide education-related evaluations and assessments and shall promptly make that list available to any parent/guardian who requests it.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

- [1. 20 U.S.C. 1414](#)
- [2. 22 PA Code 711.22](#)
- [3. 22 PA Code 711.24](#)
- [4. 22 PA Code 711.25](#)
- [5. 22 PA Code 711.46](#)
- [6. 34 CFR 300.502](#)
- [7. 34 CFR 300.503](#)
- [8. 34 CFR 300.300-300.311](#)
- [9. 34 CFR 300.306](#)
- [10. 34 CFR 300.304](#)
- [11. 34 CFR 300.303-300.306](#)

[12. 22 PA Code 711.23](#)

[13. 34 CFR 300.300](#)

[14. 34 CFR 300.301](#)

[15. 34 CFR 300.303](#)

[16. 34 CFR 300.307](#)

[17. 34 CFR 300.309](#)

[18. 34 CFR 300.530](#)

[20 U.S.C. 1400 et seq](#)

[34 CFR Part 300](#)

[Pennsylvania Training and Technical Assistance Network \(PaTTAN\)](#)



Book	Policy Manual
Section	1000 Programs
Title	Behavior Support
Code	1013.2
Status	Active
Adopted	November 23, 2010
Last Revised	January 12, 2021
Prior Revised Dates	January 15, 2019

Purpose

Students with disabilities shall be educated in the least restrictive environment and shall only be placed in settings other than the regular education class when the nature or severity of the student's disability is such that education in the regular education class with the use of appropriate supplementary aids and services cannot be achieved satisfactorily. The Individualized Education Program (IEP) team for a student with a disability shall develop a positive behavior support plan if the student requires specific intervention to address behavior that interferes with learning. The identification, evaluation, and plan or program shall be conducted and implemented in accordance with state and federal laws and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Authority

The Board of Trustees (Board) directs that the Charter School's behavior support programs shall be based on positive rather than negative behavior techniques to ensure that students shall be free from demeaning treatment and unreasonable use of restraints or other aversive techniques. The use of restraints shall be considered a measure of last resort and shall only be used after other less restrictive measures, including de-escalation techniques. Behavior support programs and plans shall be based on a functional assessment of behavior and shall include a variety of research-based techniques to develop and maintain skills that will enhance students' opportunity for learning and self-fulfillment. [\[1\]](#)[\[2\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Definitions

The following terms shall have these meanings, unless the context clearly indicates otherwise.

Aversive techniques - deliberate activities designed to establish a negative association with a specific behavior. [\[2\]](#)

Behavior support - development, change and maintenance of selected behaviors through the systematic application of behavior change techniques.

Behavior Support Plan or Behavior Intervention Plan - plan for students with disabilities who require specific intervention to address behavior that interferes with learning. A positive Behavior Support Plan shall be developed by the IEP team, be based on a functional behavioral assessment, and become part of the individual student's IEP. These plans must include methods that use positive reinforcements, other positive techniques and related services required to assist a student with a disability to benefit from special education. [\[2\]](#)

Positive techniques - methods that utilize positive reinforcement to shape a student's behavior, ranging from the use of positive verbal statements as a reward for good behaviors to specific tangible rewards. [\[2\]](#)

Restraints - application of physical force, with or without the use of any device, designed to restrain free movement of a student's body, excluding the following:[2]

1. Briefly holding a student, without force, to calm or comfort them.
2. Guiding a student to an appropriate activity.
3. Holding a student's hand to escort them safely from one area to another.
4. Hand-over-hand assistance with feeding or task completion.
5. Techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's parents/guardians and specified in the IEP.
6. Mechanical restraints governed by this policy, such as devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices.

Students with disabilities - school-aged children enrolled in the Charter School who have been evaluated and found to have one or more disabilities as defined by law and regulations, and who require, because of such disabilities, special education and related services.

Delegation of Responsibility

The Chief Executive Officer or designee shall ensure that this Board policy is implemented in accordance with federal and state laws and regulations.

The Chief Executive Officer or designee shall develop administrative procedures to implement this policy.

The Chief Executive Officer or designee shall provide regular training, and retraining as needed, of staff in the use of specific procedures, methods and techniques, including restraints, that will be used to implement positive behavior supports or interventions in accordance with students' IEPs and Board policy.[2]

The Chief Executive Officer or designee shall maintain and report data on the use of restraints, as required by the Pennsylvania Department of Education. Such report shall be readily available for review during the state's cyclical compliance monitoring. Procedures shall be established requiring reports to be made to the Charter School by entities educating students with disabilities who attend programs or classes outside the Charter School, including private schools, agencies, school districts, intermediate units and career and technical schools.[2]

Guidelines

Development of a separate Behavior Support Plan is not required when appropriate positive behavioral interventions, strategies and supports can be incorporated into a student's IEP.[2][4]

When an intervention is necessary to address problem behavior, the types of intervention chosen for a student shall be the least intrusive necessary.

Physical Restraints

Restraints to control acute or episodic aggressive behavior may be used only when the student is acting in a manner that presents a clear and present danger to the student, other students or employees, and only when less restrictive measures and techniques have proven to be or are less effective.[2]

The Chief Executive Officer or designee shall notify the parent/guardian as soon as practicable of the use of restraints to control the aggressive behavior of the student and shall convene a meeting of the IEP team within ten (10) school days of the use of restraints, unless the parent/guardian, after written notice, agrees in writing to waive the meeting. At this meeting, the IEP team shall consider whether the student needs a functional behavioral assessment, re-evaluation, a new or revised positive Behavior Support Plan, or a change of placement to address the inappropriate behavior.[2]

The use of restraints shall not be included in the IEP for the convenience of staff, as a substitute for an educational program, or employed as punishment. Restraints may only be included in an IEP with parental consent if:[2]

1. The restraint is used with specific component elements of a positive Behavior Support Plan.
2. The restraint is used in conjunction with teaching socially appropriate alternative skills or behaviors.

3. Staff are authorized to use the restraint and have received appropriate training.

4. Behavior Support Plan includes efforts to eliminate the use of restraints.

Mechanical Restraints

Mechanical restraints, which are used to control involuntary movement or lack of muscular control of students when due to organic causes or conditions, may be employed only when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student's parents/guardians. [2]

Mechanical restraints shall prevent a student from injuring themselves or others or promote normative body positioning and physical functioning.

Seclusion

The Charter School permits involuntary seclusion of a student in accordance with the student's IEP or in an emergency to prevent immediate or imminent injury to the student or others, but the seclusion must be the least restrictive alternative.

Aversive Techniques

The following aversive techniques of handling behavior are considered inappropriate and shall not be used in educational programs: [2]

1. Corporal punishment.
2. Punishment for a manifestation of a student's disability.
3. Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit.
4. Noxious substances.
5. Deprivation of basic human rights, such as withholding meals, water or fresh air.
6. Suspensions constituting a pattern.
7. Treatment of a demeaning nature.
8. Electric shock.
9. Methods implemented by untrained personnel.
10. Prone restraints, which are restraints by which a student is held face down on the floor.

Referral to Law Enforcement

The Chief Executive Officer or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Chief Executive Officer or designee shall respond to such incidents in accordance with the Charter School's behavior support administrative procedures, and, if applicable, the procedures, methods and techniques defined in the student's Behavior Support Plan. [2][5][8][9][10][11][12][13][14]

Subsequent to notification to law enforcement, an updated functional behavioral assessment and Behavior Support Plan shall be required for students with disabilities who have Behavior Support Plans at the time of such referral. [2][11]

If, as a result of such referral, the student is detained or otherwise placed in a residential setting located outside the student's school district of residence, the Chief Executive Officer or designee shall ensure that the responsible school district or Intermediate Unit is informed of the need to update the student's functional behavioral assessment and Behavior Support Plan. [2]

For an enrolled student with a disability who does not have a Behavior Support Plan, subsequent to notification to law enforcement, the Charter School shall convene the student's IEP team to consider whether a Behavior Support Plan should be developed to address the student's behavior, in accordance with law, regulations and

Board policy.[\[2\]\[11\]](#)

Relations With Law Enforcement

The Charter School shall provide a copy of its administrative procedures for behavior support to each local police department that has jurisdiction over school property. Updated copies shall be provided each time the administrative procedures for behavior support are revised by the Charter School.[\[2\]\[11\]](#)

The Charter School shall invite representatives of each local police department that has jurisdiction over school property to participate in training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the school's positive behavior support program.[\[2\]\[11\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 20 U.S.C. 1414](#)

[2. 22 PA Code 711.46](#)

[3. 34 CFR 300.114](#)

[4. 34 CFR 300.324](#)

[5. 20 U.S.C. 1415](#)

[6. 34 CFR 300.34](#)

[7. 34 CFR 300.530](#)

[8. 22 PA Code 10.2](#)

[9. 22 PA Code 10.21](#)

[10. 22 PA Code 10.22](#)

[11. 22 PA Code 10.23](#)

[12. 22 PA Code 10.25](#)

[13. 24 P.S. 1302.1-A](#)

[14. 34 CFR 300.535](#)

[24 P.S. 1303-A](#)

[22 PA Code 711.61](#)

[20 U.S.C. 1400 et seq](#)

[34 CFR Part 300](#)

[Pennsylvania Training and Technical Assistance Network \(PaTTAN\), Questions and Answers on the Restraint Reporting Requirements and System, June 2009](#)



Book	Policy Manual
Section	1000 Programs
Title	Discipline of Students With Disabilities
Code	1013.3
Status	Active
Adopted	January 15, 2019
Last Revised	January 12, 2021

Purpose

The Charter School shall develop and implement Positive Behavior Support Plans and programs for students with disabilities enrolled in the Charter School who require specific interventions to address behaviors that interfere with learning.[\[1\]](#)

The Board of Trustees ("Board") shall adopt a Code of Student Conduct to govern student discipline, in accordance with applicable law, regulations and Board policy. Students with disabilities shall adhere to Board policies and the Code of Student Conduct governing student discipline. The rights and provisions provided to students with disabilities within this Board policy shall be incorporated into the Code of Student Conduct.[\[2\]](#)[\[3\]](#)[\[4\]](#)

Students with disabilities who violate the Code of Student Conduct, or engage in inappropriate behavior, disruptive or prohibited activities, and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, shall be disciplined in accordance with state and federal laws and regulations and Board policy and, if applicable, their Individualized Education Program ("IEP") and Positive Behavior Support Plan.[\[1\]](#)[\[5\]](#)[\[6\]](#)

Definitions

Students with disabilities - school-aged children enrolled in the Charter School who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.

Suspensions from school - disciplinary exclusions from school for a period of one (1) to ten (10) consecutive school days.[\[5\]](#)[\[7\]](#)

Expulsions from school - disciplinary exclusions from school by the Board for a period exceeding ten (10) consecutive school days and may include permanent exclusion from school.[\[5\]](#)[\[7\]](#)

Interim alternative educational settings - removal of a student with a disability from the student's current placement. Interim alternative educational settings may be used by school personnel for up to forty-five (45) school days for certain infractions committed by students with disabilities. The IEP team shall determine the interim alternative educational setting; however, this does not constitute a change in placement for a student with a disability.[\[6\]](#)[\[8\]](#) Generally, the Charter School must return the child to the placement from which the child was removed, unless the parent and the Charter School agree to a change of placement as part of the modification of the behavioral intervention plan.

Authority

The Board directs that the Charter School shall comply with provisions and procedural safeguards of the Individuals With Disabilities Education Act ("IDEA") and federal and state regulations when disciplining students with disabilities for violations of Board policy or Charter School rules or regulations. No student with a disability shall be subjected to a disciplinary change in placement if the student's particular misconduct is a manifestation of the student's disability. However, under certain circumstances a student with a disability may be placed in an interim alternative educational setting by school personnel or the IEP team could, if appropriate, change the student's educational placement to one which is more restrictive than the placement where the misconduct occurred. [\[5\]](#)[\[6\]](#)[\[8\]](#)[\[9\]](#)

Provision of Education During Disciplinary Exclusions

During any period of expulsion, or suspension from school for more than ten (10) cumulative days in a year, or placement in an interim alternative educational setting for disciplinary reasons, a student with a disability shall continue to receive a free and appropriate public education ("FAPE"), in accordance with law. [\[5\]](#)[\[6\]](#)[\[7\]](#)[\[10\]](#)

Guidelines

Suspension From School

A student with a disability may be suspended for ten (10) consecutive and fifteen (15) cumulative days of school per school year, for the same reasons and duration as a student without a disability. Such suspension shall not constitute a change in the student's educational placement. [\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[11\]](#)

Changes in Educational Placement/Manifestation Determinations

For disciplinary exclusions which constitute a change in educational placement, the Charter School shall first determine whether the student's behavior is a manifestation of the student's disability. Expulsion, or exclusion from school for more than fifteen (15) cumulative days in a year, or patterns of suspensions for substantially identical behaviors constitute changes in educational placements requiring a manifestation determination. For students with intellectual disability, any disciplinary suspension or expulsion is a change in educational placement. [\[5\]](#)[\[6\]](#)

A student with a disability whose behavior is not a manifestation of the student's disability may be disciplined in accordance with Board policy and Charter School rules and regulations in the same manner and to the same extent as students without disabilities. [\[5\]](#)[\[6\]](#)

When a student with a disability has been expelled from the Charter School, in accordance with law, regulations and Board policy, the Charter School shall provide the student with a disability with the education required by law until the Charter School is notified in writing that the student has been enrolled in another public agency, public school, private school or private agency. [\[5\]](#)

Parent/Guardian Appeals From Disciplinary Actions/Request for Hearing by Charter School for Students Who are a Danger to Themselves or Others

A due process hearing may be requested by a parent/guardian of a student with a disability who disagrees with a disciplinary placement or manifestation determination, or by the Charter School if the Charter School believes that the current placement is substantially likely to result in injury to the student or others. On parent/guardian appeal, or when the Charter School requests a due process hearing, the hearing officer may return the student to the placement from which the student was removed or order the student's removal to an appropriate interim alternative educational setting for up to forty-five (45) school days if the hearing officer determines that maintaining the student's current placement is substantially likely to result in an injury to the student or others. [\[8\]](#)[\[9\]](#)[\[12\]](#)

Placement during appeals of disciplinary actions shall be in the interim alternative educational setting pending the decision of the hearing officer or expiration of the time period set for the disciplinary exclusion from the student's regular placement, unless the Charter School and the parent/guardian agree otherwise. [\[8\]](#)[\[13\]](#)

Students Not Identified as Disabled/Pending Evaluation

Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the Charter School did not have knowledge of the disability. If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation shall be expedited. [\[8\]](#)[\[14\]](#) Until the evaluation is completed, the student remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.

Administrative Removal to Interim Alternative Educational Setting for Certain Infractions

Charter School personnel may remove a student with a disability, including intellectual disability, to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability if the student:[\[6\]](#)[\[8\]](#)

1. Carries a weapon to or possesses a weapon at school, on school property, or at school functions under the jurisdiction of the Charter School. For purposes of this provision, weapon is defined as a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and one-half (2 ½) inches in length.[\[6\]](#)[\[8\]](#)[\[15\]](#)
2. Knowingly possesses or uses illegal drugs, as defined by law, or sells or solicits the sale of a controlled substance, as defined by law, while at school, on school property, or at school functions under the jurisdiction of the Charter School.[\[6\]](#)[\[8\]](#)[\[16\]](#)
3. Has inflicted serious bodily injury upon another person while at school, on school property, or at school functions under the jurisdiction of the Charter School. For purposes of this provision, serious bodily injury means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty.[\[6\]](#)[\[8\]](#)[\[17\]](#)

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[18\]](#)[\[19\]](#)[\[20\]](#)

The Chief Executive Officer or designee shall report required incidents, listed in School Code section 24 P.S. 13-1303-A(b)(4.1), and discretionary incidents, listed in School Code section 24 P.S. 13-1303-A(b)(4.2) in accordance with law, regulations and Board policy.[\[19\]](#)[\[21\]](#)[\[22\]](#)

The Chief Executive Officer or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Chief Executive Officer or designee shall respond to such incidents in accordance with the Charter School's policies and administrative procedures for behavior support, and, if applicable, the procedures, methods and techniques defined in the student's Behavior Support Plan.[\[1\]](#)[\[8\]](#)[\[18\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)

For a student with a disability who does not have a Positive Behavior Support Plan, subsequent to notification of law enforcement, the Charter School shall convene the student's IEP team to consider whether a Positive Behavior Support Plan should be developed to address the student's behavior, in accordance with law, regulations and Board policies.[\[1\]](#)[\[23\]](#)

When reporting an incident committed by a student with a disability to the appropriate authorities, the Charter School shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The Charter School shall transmit copies of the student's special education and disciplinary records only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act ("FERPA") when transmitting copies of the student's special education and disciplinary records.[\[8\]](#)[\[18\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)[\[26\]](#)[\[27\]](#)

In accordance with state law, the Chief Executive Officer shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.[\[19\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [1. 22 PA Code 711.46](#)
[2. 22 PA Code 12.2](#)

- [3. 22 PA Code 12.3](#)
- [4. 22 PA Code 12.4](#)
- [5. 22 PA Code 711.61](#)
- [6. 34 CFR 300.530](#)
- [7. 22 PA Code 12.6](#)
- [8. 20 U.S.C. 1415](#)
- [9. 22 PA Code 711.62](#)
- [10. 20 U.S.C. 1412](#)
- [11. 34 CFR 300.536](#)
- [12. 34 CFR 300.532](#)
- [13. 34 CFR 300.533](#)
- [14. 34 CFR 300.534](#)
- [15. 18 U.S.C. 930](#)
- [16. 21 U.S.C. 812](#)
- [17. 18 U.S.C. 1365](#)
- [18. 22 PA Code 10.2](#)
- [19. 24 P.S. 1303-A](#)
- [20. 35 P.S. 780-102](#)
- [21. 22 PA Code 10.21](#)
- [22. 22 PA Code 10.22](#)
- [23. 22 PA Code 10.23](#)
- [24. 22 PA Code 10.25](#)
- [25. 24 P.S. 1302.1-A](#)
- [26. 34 CFR 300.535](#)
- [27. 20 U.S.C. 1232g](#)
- [20 U.S.C. 1400 et seq](#)
- [34 CFR Part 300](#)



Book	Policy Manual
Section	1000 Programs
Title	Confidentiality of Special Education Student Information
Code	1013.4
Status	Active
Adopted	November 23, 2010
Last Revised	January 12, 2021
Prior Revised Dates	September 11, 2018

Authority

The Board of Trustees (Board) recognizes the need to protect the confidentiality of personally identifiable information in the education records of students with disabilities.

The Charter School shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, retaining, disclosing and destroying student special education records, in accordance with Board policy, state requirements, and federal and state law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The rights provided by this policy apply to parents/guardians of students who receive special education programming and services from the Charter School or an outside program provided through the Charter School.[\[4\]](#)[\[5\]](#)

Definitions

Destruction shall mean the physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.[\[6\]](#)

Disclosure shall mean to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.[\[7\]](#)

Education Records, for purposes of this policy, shall include the records and information covered under the definition of education records in the Family Educational Rights and Privacy Act ("FERPA") and its implementing regulations.[\[7\]](#)[\[8\]](#)

Personally identifiable information includes, but is not limited to:[\[7\]](#)[\[9\]](#)

1. The name of a student, the student's parents/guardians or other family members.
2. The address of the student or student's family.
3. A personal identifier, such as the student's social security number, student number, or biometric record.
4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.

5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
6. Information requested by a person who the Charter School reasonably believes knows the identity of the student to whom the education record relates.

Guidelines

Parental Access Rights

The Charter School must permit parents/guardians to inspect and review any education records relating to their child(ren) that are collected, retained, or used by the Charter School in connection with providing special education and related services to the student.[\[10\]](#)[\[11\]](#)

The Charter School must comply with a parental request to inspect and review education records without unnecessary delay and before any meeting regarding an Individualized Education Program ("IEP"); any impartial due process hearing relating to the identification, evaluation, educational placement, or the provision of a free and appropriate public education ("FAPE") to a student; a hearing related to the discipline of the student; and a resolution meeting.

The Charter School must presume a parent/guardian has authority to inspect and review records relating to their child unless it has been provided documentation that the requesting parent/guardian does not have this authority under applicable state law.[\[10\]](#)[\[12\]](#)

The Charter School must comply with a parental request for review within forty-five (45) days following receipt of the request.[\[10\]](#)[\[11\]](#)

A parent's/guardian's right to inspect and review education records includes the right to:

1. A response from the Charter School to reasonable requests for explanations and interpretations of the records;
2. Request that the Charter School provide copies of the records if failure to provide copies would effectively prevent the parent/guardian from exercising the right to inspect and review the records; and
3. Have a representative inspect and review the records.

If an education record includes information on more than one (1) student, the parents/guardians shall have access only to the information relating to their child or shall be informed of the information in the record.[\[13\]](#)[\[14\]](#)

The Charter School shall provide parents/guardians, upon request, a list of the types and locations of education records collected, maintained, or used by the Charter School.[\[15\]](#)

Fees

The Charter School may charge a fee for copies of records that are made for parents/guardians so long as the fee does not effectively prevent parents/guardians from exercising their right to inspect and review those records.[\[16\]](#)[\[17\]](#)

The Charter School shall not charge a fee to search for or to retrieve information in response to a parental request.

Record of Access

The Charter School must keep a record of parties obtaining access to education records collected, maintained, or used in providing special education and related services to students with disabilities, except access by parents/guardians and authorized Charter School employees.[\[18\]](#)

The Charter School's record of access shall include the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

Amendment of Records Upon Parental Request

If a parent/guardian believes that information in the student's education records is inaccurate, misleading or violates the privacy or other rights of the student, the parent/guardian may request the Charter School that maintains the information to amend the information.[\[19\]](#)[\[20\]](#)

The Charter School must decide whether to amend the information within a reasonable period of time from receipt of the parent's request.

If the Charter School declines to amend the information in accordance with a parental request, the Charter School must inform the parent/guardian of the refusal and advise the parent/guardian of the right to a hearing for this purpose.

Records Hearing

The Charter School must, on request, provide parents/guardians with an opportunity for a hearing to challenge information in the student's education records to ensure that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The Charter School recognizes that parents/guardians who believe that there is a due process violation relating to an alleged violation of confidentiality may also request a special education due process hearing.[\[21\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)

Hearing Procedures

A hearing to challenge information in education records must meet the following requirements:[\[25\]](#)[\[26\]](#)

1. The Charter School shall hold the hearing within a reasonable time after receiving the request for a hearing.
2. The Charter School shall give the parent/guardian reasonable advanced written notice of the date, time, and place of the hearing.
3. The hearing may be conducted by any individual, including a Charter School official, who does not have a direct interest in the outcome of the hearing.
4. The Charter School shall give the parent/guardian, or eligible student, a full and fair opportunity to present relevant evidence. The parent/guardian may, at the parent/guardian's own expense, be assisted or represented by one (1) or more individuals of the parent/guardian's choice, including an attorney.
5. The Charter School shall inform parents/guardians of its decision in writing within a reasonable period of time after the hearing.
6. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

Result of Hearing

If, as a result of the hearing, the Charter School decides that the information is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the Charter School must amend the information accordingly and inform the parent/guardian in writing.[\[24\]](#)[\[27\]](#)

If, as a result of the hearing, the Charter School decides that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the Charter School shall inform the parent/guardian of the parent's/guardian's right to place in the student's records a statement commenting on the information and/or providing any reasons for disagreeing with the Charter School's decision.

Any explanation placed in the student's records shall be:

1. Maintained by the Charter School as part of the student's records as long as the record or contested portion is maintained by the Charter School; and
2. Included with the record or contested portion if the record or contested portion are disclosed to any party.

Storage, Retention and Destruction of Information

The Charter School shall store all education records and personally identifiable information of students receiving special education services in such a way as to protect the confidentiality and integrity of the records and information, prevent unauthorized access to and disclosure of records and information, and ensure compliance with other legal and regulatory requirements regarding records retention.[\[28\]](#)

The Charter School shall maintain, for public inspection, a current listing of the names and positions of those Charter School employees who have access to personally identifiable information.[\[28\]](#)

In order to fulfill state compliance monitoring requirements, the Charter School shall maintain education records for students receiving special education services for at least six (6) years.

The Charter School shall inform parents/guardians when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the student. After notice, such information shall be destroyed upon parental request.[\[29\]](#)

No education record shall be destroyed if there is an outstanding request to inspect or review the record or if a litigation hold exists.[\[11\]](#)

The Charter School may maintain a permanent record of the student's name, address, and phone number, their grades, attendance record, classes attended, grade level completed, and year completed.[\[29\]](#)

The Charter School shall ensure the destruction of education records in a manner that protects the confidentiality and privacy rights of the student and the student's family.[\[28\]](#)

Disclosure to Third Parties

The Charter School shall obtain parental consent before disclosing personally identifiable information to parties other than Charter School officials with a legitimate educational interest or other educational institutions that provide special education services to the student for the purposes of meeting a requirement of law or regulation unless the information is contained in education records and the disclosure is permitted without parental consent under law and regulations.[\[30\]](#)[\[31\]](#)[\[32\]](#)[\[33\]](#)

Parental consent must be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services.[\[31\]](#)

The Charter School shall forward a student's educational records, including the most recent Individualized Education Program (IEP), within ten (10) school days after the Charter School is notified in writing that the student is enrolled at another public agency, public school, private school, approved private school or private agency.[\[2\]](#)

Disclosure to Law Enforcement

When reporting an incident committed by a student with a disability to the appropriate authorities, in accordance with applicable law, regulations and Board policy, the Charter School shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The Charter School shall ensure compliance with the Family Education Rights and Privacy Act ("FERPA") when transmitting copies of the student's special education and disciplinary records.[\[2\]](#)[\[10\]](#)

Delegation of Responsibility

In order to maintain the confidentiality of the educational records and personally identifiable information of students with disabilities, the Board designates the Director of Special Education to coordinate the Charter School's efforts to comply with this policy and applicable laws and regulations.[\[2\]](#)[\[28\]](#)

All Charter School employees collecting or using personally identifiable information shall receive training or instruction regarding Board policy, administrative procedures, and state and federal laws and regulations regarding confidentiality of education records and personally identifiable information.[\[28\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

- [1. 22 PA Code 711.3](#)
- [2. 22 PA Code 711.8](#)
- [3. 34 CFR 300.611-300.627](#)
- [4. 34 CFR 300.520](#)
- [5. 34 CFR 300.625](#)
- [6. 34 CFR 300.611](#)
- [7. 34 CFR 99.3](#)
- [8. 20 U.S.C. 1232g](#)
- [9. 34 CFR 300.32](#)
- [10. 34 CFR 300.613](#)

- [11. 34 CFR 99.10](#)
- [12. 34 CFR 99.4](#)
- [13. 34 CFR 300.615](#)
- [14. 34 CFR 99.12](#)
- [15. 34 CFR 300.616](#)
- [16. 34 CFR 300.617](#)
- [17. 34 CFR 99.11](#)
- [18. 34 CFR 300.614](#)
- [19. 34 CFR 300.618](#)
- [20. 34 CFR 99.20](#)
- [21. 22 PA Code 711.62](#)
- [22. 34 CFR 300.510-300.516](#)
- [23. 34 CFR 300.619](#)
- [24. 34 CFR 99.21](#)
- [25. 34 CFR 300.621](#)
- [26. 34 CFR 99.22](#)
- [27. 34 CFR 300.620](#)
- [28. 34 CFR 300.623](#)
- [29. 34 CFR 300.624](#)
- [30. 34 CFR 300.154](#)
- [31. 34 CFR 300.622](#)
- [32. 34 CFR 99.30](#)
- [33. 34 CFR 99.31](#)
- [20 U.S.C. 1400 et seq](#)
- [34 CFR Part 99](#)
- [34 CFR Part 300](#)

Bureau of Special Education Letter to School Entities on Retention of Records, Dated November 9, 2009

Pennsylvania Department of Education Individuals With Disabilities Education Act Part B LEA Policies and Procedures under 34 CFR §§300.101 - 300.176 (2009)



Book	Policy Manual
Section	1000 Programs
Title	Truancy
Code	1015
Status	Active
Adopted	May 9, 2017
Last Revised	August 9, 2022
Prior Revised Dates	January 15, 2019, September 8, 2020

Purpose

The 21st Century Cyber Charter School (the "Charter School") believes that regular attendance is essential if students are to achieve and reach their potential. Each day is important for learning. Parents/Guardians are required to ensure their student maintains regular attendance.

Guidelines

Truancy - Overview

A child is truant if they have three (3) or more school days of unexcused absences during the current school year. An unexcused absence is any absence from school without an acceptable excuse (as articulated in the Charter School's Student/Parent Handbook), or without any reason at all. An out-of-school suspension shall be considered an excused absence.[\[1\]](#)

A child is habitually truant if they have six (6) or more school days of unexcused absences during the current school year.[\[1\]](#)

A child is not considered truant if they are absent from school due to not meeting the immunization, exemption or provisional admission requirements of the Department of Health, at 28 Pa. Code Chapter 23, Subchapter C (relating to immunization), or the student has not received from the Chief Executive Officer (CEO) or their designee a medical or religious exemption from immunization under 28 Pa. Code *23.84 (relating to exemption from immunization).[\[2\]](#)[\[3\]](#)

When a child demonstrates truant behavior, the Charter School will send the parent/guardian a notice of the unexcused absence and will schedule a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon Student Attendance Improvement Plan to resolve truant behavior. The plan can include a myriad of options for the elimination of truancy that are mutually agreed upon by the participants.[\[1\]](#)
[\[4\]](#)

Procedure when child is habitually truant:

1. Habitually truant children under fifteen (15) years of age: The Charter School will refer the child to either:
 - 1) a school-based or community-based attendance improvement program; or
 - 2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the Charter School may file a citation against the parent/guardian of a habitually truant child under fifteen (15) years of age in a magisterial court. The venue for filing the citation shall be in the

magisterial district court based on the location of the child's residence.[\[5\]\[6\]\[7\]](#)

2. Habitually truant children fifteen (15) years of age and older: The Charter School will either: 1) refer the child to a school-based or community-based attendance improvement program; or 2) file a citation against the student or parent/guardian in the appropriate magisterial district court. The venue for filing the citation shall be in the magisterial district court based on the location of the child's residence. If a habitually truant child aged fifteen (15) or older incurs additional absences after a school refers that child to a school-based or community-based attendance improvement program or the child refuses to participate in an attendance improvement program, the Charter School may refer the child to the local CYS agency for possible disposition as a dependent child.[\[5\]\[6\]\[7\]](#)

In all cases, regardless of age, where the Charter School refers a habitually truant child to a magisterial district court or CYS, the Charter School will provide verification that it convened and held a Student Attendance Improvement Conference.[\[5\]](#)

Except as otherwise required by applicable law, students who are illegally absent from school for ten (10) or more consecutive days without appropriate documentation will be removed from the Charter School's rolls.[\[8\]](#)

The Charter School will report unexcused absences directly to PDE through the Pennsylvania Information Management System (PIMS).

Children who are habitually truant from school while subject to compulsory school attendance are subject to an assessment to determine if there is a need for general protective services. Children will not be referred to the county children and youth agency for assessment as possibly needing services until after the Charter School has made a formal effort to involve the family and child in resolving the cause of the truant behavior.

Delegation of Responsibility

The CEO or designee is directed to develop procedures that may be necessary to implement this policy.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

- [1. 24 P.S. 1326](#)
- [2. 22 PA Code 11.20](#)
- [3. 28 PA Code 23.84](#)
- [4. 24 P.S. 1333](#)
- [5. 24 P.S. 1333.1](#)
- [6. 24 P.S. 1333.2](#)
- [7. 24 P.S. 1327.2](#)
- [8. 22 PA Code 11.24](#)
- [24 P.S. 1327](#)
- [24 P.S. 1329](#)
- [24 P.S. 1330](#)
- [24 P.S. 1332](#)
- [24 P.S. 1333.3](#)
- [24 P.S. 1732-A](#)
- [22 PA Code 11.13](#)
- [22 PA Code 11.21](#)
- [22 PA Code 11.23](#)
- [22 PA Code 11.25](#)
- [22 PA Code 11.26](#)
- [22 PA Code 11.28](#)

[22 PA Code 11.41](#)

[22 PA Code 12.1](#)

[42 Pa. C.S.A. 6302](#)



Book	Policy Manual
Section	1000 Programs
Title	Clearance for Volunteers
Code	1020
Status	Active
Adopted	November 13, 2018

To ensure the safety of our students, 21st Century Charter School has instituted a policy regarding volunteers, which follows Act 15 of 2015. Volunteers who have "direct volunteer contact," with children at a school, meaning, the care, supervision, guidance, or control of children and routine interaction with children, must have background checks. "Routine interaction" is defined in the Act as "regular and repeated contact that is integral to a person's employment or volunteer responsibilities."

Volunteers must obtain the following certifications:

- Report of criminal history from the Pennsylvania State Police; and
- Child Abuse History certification from the Department of Human Services (Child Abuse)

A fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is not required as long as: (1) the position the volunteer is applying for is an unpaid position; and (2) the volunteer has been a resident of the Commonwealth of Pennsylvania for the entirety of the previous ten (10) years. Volunteers who are not required to obtain the FBI certification for these reasons must swear or affirm, in writing, that they are not disqualified from service based upon a conviction of an offense under Section 6344.

If a volunteer has not been a resident of Pennsylvania for the previous ten (10) years, but obtained their FBI certification at any time since establishing residency, they must provide a copy of the certification to the person responsible for the selection of volunteers. They are not required to obtain any additional FBI certifications.

If a volunteer has not been a resident of Pennsylvania for the previous ten (10) years, and has not obtained their FBI certification, they must obtain that certification. If approved as a volunteer before August 25, 2015, and do not have certifications (because not previously required to obtain certifications) certifications must be obtained by July 1, 2016, to be permitted to continue volunteering at the Charter School. If approved as a volunteer before August 25, 2015, and have certifications because prior organization required one or all of them and certifications are older than 60 months, certifications must be obtained by July 1, 2016, to be permitted to continue volunteering at the Charter School. Volunteers required to obtain clearances include persons who are responsible for the child's welfare or who wish to visit the school regularly to serve as volunteers and to provide for the care, supervision, guidance or control of children. All Clearance Required Volunteers must obtain the required certification every sixty (60) months from the date of the individual's most recent certification. Copies of all clearances shall be provided to the Charter School.

Examples of volunteer situations requiring clearances include, but are not limited to:

- Working with small group of students or individual students
- Driving a team/group to an activity
- Volunteer coaches and club advisors
- Supervising a group of students on a field trip

Volunteers not required to obtain clearances include visitors who are not responsible for a child's welfare or are visiting the school irregularly and not providing for the care, supervision, guidance, or control of children. Although occasional visitors are not required to complete the clearances, they should continue to comply with building security policies (such as signing in before entering the building).

Examples of situations in which volunteers typically would not need clearances include, but are not limited to:

- Attending a presentation or party
- Attending a school-sponsored event (Ex. Picnic, bowling party, dinner, ceremony, school trips, etc.)
- Collecting tickets at events
- Working concession stands
- Participating in a "Career Day"

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[Act 15 of 2015](#)



Book	Policy Manual
Section	1000 Programs
Title	Procedures for Clearance for Volunteers
Code	1020-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

Guidelines

As set forth in Policy 1020, the School values the participation of volunteers in both curricular and extra-curricular programs in order to support and enhance the learning experiences of all students. The purpose of this Administrative Regulation is to implement a process to ensure that our volunteers meet the standards of safety established by the Commonwealth of Pennsylvania as well as to set forth the School's general guidelines for volunteer participation in school-sponsored programs and activities.

Requirement to Obtain Certifications & Confidentiality

Pursuant to Pennsylvania law, certain volunteers are required to obtain FBI, State Police, and Department of Human Services (DHS) certifications ("certifications"), and will be required to renew those certifications every sixty (60) months. The School respects the privacy of volunteer applicants, and will hold all certification results in strict confidence to the extent permitted by law. There will be only limited personnel access approved by the CEO or designee to certification files on a "need-to-know" basis.

Reporting Child Abuse:

Volunteers must report all incidents of suspected child abuse in accordance with Policy 6006.

Reporting of Arrests and Convictions:

Volunteers must report new arrests or convictions for any offense that would create a ban on employment or volunteer work with children to an administrator in writing within 72 hours. If a person responsible for employment decisions or an administrator has a reasonable belief that any volunteer was arrested or convicted for an offense that would constitute grounds for denying employment, or was named as a perpetrator in a founded or indicated report of child abuse, or the volunteer has provided notice as required under the Act, the employer or administrator must immediately require that individual to submit current FBI, State Police, and DHS certifications. If any volunteer does not disclose arrests or convictions as required, they will be terminated immediately from all services to the School.

All Volunteers

In support of the School's responsibilities to operate an effective instructional program, and ensure the safety and welfare of all students, volunteer activities will be provided only as requested by the School and will be under the direction of a School employee at all times. All volunteers will be expected to follow the guidelines stated below:

1. Respect the authority of the teacher or School-employed supervisor ("supervisor") as the decision-maker and as the person responsible for the instructional program, all classroom or school-related activities, and the well-being of all children in the classroom or school. Teachers and supervisors bear the ultimate responsibility for the

welfare of students during school activities. When working with students or chaperoning field/class trips or school activities, volunteers must report all incidents of inappropriate behavior or situations in which students might be in danger to the teacher or supervisor in charge of the activity.

2. Respect the privacy and anonymity of each child by maintaining the confidentiality of information regarding students. Information regarding student classroom performance and/or behavior, and information contained in student records must be shared only with other School employees with an "educational need to know" the information. Information from student records is regulated by the Family Educational Rights Privacy Act.
3. Maintain a professional relationship with students. Volunteers are viewed as representatives of the Board and Administration. When issues of a personal or confidential nature are raised by students, volunteers are placed in a difficult situation. Nonetheless, volunteers must refrain from imposing their own opinions on students regarding matters of a personal nature.
4. Courteously inform your supervising teacher or supervisor if unable to attend a volunteer activity and document attendance as requested by supervising teacher or supervisor.



Book	Policy Manual
Section	1000 Programs
Title	Field Trips
Code	1021
Status	Active
Adopted	May 27, 2008
Last Revised	September 11, 2018
Prior Revised Dates	November 17, 2015

Purpose

The Board of Trustees (Board) recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of the Charter School's instructional program. Properly planned and executed field trips can:

1. Supplement and enrich classroom learning by providing educational experiences in an environment outside of school.
2. Arouse new interests among students.
3. Help students relate academic learning to the reality of the world outside of school.
4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.
5. Afford students the opportunity to study real things and real processes in their actual environment.

Definition

For purposes of this policy, a field trip shall be defined as any planned travel activity that supplements or enriches the classroom curriculum.

Authority

The Board shall establish an annual budget for field trip expenses and consider field trips included in planned instruction to have been approved in advance. All field trips not included in the established planned instruction must be approved individually by the Board.

Students on field trips are subject to the rules and regulations of the school.

The Board does not endorse, support nor assume responsibility in any way for any Charter School staff member who takes students on trips not approved by the Board or Chief Executive Officer. No staff member may solicit students for such trips within Charter School facilities or on Charter School grounds without Board permission.

Delegation of Responsibility

The Chief Executive Officer shall have the authority and discretion to cancel any field trip without prior notice if they determine that canceling the field trip is in the best interests of the health, safety, or welfare of the field trip attendees. The Chief Executive Officer may cancel field trips for reasons including but not limited to, declared states of emergency, natural disasters, extreme weather conditions and alerts issued by the U.S. Department of Homeland Security.

The Chief Executive Officer or designee shall develop administrative procedures for the operation of field trips.

Guidelines

Field trips shall be governed by guidelines which ensure that:

1. The safety and well-being of students will be protected at all times.
2. Permission of the parent/guardian is sought and obtained before any student may participate.
3. The Chief Executive Officer or designee approves the purpose, itinerary and duration of each proposed trip.
4. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value.
5. The effectiveness of field trip activities is monitored and evaluated continuously.
6. Teachers are allowed flexibility and innovation in planning field trips.

Administration of Medication

The Board directs planning for field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated officials.

Decisions regarding administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs.

Medication shall be administered in accordance with applicable laws, regulations, Board policies and administrative procedures.

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Legal

[24 P.S. 1716-A](#)



Book	Policy Manual
Section	1000 Programs
Title	Transportation for School-Related Trips
Code	1021-AR-1
Status	Active
Adopted	September 8, 2020

The school will provide student transportation for school-related trips and activities when the established procedure is followed and advance approval is granted.

The Request for Transportation for School-Related Trips forms will be available in each school.

Procedure

1. To request the use of a school bus or school vehicle for field trips, athletic trips, band trips, club activities, etc., the teacher or sponsor must complete Part A of the Request for Transportation for School-Related Trips form.
2. The request form must be completed at least two (2) weeks prior to the scheduled date of the proposed trip, except in exceptional circumstances, and submitted to the building principal.
3. The principal will review the request to ensure that it is in accordance with applicable Board policy and administrative procedures, and that the departure from and return to school is in accordance with appropriate times.
4. Upon approval, the principal will sign Part A of the form and forward it to the Business Administrator.
5. The Transportation Supervisor will review the form, make arrangements for the transportation if approved, complete Part B of the form, and forward a copy to the building principal and the requesting sponsor.

Any transportation money collected from students by the sponsor will be promptly turned in to the school office. When the full amount has been collected, the principal or designee will forward the money to the Business Office with an explanation and a copy of the approved request form.



Book Policy Manual
 Section 1000 Programs
 Title Request for Transportation for School-Related Trips
 Code 1021-AR-2
 Status Active
 Adopted September 8, 2020

PART A to be completed by trip sponsor.

Name of Sponsoring Club, Group, Activity: _____

Destination: _____

Address: _____

Departure date: _____ Departure time from school: _____
(a.m. or p.m.)

Number of students: _____ Departure time from destination: _____
(a.m. or p.m.)

Students will depart from: _____
School Building

Sponsor's Signature	Date	Principal's Signature	Date
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PART B to be completed by Business Administrator; copy to principal and requesting sponsor.

Number of buses or school vehicles required: _____

Estimated cost per bus or school vehicle: \$_____

The Business Administrator will notify the principal and requesting sponsor of the above information.

Your request for transportation on _____ has been approved _____/denied _____.
Date

Business Administrator	Date
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Book Policy Manual
 Section 1000 Programs
 Title Field Trip Request Form
 Code 1021-AR-3
 Status Active
 Adopted September 8, 2020

Complete this form and submit to the Assistant Principal to receive approval for your Field Trip or Adventure Club Trip.

Your name: _____

Student event type: Field Trip/ Adventure Club/ Other: _____

Trip title: _____

Trip date: _____

Trip location: _____

Summary of trip: _____

Estimated cost of the trip: _____

Amount students and/or families will be charged per person: _____

Materials needed for the trip: _____

Relation to the Curriculum:

Learning objective(s): _____

Activity 1: _____

PA Common Core Standard(s) for Activity 1: _____

Activity 2: _____

PA Common Core Standard(s) for Activity 2: _____

Documentation to be collected from students: _____



Book Policy Manual

Section 1000 Programs

Title Field Trip Evaluation Form

Code 1021-AR-4

Status Active

Adopted September 8, 2020

Your name: _____

Student event type: Field Trip/ Adventure Club/ Other: _____

Trip title: _____

Trip date: _____

Trip location: _____

Students in attendance: _____

Total non-21CCCS staff in attendance, including family members: _____

Total cost of the trip (entry fees, rental costs, etc.): _____

What went well during this trip?

Is there anything that can be improved upon if we use this location again?

Do you have any other comments regarding this trip?



Book	Policy Manual
Section	1000 Programs
Title	Field Trip Planning Checklist
Code	1021-AR-5
Status	Active
Adopted	September 8, 2020

Step 1: Date and Location--2+ months prior to the event

- Search for venues in your designated region
- Contact any venues you're interested in and find out the following:
 - Price per person
 - Is there a different price for students/parents/children below a certain age?
 - We generally estimate between 20-50 attendees
 - Make sure to tell them that we are tax exempt since we are a school.
- A general itinerary of what we would be doing on this trip
 - Trips are generally 10am-2pm, but there is flexibility.
- Their availability in your month (Make sure to avoid PD days, holidays, the end of the quarter, and any other trips or activities that are on the All staff calendar)
- Set a meeting with the student activities supervisor to get approval for your trip, date, and price per person.

Step 2: Make it official--2+ Months prior to the event

Once you've gotten approval for your venue:

- Call the venue to reserve the date
- Request a W9 and an invoice from the venue and send them to the Director of Curriculum administrative assistant
- Send the venue the tax exempt form
- Find out if the check needs to be mailed to the venue in advance or if we can bring it the day of
- We ONLY pay in checks, credit card payment is not an option
- Email the Principal's administrative assistant to have them add the date to the All Staff Calendar in Google

Step 3: Get the details together--2 months prior to the event

- Pick an RSVP date
 - You'll need to allow 2 weeks for the business office to process payment after the RSVP date and before the trip
 - If you have to mail the check, add in another few days of cushion to the RSVP date
- If necessary complete:
 - Hotel Request form
 - Rental car request form and/or van request form
 - Both are found in the HR shared drive in the Travel folder
- Make an advertisement for the trip. You can use the ones on the Field Trips Page for inspiration
 - Make sure to make a version without the date of the trip for the newsletter and for the Moodle announcements
- Create an itinerary for the trip
- Can we incorporate iPads into the trip? Talk to the Learning Coach about possible activities.

Step 4: Send the following to the Field Trip Coordinator --at least 6 weeks prior to the event

- Trip location, date, RSVP date, price per person

- Advertisements you created
- Is this trip for students only? Students and siblings?
- Itinerary for the day
- What the families need to bring
- Who will receive the RSVP information and any phone calls/inquiries about the trip

Step 5: Field trip committee will:

- Set up your department trip page with the trip information, permission slip, and payment button
- Post the trip on the front page of Moodle and in the newsletter
- Collect and organize the RSVPs on a shared Google Sheet
- Organize an all call and remind texts
- Answer any questions you have along the way.

Step 6: Wrapping up the trip--2 weeks prior to the event

- When you get the final RSVP number, send the administrative assistant to the Director of Curriculum the updated invoice so payment can be processed
- Have the principals approve the staff members attending the trip



Book	Policy Manual
Section	1000 Programs
Title	Student Conduct on Buses and School Vehicles
Code	1021-AR-6
Status	Active
Adopted	September 8, 2020

Considering that a school bus or school vehicle is an extension of the classroom, the school requires students to conduct themselves on school buses and school vehicles in accordance with the Code of Student Conduct established for student behavior in school and on school property.

The driver has authority over and responsibility for all students from the point of pick up to the point of discharge, and students are responsible to adhere to their directions and instructions.

To assist with the maintenance of discipline and to enhance security, school buses and school vehicles may be equipped with audio recording and video recording equipment.

The principal will determine and administer disciplinary action; alert staff in cases of a delay, emergency or accident.

Students will be informed annually regarding the authority of the driver and the rules for student conduct on buses and school vehicles.

Rules for Student Conduct

In addition to the established Code of Student Conduct, the rules for student conduct on school buses and school vehicles require that students will:

1. Obey and cooperate with the driver.
2. Observe rules of good citizenship and respect private property while waiting for the bus or school vehicle at the designated stop.
3. Be on time at the designated stop and wait until the bus or school vehicle comes to a complete stop before attempting to enter.
4. Be courteous to fellow students and the driver.
5. Remain seated while the bus or school vehicle is in motion.
6. Talk in normal inside voices and not talk to or disturb the driver.
7. Keep heads and hands inside the bus or school vehicle at all times.
8. Be responsible for any damage to the bus or school vehicle.
9. Not litter, nor throw anything out the windows.
10. Not engage in horseplay on or around the bus or school vehicle.

11. Not eat, drink, smoke or use profanity.
12. Not leave books, lunches or personal property on the bus or school vehicle.
13. Not bring sharp or blunt instruments not in a proper container on the bus or school vehicle.
14. Not put items in the aisle, including backpacks, instruments, athletic gear, etc.
15. Cross in front of bus or school vehicle on departure after the bus or school vehicle has stopped completely and driver has signaled students.

Discipline for Violations

The driver will maintain appropriate behavior, enforce safety rules and handle routine discipline issues.

When a student's misconduct persists, the driver will complete and submit to the principal a Bus or School Vehicle Conduct Incident Report. The principal will review the report, interview the driver and/or student if necessary, determine disciplinary action, and complete the form. A copy of the form will be sent to the parent/guardian and the Transportation Supervisor, and a copy will be retained and filed by the principal. The principal will inform the driver of the discipline.

Disciplinary action will follow a general rule of increasing severity of consequences, including:

1. Warning.
2. Assigned seating.
3. Detention.
4. Suspension of bus or school vehicle riding privileges.

A student who is a discipline problem on a school bus or school vehicle may have their riding privileges suspended by the principal. In such cases, the parents/guardians are responsible for seeing that the student gets to school safely and on a regular basis.

Violations by Large Group of Students

The following procedure will be followed by the driver when a large number of students are violating student conduct rules:

1. Driver will proceed to or return to school with all the students who are on the bus or school vehicle at the time they make the decision.
2. Driver will contact principal or designee and will remain on the bus or school vehicle until the administrator arrives.
3. Administrator will review the situation, determine appropriate action and subsequent discipline.
4. The principal will notify the CEO regarding the incident.
5. The CEO may determine that conditions warrant the discontinuation of the bus route for a period of time sufficient to convey the message and importance of school bus and school vehicle safety.



Book Policy Manual
 Section 1000 Programs
 Title Bus or School Vehicle Incident Conduct Report Form
 Code 1021-AR-7
 Status Active
 Adopted September 8, 2020

Date: _____ To: _____
 Parent/Guardian Name

Student's Name: _____
 Last Name First Name Middle Initial

School: _____ Bus Number: _____ Date of Violation: _____

STATEMENT OF MISCONDUCT: This student has violated the following rule or standard of conduct and has demonstrated the behavior described below which constitutes cause for discipline including, but not limited to, suspension of bus or school vehicle riding privileges.

DESCRIPTION OF VIOLATION: _____

Incident reported by: _____ on _____.

Incident investigated by: _____ on _____.

 Signature of Driver Date

DISCIPLINARY ACTION TAKEN: _____

The above disciplinary action shall begin on: _____

The above disciplinary action shall end on: _____

Signature of Principal

Date

PARENTAL NOTIFICATION

This report informs you of student misconduct on the bus or school vehicle. We encourage you to discuss the incident with the student and resolve it before additional disciplinary action is required. Students whose bus or school vehicle riding privileges have been withheld will not be eligible to transfer to another bus or school vehicle.



Book	Policy Manual
Section	1000 Programs
Title	Co-Curricular and Extra-Curricular Activities
Code	1022
Status	Active
Adopted	November 17, 2015
Last Revised	September 11, 2018

Purpose

The Board believes that the goals and objectives of this school are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom curricular program of the school.

All learning experiences offered by the school, curricular and co-curricular, should be planned and integrated toward the attainment of the school's objectives. The CEO shall be responsible for the development and administration of the activities referenced in this policy. No activities referenced in this policy shall be scheduled to conflict with any educational activity necessary for meeting the requirements of the officially approved curriculum, unless specifically approved by the CEO. This policy mandates that students achieve minimum levels of academic and behavioral performance in order to participate in the activities referenced in this policy. Any student having three (3) or more unexcused absences or lateness during the prior report card period shall be ineligible for the activities referenced in this policy. Further, any student absent from school shall be ineligible for participation in any after-school activity referenced in this policy on that date of absence.

Definitions

For purposes of this policy, co-curricular activities shall be those activities which are sponsored or approved by the Board but are not offered for credit toward graduation. Such activities shall ordinarily be:

1. Conducted wholly or partly outside the regular school day;
2. Marked by student participation in the processes of initiation, planning, organizing, and execution;
3. Available to all students who voluntarily elect to participate; except that where eligibility requirements are necessary or desirable, the Board shall be so informed and must approve the establishment of eligibility standards before they may be operable; and
4. Contribute to attainment of 21CCCS objectives.

Guidelines

Co-Curricular Activities

Co-curricular activities refer to the activities directed, financed and supervised by the school in addition to the regularly organized, recognized, and scheduled class offerings for which grades are given. All such directed activities are part of the total educational program and hence are the responsibility of the school.

The purposes served by co-curricular activities are not separate and apart from the general purposes of education. Their value and merit lie in their contribution to these broad purposes, to such ends as self-realization, human relationships, economic efficiency, and civic responsibility.

The following guiding principles in the administration of co-curricular activities should be interpreted by each school faculty in terms of its local school situation:

1. The justification for each co-curricular activity must lie in the contribution it can make to the learning and development of students.
2. The co-curricular program for each school should grow out of the life of that school and be adapted to the local situation.
3. To be vital, the co-curricular activities program must be continually changing and dynamic.
4. Participation should be equally available to all students with restrictions related only to competency and interest in the specific activity.[\[1\]](#)[\[2\]](#)

Student Activities

Student activities refers to the activities directed, financed, and supervised by the school in addition to the regularly organized, recognized and scheduled class offerings. All such directed activities are part of the total educational program and hence are the responsibility of the school.

The purposes served by student activities are not separate and apart from the general purposes of education. Their value and merit lie in their contribution to these broad purposes, to such ends as self-realization, human relationships, economic efficiency, and civic responsibility.

The following guiding principles in the administration of student activities should be interpreted by each school faculty in terms of its local school situation:

1. The justification for each student activity must lie in the contributions it can make to the learning and development of students.
2. The activity program for each school should grow out of the life of that school and be adapted to the local situation.
3. To be vital, the student activities program must be continually changing and dynamic.
4. Participation should be equally available to all students with restrictions related only to competency and interest in the specific activity. There shall be no fees imposed for participation in student activities.[\[1\]](#)[\[2\]](#)
5. Student activities should be recognized responsibility of the school and as such should be planned and supervised.

Extended Programs

Extended Programs shall mean those educational programs made available by the school beyond the regular school day, or beyond the regular program, and offered during the regular school day.

Such programs shall be optional on the part of students and may be either school-financed or self-supporting through fees charged parents/guardians of the enrolled students.

Student Organizations

A variety of student organizations shall be encouraged and designed to help meet the leisure, recreational, social and emotional interests and needs of all students. The following list includes major categories illustrative of the types of student organizations authorized, and is not to be regarded as exhaustive:

1. Student councils and related service organizations.
2. Departmental and special interest clubs.
3. Publications organizations.
4. Speech and dramatic organizations.
5. Musical organizations.
6. Organizations affiliated with state or national character and service programs.

7. Athletic organizations.

Student organizations may not advocate or be formed for illegal purposes, nor shall they discriminate against applicants in terms of race, creed, sex, handicap, or national origin.[\[1\]\[2\]](#)

Clubs

At the discretion of the principal, a student club program is authorized to be developed to include a variety of offerings which are organized in accordance with the following principles:

1. School clubs are organized or discontinued in response to student interest and need.
2. Students are acquainted with the purposes and activities of each club.
3. Membership in clubs is voluntary and is open to students qualified to participate.
4. Faculty sponsorship and guidance are provided.
5. Clubs are so conducted as to assist in revealing additional interests and abilities of students.
6. Club activities are related to curricular activities when desirable and to community activities when appropriate.
7. Clubs provide opportunities for students to develop hobby and leisure-time activities.

Participation in Extra-Curricular Activities of the Student's School District of Residence

Notwithstanding any agreement or plan entered into between the Charter School and local school district(s), the Charter School students shall be permitted to participate in the extracurricular activities of their school district of residence, in accordance with law, provided that the student is able to fulfill all of the requirements for participation in such activity established by the school district of residence and the Charter School does not provide the same activity.[\[3\]\[4\]\[5\]](#)

Assemblies

School assemblies shall be planned and organized under the supervision of the principal and at the discretion of the principal. Such assemblies shall be considered part of the educational program of the building and shall be planned to provide an educational experience for pupils or to facilitate administrative communication with pupils.

Secret Societies

There shall be no student secret societies allowed to organize or operate as part of the program of the 21st Century Cyber Charter School.

Equal Access Act

The school shall provide secondary students the opportunity for one or more non-curriculum related student groups to meet on the school premises during non-instructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents or employees. Non-instructional time is the time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends.[\[6\]](#)

The meetings cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.

The CEO or the designee shall establish the length of sessions, number per week, and other such limitations as felt reasonably necessary.

The school retains the authority to maintain order and discipline on school premises, to protect the well-being of students and employees and to ensure that the attendance of students at such meetings is on a voluntary basis.

Pursuant to the Charter School Law, students are eligible to participate in the extracurricular activities of their school district of residence. 21CCCS students must be given the opportunity to compete for spaces in extracurricular activities.[\[3\]\[4\]\[5\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

- [1. 22 PA Code 4.27](#)
- [2. 34 CFR 106.41](#)
- [3. 24 P.S. 1719-A](#)
- [4. 24 P.S. 1743-A](#)
- [5. 24 P.S. 1749-A](#)
- [6. 20 U.S.C. 4071 et seq](#)
- [22 PA Code 12.1](#)
- [22 PA Code 12.4](#)



Book	Policy Manual
Section	1000 Programs
Title	Student Organizations
Code	1022-AR-1
Status	Active
Adopted	September 8, 2020

Co-Curricular Activities

Co-curricular activities refer to the activities directed, financed and supervised by the school in addition to the regularly organized, recognized, and scheduled class offerings for which grades are given. All such directed activities are part of the total educational program and hence are the responsibility of the school.

The purposes served by co-curricular activities are not separate and apart from the general purposes of education. Their value and merit lie in their contribution to these broad purposes, to such ends as self-realization, human relationships, economic efficiency, and civic responsibility.

The following guiding principles in the administration of co-curricular activities should be interpreted by each school faculty in terms of its local school situation:

1. The justification for each co-curricular activity must lie in the contribution it can make to the learning and development of students.
2. The co-curricular program for each school should grow out of the life of that school and be adapted to the local situation.
3. To be vital, the co-curricular activities program must be continually changing and dynamic.
4. Participation should be equally available to all students with restrictions related only to competency and interest in the specific activity.

Student Activities

Student activities refers to the activities directed, financed, and supervised by the school in addition to the regularly organized, recognized and scheduled class offerings. All such directed activities are part of the total educational program and hence are the responsibility of the school.

The purposes served by student activities are not separate and apart from the general purposes of education. Their value and merit lie in their contribution to these broad purposes, to such ends as self-realization, human relationships, economic efficiency, and civic responsibility.

The following guiding principles in the administration of student activities should be interpreted by each school faculty in terms of its local school situation:

1. The justification for each student activity must lie in the contributions it can make to the learning and development of students.
2. The activity program for each school should grow out of the life of that school and be adapted to the local situation.
3. To be vital, the student activities program must be continually changing and dynamic.
4. Participation should be equally available to all students with restrictions related only to competency and interest in the specific activity. There shall be no fees imposed for participation in student activities.

5. Student activities should be recognized responsibility of the school and as such should be planned and supervised.

Extended Programs

Extended Programs shall mean those educational programs made available by the school beyond the regular school day, or beyond the regular program, and offered during the regular school day.

Such programs shall be optional on the part of students and may be either school-financed or self-supporting through fees charged parents/guardians of the enrolled students.

Student Organizations

A variety of student organizations shall be encouraged and designed to help meet the leisure, recreational, social and emotional interests and needs of all students. The following list includes major categories illustrative of the types of student organizations authorized, and is not to be regarded as exhaustive:

1. Student councils and related service organizations.
2. Departmental and special interest clubs.
3. Publications organizations.
4. Speech and dramatic organizations.
5. Musical organizations.
6. Organizations affiliated with state or national character and service programs.
7. Athletic organizations.

Student organizations may not advocate or be formed for illegal purposes, nor shall they discriminate against applicants in terms of race, creed, sex, handicap, or national origin.

Clubs

At the discretion of the principal, a student club program is authorized to be developed to include a variety of offerings which are organized in accordance with the following principles:

1. School clubs are organized or discontinued in response to student interest and need.
2. Students are acquainted with the purposes and activities of each club.
3. Membership in clubs is voluntary and is open to students qualified to participate.
4. Faculty sponsorship and guidance are provided.
5. Clubs are so conducted as to assist in revealing additional interests and abilities of students.
6. Club activities are related to curricular activities when desirable and to community activities when appropriate.
7. Clubs provide opportunities for students to develop hobby and leisure-time activities.

Participation in Extra-Curricular Activities of the Student's School District of Residence

Notwithstanding any agreement or plan entered into between the Charter School and local school district(s), the Charter School students shall be permitted to participate in the extracurricular activities of their school district of residence, in accordance with law, provided that the student is able to fulfill all of the requirements for participation in such activity established by the school district of residence and the Charter School does not provide the same activity.

Assemblies

School assemblies shall be planned and organized under the supervision of the principal and at the discretion of the principal. Such assemblies shall be considered part of the educational program of the building and shall be planned to provide an educational experience for pupils or to facilitate administrative communication with pupils.

Secret Societies

There shall be no student secret societies allowed to organize or operate as part of the program of the 21st Century Cyber Charter School.

Equal Access Act

The school shall provide secondary students the opportunity for one or more non-curriculum related student groups to meet on the school premises during non-instructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents or employees. **Non-instructional time** is the time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends.

The meetings cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.

The CEO or designee shall establish the length of sessions, number per week, and other such limitations as felt reasonably necessary.

The school retains the authority to maintain order and discipline on school premises, to protect the well-being of students and employees and to ensure that the attendance of students at such meetings is on a voluntary basis.

Pursuant to the Charter School Law, students are eligible to participate in the extracurricular activities of their school district of residence. 21CCCS students must be given the opportunity to compete for spaces in extracurricular activities.



Book	Policy Manual
Section	1000 Programs
Title	Code of Conduct for Extracurricular Activities
Code	1022-AR-2
Status	Active
Adopted	September 8, 2020

The goal of the extracurricular program is to provide opportunities for students to pursue interests and develop life skills beyond the classroom.

Activity advisors will create a roster of students who are members or participants of a group and will maintain attendance records.

This Code of Conduct applies to all students participating in extracurricular activities as defined in Board policy.

Students must conduct themselves at all times, including after school and on days school is not in session, as good citizens and representatives of their school; they must behave in ways that are consistent with good sportsmanship, leadership, and appropriate moral conduct. Students are expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of an extracurricular activity.

The Code of Conduct describes the expectations and goals of the extracurricular activities program. This Code does not contain a complete list of inappropriate behaviors for students in extracurricular activities. This Code of Conduct will be enforced 365 days a year, twenty-four (24) hours a day. A student may be excluded from activities or competition while the school is conducting an investigation regarding that student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program regarding alcohol or other drug problems. Family referrals or self-referrals will be taken into consideration when determining consequences for Code of Conduct violations.

Code Of Conduct

A student participating in an extracurricular activity will be subject to disciplinary action if they violates this Code of Conduct for Extracurricular Activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations.

Students will not:

1. Violate Board policies or administrative procedures related to student discipline.
2. Consume or be under the influence of a beverage containing alcohol.
3. Use tobacco in any form.
4. Use, be under the influence, possess, buy, sell, barter, or distribute any controlled substance or paraphernalia.
5. Use or possess any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial

arts practice, target shooting, hunting, and skeet.

6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors.
7. Act in an unsportsmanlike manner.
8. Vandalize or steal.
9. Haze other students.
10. Violate the written rules for the activity.
11. Behave in a manner that is detrimental to the good of the group or school.
12. Be insubordinate or disrespectful toward the activity's advisors.
13. Falsify any information contained on any permit or permission form required by the activity.

All students remain subject to the Board's student discipline policies, administrative procedures and/or the school's student handbook and the disciplinary measures listed in them.



Book Policy Manual
 Section 1000 Programs
 Title Request to Establish Student Activity
 Code 1022-AR-3
 Status Active
 Adopted September 8, 2020

NAME OF ORGANIZED STUDENT ACTIVITY: _____

PURPOSE OR OBJECTIVE: (Briefly describe why this organization is being formed.)

BENEFIT: (Briefly describe how the students/school will benefit from the establishment of this organization.)

LEADERSHIP: (Briefly describe how this activity will be organized, how it will be run and whether the officers will be elected or appointed.)

FACULTY ADVISOR: (Name and Subject)

FUNDRAISING:

- Will this organization raise funds? No Yes
- If yes, briefly describe typical fundraising activities and who will be involved.

USE OF FUNDS: (Briefly describe how these funds will be used to benefit the students or the school.)

FINANCIAL DEPENDENCE:

- Will this organization require facilities or equipment to be provided by the school? No Yes

If yes, briefly describe the assistance needed and whether it is a continuing, year-to-year need.

FINANCIAL RESPONSIBILITY: (Briefly describe who will be responsible for these funds and how fundraising, expenditure and/or transfer decisions will be made.)

♦ *Attach a copy of the Constitution or Bylaws that will govern this student activity.*

Request Submitted by _____ Date Submitted _____

Approved by _____

(Principal)

_____ Date Approved

SCHOOL BOARD ACTION

This request was Approved Denied by the School Board at its meeting held on

Reasons for disapproval or qualifications of approval, if applicable, are as follows:



Book	Policy Manual
Section	1000 Programs
Title	Assessment System
Code	1027
Status	Active
Adopted	November 17, 2015
Last Revised	September 11, 2018

Purpose

The Board of Trustees (Board) recognizes its responsibility to approve and implement an assessment system that: [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

1. Determines the degree to which students are achieving academic standards, and educational goals and objectives;
2. Provides information for improving the Charter School's educational program in order to positively impact student achievement; and
3. Provides information regarding the achievement of Charter School students to the state, parents/guardians, Charter School community and the public.

Authority

The Board shall approve an assessment system for use in the Charter School at least once every six (6) years, which shall be implemented no later than one (1) year after the approval date. The assessment system shall include a variety of assessment strategies to assess individual attainment of state and local academic standards, and educational goals and objectives, and to identify those students not attaining academic standards and provide assistance.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board reserves the right to review Charter School assessment measures and to approve those that serve a legitimate purpose without infringing upon the personal rights of the students or parents/guardians.[\[3\]](#)[\[8\]](#)

The Charter School shall participate in the state assessment system in the manner required by state law and regulations.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[7\]](#)[\[9\]](#)

Delegation of Responsibility

The Board directs the Chief Executive Officer or designee to grant requests to review state assessments from parents/guardians to determine whether the state assessments conflict with the parents'/guardians' religious beliefs. Parent/Guardian requests must be submitted at least two (2) weeks prior to the administration of state assessments. The Charter School shall establish procedures to protect the validity and integrity of the state assessments during access and review by parents/guardians.[\[10\]](#)

The Charter School shall coordinate with the test administrator to establish a time for review, and to follow established procedures to protect the validity and integrity of the state assessments during access and review by parents/guardians.[\[10\]](#)

If, upon inspection of a state assessment, a parent/guardian finds the assessment to be in conflict with their religious beliefs, the parent/guardian shall have the right to have their child excused from that state assessment, upon written request to the Chief Executive Officer stating the objection.[\[10\]](#)

The Chief Executive Officer or designee shall recommend various methods of assessment and evaluation based on their professional judgment, generally accepted professional practice, staff input and state regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Chief Executive Officer or designee shall provide summary information to the public regarding student achievement, including results of assessments, in accordance with applicable laws and regulations.[\[3\]](#)

The Chief Executive Officer or designee shall provide information regarding the achievement of academic standards to the PA Department of Education when requested; such information shall not include student names, identification numbers or individually identifiable information.[\[3\]](#)

The Chief Executive Officer or designee shall recommend improvements in the Charter School's educational program, curriculum and instructional practices based upon student assessment results.[\[3\]](#)

Guidelines

Parents/Guardians shall receive information regarding their child's state assessment scores and may obtain an explanation of assessment results from qualified school personnel.[\[11\]](#)

The Charter School shall provide assistance to students not attaining academic standards at the proficient level. The Charter School shall inform students and parents/guardians about how to access such assistance.[\[1\]](#)[\[3\]](#)[\[8\]](#)

Students with disabilities and students participating in English Learner programs shall participate in assessments in accordance with applicable laws and regulations, with appropriate accommodations when necessary.[\[2\]](#)[\[3\]](#)[\[9\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 22 PA Code 4.12](#)

[2. 22 PA Code 4.51](#)

[3. 22 PA Code 4.52](#)

[4. 24 P.S. 1715-A](#)

[5. 24 P.S. 1719-A](#)

[6. 24 P.S. 1720-A](#)

[7. 24 P.S. 1742-A](#)

[8. 22 PA Code 12.41](#)

[9. 22 PA Code 711.2](#)

[10. 22 PA Code 4.4](#)

[11. 20 U.S.C. 6311](#)

[20 U.S.C. 6311](#)



Book	Policy Manual
Section	1000 Programs
Title	Exemption from Assessment
Code	1027-AR-1
Status	Active
Adopted	September 8, 2020

If upon inspection of state assessments parents/guardians find the assessments to be in conflict with their religious beliefs and request that their student be excused from the assessment, the parents/guardians will complete and submit the Request for Excusal From Assessment Form to the Principal and Testing Coordinator.

The Testing Coordinator will inform the parents/guardians in writing of the student's excusal from the specific assessment, as requested.



Book Policy Manual
 Section 1000 Programs
 Title Request for Exemption from Instruction
 Code 1027-AR-2
 Status Active
 Adopted September 8, 2020

Student's Name: _____ Date of Request: _____

Grade Level: _____ Subject Area: _____

Parent's/Guardian's Name(s): _____

Address: _____

Home Telephone: _____ Work Telephone: _____

In order for your child to be excused from specific state assessments, you must complete this form and return it to the Principal and Testing Coordinator.

Indicate your basic reason for requesting an exemption from a state assessment: _____

List the state assessment that conflicts with your religious beliefs: _____

Once the Principal and Testing Coordinator review of your request has been completed, you will be notified in writing.



Book	Policy Manual
Section	1000 Programs
Title	Response to Request for Exemption from Assessment
Code	1027-AR-3
Status	Active
Adopted	September 8, 2020

Dear _____:

I have received your request for an exemption for your child from a specific state assessment that conflicts with your religious beliefs. An administrative review of your request has been completed.

As a result, your request has been approved.

Sincerely,

Principal

Date



Book	Policy Manual
Section	1000 Programs
Title	Assessment Strategies
Code	1027-AR-4
Status	Active
Adopted	September 8, 2020

The school's assessment system will include a variety of assessment strategies which may include:

1. Written work by students.
2. Scientific experiments conducted by students.
3. Works of art or musical, theatrical or dance performances by students.
4. Demonstrations, performances, products or projects by students related to specific academic standards.
5. Examinations developed by teachers to assess specific academic standards.
6. Nationally available achievement tests.
7. Diagnostic assessments.
8. Evaluations of portfolios of student work related to achievement of academic standards.
9. Other measures, as appropriate, which may include standardized tests.

At the outset of any course, each student will be informed about the academic standards to be attained and will be kept informed of personal progress during the units of a course of planned instruction.

Methods of assessment must be appropriate to the planned instruction and maturity of students.

Assessment strategies should objectively evaluate and reward students for their efforts.

Students should be encouraged to assess their own academic achievements.

All assessment systems will be subject to continuing review and revision by school staff.



Book	Policy Manual
Section	1000 Programs
Title	Language Instruction Educational Program for English Learners
Code	1038
Status	Active
Adopted	January 12, 2016
Last Revised	May 11, 2021
Prior Revised Dates	January 15, 2019

Purpose

It is the policy of the 21st Century Cyber Charter School to provide all students whose dominant language is not English equal access to a quality education under 22 PA. Code 4.26. Students identified as English Language Learners receive a bilingual/bicultural and English language development program (ELD) that is on grade level, content-focused, and research-based.

21st Century Cyber Charter School will provide assistance through an appropriate planned instructional program to enable limited English proficient (LEP) students to progress academically while they are learning English.

The purpose of the program is to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success.

Authority

The 21st Century Cyber Charter School shall provide a program for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English proficiency and the academic standards. The program shall meet the three-pronged test of program compliance: (1) sound research-based education theory, (2) sufficient resources and staffed by appropriate personnel, and (3) periodic program evaluation.

ELD is a basic core curricular area (i.e., content area subject) that will be available to all identified students as determined by appropriate assessments and consideration of multiple criteria. It will be provided to all identified students until English proficiency is achieved. Sufficient daily instructional time based on level of English proficiency and supporting the chosen instructional model will be allotted to enable students' development of English at the proficient level.

The Board shall include provisions for appropriate professional development for all stakeholders in its professional development plan.

The Board shall establish procedures for identification of students whose dominant language is not English. The Home Language Survey shall be completed for every student by their caregiver(s) and filed in the student's permanent record folder. For students whose native language is not English and for whom background and/or additional evidence warrants formal assessment of the student's English proficiency level, 21st Century Cyber Charter School will administer the required proficiency assessment and consider multiple criteria to determine the need for English as a Second Language instruction.

The ELD program shall be designed to provide planned instruction to meet each student's individual needs based on the English language proficiency level as identified through multiple criteria in reading, writing, listening, and speaking. Adequate content area support shall be provided while the student is learning English with a focus on both English Language Proficiency Standards and Academic Standards to ensure student achievement in both language and content. ELD curriculum will be aligned to Pennsylvania's English language arts standards and the PA English language proficiency standards. Content area instruction will incorporate the PA English language proficiency standards as an overlay to Pennsylvania academic standards.

A highly qualified PA certified teacher with a Program Specialist ELD Certificate shall provide the ELD instruction.

Adequate resources and funds, including a specific line item in the appropriate program budget, will be provided for an ELD program (e.g., staffing, professional development, assessments, etc.). Instructional resources shall be comparable to the resources provided for other core academic subjects.

Periodic ELD program evaluations will be conducted for the purpose of program improvement. Evaluations will be based on students making progress and attaining proficient levels of English as collected in PIMS. The program shall be evaluated for its effectiveness and compliance based on the attainment of Annual Measurable Achievement Objectives (AMAOs). If ELLs are not progressing and/or achieving English language proficiency, the program must be revised to ensure greater achievement.

For program exit, both quantitative data (e.g., assessment results, report card grades, attendance, portfolios, etc.) and qualitative data (e.g., teachers' anecdotal records, informal classroom observations, parent interviews, etc.) will be collected throughout the student's participation in the program. Summative evaluations to determine continued placement in the program or exit from the program will be made, at minimum, on an annual basis. Upon exit from the ELD program, a student's progress will be monitored quarterly for two years.

LEP students will participate in the PSSA/Keystone assessments and other large-scale assessments with appropriate accommodations. Formative assessments will align to the academic standards and English language proficiency standards and ELLs will be graded with the same grading system used for all students. ELL students will not be retained in a grade based solely on a lack of English proficiency.

Students shall have access to and should be encouraged to participate in all academic and extracurricular activities available specific to the 21st Century Cyber Charter School program.

Communication with parents shall include information about placement, assessment, academic achievement, and other related education issues, whenever possible, in the mode and language of communication preferred by the parents.

Parental Right to Opt Out of ELD Programs and Services –

Parents/Guardians of EL students have the right to refuse specialized programs and services that may be part of the LIEP for their child. A parent's/guardian's decision to refuse programs or services must be informed and voluntary; the Charter School shall not influence a parent's/guardian's decision in any way, or make any program or placement determinations without parental notification and an opportunity to opt the student out of programs and services.[\[1\]](#)[\[2\]](#)

The Charter School shall make a parental waiver form available for parents/guardians to opt their EL child out of ELD programs and services.

The Charter School shall document all notifications made to parents/guardians regarding assessment and recommended placements and programs for EL students, and whether or not a parental waiver form is received. When a waiver form is not received from the parent/guardian, the Charter School shall proceed with the recommended placement.

EL students who have a parental waiver for ELD programs and services shall be assessed on English language proficiency annually, and shall be provided with supports and accommodations to participate in general curricular and extracurricular programs, in order to meet academic standards and graduation requirements.

Parents/Guardians of EL students who have been opted out of ELD programs and services shall be notified of their child's progress, including achievement of academic standards and assessment results, and shall be provided with opportunity and a form to opt their child back into ELD programs and services.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 42 U.S.C. 2000d et seq](#)

[2. 20 U.S.C. 6312](#)



Book	Policy Manual
Section	1000 Programs
Title	Procedures for Language Instruction Educational Program for English Learners
Code	1038-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

The school must provide appropriate English Language Development (ELD) instruction to students who are English Learners (EL) so they can attain English language proficiency, as well as content knowledge in core academic subject areas, based on the Board-approved academic standards.

The school will provide a Language Instruction Educational Program (LIEP) that includes research-based ELD instruction at the appropriate proficiency level; content area instruction aligned with the corresponding academic standards and adapted to meet the needs of students; and assessment processes that reflect academic standards and instruction.

Definitions

English Learner (EL) – a student enrolled or preparing to enroll in an elementary or secondary school, who:

1. Was not born in the United States or whose native language is a language other than English; or
2. Is a Native American or Alaska Native, or a native resident of the outlying areas; and comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
3. Is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and whose difficulties in speaking, reading, writing or understanding the English language may be sufficient to deny the individual:
 1. The ability to meet the challenging state academic standards;
 2. The ability to successfully achieve in classrooms where the language of instruction is English; or
 3. The opportunity to participate fully in society.

Language Instruction Educational Program (LIEP) - an instruction course:

1. In which an English Learner is placed for the purpose of developing and attaining English proficiency, while meeting challenging state academic standards; and
2. That may make instructional use of both English and a student's native language to enable the student to develop and attain English proficiency, and may include the participation of English proficient students if such course is designed to enable all participating students to become proficient in English and a second language.

Language Instruction Educational Program

The school will plan, develop, implement, resource and evaluate a LIEP based on law, regulations, state requirements and federal funding requirements. The LIEP must meet the needs of the school's EL students and be based on sound educational theory.

English Language Development Instruction –

ELD will be delivered by certified English as a Second Language (ESL) teachers and non-ESL teachers throughout the day as part of specialized instruction and as part of core content in the general curriculum.

ELD instruction will be part of the approved, planned curriculum, and will be provided as stand-alone courses, when appropriate, and as part of the general planned instruction courses, with the support of ESL staff.

Non-ESL staff will incorporate ELD into all classes for EL students, as well as provide supports, modifications and accommodations for curricular content to enable EL students to achieve academic standards.

Provision of Resources –

The school will provide adequate resources to effectively implement the LIEP, including but not limited to:

1. Employing adequate certified ESL staff for delivery of ELD.
2. Ensuring ESL staff have adequate time to collaborate with non-ESL staff for delivery of ELD, modification of core content and monitoring progress to meet the needs of EL students.
3. Purchasing and maintaining specialized materials to support ELD as necessary.
4. Ensuring that the LIEP receives the same resources as other academic programs and approved curriculum.
5. Providing adequate professional development for all staff working with EL students.

Evaluation of LIEP –

The school will implement, monitor and evaluate the LIEP as required by law, regulations and state guidelines.

The school will annually evaluate the LIEP for effectiveness based on student outcomes and student achievement data, and report the results to the state through the English Learner Reporting System (ELRS).

The LIEP must be designed to enable EL students to attain both English proficiency and equal participation in core academic content within a reasonable period of time—if the LIEP is not achieving both criteria, the school will review and modify the LIEP.

Evaluation of the LIEP will be based on achievement data of current EL students, former EL students, and students who have not been designated as EL, and may be based on data that includes but is not limited to:

1. Scores on state and local assessments.
2. Scores on annual English language proficiency assessments.
3. Grades in core content courses.
4. Retention in grade.
5. Reclassification/Program exit rates.
6. Graduation rates.
7. Participation in advanced courses.
8. Attendance rates.
9. Participation in extracurricular activities.
10. Other indicators of college and career readiness.

Student Placement and Grading

Students will be screened and assessed for designation as EL using the Home Language Survey and English Learner Identification Procedure. The school will determine a student's appropriate instructional placement, based on the student's English language and native language proficiency, in accordance with the LIEP.

Students with disabilities and gifted students will be provided with appropriate ELD instruction in accordance with their Individualized Education Program (IEP)/Gifted Individualized Education Plan (GIEP) and state and federal laws and regulations. The school will ensure that the IEP/GIEP team for an EL student includes an ESL professional familiar with the student's language needs. The school will follow the state requirements and guidelines for IEP/GIEP development, academic programming and assessments for students with disabilities and gifted students who are also identified as EL students.

Grading –

EL students will be graded within the same grading system for core content courses that is used for all school students.

The school will grade EL students in ELD specific courses or instructional periods with a grading system that clearly demonstrates progress or achievement.

The school will communicate an EL student's progress in English language proficiency to parents/guardians at least annually. Communication to parents/guardians regarding an EL student's ELD instruction and English language proficiency will be provided as part of the student's report card/progress report, through special communication, and shall be in the language and mode of communication preferred by the parents/guardians.

A student's designation as EL and any ELD instruction information will not be included on a student's high school transcript, unless the information is part of a course title or code.

Retention –

EL students will not be retained in a grade based solely on their lack of English proficiency.

Prior to considering retention, the school will implement and document appropriate modifications and accommodations to instruction and assessment aligned to the student's English language proficiency over time, to ensure the EL student is provided meaningful access to the general curriculum and academic standards, as well as attainment of English language proficiency.

Equal Access

The school will ensure that all EL students have access to and are encouraged to participate in all educational and extracurricular programs available to school students, including but not limited to, career and technical programs, extracurricular activities and interscholastic athletics.

Resources:

[PA Department of Education, Basic Education Circular, July 1, 2017: Educating English Learners \(ELs\)](#)

[PA Department of Education – Educating English Learners resources](#)

[U.S. Department of Education: English Learner Tool Kit](#)

[PA Department of Education: Pennsylvania Consolidated State Plan, Every Student Succeeds Act](#)

[Diagnostic Tool for Taking Your Program's Pulse](#)



Book	Policy Manual
Section	1000 Programs
Title	English Learner Parent / Family Engagement and Communication
Code	1038-AR-2
Status	Active
Adopted	September 8, 2020

Identifying Parent/Family Communication Needs

The school will develop a process to identify parents/guardians who are not proficient in English, and provide them with free and effective language assistance to obtain information in their preferred language or mode of communication. Parents/Guardians with limited English proficiency will be informed about programs, services and activities to the same extent as other parents/guardians.

The school's process will:

1. Identify parents/guardians who have limited English proficiency.
2. Determine the primary language or mode of communication for the parents/guardians.
3. Determine the language needs of the parents/guardians.

Communication Requirements

The school will notify parents/guardians of currently enrolled English Learner (EL) students of the following information within thirty (30) days of the start of each school year, or within fourteen (14) days of initial enrollment:

1. Identification of their child as an EL student, and their child's English proficiency level.
2. Notification of their child's participation or recommended placement in the Language Instruction Educational Program (LIEP).
3. A description of the LIEP, including its intended benefits for their child, an explanation of its effectiveness, and the criteria for program exit or reclassification.
4. Notification of their right to refuse services for their child and a copy of the Parental Waiver Form.

The school will notify parents/guardians of EL students about the results of the annual English proficiency assessment for their child, and the results of the school's LIEP evaluation.

The school will maintain and provide information to all students and parents/guardians in the following areas, including but not limited to:

1. Registration and enrollment in school and school programs.
2. Description of the EL identification process, the school's LIEP and language assistance programs.

3. Report cards/grade reports.
4. List of academic classes the student may attend and graduation requirements, where applicable.
5. Student discipline policies and the Code of Student Conduct.
6. Special education, gifted programs and related services, including all Child Find notifications.
7. Parent-teacher conferences.
8. Academic and extracurricular activities and programs available to students.
9. Academic standards and assessment practices and procedures.
10. Nondiscrimination policies and complaint procedures.
11. Student/Parent Handbooks.
12. Parental permission forms and requests.
13. List of community resources.
14. Opportunities for parent/family engagement and involvement, including parent-teacher organizations, volunteer opportunities and guidelines, and activities and programs under Title I.

Communication Resources

In cases where the school is unable to provide written translation because the parents'/guardians' language is not a common language, the school may use cover pages for written documentation to explain in the parents'/guardians' language how they may have the document translated orally.

When providing interpreters or translators, the school will ensure that translators are able to understand and express specialized terms or concepts used in the communication in both languages.

The school will ensure that interpreters and translators have received training on the ethics of interpretation and confidentiality of student and family information, in accordance with applicable laws, regulations and Board policies and administrative procedures.

The Pennsylvania Department of Education provides resources for translation of some educational documents through an online school document translation service, additional information can be found here:

<http://www.education.pa.gov/Teachers%20-%20Administrators/Curriculum/English%20As%20A%20Second%20Language/Pages/default.aspx>

The Pennsylvania Training and Technical Assistance Network (PaTTAN) provides special education forms and information in several languages:

<http://www.pattan.net>

The U.S. Department of Education, Office for Civil Rights (OCR), provides resources and information for parents/guardians:

<http://www2.ed.gov/about/offices/list/ocr/ellresources.html>


The U.S. Department of Justice LEP.gov website provides additional resources and lists of translation associations and organizations:

http://www.lep.gov/interp_translation/trans_interpret.html



Book	Policy Manual
Section	1000 Programs
Title	Home Language Survey
Code	1038-AR-3
Status	Active
Adopted	September 8, 2020

The Home Language Survey is attached below.

 [1038-AR-3 Home Language Survey.pdf \(42 KB\)](#)

HOME LANGUAGE SURVEY

ALL newly registering students regardless of race, nationality, or language origin MUST complete this form. Federal law requires that all Local Education Agencies (LEAs) utilize a non-biased procedure for identifying which students are potential English Learners (ELs) in order to provide appropriate language instruction educational programs and services. Given this responsibility, LEAs have the right to ask for the information contained on this and other forms associated with the identification process.

Student Information (Parents/Guardians should complete this section):

Child's first name: _____

Child's family name: _____

Child's Date of Birth: _____

(Month/Day/Year)

Questions for Parents or Guardians

1. Is a language other than English spoken in the child's home? No Yes (language) _____
2. Does your child communicate in a language other than English? No Yes (language) _____
3. What is the language that your child first learned to speak? _____
4. In which language do you prefer to receive information? _____


Parent/Guardian Signature: _____ Date: _____

Interpreter Provided No Yes



Book	Policy Manual
Section	1000 Programs
Title	English Learner Identification Procedure (Grades K-12) Form
Code	1038-AR-4
Status	Active
Adopted	September 8, 2020

The English Learner Identification Procedure (Grades K-12) Form is attached below.

 [1038-AR-4 English Learner Identification Procedure \(K-12\).pdf \(218 KB\)](#)



English Learner Identification Procedure – Grades K-12

(See Pre-K identification guidance for Pre-K students)

- STEP 1:** Review the Home Language Survey.
 - If the HLS indicates a language other than English for **any** question, **proceed to STEP 2.**
 - If the HLS indicates a language other than English **for all questions**, the family interview is optional and you may **skip to STEP 4.**

NOTE: Pidgin and creole variations of English (e.g. English spoken in Liberia) constitute a language other than English for identification purposes.

- STEP 2:** Conduct family interview to determine if the student is potentially an EL. Use an interpreter if necessary.

Family Interview

Conducted by school-trained enrollment personnel - not to be completed by the parent/guardian

Interviewed: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

Phone: [Click here to enter text.](#)

Name of Student: [Click here to enter text.](#)

PASID: [Click here to enter text.](#)

Students Date of Birth: [Click here to enter a date.](#)

Age: [Click here to enter text.](#)

Student's Date of Entry to U.S. (if born in the U.S., then same as DOB): [Click here to enter a date.](#)

Parent Country of Origin: [Click here to enter text.](#)

Student Country of Origin: [Click here to enter text.](#)

Parents' Primary Country of Education: [Click here to enter text.](#)

Complete the following table for the student. Indicate if the student moved schools, states, or countries during a school year.

Grade	State (City & School if PA)	Country	Primary Language of Instruction
Pre K			
K			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Is this student a Native Alaskan, Native American, or Native Hawaiian?

- YES NO

Is this student's language influenced by a Tribal language through a parent, grandparent, relative, or guardian?

- YES NO

- a. When at home, how often does this student hear a language other than English?

Never (Skip to f) Occasionally (Go to b) Often (Go to c) 100% or near 100% of the time (Skip to g)
- b. When at home, how often does this student speak a language other than English?

Always (Skip to g) Occasionally (Go to c) Never (Skip to f)
- c. When interacting with their parents or guardians, how often does this student hear a language other than English?

Never (Go to d) Occasionally (Go to d) Often (Skip to g)
- d. Within the last 12 months, when interacting with caregivers other than parents/guardians, how often did this student hear a language other than English?

Never (Go to e) Occasionally (Go to e) Often (Skip to g)

- e. When interacting with siblings or other children in their home, how often does this student hear or use a language other than English?
 Never (Go to f) Occasionally (Go to g) Often (Skip to g)
- f. DO NOT place this student on the PHLOTE list - DO NOT screen for English language proficiency. End identification procedure.
- g. PLACE this student on the PHLOTE list - Continue with identification procedure. Go to STEP 3.

Comments:

Click here to enter text.

- STEP 3: If the student has an IEP or is suspected of having a disability (e.g. the parent states that the student has a disability), then see [Appendix A](#) before proceeding.**

Review the information on the family interview. **Review of the family interview must be conducted by an ESL professional.** If the information from the family interview indicates that English is not the student's native language or that exposure to another language may have had a significant impact on the student's English language development, **proceed to STEP 4.**

- STEP 4:** Conduct a review of the student's academic records from previous schooling if available. Look for evidence that the student has sufficient English proficiency to benefit from instruction in English without specialized supports or accommodations. Acceptable evidence might include scores from standardized summative or interim tests in English, passing grades for core content classes conducted in English, and/or work samples. If the academic records are not available, or they do not contain reasonable evidence of English proficiency, then **proceed to STEP 5.**

NOTE: A student who has ACCESS scores from the previous school year indicating that he/she is an EL should still be screened to determine their current proficiency level. If the student exceeds the cut-off on the screener, then the school should identify the student as monitor year one. In this case, there is no need to continue with the identification process.

- **STEP 5:** Screen the student for English language proficiency using the KW-APT, K MODEL, WIDA screener (online or paper), or WIDA MODEL screener. Record the screening scores below.

Listening PL	Speaking PL	Reading PL	Writing PL	Literacy CPL	Oral CPL	Overall CPL

KW-APT only

Listening and Speaking raw score	Reading raw score	Writing raw score

If the student's scores meet the criteria for identification as an EL on the following table, then **proceed to STEP 6**. If not, then the student is not an EL and you do not need to proceed.

Grade Level	Screener	Criteria for identification as an EL
Kindergarten	KW-APT	Raw score for oral language of 19 or lower OR Between 20-24 inclusive AND reading ≤ 6 OR writing score ≤ 4 <i>See kindergarten identification and placement process flowchart in Appendix B</i>
Kindergarten	K MODEL	<i>1st semester K: Assess all 4 domains</i> Oral language composite below 5.0 (<i>Use literacy scores for instructional plans</i>) <i>2nd semester K: Assess all 4 domains</i> Overall composite proficiency level below 5.0 AND Literacy Composite below 4.2
1-12	WIDA Screener	Overall composite proficiency level below 5.0
1-12	MODEL Screener	Overall composite proficiency level below 5.0

NOTE: If a student is unable to complete the full screener (e.g. because of a disability or refusal), then the determination of EL status must be made based on the remaining available evidence gathered from the HLS, parent interview, and academic records review. If reasonable evidence of English proficiency cannot be established based on those sources along with the incomplete screener results, if any, then the student should be identified as an EL.

- **STEP 6: OPTIONAL** - Screen the student for native language proficiency if a screening instrument is available. Record the score(s). If no screening instrument is available, then **proceed to STEP 7**.

Name of screener	Score(s)	Score descriptor

- **STEP 7:** Determine if the student has **limited or interrupted formal education (LIFE)** using the criteria below:
 - Is enrolling after grade two, AND
 - Has a Literacy score of less than 3.5 on the W-APT, MODEL Screener, or WIDA Screener, AND
 - Has at least two fewer years of age appropriate schooling than peers **or** has disenrolled from U.S. schools to enroll in schools in other countries (including Puerto Rico) more than two times in the past four years, AND
 - Has limited encoding/decoding skills in native language (as indicated by family interview and/or native language measures and/or review of academic records and/or local measures)

Does this student have limited or interrupted formal education?
 YES NO

Proceed to STEP 8.

- **STEP 8:** Determine the most appropriate language instruction educational program (LIEP) based on the student’s English language proficiency and native language proficiency if available.

NOTE: If the student has an IEP, then EL and Special Education personnel MUST collaborate to determine program and academic placement.

Program Placement: [Click here to enter text.](#)

Proceed to STEP 9.

- **STEP 9:** Provide parent with a detailed program description and explain identification and placement decision. Parent has the right to refuse placement in a specialized, separate LIEP. See [PDE guidance concerning parental right to refuse services](#). **Proceed to STEP 10.**

- **STEP 10:** Parent accepts or refuses placement in part or in whole in the LIEP. If, after the school notifies the parent of their option to refuse specialized LIEP services, the parent does not respond, then the school may proceed with the recommended program placement. **Proceed to STEP 11.**
- **STEP 11:** Notify receiving school of student identification and placement. **Proceed to STEP 12.**
- **STEP 12:** Initiate an active service record in the school SIS. If the student has limited or interrupted formal education, then ensure that LIFE is identified. **Proceed to STEP 13.**
- **STEP 13:** Schedule student based on program placement and English language proficiency.

NOTE: The school is responsible for ensuring that all teachers with whom ELs are scheduled have English language proficiency information for their ELs. *This includes general education teachers.*

The procedure is complete. Attach HLS form and parent refusal acknowledgement form (if completed) to this form and file in student's record. Copies of this form should be given to ESL and general education teachers who will be working with this student.

Appendix A

Student who have or are suspected of having a disability

If a student arrives with an IEP or is suspected of having a disability (i.e. parent informs enrollment personnel that the student has a disability), then enrollment personnel must coordinate with Special Education staff to complete this procedure.

If the student arrives with an IEP:

Screening, if required, must be completed with appropriate accommodations and the test results must be interpreted in consultation with Special Education personnel.

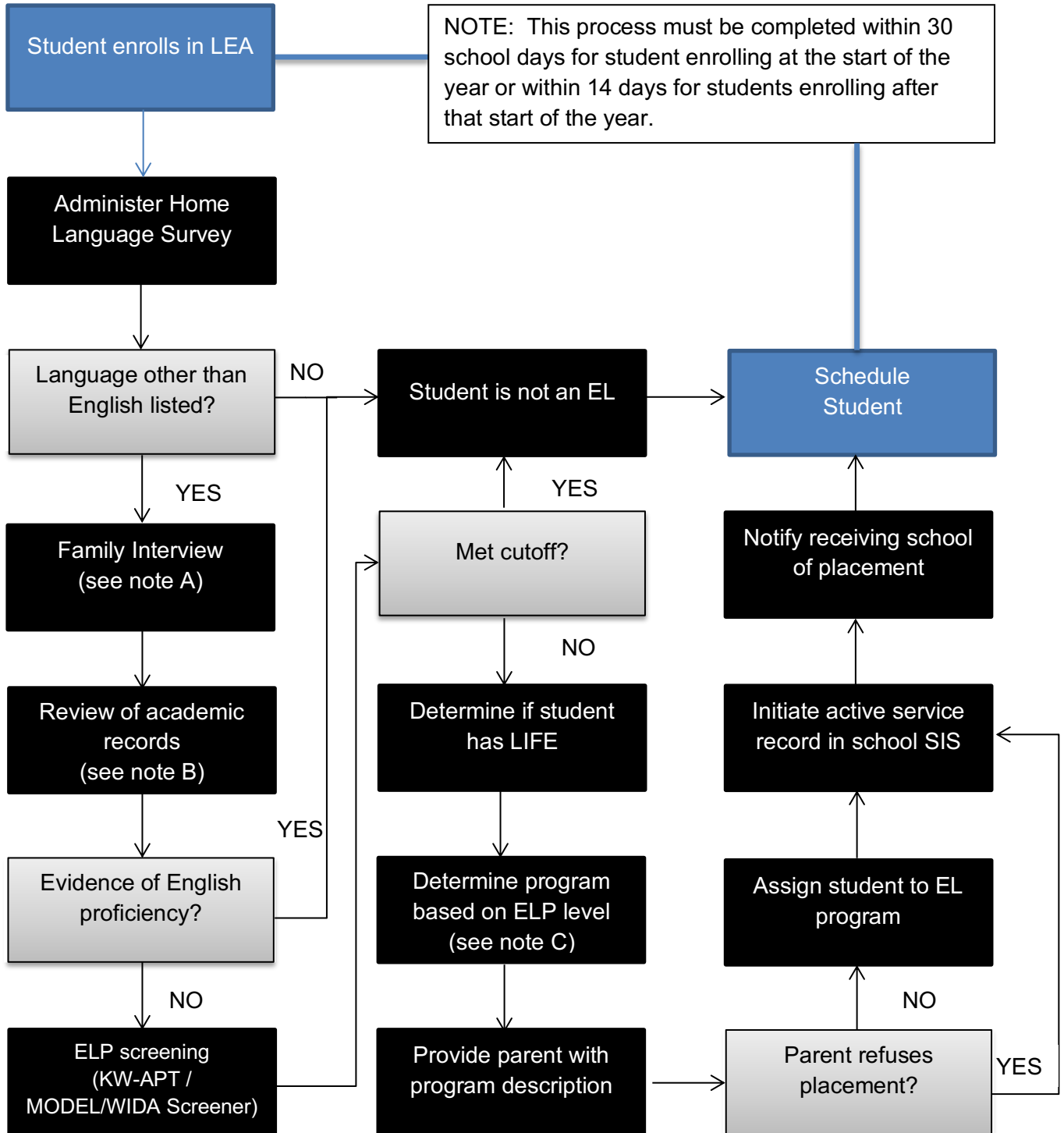
If the student is suspected of having a disability but a determination cannot be made prior to completing this procedure:

Screening, if required, must be completed with any administrative considerations, universal tools, or accommodations that the ESL/SPED educators deem necessary. This procedure must be completed in accordance with the outlined guidelines and the student must be placed in the appropriate language instruction educational program (LIEP) based on the information available at the conclusion of the identification procedure.

If, after the student is placed in the LIEP, the student is determined to have a disability that may have affected the screening (e.g. requires a testing accommodation that was not offered), then the student must be re-screened using the appropriate accommodations. If the student does not meet the criteria for identification as an EL based on this subsequent testing, then the school must contact PDE to remove the EL identifier and the student should be removed from the LIEP.

Appendix B

English Learner (EL) Identification Procedure Flowchart



Note A:

A student who comes from an environment where English is not the dominant language or who has been exposed to another language (HLS indicates other languages) is not necessarily an EL and does not necessarily need to be screened for English language proficiency if there is compelling evidence suggesting that the student is proficient in English. Parent permission to screen for language proficiency is **NOT** required; however, a parent interview must be conducted prior to screening. The parent interview should be standardized to some degree (see parent interview on pages 1 and 2) and the information gathered should be filed with the student's other enrollment documentation. The parent interview can serve to determine whether or not to screen a potential EL. If the evidence gathered during the parent interview is indeterminate, then an academic records review may be used to indicate English proficiency and preclude screening.

Note B:

If after the parent interview it is unclear whether or not a student should be screened for English proficiency, then a thorough review of any available academic records should be conducted to find evidence of English language proficiency. Some examples of this type of evidence are:

- Transcripts from previously attended U.S. schools with passing grades in core content classes
- Statewide assessment results from previously attended U.S. schools indicating English proficiency (may be from other states)
- School assessment results from previously attended U.S. schools indicating English proficiency (may be from other states)
- Notes and/or other less formal indicators regarding language proficiency contained in the student's academic records

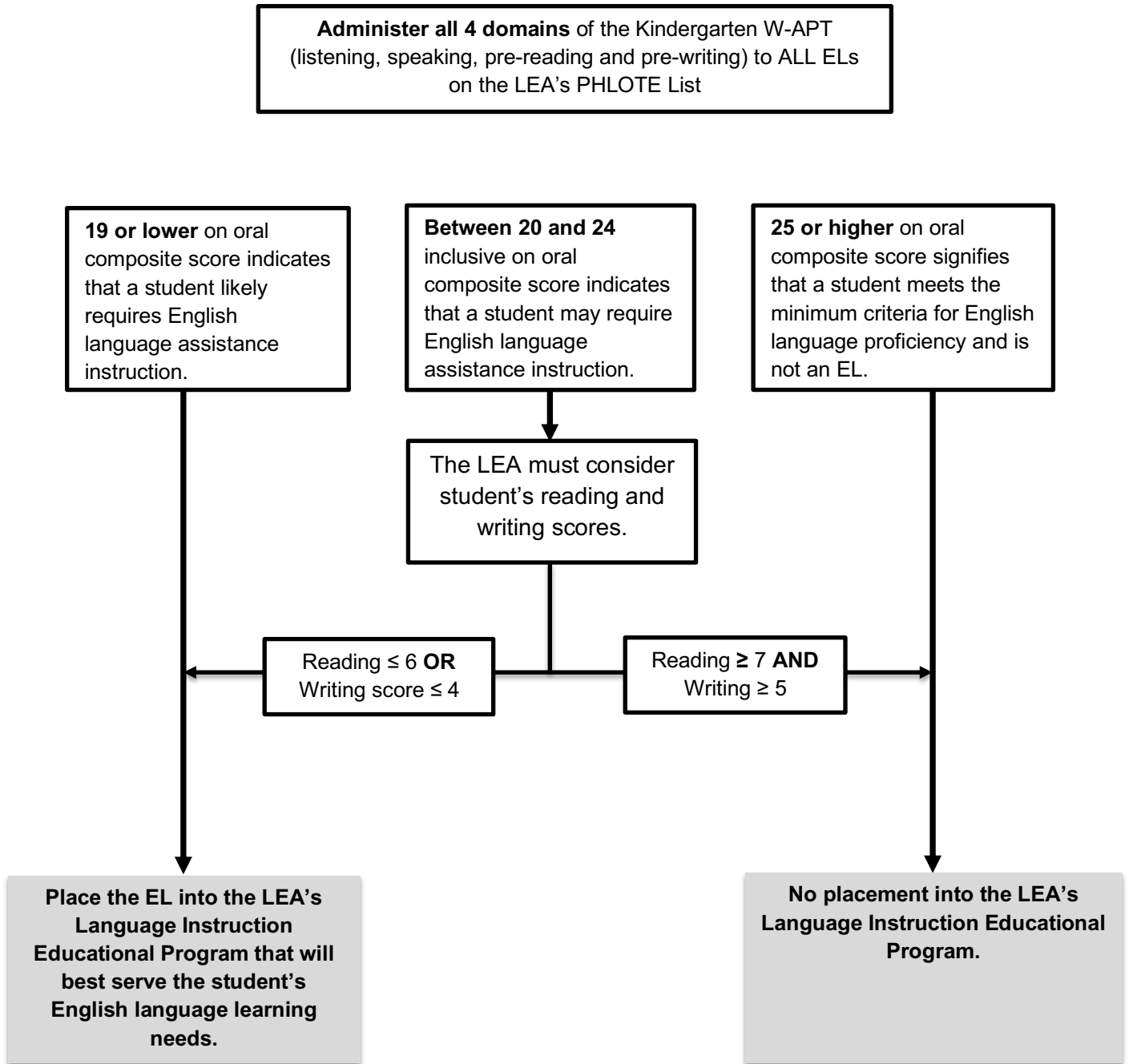
Note C:

If the student has an IEP, then EL and Special Education personnel **MUST** collaborate to determine program and academic placement.

Appendix C

Kindergarten English Learner (EL) Identification and Placement Process Flowchart


When using the KW-APT only





Book	Policy Manual
Section	1000 Programs
Title	English Language Development Program Parental Waiver Form
Code	1038-AR-5
Status	Active
Adopted	September 8, 2020

The English Language Development Program Parental Waiver Form is attached below.

 [1038-AR-5 English Language Development Program Parental Waiver.pdf \(85 KB\)](#)

ENGLISH LANGUAGE DEVELOPMENT PROGRAM Parental Waiver Form

Student Name: [Click here to enter text.](#)

School: [Click here to enter text.](#)

Opt-out Date: [Click here to enter a date.](#)

Grade: [Click here to enter text.](#)

Student ID#: [Click here to enter text.](#)

As required by federal law, your child has taken an English language proficiency test to determine if s/he qualifies for English Language Development (ELD) instruction in order to comprehend daily lessons and participate socially in school. Your child has been tested in English reading, writing, speaking and listening. The test scores indicate that they are eligible to receive ELD instruction in a program designed to help students acquire English language proficiency and access grade level content instruction.

Parental Right to Refuse ELD Services: The school has described in detail the ELD program they recommend for my child. I have considered the program(s) offered by the school and have chosen to decline separate, specialized ELD instruction for my child. Specialized services or classes are those provided only for English Learners (ELs), for example ELD pull-out classes, ESL tutoring, after-school English tutoring for ELs or content classes consisting of only ELs. This does not include a class composed of ELs and non-ELs in which ELD is supported through content instruction. By checking (✓) each item below, I acknowledge that I have read and understand each statement.

- I am aware of my child's English language assessment score and other information about my child's current academic progress, and understand why they were recommended for additional English language instruction.
- My decision to decline or opt-out of specialized ELD instruction is voluntary.
- The school will report my child to the Pennsylvania Department of Education as an English Learner (EL) until my child attains English proficiency.
- Federal law requires that my child will be tested annually with the WIDA ACCESS for ELs 2.0 until they attain English proficiency and is no longer considered EL status.
- The school will monitor my child's academic progress without benefit of receiving specialized ELD instruction until my child attains English proficiency, and four years after exit from EL status.
- The school will continue to inform me of my child's progress in attaining English proficiency.

- I can change my preference at any time by notifying the school in writing, and allow my child to enroll in the ELD program(s) offered by the school.

I, _____ (parent/guardian name)
with a full understanding of the above information, wish to:


- Decline **all** of the specialized ELD programs and services offered to my child.
- Decline **some** of the ELD programs and/or particular ELD services offered to my child.

Parent/Guardian Signature: _____ Date: _____



Book	Policy Manual
Section	1000 Programs
Title	English Language Development Program Parental Reinstatement Form
Code	1038-AR-6
Status	Active
Adopted	September 8, 2020

The English Language Development Program Parental Reinstatement Form is attached below.

 [1038-AR-6 English Language Development Program Parental Reinstatement.pdf \(37 KB\)](#)

ENGLISH LANGUAGE DEVELOPMENT PROGRAM

Parental Reinstatement Request Form

Student Name: [Click here to enter text.](#)

PaSecure ID: [Click here to enter text.](#)

School Name: [Click here to enter text.](#)

Date of Inclusion: [Click here to enter a date.](#)

I, _____ (insert parent name)
reviewed my child's academic progress and English language proficiency level to date
and wish to:


- Have my child participate in **all** of the English Language Development programs and services offered to my child.
- Have my child participate in **some** of the English Language Development programs and/or particular English Language Development services offered to my child.

Parent/Guardian Signature: _____ Date: _____



Book	Policy Manual
Section	1000 Programs
Title	State Required Reclassification, Monitoring, and Re-Designation of English Learners
Code	1038-AR-7
Status	Active
Adopted	September 8, 2020
Last Revised	September 6, 2022

The State Required Reclassification, Monitoring, and Re-Designation of English Learners is attached below.

 [1038-AR-7 State Required Reclassification, Monitoring, and Redesignation of English Learners.pdf \(1,233 KB\)](#)



State required Reclassification, Monitoring, and Re-designation of English Learners (ELs)

State required reclassification criteria

Districts must employ uniform procedures in accordance with state requirements for reclassifying English learners (ELs) as former ELs (FELs) when they attain proficiency. This document outlines the procedure and rules for doing so.

An EL must demonstrate the ability to access challenging academic content and interact with other students and teachers both academically and socially in an English language setting in order to be considered for reclassification. Evidence of this ability is demonstrated by the student on the annual English language proficiency assessment, ACCESS for ELLs®, and gathered by teachers using standardized language use inventories (Appendix A).

Using the following system, the ACCESS for ELLs® and the language use inventory together produce a single score. If that score exceeds the state-defined threshold, then the student is eligible to be reclassified.

See Appendix D for a sample reclassification cover sheet. Districts are free to develop their own form of documenting the reclassification decision for ELs, but it must, at a minimum, include the information contained on the sample form.

Two language use inventories must be completed. An ESL teacher must complete one of the inventories when possible. The other inventory may be completed by a single content teacher or a team of content teachers. In cases in which an ESL teacher cannot complete an inventory (e.g. students whose parents have refused services and who are not seen by an ESL teacher or ELs in higher proficiency levels who do not work with an ESL teacher regularly), both inventories may be completed by content teachers or teams of teachers. If only one teacher can accurately complete the inventory (e.g. elementary classes in which the classroom teacher is ESL certified and provides both content and language instruction and there is no other teacher or administrator who can accurately complete the inventory), one inventory may be completed and the single score is multiplied by two. **The two inventories do not need to agree.**

The language use inventories must be completed prior to the release of ACCESS scores each year for students who, based on teacher input and previous ACCESS scores, are likely to reach the threshold. Once ACCESS scores are released, the points are added to the points from the rubrics to determine if students are eligible to be reclassified.

NOTE: In some cases, students who were not identified as likely to reach the ACCESS score threshold and for whom no language use inventories were completed will unexpectedly achieve a score exceeding the threshold. Language use inventories may be completed after ACCESS scores are released in these limited cases, but they must be completed prior to October 1 of the following school year.

The reclassification window begins when ACCESS scores are published and ends on October 1 of the following school year. Although language use inventories must be completed as part of the reclassification decision-making and evidence-gathering process prior to the opening of the window, no changes to a student's status can be made in local data systems or in PIMS between October 1 and the date on which the district receives ACCESS scores each year.

Districts must develop local plans for how to:

- select content teachers who will complete the inventories
- manage the decision-making/reporting process using this procedure and these criteria
- train staff to use the rubrics and evaluate the students' language use
- hold teachers accountable for completing the inventories
- select students for whom inventories will be completed in anticipation of qualifying ACCESS scores

Each language use inventory produces a single score and the sum of the two inventory scores is added to the ACCESS for ELLs® *points assigned* to determine if the student meets the minimum threshold for reclassification.

The following tables display the points possible from the ACCESS for ELLs® and the language use inventories:

ACCESS Proficiency Level Score	Points Assigned
4.5-4.7	3.6
4.8-5.0	4.5
5.1-5.3	5.8
>5.3	8.4

Language Use Inventories		ESL Teacher			Content Teacher		
		Low	Moderate	High	Low	Moderate	High
Rubric 1	Interaction	0	0.3	0.5	0	0.3	0.5
	Listening	0	0.3	0.5	0	0.3	0.5
	Speaking	0	0.3	0.5	0	0.3	0.5
	Reading	0	0.3	0.5	0	0.3	0.5
Rubric 2	Writing: Cohesion	0	0.2	0.3	0	0.2	0.3
	Writing: Word/Phrase	0	0.2	0.3	0	0.2	0.3
	Writing: Grammar/Sentences	0	0.2	0.3	0	0.2	0.3
	Writing: Genre - Narrative	0	0.2	0.3	0	0.2	0.3
	Writing: Genre - Report & Essays	0	0.2	0.3	0	0.2	0.3
	Writing: Genre - Arguments	0	0.2	0.3	0	0.2	0.3

Total possible points from both inventories 7.6
Total Possible Points from all components: 16

Threshold for reclassification: 10.5

When this reclassification score is equal to or greater than the cutoff, then a student *should* be reclassified. However, if there is compelling evidence to suggest that a student should remain identified as an EL when his/her score exceeds the cutoff, and this evidence is documented along with the ACCESS for ELLs® score report and language use inventory forms, then the EL status may be retained.

ELs with Disabilities - taking the ACCESS for ELLs®

An EL with a disability who has not met the criteria outlined above may be considered for reclassification if:

1. The student has an IEP, **AND**
2. The student has been continuously enrolled in an LIEP for at least four years, **AND**
3. The student's overall composite proficiency level score on the ACCESS for ELLs® has not increased by more than 10% between any two years or total over the three most recent testing cycles, **AND**
4. The school has documented evidence* that the student has been provided with the appropriate level of language support, including ELD instruction, throughout his/her enrollment in the LIEP, **AND**
5. A school-based team recommends reclassification. *See below for team composition and recommendation protocol.*

* Documented evidence can include schedules indicating ELD instructional times, specific language supports used, ELD curriculum indicating areas of language instruction covered, language use evaluations based on WIDA rubrics or PA reclassification rubrics, modifications made to assessments, IEP addressing ELD instruction or language needs, etc.

To calculate the percent difference between scores, use the following formula:

$$\Delta \text{OCPL} / \text{OCPL1} (100) = \% \text{ change}$$

Δ OCPL: *Difference between the overall composite proficiency level from year one and year two, year two and year three, or year one and year three*

OCPL1: *overall composite proficiency level from the first of the two years being compared*

For example, the percent difference between a score of 4.3 and 4.5 is $(.2/4.3)*100$, which is 4.65%.

School-based team composition and recommendation protocol:

The following individuals must be included on the team that considers the body of evidence and determines whether to reclassify an EL with a disability:

- At least one expert on the student's English language acquisition
- At least one expert on the student's special education goals and services
- At least one expert on the student's general education content achievement
- At least one family member (and any requisite interpreters/cultural liaisons)
- Any related service providers who work with the student

A single team member may fill more than one of the roles identified above.

High Priority Evidence to consider:

- Standardized or curriculum-based assessments special education teachers and related service providers use to monitor students' progress towards IEP goals that are relevant to developing English language proficiency
- Classroom observations of students' language use
- Language samples demonstrating listening, speaking, reading, and writing skills
- Student work samples or portfolios
- Teacher input on students' English language development progress
- Family input on students' language development and use at home
- Data related to how the student was initially identified as an EL
- Review of English learner services across the most recent four years to ensure the student has received adequate English language development instruction and language support for content learning during that time

Evidence to consider if available:

- Assessments that evaluate students' proficiency in their home/primary language
- Language use inventories
- Comparable data from similar EL peer group (other ELs with similar profiles)

Questions that must be addressed by the team:

1. Has the student received adequate ELD instruction and language supports commensurate with his/her ELP level for the most recent four years?
2. Is this student able to effectively communicate in English?
3. Is the EL making progress toward meeting PA Core Standards in listening, speaking, reading, and writing on par with ELs who have similar profiles?
4. Are any ACCESS for ELLs domain scores that affect the student's ability to reach an overall composite proficiency level of 4.5 directly related to the student's disability?

If the answer to any of these questions is 'no', then the team must carefully consider the student's continued participation in the LIEP until such time that the student will no longer benefit from continued specialized English language development instruction and supports.

See Appendix E for a sample reclassification cover sheet. Districts are free to develop their own form of documenting the reclassification decision for ELs with disabilities, but it must at a minimum include the names of the team members involved, the evidence that was analyzed, the student's current ACCESS scores, and answers to the four questions above. The form should be filed with the student's permanent record.

ELs with Disabilities (taking the Alternate ACCESS for ELLs®)

ELs who are eligible for and take the Alternate ACCESS for ELLs® may be considered for reclassification when:

1. they achieve a score of at least P2 on two consecutive administrations of the test **OR** achieve the same score for three consecutive administrations of the test, **AND**
2. the IEP team, with input from an ESL/bilingual education professional, recommends reclassification.

*for students who cannot complete all four domains of the test as a direct documented result of their disability, a proficiency level can be calculated with fewer than all four domains by using the tool provided on the Reclassification, Monitoring, and Redesignation of ELs webpage.

Although language use inventories are not required for ELs with disabilities as part of the reclassification process, teachers should consider completing them in cases where it is appropriate as a way to document language proficiency at the time of reclassification and for future reference if needed.

For more detailed guidance related to ELs with disabilities, please see the guidance contained on the Bureau of Special Education website at www.pattan.net.

Monitoring of former ELs

Districts must include in their LIEP uniform procedures in accordance with state requirements for actively monitoring the progress of former ELs (FELs) for a period of two years after reclassification and reporting FELs to the state for an additional two years (total of four years of monitoring status).

Active Monitoring Period – first two years after reclassification

Districts must ensure that ELs in the first two years after reclassification do not struggle academically as a result of persistent language barriers. In order to do this, districts must develop and implement a process for actively monitoring students' progress and achievement in the general academic program delivered without specialized, planned language supports.

Districts are free to create their own process, but it must, at a minimum, include tracking student progress in all core academic classes and soliciting feedback from core academic teachers periodically throughout the school year with sufficient frequency to preclude a student falling significantly behind.

Additional monitoring period – third and fourth years after reclassification

Districts are required to continue reporting FELs to the state in PIMS for an additional two years after the active monitoring period. Districts are not required to actively monitor the progress and academic achievement of ELs in the general education program during these years. At the end of the fourth year after reclassification, ELs are coded as *Former ELs – no longer monitored* for the remainder of their time in school.

Re-designating former ELs

If it is determined during the active monitoring phase that an EL is struggling academically as a result of persistent language barriers, then the district must have plans in place to re-designate that former EL as an active EL and re-enroll him/her in the LIEP. The district must demonstrate that the FEL is struggling as a result of persistent language acquisition needs and not academic needs, which require academic supports and/or interventions.

FELs who have been re-designated as active ELs must meet the state-required criteria to be reclassified as FELs. In cases such as these, the monitoring process starts over from year 1 upon the second reclassification.

Appendix A

Grade: Kindergarten

Rubric 1 - Interaction, Listening, Speaking, and Reading Language Use Inventory

Student:

PASID:

Date:

Evaluator's name:

Content Area:

Observation Date(s) (range of dates during which the observation information was gathered):

This rubric should be used to evaluate a student's use of language as part of the reclassification process. The evaluation must consist of multiple observations, although it is not necessary to complete multiple inventories. It is recommended that the teacher who will complete this inventory be well-trained in the use of the rubric and begin to make notes of the students' language use in enough time to develop a firm evaluation before completing this inventory.

Interaction:

LOW (0)	MODERATE (.3)	HIGH (.5)	Value
Can engage in very short social exchanges, and sustain the conversation with substantial support. Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities, possibly using provided language frames or structures.	Can function in most social situations in the classroom. Can enter unprepared in conversation on topics that are familiar, of personal interest, or connected to everyday life. Can use provided language frames or structures as models for original expression.	Can use language spontaneously, flexibly, and effectively for social and academic purposes. Can formulate ideas and opinions with precision and relate contributions skillfully to those of other speakers.	

Listening:

LOW (0)	MODERATE (.3)	HIGH (.5)	Value
Can understand the main point in simple messages in slow and clear standard speech. Can understand phrases and high frequency vocabulary related to familiar topics.	Can understand the main points in slow and clear standard speech on familiar topics in discussions, presentations, and educational videos.	Can understand extended speech even when it is not clearly structured and when relationships are only implied and not signaled explicitly.	

Speaking:

LOW (0)	MODERATE (.3)	HIGH (.5)	Value
Can use a series of connected phrases and short, simple sentences to talk in simple terms about familiar topics.	Can use a series of connected phrases and short, simple sentences to talk in simple terms about familiar and academic topics.	Can present clear, expanded discourse about a familiar or academic topic using some content-specific vocabulary.	

Reading:

LOW (0)	MODERATE (.3)	HIGH (.5)	Value
Can apply grade-level phonics and word analysis skills in decoding with substantial support or inability.	Can apply grade-level phonics and word analysis skills in decoding with limited prompting and support.	Can apply grade-level phonics and word analysis skills in decoding.	

Total Points:

Grade: Kindergarten

Rubric 2 - Written Expression Language Use Inventory

Expansion of Repertoires: Cohesion

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Can use drawings and/or labels to link some or most details in a story.	Can use drawings OR words to link details in a story.	Can use drawings, words AND simple phrases to link details in a story.	

Accuracy: Word/ Phrase

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Can sequence some letters needed to produce frequently used sight words, but with significant errors that hinders readability. Not able to be to produce phrases or sentences.	Can sequence most letters needed to produce recognizable frequently used/sight words. May include inventive spelling. Can produce phrases and some simple sentences.	Can sequence most letters needed to produce recognizable words. May include inventive spelling following recognizable conventions. Can produce simple sentences.	

Accuracy: Grammar/

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Consistent errors that may hinder the meaning of the writing regarding grammar.	Regularly contains some grammatical inaccuracy in either capitalization of "I" and beginning of sentence, people names, ending punctuation.	Maintains some grammatical accuracy in capitalization of "I" and beginning of sentence, people names, ending punctuation.	

Accuracy: Genre Narratives

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Draw a picture with some labels to describe the picture or story.	Draw a picture and write labels or simple phrases to describe the picture or story.	Draw a picture and write several connected sentences to describe the picture or story.	

Accuracy: Genre Information

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Draw a picture with some labels to describe a single familiar topic with minimal detail or elaboration.	Draw a picture and write labels or simple phrases about a single familiar or academic topic with limited detail or elaboration.	Draw a picture and write several connected sentences about a single familiar or academic topic with detail or elaboration such as form and function.	

Accuracy: Genre Arguments

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Draw and label to explain likes or dislikes about a familiar topic.	Can express an opinion about a familiar topic or a book. May draw and uses labels or a simple sentence to explain reasons. May use conjunction words such as "because" to support their opinion.	Can express an opinion about a familiar topic or a book. May draw and use 1 or more written sentences to explain reasons. Uses conjunction words such as "because" to support their opinion.	

Total Points:

Grade: 1

Rubric 1 - Interaction, Listening, Speaking, and Reading Language Use Inventory

Student:

PASID:

Date:

Evaluator's name:

Content Area:

Observation Date(s) (range of dates during which the observation information was gathered):

This rubric should be used to evaluate a student's use of language as part of the reclassification process. The evaluation must consist of multiple observations, although it is not necessary to complete multiple inventories.

It is recommended that the teacher who will complete this inventory be well-trained in the use of the rubric and begin to make notes of the students' language use in enough time to develop a firm evaluation before completing this inventory.

Interaction

LOW (0)	MODERATE (.3)	HIGH (.5)	Value
Can engage in very short social exchanges, and sustain the conversation with substantial support. Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities, possibly using provided language frames or structures.	Can function in most social situations in the classroom. Can enter unprepared in conversation on topics that are familiar, of personal interest, or connected to everyday life. Can use provided language frames or structures as models for original expression.	Can use language spontaneously, flexibly, and effectively for social and academic purposes. Can formulate ideas and opinions with precision and relate contributions skillfully to those of other speakers.	

Listening

LOW (0)	MODERATE (.3)	HIGH (.5)	Value
Can understand the main point in simple messages in slow and clear standard speech. Can understand phrases and high frequency vocabulary related to familiar topics.	Can understand the main points in slow and clear standard speech on familiar topics in discussions, presentations, and educational videos.	Can understand extended speech even when it is not clearly structured and when relationships are only implied and not signaled explicitly.	

Speaking

LOW (0)	MODERATE (.3)	HIGH (.5)	Value
Can use a series of connected phrases and short, simple sentences to talk in simple terms about familiar topics.	Can use a series of connected phrases and short, simple sentences to talk in simple terms about familiar and academic topics.	Can present clear, expanded discourse about a familiar or academic topic using some content-specific vocabulary.	

Reading

LOW (0)	MODERATE (.3)	HIGH (.5)	Value
Can apply grade-level phonics and word analysis skills in decoding with substantial support or inability.	Can apply grade-level phonics and word analysis skills in decoding with limited prompting and support. Read grade level text with support for purpose and understanding.	Can apply grade-level phonics and word analysis skills in decoding. Read grade-level text with purpose and understanding.	

Total Points:

Grade 1

Rubric 2 - Written Expression Language Use Inventory

Expansion of Repertoires: Cohesion

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Can produce groups of words with little to no structure and little to no use of organizational patterns.	Can produce sentences with limited structure. Shows limited use of organizational patterns, and simple connectors like "and" and "because".	Can produce clear, structured sentences, showing some use of a range of organizational patterns, and connectors.	

Accuracy: Word/ Phrase

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Can use basic sentence patterns with memorized phrases, groups of a few words, and formulate in order to communicated limited information in familiar situations.	Can use more varied vocabulary that extends beyond the everyday to include some content-specific vocabulary. Can express him/ herself with some hesitation and circumlocutions.	Can select language to express him/ herself clearly using content-specific vocabulary.	

Accuracy: Grammar/ Sentence

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Frequent grammatical errors that may hinder the meaning of the writing.	May produce errors in grammar that do not hinder the meaning of the writing. Mostly writes frequently used grammatical patterns (S-V-O or "I ...").	Maintains a high degree of grammatical accuracy (capitalization of "I", beginning of sentence, people names/places, ending punctuation, simple tenses. May use a variety of sentence structures.	

Accuracy: Genre Narratives

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Can produce a series of simple phrases and sentences on familiar topics with limited to no sequential flow. Writes minimal description or elaboration.	Can produce linearly structured narrative story with limited descriptions and limited sequential words. Uses some language to delineate either beginning, middle or end.	Can produce linearly structured narrative story with details explaining the experience with elaborations and some sequential words. Uses language to delineate beginning, middle, and end. May use pictures to illustrate their familiar story.	

Accuracy: Genre Information

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Can produce a series of simple phrases and sentences on familiar topics with limited to no factual details. Writes minimal description or elaboration.	Can present with limited connection some factual information with an introduction using details on a familiar topic, but not an academic topic.	Can present connected factual information with an introduction using details from a source on an academic topic.	

Accuracy: Genre Arguments

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Can express a point of view on a familiar topic in words or simple phrases without use of a conjunction word and no supporting reasons.	Can express a single-stance on a familiar topic in a single sentence stating a reason with a conjunction word such as "because".	Can express a single-stance on a familiar topic in multiple sentences with a supporting reason. May use conjunction words such as "because" to support their opinion.	

Total Points:

Grades 2-3

Rubric 1 - Interaction, Listening, Speaking, and Reading Language Use Inventory

Student:

PASID:

Date:

Evaluator's name:

Content Area:

Observation Date(s) (range of dates during which the observation information was gathered):

This rubric should be used to evaluate a student's use of language as part of the reclassification process. The evaluation must consist of multiple observations, although it is not necessary to complete multiple inventories. It is recommended that the teacher who will complete this inventory be well-trained in the use of the rubric and begin to make notes of the students' language use in enough time to develop a firm evaluation before completing this inventory.

Interaction

LOW (0)	MODERATE (.3)	HIGH (.5)	Value
Can engage in very short social exchanges, and sustain the conversation with substantial support. Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities, possibly using provided language frames or structures.	Can function in most social situations in the classroom. Can enter unprepared in conversation on topics that are familiar, of personal interest, or connected to everyday life. Can use provided language frames or structures as models for original expression.	Can use language spontaneously, flexibly, and effectively for social and academic purposes. Can formulate ideas and opinions with precision and relate contributions skillfully to those of other speakers.	

Listening

LOW (0)	MODERATE (.3)	HIGH (.5)	Value
Can understand the main point in simple messages in slow and clear standard speech. Can understand phrases and high frequency vocabulary related to familiar topics.	Can understand the main points in slow and clear standard speech on familiar topics in discussions, presentations, and educational videos.	Can understand extended speech even when it is not clearly structured and when relationships are only implied and not signaled explicitly.	

Speaking

LOW (0)	MODERATE (.3)	HIGH (.5)	Value
Can use a series of connected phrases and short, simple sentences to talk in simple terms about familiar topics with little to no content-specific vocabulary.	Can use a series of connected phrases and short, simple sentences to talk in simple terms and some content-specific vocabulary about familiar and academic topics.	Can present clear, expanded discourse about a familiar or academic topic using content-specific vocabulary.	

Reading

LOW (0)	MODERATE (.3)	HIGH (.5)	Value
Can read very short, simple texts and find specific, predictable information with illustrations. Limited understanding of words/phrases with multiple meanings.	Can understand grade-level fiction and non-fiction texts on unfamiliar topics with some support. Use grade-level phonics and word analysis skills in decoding. Begins to understand words/phrases with multiple meanings.	Can understand grade-level fiction and non-fiction texts on unfamiliar topics. Use grade-level phonics and word analysis skills in decoding. Begins to understand idiomatic expressions and words/phrases with multiple meanings.	

Total Points:

Grade: 2-3

Rubric 2 - Written Expression Language Use Inventory

Expansion of Repertoires: Cohesion

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Can produce groups of words with little to no structure and little to no use of organizational patterns.	Can produce linear sequence of sentences in writing with limited structure. Shows some use of organizational patterns, and simple connectors like “and”, “but”, and “because”.	Can produce clear, structured language, showing some use of a range of organizational patterns, connectors, and cohesive devices (such as causal, sequential or comparative).	

Accuracy: Word/ Phrase

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Can use basic sentence patterns with memorized phrases, groups of a few words, and formulate in order to communicated limited information in familiar situations.	Can use more varied vocabulary that extends beyond the everyday to include some content-specific vocabulary. Can express him/ herself with some hesitation and circumlocutions.	Can select language to express him/ herself clearly using content-specific vocabulary.	

Accuracy: Grammar/ Sentence

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Frequent grammatical errors that may hinder the meaning of the writing.	May produce errors in grammar that do not hinder the meaning of the writing. Mostly writes frequently used grammatical patterns (S-V-O or “I ...”).	Maintains a high degree of grammatical accuracy (capitalization, punctuation, simple tenses, and simple subject-verb agreement). May use a variety of sentence structures.	

Accuracy: Genre Narratives

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Can produce a series of simple phrases and sentences on familiar topics with limited to no sequential flow. Writes minimal description or elaboration.	Can produce linearly structured narrative story with limited elaborations and some sequential words. Uses some language to delineate beginning, middle and end.	Can produce linearly structured narrative story giving robust descriptions of experiences with elaborations and sequential words. Uses language to delineate beginning, middle and end.	

Accuracy: Genre Informative

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Can produce a series of simple phrases and sentences on a research topic. Uses linked sentences to provide very short descriptions of details with little to no use of organizational structure.	Can present information using limited grouping with vague connections. Either the introduction or conclusion is omitted. Uses minimal facts with evidence of phrases or text taken directly from other sources.	Can present information grouped and connected logically with an introduction and conclusion using facts from text or other sources in their own words.	

Accuracy: Genre Opinion/Argument

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Can express a point of view on a familiar topic in a series of simple sentences which may present supporting details. Uses no conjunction words.	Can express a single-stance on a familiar subject in a text with a delineated introduction or conclusion with 2 or fewer supporting reasons. Uses some conjunction words to link supporting details.	Can express a single-stance on a familiar or academic subject in a clear, well-structured text with delineated introduction and conclusion with 3 or more supporting reasons. Uses conjunction words to link supporting details.	

Total Points:

Grades: 4-12**Rubric 1 - Interaction, Listening, Speaking, and Reading Language Use Inventory**

Student:

PASID:

Date:

Evaluator's name:

Content Area:

Observation Date(s) (range of dates during which the observation information was gathered):

This rubric should be used to evaluate a student's use of language as part of the reclassification process. The evaluation must consist of multiple observations, although it is not necessary to complete multiple inventories. It is recommended that the teacher who will complete this inventory be well-trained in the use of the rubric and begin to make notes of the students' language use in enough time to develop a firm evaluation before completing this inventory.

Interaction

LOW (0)	MODERATE (.3)	HIGH (.5)	Value
Can engage in very short social exchanges, and sustain the conversation with substantial support. Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities, possibly using provided language frames or structures.	Can function in most social situations in the classroom. Can enter unprepared in conversation on topics that are familiar, of personal interest, or connected to everyday life. Can use provided language frames or structures as models for original expression.	Can use language spontaneously, flexibly, and effectively for social and academic purposes. Can formulate ideas and opinions with precision and relate contributions skillfully to those of other speakers.	

Listening

LOW (0)	MODERATE (.3)	HIGH (.5)	Value
Can understand the main point in simple messages in slow and clear standard speech. Can understand phrases and high frequency vocabulary related to familiar topics.	Can understand the main points in slow and clear standard speech on familiar topics in discussions, presentations, and educational videos.	Can understand extended speech even when it is not clearly structured and when relationships are only implied and not signaled explicitly.	

Speaking

LOW (0)	MODERATE (.3)	HIGH (.5)	Value
Can use a series of connected phrases and short, simple sentences to talk in simple terms about familiar topics.	Can connect phrases to talk about familiar topics using simple sentences. Can briefly give reasons and explanations for reactions, opinions, and plans.	Can present clear, detailed descriptions of complex subjects integrating subthemes, developing particular points, and finishing with an appropriate conclusion.	

Reading

LOW (0)	MODERATE (.3)	HIGH (.5)	Value
Can read very short, simple texts and find specific, predictable information in everyday materials (such as advertisements, letters, schedules, and menus).	Can understand texts with a familiar organization that include high frequency content-specific language. Begins to understand some idiomatic expressions and words/phrases with multiple meanings.	Can understand long and complex fiction and non-fiction texts on unfamiliar topics, appreciating distinctions of style.	

Total Points:

In the event that a teacher finds it challenging to distinguish between two levels in the Interaction, Listening, Speaking, and Reading Inventory rubric, the extension rubric in Appendix B can be used to assist in deciding. It offers a finer level of detail. That rubric is only for reference. It is not completed as part of the inventory.

Grades: 4-12

Rubric 2 - Written Expression Language Use Inventory

Expansion of Repertoires: Cohesion

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Can link groups of words with simple connectors like “and,” “but,” and “because.”	Can link simple and discrete elements into a connected, linear sequence of points. Uses similar language to describe different relationships between ideas (such as additive, causal, sequential, comparative, or conditional).	Can produce clear, smoothly flowing, well-structured speech, showing controlled use of a range of organizational patterns, connectors, and cohesive devices.	

Accuracy: Word/ Phrase

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Can use basic sentence patterns with memorized phrases, groups of a few words, and formulae in order to communicate limited information in familiar situations.	Can use more varied vocabulary that extends beyond the everyday to include some content-specific vocabulary. Can express him/ herself with some hesitation and circumlocutions on familiar topics.	Can strategically select language to express him/ herself clearly in an appropriate style on a wide range of academic topics without having to restrict what he/she wants to say.	

Accuracy: Grammar/ Sentence

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Can employ some simple structures with minimal or partial consistency. Formulates short, simple sentences with a predictable structure.	Uses reasonably accurately a repertoire of frequently used grammatical patterns associated with predictable situations. Uses mostly simple sentences.	Maintains a high degree of grammatical accuracy; errors are rare, difficult to spot, and generally corrected when they occur. Uses a variety of sentence structures.	

Accuracy: Genre Narratives

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Can use a series of simple phrases and sentences on familiar topics. Can use linked sentences to provide very short, basic descriptions of events and experiences.	Can produce straightforward, detailed descriptions on a range of familiar subjects. Can narrate experiences and events, describing feelings and reactions in simple connected text.	Can put forth clear, smoothly flowing stories and descriptions of experiences in a style appropriate to the genre adopted. Uses language effectively to draw in the reader	

Accuracy: Genre Reports & Essays

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Can use a series of simple phrases and sentences on familiar topics. Can use linked sentences to provide very short, basic descriptions of known opinions and phenomena.	Can summarize, report, and give his/her opinion about accumulated factual information on familiar topics and following a standardized format.	Can present information on complex subjects in clear, well structured text, underlining relevant salient issues. Can expand and support interpretations at some length with subsidiary points, reasons, and relevant examples.	

Accuracy: Genre Arguments

LOW (0)	MODERATE (.2)	HIGH (.3)	Value
Can express a point of view on a familiar topic in a series of simple sentences. Can exchange basic factual information and discuss solutions to familiar problems using simple linked sentences.	Can pass on routine factual information and state reasons for actions in brief text following a standardized format.	Can present arguments on complex subjects in clear, well-structured text that may include counter argumentation. Can support arguments at some length with subsidiary points, reasons, and relevant examples.	

Total Points:

In the event that a teacher finds it challenging to distinguish between two levels in the Written Expression Inventory rubric, the rubric in Appendix C can be used to assist in deciding. It offers a finer level of detail. That rubric is only for reference. It is not completed as part of the inventory.

Appendix B

Grades: 4-12

The student's command of language indicates to most audiences that he/she:

Interaction

LOW	LOW+	MODERATE	MODERATE+	HIGH	HIGH+
Can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help formulate what the learner is trying to say. Can ask and answer simple questions in areas of immediate need or on very familiar topics.	Can engage in very short social exchanges, and sustain the conversation with substantial support. Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities, possibly using provided language frames or structures.	Can function in most social situations in the classroom. Can enter unprepared in conversation on topics that are familiar, of personal interest, or connected to everyday life. Can use provided language frames or structures as models for original expression.	Can interact with a degree of fluency and spontaneity (without relying on provided language frames or structures) that makes regular interaction with others possible. Can take an active part in academic discussions in familiar contexts and on familiar topics, accounting for and sustaining his/her views.	Can use language spontaneously, flexibly, and effectively for social and academic purposes. Can formulate ideas and opinions with precision and relate contributions skillfully to those of other speakers.	Can use language spontaneously, flexibly, and effectively for social and academic purposes. Can formulate ideas and opinions with precision and relate contributions skillfully to those of other speakers.

Listening

LOW	LOW+	MODERATE	MODERATE+	HIGH	HIGH+
Can recognize familiar words and basic phrases on familiar topics when people speak slowly and clearly.	Can understand the main point in simple messages in slow and clear standard speech. Can understand phrases and high frequency vocabulary related to familiar topics.	Can understand the main points in slow and clear standard speech on familiar topics in discussions, presentations, and educational videos.	Can understand extended speech and lectures, presentations, and videos and follow even complex lines of argument provided the topic is reasonably familiar.	Can understand extended speech even when it is not clearly structured and when relationships are only implied and not signaled explicitly.	Has no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast speed.

Speaking

LOW	LOW+	MODERATE	MODERATE+	HIGH	HIGH+
Can use simple phrases and sentences to describe familiar topics.	Can use a series of connected phrases and short, simple sentences to talk in simple terms about familiar topics.	Can connect phrases to talk about familiar topics using simple sentences. Can briefly give reasons and explanations for reactions, opinions, and plans.	Can present clear, detailed descriptions on a wide range of familiar subjects. Can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	Can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points, and finishing with an appropriate conclusion.	Can present clear, smoothly flowing description or argument in a style appropriate to the context and with an effective structure, which helps the recipient notice significant points.

Reading

LOW	LOW+	MODERATE	MODERATE+	HIGH	HIGH+
Can understand familiar names, words, and very simple sentences, for example on visual representations with little text (such as in posters and ads).	Can read very short, simple texts and find specific, predictable information in everyday materials (such as advertisements, letters, schedules, and menus).	Can understand texts with a familiar organization that include high frequency content-specific language. Begins to understand some idiomatic expressions and words/ phrases with multiple meanings.	Can understand non-fiction texts on unfamiliar topics in which the writer adopts a particular attitude or viewpoint. Can identify relevant details in contemporary fiction.	Can understand long and complex fiction and nonfiction texts on unfamiliar topics, appreciating distinctions of style.	Can read with ease virtually all forms of written language, including structurally or linguistically complex texts.

Grades: 4-12

Expansion of Repertoires: Cohesion

Low	Low+	Moderate	Moderate+	High	High+
Can link words or groups of words with very basic linear connectors like “and” or “then.”	Can link groups of words with simple connectors like “and,” “but,” and “because.”	Can link simple and discrete elements into a connected, linear sequence of points. Uses similar language to describe different relationships between ideas (such as additive, causal, sequential, comparative, or conditional).	Can use a growing number of cohesive devices to link his/her statements into clear, coherent discourse, though there may be some “jumpiness” in a longer text.	Can produce clear, smoothly flowing, well-structured speech, showing controlled use of a range of organizational patterns, connectors, and cohesive devices.	Can create coherent and cohesive discourse making full and appropriate use of a variety of organizational patterns and wide range of connectors and other cohesive devices.

Accuracy: Word/Phrase

Low	Low+	Moderate	Moderate+	High	High+
Can use high frequency words and simple phrases related to personal details and particular concrete situations.	Can use basic sentence patterns with memorized phrases, groups of a few words, and formulae in order to communicate limited information in familiar situations.	Can use more varied vocabulary that extends beyond the everyday to include some content-specific vocabulary. Can express him/herself with some hesitation and circumlocutions on familiar topics.	Has sufficient range of language to give clear descriptions, express viewpoints on most general topics, without much conspicuous searching for words.	Can strategically select language to express him/herself clearly in an appropriate style on a wide range of academic topics without having to restrict what he/she wants to say.	Shows great flexibility in reformulating ideas to effectively convey finer shades of meaning, emphasize, differentiate, and clarify. Uses appropriately many idiomatic expressions.

Accuracy: Grammar/Sentence

Low	Low+	Moderate	Moderate+	High	High+
Has some control of a few simple grammatical structures and sentence patterns in a memorized repertoire.	Can employ some simple structures with minimal or partial consistency. Formulates short, simple sentences with a predictable structure.	Uses reasonably accurately a repertoire of frequently used grammatical patterns associated with predictable situations. Uses mostly simple sentences.	Shows relatively high degree of grammatical control. Does not make errors that cause misunderstanding and can correct most of his/her mistakes. Uses simple and some complex sentences.	Maintains a high degree of grammatical accuracy; errors are rare, difficult to spot, and generally corrected when they occur. Uses a variety of sentence structures.	Maintains grammatical accuracy when using complex language, even when attention is otherwise engaged (e.g., in forward planning or monitoring others’ reactions). Uses a range of grammar and sentence structures strategically.

Accuracy: Genre Narrative

Low	Low+	Moderate	Moderate+	High	High+
Can use simple phrases and sentences about familiar topics.	Can use a series of simple phrases and sentences on familiar topics. Can use linked sentences to provide very short, basic descriptions of events and experiences.	Can produce straightforward, detailed descriptions on a range of familiar subjects. Can narrate experiences and events, describing feelings and reactions in simple connected text.	Can produce clear, detailed descriptions of experiences and events. Can follow established genre conventions in marking relationships between ideas and organizing the text.	Can put forth clear, smoothly flowing stories and descriptions of experiences in a style appropriate to the genre adopted. Uses language effectively to draw in the reader.	

Accuracy: Genre Reports & Essays

Low	Low+	Moderate	Moderate+	High	High+
Can use simple phrases and sentences about familiar topics.	Can use a series of simple phrases and sentences on familiar topics. Can use linked sentences to provide very short, basic descriptions of known opinions and phenomena.	Can summarize, report, and give his/her opinion about accumulated factual information on familiar topics, following a standardized format.	Can develop an idea with appropriate highlighting of significant points and relevant supporting detail. Can evaluate different ideas or solutions to a problem and synthesize information from a number of sources.	Can present information on complex subjects in clear, well-structured text, underlining relevant salient issues.	Can expand and support interpretations at some length with subsidiary points, reasons, and relevant examples.

Accuracy: Genre Arguments

Low	Low+	Moderate	Moderate+	High	High+
Can use simple phrases to express an opinion on a familiar topic.	Can express a point of view on a familiar topic in a series of simple sentences. Can exchange basic factual information and discuss solutions to familiar problems using simple linked sentences.	Can pass on routine factual information and state reasons for actions in brief text following a standardized format.	Can develop an argument, giving reasons in support of or against a particular point of view and explain the advantages and disadvantages of various options. Can synthesize arguments from a number of sources.	Can present arguments on complex subjects in clear, well-structured text that may include counter argumentation. Can support arguments at some length with subsidiary points, reasons, and relevant examples.	

Reclassification Cover Sheet

Student Name:

PASID:

DATE:

Grade:

School District:

School:

ACCESS for ELLs® Proficiency Level (overall composite)	Reclassification Points
4.5-4.7	3.6
4.8-5.0	4.5
5.1-5.3	5.8
>5.3	8.4

ACCESS for ELLs® Proficiency Level:

ACCESS for ELLs® Reclassification Points:

Points from language use inventory #1:

Points from language use inventory #2:

TOTAL Points for Reclassification:

Does the total number of points meet or exceed the threshold of 10.5?

Based on the student's ACCESS for ELLs® overall proficiency level score and use of language as observed by his/her teachers, this student **is recommended / is not recommended** for reclassification as a former EL.

If the student's score is equal to or exceeds the threshold of 10.5, but the student is not recommended for reclassification, then provide an explanation below:

Notes:

ESL Teacher/Coordinator Signature:

ESL Teacher/Coordinator Printed Name:

Reclassification Cover Sheet

(for ELs with an IEP only)

Student Name:

PASID:

DATE:

Grade:

School District:

School:

Overall composite proficiency level:

Listening proficiency level:

Speaking proficiency level:

Reading proficiency level:

Writing proficiency level:

Team members present for recommendation discussion:

Required criteria

The student is only eligible for reclassification if all the answers to the following questions are YES.

1. Does the student have an IEP? **YES / NO**
2. Has the student been continuously enrolled in an ESL/bilingual education program for at least four years? **YES / NO**
3. Has the student’s overall composite proficiency level score on the ACCESS for ELLs® **NOT** increased by more than 10% at any point or total over the three most recent testing cycles? **YES / NO**
 List the three most recent ACCESS overall composite proficiency level scores:
 - 1.
 - 2.
 - 3.
4. Is there documented evidence that the student has been provided with the appropriate level of language support, including ELD instruction, throughout his/her enrollment in the LIEP? **YES / NO**

Evidence that was evaluated by the team in making the recommendation for reclassification:

1. Has the student received adequate ELD instruction commensurate with his/her ELP level for the most recent four years? **YES / NO**
2. Is this student able to effectively communicate in English? **YES / NO**
3. Is the EL making progress toward meeting PA Core Standards in listening, speaking, reading, and writing on par with ELs who have similar profiles? **YES / NO**
4. Are any ACCESS for ELLs domain scores that affect the student's ability to reach an overall composite proficiency level of 4.5 directly related to the student's disability? **YES / NO**

If yes, explain:

If the answer to any of the above questions is "no", then the notes must contain a description of compelling evidence that the student should be reclassified as a former EL in spite of the fact that there is an indication that he/she may benefit from continued participation in the LIEP.

Based on the student's ACCESS for ELLs® overall proficiency level score and use of language as observed by his/her teachers, this student **is recommended / is not recommended** for reclassification as a former EL.

Notes:

ESL Teacher/Coordinator Signature:

ESL Teacher/Coordinator Printed Name:



Book	Policy Manual
Section	1000 Programs
Title	Internet Reimbursement
Code	1040
Status	Active
Adopted	May 12, 2015
Last Revised	September 10, 2019

Purpose

It is the intent of the Charter School to provide Internet access to students. All students are entitled to Internet access reimbursement, or a provision of Internet connectivity provided by the Charter School.

Overview

If Internet access can be provided by individual families, such families qualify for reimbursement for Internet services, up to the Board of Trustees approved rate. Families may request that the Charter School procure Internet access on their behalf.

Delegation of Responsibility

The CEO shall ensure that procedures for requesting Internet reimbursement or Internet access from the Charter School are published and readily available to all families.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book	Policy Manual
Section	2000 Students
Title	Admission and Enrollment of Students
Code	2000
Status	Active
Adopted	January 25, 2011
Last Revised	January 12, 2021
Prior Revised Dates	January 15, 2019

Purpose

The Board of Trustees (Board) recognizes the importance of fair and equitable criteria for student admission and enrollment in the Charter School. The Board shall establish admission criteria and enroll eligible students in accordance with the provisions of applicable laws and regulations, Board policy, the Charter School application and the written Charter.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Definitions

School age shall be defined as the period from the earliest admission age for the Charter School's program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.[\[4\]](#)[\[5\]](#)

School district of residence shall be defined as the school district in which a student's parents/guardians reside.[\[6\]](#)

Sibling shall be defined as a child who is related to an existing enrolled Charter School student by blood, marriage or adoption and who lives in the same household.

Authority

The Board recognizes that all resident children in Pennsylvania qualify to apply for admission to the Charter School.[\[3\]](#)

The Charter School shall comply with all applicable federal and state nondiscrimination laws and regulations, and shall not discriminate in its admission policies or practices on the basis of intellectual ability, athletic ability, measures of achievement or aptitude, status as an individual with a disability, proficiency in the English language or any other basis that would be illegal if used by a school district.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

No achievement tests, entrance exams, or other means of testing a student's intellectual ability may be administered in order to determine eligibility for admission.

Guidelines

Admission Requirements

A student is eligible for admission to the Charter School [\[1\]](#)[\[3\]](#) when they have completed 5th grade.

Application and Enrollment Period

The Charter School shall annually establish an application and enrollment period, and all required forms to be submitted as part of the application process.

The application and enrollment timeline, and all required forms and information, shall be published on the Charter School website and in the student handbook.

Charter School staff shall provide assistance with the application and enrollment process upon request.

Translation or interpretation of the application and enrollment forms and information shall be made available upon request of students or parents/guardians whose home language is other than English, or as required by the written Charter.

The Charter School application shall not request information regarding a child's status as an individual with a disability.

Re-Enrollment

All students are automatically re-enrolled until a Records Request from a new school is received.

Enrollment Preference

In accordance with law, the Charter School shall give preference in enrollment in the following order of priority:[\[3\]](#)

1. Returning students.
2. Students who reside in Pennsylvania.

Students shall be enrolled based on the established enrollment preferences above until capacity for enrollment in the program, class, grade level or building has been reached.

Enrollment Requirements

The Charter School shall normally enroll eligible school age students the next business day, but no later than five (5) business days after application, in accordance with law, regulations and Board policy.[\[6\]](#)

The Charter School shall require the parent/guardian to provide the following information prior to the student's enrollment:[\[5\]](#)[\[6\]](#)

1. Proof of the child's age.
2. Proof of immunizations required by law.
3. Proof of residency.
4. Parental Registration Statement - A sworn statement or affirmation attesting to whether the student has been or presently is suspended or expelled for offenses involving drugs, alcohol, or weapons; willful infliction of injury to another person; or any act of violence committed on school property. The registration statement must include the name of the school from which the student was expelled or suspended, and the dates of expulsion or suspension.[\[21\]](#)

The Charter School shall not deny or delay a student's enrollment based upon information contained in the student's certified disciplinary record or Parental Registration Statement, but may provide alternative education services to students who have committed weapons offenses, in accordance with applicable law.[\[22\]](#)

The Charter School may enter into an agreement with the student's school district of residence for providing an education for a student who has been suspended or expelled.

The student was previously or is presently expelled from any public or private school within this Commonwealth for reason of being convicted or adjudicated delinquent of sexual assault of a student enrolled in the same school entity. The registration statement must include the name of the school from which the student was expelled and the dates of the expulsion.

Home Language Survey –

The Charter School shall administer a Home Language Survey to all students enrolling in the Charter School for the first time. Enrollment may not be delayed in order to administer the Home Language Survey.[\[6\]](#)

Enrollment Records

Upon enrollment, the Charter School shall contact a student's former school and request a certified copy of the student's education records and, if applicable, the student's discipline records. The Charter School shall not delay the enrollment of eligible students, regardless of receipt of records from the previous school(s).

In addition to the required enrollment information listed above, upon enrollment, the Charter School shall request the following information:

1. Health or physical examination records.
2. Academic records.
3. Attendance records.
4. Individualized Education Program and other special education records.[\[23\]](#)[\[24\]](#)
5. Charter School enrollment form.

The Charter School shall not delay the enrollment of eligible students until these documents are provided.

Charter School staff shall not request or require any of the following for enrollment:

1. A social security number.
2. The reason for the child's placement if not living with natural parents.
3. The child's or parent's/guardian's visa.
4. Agency records.
5. A court order or records relating to a dependency proceeding unless the parent/guardian enrolling a student is relying on a court order or custody agreement as the basis for enrollment, then the Charter School may require submission of the court order or custody agreement.

Homeless Students

The Charter School shall immediately enroll identified homeless students even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy and applicable law and regulations.

Immigration Status

The Charter School shall not inquire as to the immigration status of a student as part of the enrollment process. A child's right to be admitted may not be conditioned on the child's immigration status.[\[6\]](#)

Tuition

The Charter School shall not charge tuition for a resident or nonresident student attending the Charter School.[\[3\]](#)[\[25\]](#)

School District of Residence Notification

The Charter School shall provide a student's school district of residence with the required Charter School Student Enrollment Notification Form within fifteen (15) days of the student's enrollment in the Charter School. The Charter School shall also notify a student's school district of residence within fifteen (15) days of a student's withdrawal from the Charter School.[\[25\]](#)[\[26\]](#)

Cyber Charter Enrollment Requirements

The Charter School shall report to the Pennsylvania Department of Education an increase or a decrease of thirty percent (30%) or more in its anticipated enrollment set forth in the Charter School application.[\[27\]](#)[\[28\]](#)

Upon request and prior to the student's first day of attendance, the Charter School shall provide the following to the parent/guardian of an enrolled student:

1. A list and brief description of the courses of instruction the student will receive. The list shall be updated annually for each grade level in which the student is enrolled.
2. A description of the lessons and activities to be offered both online and offline.
3. The manner in which attendance will be reported and work will be authenticated.
4. A list of all standardized tests the student will be required to take during the school year, and the place where the test will be administered, if available.
5. The meetings to be held during the school year between the parent/guardian and teacher or other school officials, and the manner in which the parent/guardian will be notified of the time and place for meetings.
6. The address of the Charter School and the name, telephone number and email address of the Charter School administrator.
7. A list of any extracurricular activities provided by the Charter School.
8. The names of the student's teachers, if available, and the manner in which each teacher can be contacted.
9. A list of all services that will be provided to the student by the Charter School.
10. Copies of Charter School policies relating to computer security and privacy, truancy, absences, discipline and withdrawal or expulsion of students.
11. Information on the Charter School's professional staff, including the number of staff, their education level and experience.
12. Information on the Charter School's performance on state assessments and other standardized test scores.
13. Information regarding the proper use of equipment and materials, and the process for returning equipment and materials supplied to the student by the Charter School; parents/guardians shall be required to acknowledge receipt of this information.
14. A description of the school calendar, including but not limited to the timeframe that constitutes a school year and school week, holidays and breaks.

The Charter School shall provide the following to each enrolled student:[\[27\]](#)

1. All instructional materials.
2. All equipment, including but not limited to a computer.
3. Provision or reimbursement of all technology and services necessary for the online delivery of the curriculum and instruction.

Delegation of Responsibility

The Chief Executive Officer or designee shall establish administrative procedures to implement this policy and provide direction for the admissions, enrollment and lottery processes.

The Chief Executive Officer or designee shall annually notify students, parents/guardians, staff and the community about the Charter School's policy on student admissions and enrollment by publishing such policy on the Charter School website and in the student handbook. [\[29\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

[1. 22 PA Code 711.7](#)

[2. 24 P.S. 1715-A](#)

[3. 24 P.S. 1723-A](#)

[4. 22 PA Code 11.12](#)

[5. 24 P.S. 1301](#)

[6. 22 PA Code 11.11](#)

[7. 20 U.S.C. 1681 et seq](#)

[8. 22 PA Code 12.1](#)

[9. 22 PA Code 12.4](#)

[10. 22 PA Code 4.4](#)

[11. 24 P.S. 1310](#)

[12. 24 P.S. 1521](#)

[13. 24 P.S. 5004](#)

[14. 29 U.S.C. 794](#)

[15. 42 U.S.C. 12101 et seq](#)

[16. 42 U.S.C. 2000d et seq](#)

[17. 43 P.S. 951 et seq](#)

[21. 22 PA Code 11.14](#)

[22. 22 PA Code 11.15](#)

[23. 22 PA Code 11.16](#)

[27. 24 P.S. 1304-A](#)

[28. 24 P.S. 1317.2](#)

[29. 24 P.S. 1318.1](#)

[34. 22 PA Code 711.41](#)

[35. 22 PA Code 711.8](#)

[37. 24 P.S. 1725-A](#)

[38. 24 P.S. 1748-A](#)

[40. 24 P.S. 1743-A](#)

[41. 24 P.S. 1747-A](#)

[46. 22 PA Code 11.41](#)

[24 P.S. 1719-A](#)

[28 CFR Part 35](#)

[28 CFR Part 41](#)

[34 CFR Part 100](#)

[34 CFR Part 104](#)

[34 CFR Part 106](#)

[34 CFR Part 110](#)

[Basic Education Circular January 22, 2009: Enrollment of Students](#)

[Basic Education Circular October 1, 2004: Charter Schools](#)



Book	Policy Manual
Section	2000 Students
Title	Enrollment of Students
Code	2000-AR-1
Status	Active
Adopted	September 8, 2020

Students are considered school age and are entitled to attend school from the time they are admitted to a public school until graduation from high school or the end of the school year in which they turn age twenty-one (21).

When a student of 6th grade is presented to school for enrollment, school staff will require the following documentation:

1. Proof of the student's age – acceptable documentation includes one (1) of the following: birth certificate; baptismal certificate; transcript of the record of baptism duly certified and showing the date of birth; notarized statement from the parents/guardians indicating date of birth; a valid passport; or a prior school record indicating the date of birth.
2. Immunization record with dates or assurance from the former school district or a medical office that the required immunizations have been completed or a required series has begun, with a record to be sent. Written statements are required for religious and medical exemptions.
3. Proof of residency – acceptable documentation includes two (2) of the following: PA driver's license or identification card; PA vehicle registration; deed; mortgage agreement; rent payment receipts or lease; property tax payment receipts; utility bill with current address; paycheck stub with employer and employee's address; and current voter registration.
4. Parental Registration Statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs or alcohol, weapons or violence as required by the Pennsylvania School Code.

School staff may ask for any of the following information, in addition to the required documentation, but will not require it as a condition of enrollment and will not delay a student's enrollment or attendance until the document(s) is provided:

1. Picture identification.
2. Health or physical examination records.
3. Academic records.
4. Attendance records.
5. Individualized Education Program or other special education records.

6. Registration form.

School staff will not request any of the following information to verify enrollment or residency:

1. Social security number.
2. Reason for a student's placement if not living with natural parent.
3. Visa of student or parent.
4. Student's immigration status.
5. Agency records.
6. Court order or records relating to a dependency proceeding, except in limited circumstances that occur when a custody order, agreement or dependency is being relied upon as the basis for enrollment.

School staff will consider what residency verification is reasonable in light of a family's situation and should be flexible.

The school will normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.

Upon enrollment of a student, school staff will contact the student's former school for a copy of the student's education records and disciplinary record, if any. If the school is within Pennsylvania, the disciplinary record should be sent within ten (10) business days.

The school cannot deny or delay a student's enrollment based on the information contained in a disciplinary record or sworn statement. However, the school can provide alternative education services during the period of expulsion for a student currently expelled for a weapons offense. If a student has been expelled from the previous school for reasons other than a weapons offense, the school will review the student's prior performance and school record to determine the services and supports that will be provided upon enrollment in the school.

Health records must be transferred from all public and private schools, upon the request of the principal or designee.

The school will administer the home language survey to all students enrolling in the school for the first time.

The principal will report to the CEO or designee the name of any student attempting to enroll who does not present the required documentation.

Students Enrolling Without Previous School Records

If a student is presented for enrollment without previous school records or if a private school withholds an enrolling student's records, the principal may seek and accept information for student placement that appears reliable as proof of successfully completed coursework, such as report cards and sworn affidavits of previous school teachers.

If reliable information cannot be obtained, the principal, in consultation with the appropriate staff, will promptly evaluate the student and determine the appropriate grade and/or courses for that student. The evaluation will consist of an interview and demonstration of the degree to which the student has achieved the academic standards established by the Board for students.

The student and parents/guardians will be informed in writing of the results of the evaluation and the student's placement. The Board's adopted policy and planned instruction will be the criteria used by the school to determine a student's attainment of academic standards for high school graduation.

Change of Address

When a student or parent/guardian notifies the school of a change of address, the parent/guardian will be required to show proof of residence to the school.

A new student registration form will be filled out with the student's name, date of birth, new address, telephone number, school attending and grade.

The documentation accepted as proof should be noted on the registration form, and a copy of the document retained.

Enrollment Complaints

When a dispute arises regarding enrollment of a student, the individual attempting to enroll the student may file a complaint by mail, email or telephone with the CEO, Business Administrator or Student Support Manager.

The individual or the school may send written follow-up to the Department of Education, School Services Unit.



Book	Policy Manual
Section	2000 Students
Title	Enrollment
Code	2001
Status	Active
Adopted	January 25, 2011
Last Revised	November 8, 2022
Prior Revised Dates	January 15, 2019, January 12, 2021

Universal Change ("21CCCS" to "the Charter School")

The Board of Trustees of 21st Cyber Charter School ("Charter School") recognizes that its enrollment policy must reflect current requirements of the Pennsylvania Public School Code and 22 Pa. Code, Chapter 11, the Pennsylvania Charter school Law at 24 P.S. §17-1723-A, Pennsylvania Public School Code, and Pennsylvania Department of Education's ("PDE") Basic Education Circulars on Enrollment of Students and Charter School Law. Therefore, the Charter School, as a public charter school, complies with these enrollment procedures to ensure that both resident and eligible non-residents are promptly enrolled through the policy provisions set forth below.

Every child of school age who is a resident of a Pennsylvania school district is entitled to a public school education. Resident students include those residing with their parent(s) and eligible non-resident students living with a Pennsylvania school district resident who is supporting the child gratis and non-resident children living in facilities or institutions and seeking enrollment. Once the required enrollment documentation described below is provided, the Charter School must enroll children and permit them to attend school. A child should be permitted to attend school on the next school day after the day on which the child is presented for enrollment, and in all cases within five (5) business days of the Charter School's receipt of the required documents.

Except when a child is homeless, whenever a child of school age is presented for enrollment by a parent(s), a Pennsylvania school district resident, or any other person having charge or care of the child, the Charter School shall require that the following information be documented before enrolling the child and allowing the child to attend school:

1. Proof of the child's age

Any one of the following constitutes acceptable documentation: birth certificate; notarized copy of birth certificate; baptismal certificate; copy of the record of baptism – notarized or duly certified and showing the date of birth; notarized statement from the parents or another relative indicating the date of birth; a valid passport; a prior school record indicating the date of birth.

2. Immunizations required by law

Acceptable documentation includes: either the child's immunization record, a written statement from the former school district or from a medical office that the required immunizations have been administered, or that a required series is in progress, or verbal assurances from the former school district or a medical office that the required immunizations have been completed, with records to follow.

3. Proof of Residency

Acceptable documentation includes: a deed, a lease, current utility bill, current credit card bill, property tax bill, vehicle registration, driver's license, or Department of Transportation identification card. While more than one form of residency confirmation may be required, the Charter School should be flexible in verifying residency, and should consider what information is reasonable in light of the family's situation. See the paragraph on Homeless Students for guidance in that situation. (Also see Residency Affidavit.) Parents/Guardians must continue to provide the Charter School with residency information after enrollment when residency changes or may be questioned to ensure that Parents/Guardians comply with applicable residency requirements as Pennsylvania residents and/or if student becomes a resident of a school district other than the one when originally enrolled.

4. Parent Registration Statement

A sworn statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs, alcohol, weapons, infliction of injury or violence on school property must be provided for a student to be admitted to any school entity. The Charter School may not deny or delay a child's school enrollment based on the information contained in a disciplinary record or sworn statement.

During the enrollment process and prior to admission to a charter school, the parent, guardian, or person having control of a student shall provide a sworn statement stating whether the student was previously or is presently suspended or expelled from any public or private school for any offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. The school from which the student was suspended or expelled and the dates of suspension or expulsion must be provided. Any willful false statements shall be a misdemeanor of the third degree.

5. Home Language Survey

All students seeking first time enrollment in a school shall be given a home language survey in accordance with requirements of the U.S. Department of Education's Office for Civil Rights.

Enrollment of the student may not be delayed in order to administer the Home Language Survey.

Act 110 Requirement

In Pennsylvania, K-12 public schools are required to remove, transfer or reassign students who are adjudicated delinquent or convicted of sexual assault when the offending student and the victim are enrolled in the same school. With regard to enrollment of students, this amended section of the Public School Code requires:

(g) Prior to admission to a public school entity, the parent, guardian or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the student was previously or is presently expelled under the provisions of this section. The registration shall include the name of the school from which the student was expelled with the dates of expulsion and shall be maintained as part of the student's disciplinary record. Any willful false statement made under this subsection shall be subject to 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities). See Act 110 Statement below.

Sexual assault includes any of the offenses specified under the following provisions of 18 Pa.C.S. (relating to crimes and offenses) relating to rape, statutory sexual assault, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault, and indecent assault.

Documents Which May Be Requested But Not as a Condition of Enrollment - Items Which May Be Requested

Although the Charter School may ask for any of the information below, Charter School may not require it as a condition of enrolling or admitting a child and a child's enrollment or attendance may not be delayed until these documents are provided. Among the documents that Charter School may request are: picture identification, health or physical examination records, academic records, attendance records, Individualized Education Program, and other special education records. In addition, the school may not require that a physical examination be conducted as a condition of enrollment.

Registration Form

A registration form, filled out by families for student enrollment, may include the following: name, address, telephone number, name of parent(s) or guardian(s) or resident adult(s) with whom the student is living, emergency contact information, former school information, and other locally required information. Failure to complete this form will not be made a condition of the student's enrollment.

Documentation Required From Other Sources

The Charter School is also entitled by law to receive information on an enrolling student from the previous school, public, charter, nonpublic or private, which the student attended. However, the provision of this information rests with the educational entity and not the family, and so, the Charter School, as the receiving local educational agency, will not require this information as a precondition to enrollment and will not delay a student's admission for lack of this information.

Student Education Records

Upon enrollment, the Charter School contacts the student's former school for a copy of the student's education records. The former school district or charter school, if within this Commonwealth, is required to respond by forwarding the records within ten (10) business days of the date upon which a student's records are requested by Charter School. School districts shall enroll students within five (5) business days regardless of receipt of records from the previous districts.

Disciplinary Records

Whenever a pupil transfers to another Pennsylvania school entity or nonpublic school, a certified copy of the student's disciplinary record shall be transmitted to the school entity or nonpublic school to which the pupil has transferred. The school entity or nonpublic school to which the student has transferred should request the record. The sending school entity or nonpublic school shall have ten (10) days from receipt of the request to supply a certified copy of the student's disciplinary record. Failure to receive the student's discipline record cannot be used to deny or delay the student's enrollment or school attendance.

Prohibited Requests - Items which May Not Be Requested

For both enrollment and also for residency determinations, the Charter School will not request or require any of the following: a social security number; the reason for a child's placement if not living with natural parents; a child's or parent's visa; agency records; or, except in the limited circumstances described in the next section, a court order or records relating to a dependency proceeding. A child's right to be admitted to school may not be conditioned on the child's immigration status. The Charter School will not inquire as to the immigration status of a student as part of the admissions process.

Student Classifications for Education Entitlement

- Resident Students and Court Orders or Custody Agreements
The Charter School may require a parent/guardian to provide a custody or dependency order when the child is being enrolled at the Charter School pursuant to parent relying on court order or custody agreement as the basis of enrollment. The Charter School will not require a custody order or agreement as a condition of enrollment in any circumstances other than the circumstance specified above. (See attached Affidavit of Custody).

- **Students Living With a Resident Adult other than a Parent**
When a child is living with an adult other than a parent, who is supporting the child without personal compensation, (gratis) the child may attend the public schools of that adult's school district, provided that resident makes application and supplies the required enrollment information noted in the section entitled Required Enrollment Documentation. In addition, before accepting the child as a student, the Charter School shall require the resident to file **only one** of the following:

1. A sworn and notarized statement from the resident of the school district indicating that the signer is a resident of the school district, is supporting the child without receiving personal compensation, that the child is living with the resident continuously and not just for the school year, and that the resident will accept all responsibilities relating to the child's schooling (See Charter School Enrollment Forms), **or**
2. Appropriate legal documentation to show dependency or guardianship, which may include a custody order. The Charter School may require other information to be submitted by the resident to substantiate the sworn statement. The natural parent(s) or former guardian(s) of the student may not be required to provide information. Once the requested information is provided, the Charter School will enroll the child and permit them to begin to attend school without delay, but in no case more than 5 days.

A resident's receipt of payments, such as Supplemental Security Income (SSI), Transitional Assistance for Needy Families (TANF), pre-adoptive or adoptive support, maintenance on public or private health insurance, support from the military or military personnel or other payments for or on account of the child such as child support, shall not be deemed to be personal compensation or gain.

- **Foster Children**
Students who are "awaiting foster care placement" are no longer considered homeless for purposes of the McKinney-Vento Education for Homeless Children and Youth ("EHCY") program. The deletion of "awaiting foster care placement" went into effect on December 10, 2016. (Section 725(2)(B)(i)).
- **Nonresident Children Living in Facilities or Institutions**
A child living in a district in which there is located a licensed shelter, group home, maternity home, residence, facility, orphanage or other institution for the care or training of children or adolescents, shall be admitted to that district's schools if living at or assigned to the facility or institution. If the school district or residence of a child living at or assigned to a facility or institution cannot be determined, but the child is determined to be a resident of the Commonwealth, the child shall be permitted to attend the public schools of the district. This includes a child placed by the child's resident parents or guardians at a facility or institution and subsequently abandoned or deserted.
- **Emancipated Minors**
An emancipated minor is a student under the age of 21 who has established a domicile apart from the continued control and support of parents or guardians or who is living with a spouse. The school district in which this student is living is their resident school district and the student may enroll at Charter School without any additional assistance from an adult.
- **Homeless Students**
The Charter School will ensure that each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth. Homeless students may reside in shelters, hotels, motels, cars, tents or be temporarily doubled-up with a resident family because of lack of housing. In the case of homeless students, traditional concepts of "residence" and "domicile" do not apply. Homeless children and youth lack a fixed, regular, and adequate nighttime residence. Included within the definition of homeless children and youth are those who meet the definition of "unaccompanied homeless youth" pursuant to the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11431 *et seq.*)

Unaccompanied homeless youth may enroll without documents and without the help of an adult. Unaccompanied homeless youth includes any child who is "not in the physical custody of a parent or guardian." Falling within this definition are students who have run away from home, been thrown out of their home, or been abandoned or separated from their parents or guardians.

Youth awaiting foster care placement include those who are placed in emergency, interim or respite foster care; kinship care; evaluation or diagnostic centers or placements for the sole purpose of evaluation. When necessary, Charter School administration will consult with the respective county children and youth agencies to determine if a child meets the definition of "awaiting foster care placement", including, on a case-by-case basis, whether a child who does not clearly fall into one of these categories is nevertheless a child "awaiting foster care placement."

Homeless youth are entitled to immediate enrollments and their families are not required to prove residency regarding school enrollment. These students are considered residents of the district where they are presently residing, or continue their education in the district of prior attendance.

- **Pre-Adoptive and Adoptive Students**

The Federal Adoption Assistance Program, among other things, provides for adoption assistance payments to encourage the placement of certain hard-to-place children with adoptive parents. Pennsylvania has adopted companion legislation, known as the Adoption Opportunities Act. Children living with pre-adoptive parents who are receiving adoption assistance subsidies, pre-adoptive foster payments, or other payments such as Supplemental Security Income (SSI) or Transitional Assistance for Needy Families (TANF), are entitled to attend school in the school district in which the pre-adoptive parents reside. Notwithstanding receipt of any of the above payments, children living in pre-adoptive situations are considered residents of the school district in which their pre-adoptive parents reside. Children living with adoptive parents are entitled to all free school privileges accorded to resident school children of the respective school district.

- **School-Age Children of Military Personnel**

When Pennsylvania residents who are military personnel are deployed and their school age children are living with relatives or family friends in a school district for that period of time, the students are entitled to attend school in the school district in which they are residing.

Other Issues Related to Enrollment

- **Address Confidentiality Program (ACP)**

Some families may enroll a student using an ACP card which lists a post office box as their address. This is their legal address and Charter School will not require additional information about their residence. School records from the student's former school will be forwarded through the ACP.

- **Age**

Children are considered school age from the time they are admitted to the public school educational program until graduation from high school or the age of 21 if identified pursuant to the Individuals with Disabilities Education Act of 2004. The Charter School will not refuse admission to a child who meets the age requirement. Students who turn 21 during the school term are entitled to finish that school term. If a student is under age 21 and has a Graduation Equivalency Diploma ("GED"), the student can enroll in school and work towards a diploma. For subsidy purposes, students who reach age 21 after the school term begins are eligible to be counted for the entire school term. The Department of Education will accept requests to allow students to be counted in membership for subsidy purposes for an extended school program beyond age 21 if the request includes a hearing officer decision or court order.

- **Children and Families with Limited English Proficiency**

Children and families with limited English proficiency will be provided translation and interpretation services to the extent needed to help the family understand the enrollment process and enroll the student in school promptly per applicable federal law.

- **Twins and Multiple Siblings**

While the Public School Code provision governing twins and multiple siblings is not applicable to charter schools pursuant to the Pennsylvania Charter School Law, the Charter School will use the Public School Code provision for guidance in such situations in conjunction with consultation with the Charter School's legal counsel.

Submitting Enrollment Complaints to the Department Of Education

When a dispute arises regarding enrollment of a student, the person attempting to enroll the child or the Charter School may bring the dispute to the attention of the Department's School Services Unit . A complaint may be filed by mail, email or by phone with written follow up. After receipt of a complaint, a Department representative will contact the Charter School, family or other involved parties to determine the facts, whether the child is entitled to enrollment at the Charter School and to try to resolve the problem. These contacts, whenever possible, will occur within five (5) days of receipt of the complaint. If the complaint is not amicably resolved, a written determination will be made and sent to the Charter School and the individual who filed the complaint.

If Charter School does not enroll the student within five (5) school days after receiving the written determination, the Department will issue a letter to Charter School requesting its position on the situation. Charter School will have five (5) school days to respond to the request. If the Charter School refuses to enroll the student or does not respond, the matter will be forwarded to the Department's Office of Chief Counsel (OCC). The OCC and the Deputy Secretary for Elementary/Secondary Education will determine if the Charter School's response is valid to deny enrollment. If not, the Deputy Secretary will determine what additional measures may be necessary to assure enrollment.

Written Policies

Charter School's written policy on student admission is a public record and will be posted to the school's website.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book	Policy Manual
Section	2000 Students
Title	Enrollment Notification Form
Code	2001-AR-1
Status	Active
Adopted	September 8, 2020

The Enrollment Notification Form is attached below.

 [Enrollment Notification Form.pdf \(211 KB\)](#)



Enrollment Notification Form (page 1)

Parents: Please verify/complete the information on this page as necessary. Then return to 21CCCS.

Name of Charter School _____
Address _____
Charter School Contact Person _____ Telephone _____
Email Address _____

Student Information

Name _____ Ethnicity _____ Race _____
Home Address _____
Telephone _____ PA Secure ID _____ Date of Birth _____
Gender _____ County _____ Grade enrolling in _____ Student Cell Phone _____

School District of Residence and Former School Information

School District of Residence _____ Former School Type _____
If student is not enrolled in school preceding enrollment in Charter School, list reason _____

Name of Former School _____
Address of Former School _____
Previous Grade _____ Withdrawal Date from Former School _____
Student began attending PA schools in _____

Parent/Guardian Information

Child lives with Both parents

Is there a Custody Agreement? (If yes, please provide a copy of the Custody Agreement, upload or send separately.)

Yes _____ No _____

Mother Last Name _____ First Name _____
Address _____
Home Phone _____ Work Phone _____ Cell Phone _____
Email _____

Father Last Name _____ First Name _____
Address _____
Home Phone _____ Work Phone _____ Cell Phone _____
Email _____



Enrollment Notification Form (page 2)

Parents: Please sign. Then return to 21CCCS.

My signature on this form indicates my decision to have my child attend the charter school named on page 1 of this form and signifies my request that appropriate school records be forwarded from the school district to the charter school. My signature also certifies that my child is not, and will not be, enrolled in another public school, a nonpublic school or a private school at the same time they are enrolled in this charter school.

Signature of Parent/Guardian:

Date:

To Be Completed By Charter School:

Verification of Date of Birth: Birth Certificate: Other: _____

Proof of Residency: Mortgage Statement Lease Utility Bill Driver License Other

Official Enrollment Date: _____ Anticipated Date of Attendance: _____

Grade Student is Entering: 9

Signature of Charter School Representative: _____



Book	Policy Manual
Section	2000 Students
Title	Parental Registration Statement
Code	2001-AR-2
Status	Active
Adopted	September 8, 2020
Last Revised	January 12, 2021

The Parental Registration Statement Form is attached below.

 [Parental Registration Statement 2001-AR-2.pdf \(160 KB\)](#)



Parents: Please verify/complete the information on this page as necessary. Return to 21CCCS.

Parental Registration Statement

Student Name: _____ Date of Birth: _____ Grade: _____

Parent or Guardian Name: _____

Address: _____

Pennsylvania School Code §13-1304-A states in part “Prior to admission to any school entity, the parent, guardian or other person having control or charge of a student shall, upon registration provide a sworn statement or affirmation stating whether the pupil was previously or is presently suspended or expelled from any public or private school of this Commonwealth or any other state for an action of offense involving a weapon, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.”

Please complete the following:

I hereby swear or affirm that my child _____ was _____ was not _____ **previously** suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. I make this statement subject to the penalties of 24 P.S. §13-1304-A(b) and 18 Pa. C.S.A. §4904, relating to unsworn falsification to authorities, and the facts contained herein are true and correct to the best of my knowledge, information, and belief.

I hereby swear or affirm that my child _____ is _____ is not _____ **presently** suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. I make this statement subject to the penalties of 24 P.S. §13-1304-A(b) and 18 Pa. C.S.A. §4904, relating to unsworn falsification to authorities, and the facts contained herein are true and correct to the best of my knowledge, information, and belief.

If this student has been or is presently suspended or expelled from another school, please complete:

Name of the school from which student was suspended or expelled:

Date of Suspension of Expulsion:

Reason for Suspension/Expulsion (Optional):

(Date)

(Signature of Parent or Guardian)

Any willful false statement made above shall be a misdemeanor of the third degree. This form shall be maintained as part of the student's disciplinary record.



Book	Policy Manual
Section	2000 Students
Title	Student Classifications for Enrollment
Code	2001-AR-3
Status	Active
Adopted	September 8, 2020

Resident Students/Court Order/Custody Agreement

A school age student is entitled to be enrolled in the school if their parent(s) or legal guardian(s) reside in the State of Pennsylvania, upon submission of required documents.

When parents reside in different school districts due to separation, divorce or other reasons, the student can be enrolled in the school of the parent with whom the student lives for the majority of time, unless a court order or court-approved custody agreement specifies otherwise.

If parents share joint custody and the student's time is evenly divided between the parents, the parents can choose which of the two (2) school districts the student would have attended for the school year.

If a parent enrolling a student is relying on a court order or custody agreement as the basis for enrollment, school staff will require the parent to provide a copy of the order or agreement.

Students Living With Resident Adult Other Than Parent

When a student lives as a Pennsylvania resident who is supporting the student without personal compensation (gratis), the student can enroll in the school if the resident makes application and provides the required documentation.

In addition to the required documents, school staff will require the resident to provide only one (1) of the following:

1. Legal documentation to show dependency or guardianship.
2. Sworn and notarized statement indicating that the signer is a district resident and is supporting the student without receiving personal compensation, the student is living with them continuously and not just for the school year, and the resident accepts all personal obligations relative to school requirements.

School staff can require the resident to provide additional information before enrolling the student in school. Required documents may include:

1. Copy of completed county form or court order transferring child support payments to resident, if applicable.
2. Copy of completed state form notifying Department of Welfare of child's new residence, if applicable.

3. Copy of lease/rental agreement identifying the student as a tenant, if applicable.

4. Documents to verify residency, as required for all students enrolling in schools.

A resident's receipt of payments, such as Supplemental Security Income (SSI), Transitional Assistance for Needy Families (TANF), pre-adoptive support, child support, maintenance on public or private health insurance, support from the military or military personnel or other payments for or on account of the student will not be considered personal compensation or gain.

School staff will not require the natural parent(s) or former guardian(s) to provide information.

Student/Families With Limited English Proficiency

The school will provide translation and interpretation services to the extent needed to help a family with limited English proficiency understand the enrollment process.

School staff will promptly enroll the student, upon submission of required documents.

School staff will not request social security numbers or immigration status information.

Foster Students

Nonresident students placed in foster care are entitled to the same educational privileges as students residing in Pennsylvania. Nonresident exceptional students placed in foster care are entitled to receive an appropriate program of special education.

In addition to the required documents, school staff will request a letter from the appropriate agency verifying that the student is residing with a foster parent or is in a pre-adoptive or adoptive home. School staff cannot request a court order or agency records.

The school will attempt to enable a foster student moving from one placement to another to remain in the same school or the district when the student is moved to another school attendance area or to another school district, when feasible.

Pre-Adoptive/Adoptive Students

A student living with pre-adoptive parents who receive adoption assistance subsidies or payments is entitled to attend school in the district in which the pre-adoptive parents reside.

A student living with adoptive parents is entitled to attend school in the district in which the adoptive parents reside.

School staff will enroll a student living with adoptive parents or pre-adoptive parents who reside in Pennsylvania, upon submission of required documents.

Students Living In Institutions

If the school district hosts a children's detention home, drug and alcohol treatment center or similar facility, the district is required to provide an education, and special education when appropriate, to nonresident students placed in the institution.

Students placed in a children's institution have the right to attend school if appropriate for the student, upon submission of required documents.

Emancipated Minors

An emancipated minor is a student under the age of twenty-one (21) years who has established a residence apart from their parents/guardians or is living with a spouse.

The school district in which the student is living is the resident district, and the student can enroll without any assistance from an adult, upon submission of required documents.

Homeless Students

Homeless students lack a fixed, regular and adequate nighttime residence and may reside in shelters, hotels, motels, cars, tents, or be temporarily housed with a resident family because of lack of housing. Homeless students include unaccompanied homeless youth and those waiting for foster care placement.

School staff will immediately enroll a homeless student, and the family is not required to prove residency.

School staff will immediately enroll an unaccompanied homeless student without documents and without the help of an adult. An unaccompanied homeless student is any child who is not in the physical custody of a parent/guardian and includes a student who has run away, been thrown out of the home, or been abandoned or separated from a parent/guardian.

A youth awaiting foster care placement includes those placed in emergency, interim or respite foster care; kinship care; evaluation or diagnostic centers or placements for the sole purpose of evaluation. When necessary, prior to enrollment, school staff will consult with the county children and youth agencies to determine if the student meets the definition of awaiting foster care placement.

Children Of Military Personnel

When a student is a child of a Pennsylvania resident who is deployed by the military and the student is living for that time with relatives or family friends residing in Pennsylvania, the student is entitled to attend school, upon submission of required documents.

School staff will presume the district resident is supporting the student gratis, without personal compensation or gain.

Foreign Students With Student Visas

Students with visas of any type must comply with the terms and condition of that visa, including payment of tuition when required.

When a student with a visa requests enrollment in school, the designated administrator will consult with the school solicitor to ensure the school is following the specific requirements of the applicable visa program.

Undocumented Foreign Students

School staff will not ask about the immigration status of a student who is seeking to enroll in the school.

A student whose immigration status is not documented must provide the residency and other documents required for enrollment.

Students Returning From Delinquency Placements

When a student returns to the school from a delinquency placement, school staff cannot automatically place the student in an alternative education program just because they had been adjudicated delinquent.

A student returning from a delinquency placement is entitled to an informal hearing prior to being placed in an alternative education program. The purpose of the hearing is to determine if the student is currently fit to return to the regular classroom or if they meet the definition of a disruptive student. Factors the school will consider include:

1. If the incident causing the adjudication occurred at school or a school-sponsored event.
2. Student's behavior in the placement.
3. Recommendations of teachers and adults, such as the juvenile probation officers, who have worked with the student.

Address Confidentiality Program (ACP)

A family can enroll a student using an Address Confidentiality Program (ACP) that lists a post office box as their address.

School staff will accept this post office box as the legal address and will not require additional information about the residence. All other required documents must be submitted for enrollment.

School records from the former school will be forwarded through the Address Confidentiality Program (ACP).

The ACP can be contacted at 1-800-563-6399 regarding questions about the family's eligibility for enrollment.

Enrollment Complaints

When a dispute arises regarding enrollment of a student, the individual attempting to enroll the student may file a complaint by mail, email or telephone with the CEO, Business Administrator or Student Support Manager.

The individual or the school may send written follow-up to the Department of Education, School Services Unit.



Book	Policy Manual
Section	2000 Students
Title	Sworn Statement by Resident
Code	2001-AR-4
Status	Active
Adopted	September 8, 2020

The Sworn Statement by Resident Form is attached below.



[Sworn Statement by Resident.pdf \(72 KB\)](#)

**SWORN STATEMENT BY RESIDENT
(TO BE COMPLETED BY RESIDENT ONLY)**

Instructions: Please complete the following statement. If the potential student is living, or will be living, in a household with more than one resident adult who will assume responsibility for the student, all such adult residents must complete and sign this statement.

This is a legal document. You may ask to see a copy of 24 P.S. §13-1302 prior to signing this document, and consult with an attorney if you have any questions or do not understand any portion of this document.

1. Your Name _____
Home Address _____
Telephone Number Home _____ Work _____ Cell _____
2. Do you live in Pennsylvania? Yes _____ No _____
3. Does the child live with you? Yes _____ No _____
4. Child's Full Name _____
Birthdate _____ Grade _____
Name & Address of Last School Attended _____
Date child began/will begin to reside in your home _____
5. Are you supporting this child gratis (without personal compensation or gain)? Yes _____ No _____
6. Will you assume all personal obligations related to school requirements for this child that may include providing for required immunizations, uniforms, fees/fines, citations/fines for truancy, attending parent-teacher conferences, or attending meetings/hearings concerning discipline? Yes _____ No _____
7. Do you intend to keep and support the child continuously and not merely through the school term?
Yes _____ No _____

Through my notarized signature, I/We understand that the school district, pursuant to guidelines issued by the Department of Education and their own written policy, may require other reasonable information to be submitted to confirm this sworn statement.

Signed by resident(s) and notarized _____

Per 24 P.S. §13-1302, a person who knowingly provides false information in the above statement for the purpose of enrolling a child in a school district for which the child is not eligible commits a summary offense and shall, upon conviction for such violation, be sentenced to pay a fine of no more than three hundred dollars (\$300) for the benefit of the school district in which the person resides or to perform up to two hundred forty (240) hours of community service, or both. In addition, the person shall pay all court costs and shall be liable to the school district for an amount equal to the cost of tuition calculated in accordance with §2561 during the period of enrollment.



Book	Policy Manual
Section	2000 Students
Title	Residency Investigation
Code	2001-AR-5
Status	Active
Adopted	September 8, 2020

The school reserves the right to conduct an investigation to determine if an enrolled student and their parents/guardians reside within the boundaries of the school district.

When a validity of residence question arises, the principal will compile all relevant information and submit the information in writing to the CEO or designee.

The CEO or designee will determine whether or not to conduct further investigation and the nature and scope of the investigation.

The CEO or designee may verify information with other schools, governmental agencies, and other public or private agencies to determine the legitimacy of a claimed residence. The CEO or designee may also conduct a home/school visit and/or contact a private investigator.

If the investigation indicates that the residency is not valid, the CEO or designee will notify the parents/guardians that the student may no longer attend school. The written notice will state that it will become effective within seven (7) days of the date of notice, unless a meeting is requested within that time period with the CEO or designee to review the facts.

If a meeting is requested, it will be held within seven (7) days of the date of request. At the meeting, the basis of the conclusion that the residency is not valid will be reviewed, and any other facts presented will be considered.

Following the meeting, the CEO or designee will notify the parents/guardians in writing of the final determination. If the decision requires disenrollment, it will be effective immediately.

Parents/Guardians who have been determined to have improperly enrolled a child in the school will be billed for tuition costs and investigation costs and may be prosecuted for falsifying information.



Book	Policy Manual
Section	2000 Students
Title	Nonresident Students
Code	2001-AR-6
Status	Active
Adopted	September 8, 2020

Nonresident students may be admitted to school upon proper application and submission of required documents by the parents/guardians.

All claims of residency will be verified by school staff.

Nonresident students may be denied admission when the educational facilities or instructional program maintained for school student is unable to meet the needs of the applicant.

Continued enrollment of a nonresident student will be contingent upon the student maintaining established standards of academics, attendance and discipline.

A student residing with an adult other than the natural parents will be enrolled following receipt of documents required for enrollment by law and Board policy and one (1) of the following:

1. Verification that the student resides at a federal installation.
2. Appropriate legal documentation, such as a court order, to show dependency or guardianship.
3. Sworn, notarized statement indicating that the signer is a school resident; is supporting the child gratis, without personal compensation or gain; will assume all personal obligations for the child relative to school requirements; intends to keep and support the child continuously and not merely through the school term; and, when required, any reasonable information submitted by the resident to substantiate the sworn statement.

Information concerning health and compliance with immunization requirements, proof of age, proof of residency, and the Parent Registration Statement must be submitted to the school prior to enrollment of the student. School staff will contact the previous school district to obtain the student's transcripts and school records.

Enrollment of the nonresident student will be completed the next school day following receipt of required documentation by the school.

If enrollment of a nonresident student is denied, the parents/guardians will be notified in writing of the reason(s); and submitted records will be returned, upon request.

STUDENTS PLACED IN SCHOOL

Nonresident Children Placed In Resident's Home

Nonresident school age children placed in the home of a Pennsylvania resident by court order or an arrangement with an association, agency or institution having the care of neglected and dependent children, when the resident is compensated for the child's care, will be enrolled in school without tuition.

Before accepting a nonresident school age child for such compensation, the resident guardians must secure from the school's CEO or designee a written statement that the student can or cannot be accommodated in school. If the student cannot be accommodated, the reasons must be given in writing.

Prior to enrollment of the student, the resident must present proof of residence and documentation to comply with all established enrollment requirements, including proof of age, immunizations records and Parent Registration Statement.

At the time of registration, the resident will be required to present a copy of the court order or a letter from the placing agency, association or institution, which will be attached to the school's copy of the student registration.

Designated staff will be required to obtain information from the agency, association or institution that is required to receive state reimbursement for the student.

Residents Of Institutions

Nonresident school age children who are living in or assigned to an institution for the care or training of children located within Pennsylvania will be enrolled in school. The school and the institution in which the student is placed should develop a written agreement for the provision of educational services.

The school will provide transportation to such students attending school.

The Business Office will be responsible for billing for tuition fees for such students.

For students in institutions located in Pennsylvania who are attending school and are suspected or identified as eligible students relative to special education services, the school is responsible for the following:

1. Providing the student with an appropriate program of special education and training consistent with laws and regulations.
2. Maintaining contact with the home school of the student to keep that school informed of its plans for educating the student and seeking the advice of the school with respect to the student.

The school may develop a written agreement for an arrangement of educational and procedural responsibilities, in accordance with law. The agreement must be approved by the Department of Education, after notice to and an opportunity for comment by the parents/guardians of the student.

Children Of Military Personnel

When military personnel who are parents/guardians of a student are deployed and the student lives with relatives or family friends who are Pennsylvania residents for the period of deployment, the student will be enrolled in Pennsylvania school.

The Pennsylvania resident is presumed to be supporting the child gratis, and no tuition will be charged.

TUITION STUDENTS

For purposes of this regulation, the term **tuition** means the per diem overhead cost per student computed on the same basis as tuition charges by other school districts, in accordance with state law.

The monthly tuition charge for nonresident students will be based on the number of scheduled student days in each month, and there will be no deduction in charges because of students' absences.

Prospective Residents

Prospective residents presenting an Agreement of Sale not exceeding two (2) months from the date of entry may enroll their child in school in accordance with the following:

1. Payment of tuition in advance for the entire period of attendance up to the date of occupancy. Tuition may be refunded for a period of attendance not exceeding two (2) months prior to the date of occupancy.
2. Ten (10) days' enrollment in a calendar month will constitute a full month for tuition calculation. Less than ten (10) days' enrollment in a calendar month will require one-half (1/2) tuition cost for the month.
3. Parents/Guardians will assume responsibility for transportation of the student until date of occupancy.
4. Once settlement occurs and the parents/guardians physically move into the school, a deed must be presented to the school as proof of occupancy.

Prospective parents/guardians presenting a lease/rental agreement indicating expected occupancy within Pennsylvania not exceeding two (2) months from the date of entry may enroll their child in school in accordance with the following:

1. Payment of tuition in advance for the entire period of attendance up to the date of occupancy. Tuition may be refunded for a period of attendance not exceeding two (2) months prior to the date of occupancy.
2. Ten (10) days' enrollment in a calendar month will constitute a full month for tuition calculation. Less than ten (10) days' enrollment in a calendar month will require one-half (1/2) tuition cost for the month.
3. Parents/Guardians will assume responsibility for transportation of the student until date of occupancy.
4. Once occupancy occurs, the parents/guardians will present documentation containing the rental address, such as a driver's license, motor vehicle registration, or voter's registration.

Former Residents

When a student and parents/guardians move from the school on or after the beginning of the fourth quarter, the student may continue to attend school for the remainder of the year without paying tuition. The parents/guardians will assume full responsibility for transportation of the student.

When a student and parents/guardians move from the school prior to the fourth quarter, the student may continue to attend school until the end of the school year, in accordance with the following:

1. Payment of tuition in advance for the remaining portion of the school year, commencing from the date the parents/guardians move from the school.
2. Parents/Guardians will assume full responsibility for transportation of the student.

Senior Students Moving From School

Resident parents/guardians of a senior student who move from the school after the school year begins may continue the student's enrollment in school without tuition until the end of the semester following the change in residence.

After the end of the semester, the senior student may continue attending school with payment of tuition in advance for the remaining months.



Book	Policy Manual
Section	2000 Students
Title	Guidelines for Reasonable Information to Substantiate Sworn Statement by Resident Under 24 P.S. §13-1302
Code	2001-AR-7
Status	Active
Adopted	September 8, 2020
Last Revised	November 8, 2022

Guidelines for Reasonable Information to Substantiate Sworn Statement by Resident Under 24 P.S. §13-1302

Pursuant to Act 35 of 2001 (24 P.S. §13-1302(a)(2)), school districts may request information from the resident to substantiate the assertions made in the sworn statement of the resident, provided that the district has adopted a policy regarding this additional substantiating information and that the policy conforms with this Basic Education Circular. If the school district has elected to require substantiating information and advised the resident thereof, the then the resident must submit the information before the district is required to accept the child as a student.

A district may require that more than one form of residency confirmation be provided. However school districts and charter schools should be flexible in verifying residency, and should consider what information is reasonable in light of the family's situation. Examples of documentation that can support the factors in §1302 include:

Signer Is A Resident of the District

- Current Utility bill, or
- Deed, or
- Lease, or
- Department of Transportation identification or drivers license, or
- Department of Transportation Pennsylvania vehicle registration, or
- Copy of State/Federal program enrollment, (examples include, but not limited to, TANF or CHIP), or
- Current credit card bill.

Signer Is Supporting The Child Gratis

- Copy of completed county form or court order transferring child support payments to resident, if applicable, or
- Copy of completed State form notifying Department of Welfare of child's new residence, if applicable, or
- Copy of lease/rental agreement identifying the child as a tenant, if applicable, or
- Sworn statement by the resident.

A resident's receipt of payments, such as Supplemental Security Income (SSI), Transitional Assistance for Needy Family (TANF), pre-adoptive support, child support, maintenance on public or private health insurance, support from the military or military personnel or other payments for or on account of the child shall not be deemed to be personal compensation or gain.

Signer will Assume All Personal Obligations for the Child Relative to School Requirements

Sworn statement by resident shall be satisfactory evidence thereof.

Signer Intends to so Keep and Support the Child Continuously and Not Merely Through the School Term

Sworn statement by resident shall be satisfactory evidence thereof.

Signer Assumes All Personal Obligations For Child Relative To School Requirements

Sworn statement by resident will be satisfactory evidence.

Signer Keeps And Supports Child Continuously And Not Merely Through School Term

Sworn statement by resident will be satisfactory evidence.



Book	Policy Manual
Section	2000 Students
Title	Wellness
Code	2002
Status	Active
Adopted	September 27, 2011
Last Revised	September 10, 2019

The Board of Trustees ("Board") of the 21st Century Cyber Charter School ("21CCCS"), in combination with students, parents, administrators, faculty and staff, is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating habits and physical activity. As a means to fostering such a school environment, the Board of the 21CCCS sets forth the following goals and adopts the following Wellness Policy on Physical Activity and Nutrition.

Meals

- Any foods and/or beverages provided by 21CCCS at any 21CCCS sponsored or 21CCCS related events, to the extent practicable, meet or exceed the minimum nutrition requirements.
- Any foods and/or beverages sold for the purpose of fundraising will to the extent practicable, meet or exceed the minimum nutrition requirements.
- For testing locations or during other 21CCCS sponsored activities, meal periods will be scheduled at reasonably appropriate times, and 21CCCS will provide students with a minimum of twenty (20) minutes to enjoy their meals.
- The 21CCCS will provide facilities for appropriate hygiene, such as hand-washing and brushing of teeth at 21CCCS sponsored activities or events.
- Students will be discouraged from sharing foods and/or beverages with others.
- The 21CCCS will not use foods or beverages for the purpose of rewarding students for academic achievement or good behavior; unless such a reward system is specifically identified in a student's Individualized Education Program. Likewise, the 21CCCS will not restrict or withhold foods or beverages for the purpose of disciplining or punishing students.

Nutrition Education

- Nutrition education will be developmentally appropriate, interactive, and will teach skills needed to adopt healthy eating behaviors.
- Faculty and staff that teach nutrition education will have appropriate training.
- Informational materials will be provided to students and families to encourage sharing of health and nutrition information, and to encourage healthy eating in the home.

Physical Activity

- Students will be provided Physical Education courses that require physical activity.
- Students will be encouraged to participate in physical activity outside the 21CCCS physical education courses.
- Organized physical activity will be offered and encouraged at selected school sponsored or school related events.
- To the extent practicable, the 21CCCS facilities will be made available to students, faculty, staff and the community for the purpose of offering physical activity and/or nutrition programs.
- Physical activity will not be used or withheld as punishment.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book	Policy Manual
Section	2000 Students
Title	Immunizations and Communicable Diseases
Code	2003
Status	Active
Adopted	June 15, 2011
Last Revised	March 14, 2023
Prior Revised Dates	September 11, 2018, November 10, 2020

Authority

In order to safeguard the school community from the spread of certain communicable diseases, the Board of Trustees ("Board") requires that guidance and orders from state and local health officials, established Board policy and administrative procedures, and Board-approved health and safety plans be followed by students, parents/guardians and Charter School staff.[\[1\]](#)

Definitions

Certificate of Immunization - The official form furnished by the Pennsylvania Department of Health. The certificate is filled out by the parent/guardian or health care provider and signed by the health care provider, public health official or school nurse or a designee. The certificate is given to the Charter School as proof of full immunization. The Charter School maintains the certificate as the official school immunization record or stores the details of the record in a computer database.[\[2\]](#)

Medical Certificate - The official form furnished by the Pennsylvania Department of Health setting out the immunization plan for a student who is not fully immunized, to be filled out and signed by a physician, certified registered nurse practitioner or physician assistant, or by a public health official when the immunization is provided by the Department of Health or a local health department, and given to a school as proof that the student is scheduled to complete the required immunizations.[\[2\]](#)

Guidelines

Immunization

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.[\[1\]](#)[\[3\]](#)

A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.[\[4\]](#)

A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds or whose physician certifies that the student's physical condition contraindicates immunization.[\[3\]](#)[\[5\]](#)[\[6\]](#)

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend the Charter School, unless exempted for medical or religious reasons, or provisionally admitted by the Chief Executive Officer or designee, after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance, or in accordance with programs or guidance established by the PA Department of Health.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations.[\[4\]](#)

Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with the law and regulations, and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series, or to satisfy the requirements for an exemption.[\[4\]](#)

Monitoring of immunization requirements shall be the responsibility of the Chief Executive Officer or designee and the school nurse.

The Chief Executive Officer or designee shall:

1. Ensure that parents/guardians are informed prior to a student's admission to the Charter School, or a grade requiring additional immunizations, of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed.[\[4\]](#)[\[5\]](#)[\[6\]](#)
2. Designate Charter School personnel to review student medical certificates in accordance with the law and regulations to ensure compliance with full immunization requirements.[\[2\]](#)[\[4\]](#)
3. Annually review state standards for immunization and direct the responsible personnel accordingly.

The Chief Executive Officer or designee shall report immunization data electronically to the Department of Health by December 31 of each year. If the Charter School is unable to complete the report electronically, the Chief Executive Officer or designee shall report the immunization data on the required form to the Department of Health by December 15.[\[8\]](#)

Communicable Diseases

The Board directs that students who have been diagnosed by a physician or are suspected by the school nurse of having a disease shall be excluded from school for the period indicated by regulations of the Department of Health from state or local health officials for certain specified diseases and infectious conditions.[\[9\]](#)[\[10\]](#)

Parents/Guardians shall be notified of this policy at the beginning of the school year, and that during the school year it may be necessary for a student to be excluded from school due to communicable disease. Parents/Guardians of a student needing to be excluded shall be notified and required to come to school or have a designated emergency contact come to school to transport the student home or to an appropriate place of care. Students may return to school when the criteria for readmission following a communicable disease, as set forth in the law, regulations or guidance from state or local health officials, have been met.

The Board directs Charter School staff to request emergency contact information from parents/guardians of students at the beginning of each school year and request that it be updated as necessary during the school year. The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.[\[11\]](#)[\[12\]](#)[\[13\]](#)

The Chief Executive Officer or designee shall direct that health guidelines, Board-approved health and safety plans and universal precautions designed to minimize the transmission of communicable diseases be implemented in the Charter School.

Health Records

A comprehensive health record shall be maintained for each student enrolled in the Charter School. The record shall include the results of required tests, measurements, screenings, regular and special examinations, and medical questionnaires. [\[14\]](#)

All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian. The Charter School may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy. [\[15\]](#)

[Note: List of required immunizations can be found at 28 Pa. Code Sec. 23.83]

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

- [1. 28 PA Code 23.81 et seq](#)
- [2. 28 PA Code 23.82](#)
- [3. 22 PA Code 11.20](#)
- [4. 28 PA Code 23.85](#)
- [5. 28 PA Code 23.83](#)
- [6. 28 PA Code 23.84](#)
- [10. 28 PA Code 27.77](#)
- [11. 28 PA Code 23.86](#)
- [12. 28 PA Code 27.71](#)
- [13. 28 PA Code 27.72](#)
- [16. 28 PA Code 27.1](#)
- [17. 28 PA Code 27.2](#)
- [18. 28 PA Code 27.23](#)
- [19. 24 P.S. 1402](#)
- [20. 24 P.S. 1409](#)
- [21. 20 U.S.C. 1232g](#)
- [22. 34 CFR Part 99](#)



Book	Policy Manual
Section	2000 Students
Title	Immunization Requirements
Code	2003-AR-1
Status	Active
Adopted	September 8, 2020

NOTE: The immunization requirements listed in this administrative regulation take effect for the 2017-2018 school year.

The school must exclude students who have not obtained the required immunizations outlined below from admittance or attendance until they provide proof of immunization or immunity, or if the student's circumstances fall within the following provisions:

1. Exempt for medical or religious reasons, in accordance with law, regulations and Board policy.
2. Homeless student who has not been immunized or is unable to provide immunization records, in accordance with law, regulations and Board policy.
3. Foster care student or student transferring into a school within the Commonwealth, who must meet the requirements listed below.
4. Provisionally admitted by the CEO or designee after beginning a multiple dose vaccine series and meeting the requirements listed below.
5. Admitted in accordance with applicable programs or guidance regarding school immunizations from the PA Department of Health.

Required for Attendance (K-12)

Diphtheria, tetanus and pertussis – four (4) or more properly spaced doses administered in a combination form (diphtheria, and tetanus toxoids and acellular pertussis (DTaP) or diphtheria and tetanus toxoids and pertussis (DTP). If the student has a contraindication to pertussis vaccine, the student shall receive diphtheria-tetanus toxoid vaccine (DT) to complete the vaccination series. The fourth dose will be administered on or after the fourth birthday.

Poliomyelitis – four (4) properly spaced doses of either oral polio vaccine or inactivated polio vaccine, which may be administered as a single antigen vaccine, or in a combination form. The fourth dose shall be administered on or after the fourth birthday and at least six (6) months after the previous dose.

Measles (rubeola), mumps and rubella (German measles) – One (1) of the following:

1. Multiple antigens – two (2) properly-spaced doses of live attenuated measles, mumps, rubella combination vaccine, the first dose administered at twelve (12) months of age or older.
2. Single antigens – in the event the antigens were given separately, and not in a combination vaccine, the dosage is as follows:
 - a. Two (2) properly-spaced doses of live attenuated measles vaccine, the first dose

administered at twelve (12) months of age or older.

- b. One (1) dose of live attenuated rubella vaccine, administered at twelve (12) months of age or older.
- c. Two (2) properly-spaced doses of live attenuated mumps vaccine, administered at twelve (12) months of age or older.

3. Evidence of immunity – may be shown by a history of measles and rubella immunity proven by laboratory testing by a laboratory with the appropriate certification and a written statement of a history of mumps disease from a physician, certified registered nurse practitioner or physician assistant.

Hepatitis B – three (3) properly spaced doses, or a two (2) dose vaccine regimen approved by the Food and Drug Administration, or documented immunity through a laboratory test. The vaccine may be administered as a single antigen vaccine or in a combination form.

Varicella (Chickenpox) – two (2) properly spaced doses with the first dose administered at twelve (12) months of age or older, which may be administered as a single antigen vaccine or in combination form. Evidence of immunity may be shown by a laboratory test or by a written statement from a physician, certified registered nurse practitioner or physician assistant.

Required for Entry Into 7th Grade/School Year When Student Turns Twelve (12) Years of Age

In addition to those required for attendance in K through 12, the following immunizations are required for entry into 7th grade or, in an ungraded class, in the school year when the student turns twelve (12) years of age:

1. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) – one (1) dose of Tdap in a combination form.
2. Meningococcal Conjugate Vaccine (MCV) – one (1) dose.

Required for Entry Into 12th Grade/School Year When Student Turns Eighteen (18) Years of Age

In addition to those required for attendance in K through 12, the following immunization is required for entry into 12th grade or, in an ungraded class, in the school year when the student turns eighteen (18) years of age:

1. Meningococcal Conjugate Vaccine (MCV) – one dose. A dose of MCV received at the age of sixteen (16) years or older shall count as the 12th grade dose.

Vaccination Administration Grace Period

A vaccine dose administered within the four-day period prior to the minimum age for the vaccination or prior to the end of the minimum interval between doses will be considered a valid dose of the vaccine. A vaccine dose administered more than four (4) days prior to the minimum age or interval will be considered invalid, and the dose will have to be repeated.

Proof of Immunizations

Prior to or at school registration, parents/guardians will be informed in writing of the requirement to provide proof of immunizations.

Parents/Guardians of students who will be entering 7th and 12th grades shall also be provided with written notice in the school year prior to the student's entry into 7th or 12th grade, informing them of the requirements for the additional immunizations.

School staff who register students for enrollment in school will ensure that the required written proof and dates of immunizations are received for each student prior to being admitted to school, subject to the exceptions noted below.

School health staff will monitor health records for students entering 7th and 12th grades to ensure written proof of immunization is received prior to the student's entry into 7th or 12th grade.

Proof of a record of immunization, which is a written document showing the date immunizations were administered, includes the following:

1. Physician's record.
2. Baby book.
3. School health record.
4. Family Bible.
5. Health Passport.
6. Other states' official immunization documents.
7. International Health Certificate.
8. Immigration records.
9. Similar documents or history.

School staff will maintain a Certificate of Immunization, in paper or electronic format, for each student enrolled in school, in accordance with state regulations.

A sample Certificate of Immunization may be obtained from the Pennsylvania Department of Health: [Certificate of Immunization](#)

Provisional Attendance

State regulations require that any student who has not completed the full series of required immunizations and has not been exempted from immunization for medical or religious reasons will not be permitted to attend school.

If a student has not received a vaccine that only requires a single dose on the student's first day of attendance that school year, the student will not be admitted to school.

If a student has received at least one (1) dose of a multiple dose vaccine series by the first day of attendance that school year, the school administrator, school nurse or designee may provisionally admit the student when one (1) of the following occurs:

1. The student will receive the final dose in a multiple dose vaccine series within five (5) school days of the first day of attendance. The parent/guardian must provide proof of immunization on or before the fifth day of school attendance.
2. The student will receive the next scheduled dose in a multiple dose vaccine series within five (5) school days of the first day of attendance. The parent/guardian must provide a medical certificate on or before the fifth school day of attendance, scheduling the additional required doses and detailing the plan for completion of all required immunizations.
3. When the next dose in a multiple dose vaccine series is not medically appropriate during the five (5) school days following the first day of attendance, the parent/guardian must provide a medical certificate on or before the fifth school day, scheduling the additional required dose and detailing the plan for completion of all required immunizations.

The medical certificate shall contain the detailed plan to ensure completion of all required immunizations for a student who has been provisionally admitted. The immunization requirements must be completed in accordance with the requirements detailed in the medical certificate.

A sample medical certificate may be obtained from the Pennsylvania Department of Health:

Medical Certificate

The medical certificate will be reviewed at least every thirty (30) days by the school administrator, school nurse or designee. If, upon review, the requirements have not been met, the school administrator or designee may exclude the student from school.

Exceptions to Immunization Requirements

The immunization requirements of the state regulations do not apply to students in the following circumstances:

1. Homeless Students – the student has not been immunized or is unable to provide immunization records due to being homeless. The school will comply with laws, regulations and Board policy pertaining to homeless students.
2. Transfer Students – a student transferring into a school within the Commonwealth who is unable to provide immunization records immediately upon enrollment.

Parents/Guardians of transfer students will have thirty (30) days to:

- a. Provide the immunization records showing proof of required immunizations.
- b. Complete the required immunizations.
- c. Complete the medical certificate detailing the plan to complete the course of required immunizations for multiple dose vaccines.

A student who is unable to complete one (1) of the above requirements in thirty (30) days may be excluded at the end of the thirty-day period.

3. Foster Care Students – a student has not been immunized or is unable to provide immunization records due to being in foster care. The school will comply with laws, regulations and Board policy pertaining to foster care students.

Parents/Guardians of foster care students will have thirty (30) days to:

- a. Provide the immunization records showing proof of required immunizations.
- b. Complete the required immunizations.
- c. Complete the medical certificate detailing the plan to complete the course of required immunizations for multiple dose vaccines.

A student who is unable to complete one (1) of the above requirements in thirty (30) days may be excluded at the end of the thirty-day period.

Department of Health Temporary Waiver

The Pennsylvania Secretary of Health may issue a temporary waiver or suspension of the immunization requirements in cases where the Centers for Disease Control and Prevention recognize a nationwide shortage of a particular vaccine, or in the event a disaster impacts the ability of children transferring into a school to obtain immunizations or their immunization records.

School health staff will document a temporary suspension or waiver with the health records of students impacted by the suspension or waiver.

Reporting Immunization Data

The designated school administrator will report required immunization data to the Department of Health electronically by December 31 of each year, using a format and system provided by the Department of Health.

If the school will be unable to complete the report electronically, the designated school administrator will report the required immunization data to the Department of Health by December 15 of each year, using the form provided by the Department.

Duplicate reports will be submitted to the county health department if the school is located in a county with a full-time health administrator.

The school administrator or the administrator's designee will ensure that the school's identification information, including the name of the school, school address, county and school address, is correct, and will make any necessary corrections, prior to submitting the report.

Content of the reports will include the following information:

1. The month, day and year of the report.
2. The number of students attending school in each grade level, or in an ungraded school in each age group, as indicated on the reporting form.
3. The number of doses of each individual antigen given in each grade level, or in an ungraded school, in each age group, as indicated on the reporting form.
4. The number of students attending school who were classed as medical exemptions in each grade-level, or in an ungraded school, in each age group, as indicated on the reporting form.
5. The number of students attending school who were classed as religious exemptions in each grade level, or in an ungraded school, in each age group, as indicated on the reporting form.
6. The number of students provisionally admitted in each grade level or, in an ungraded school, in any age group as indicated on the reporting form.
7. The number of students in kindergarten or 7th grade, or in an ungraded school, twelve (12) years of age only, who were denied admission because of the student's inability to provide documentation of the required vaccine doses.
8. Other information as required by the Department of Health.

Resources

Resources from the Pennsylvania Department of Health will assist school staff in reviewing student health records and immunization documents to ensure compliance with state requirements, and communicate required information to parents/guardians and the community:

<https://www.health.pa.gov/topics/programs/immunizations/Pages/School.aspx>



Book	Policy Manual
Section	2000 Students
Title	Communicable Diseases / Attendance
Code	2003-AR-2
Status	Active
Adopted	September 8, 2020

Exclusion Of Students With Communicable Diseases

Students with any of the communicable diseases noted below will be excluded from school attendance for the days noted for each disease, in accordance with state regulations:

1. Chicken Pox – five (5) days from appearance of the first crop of vesicles, or when all the lesions have dried and crusted, whichever is sooner.
2. Diphtheria – two (2) weeks from onset or until appropriate negative culture tests.
3. German Measles (Rubella) – four (4) days from onset of rash.
4. Infectious Conjunctivitis (Pink Eye) – until no discharge is present.
5. Measles – four (4) days from onset of rash.
6. Mumps – nine (9) days from onset or until swelling subsides.
7. Neisseria Meningitidis (Meningitis) – until deemed noninfective after a course of medication or until otherwise shown to be noninfective.
8. Pertussis (Whooping Cough) – three (3) weeks from onset or five (5) days from commencement of appropriate antimicrobial therapy.
9. Respiratory Streptococcal Infections including Scarlet Fever – at least ten (10) days from the onset if no physician is in attendance or twenty-four (24) hours after commencement of appropriate antimicrobial therapy.
10. Tuberculosis – following a minimum of two (2) weeks adequate chemotherapy and three (3) consecutive negative morning sputum smears, if obtainable and a physician's statement that the student is able to return to school.

Students who have been excluded for the following communicable diseases will be permitted to return to school immediately following the first treatment:

1. Ringworm – body lesions, except those lesions that have dried, will be covered.
2. Pediculosis Capitis – reexamination for infestation will take place seven (7) days post treatment.

3. Scabies.

Students who have been excluded for the following communicable diseases will be permitted to return to school twenty-four (24) hours following the first appropriate treatment:

1. Impetigo Contagiosa (Impetigo).
2. Trachoma.

Students may be excluded from school for additional communicable diseases or infectious conditions as determined by guidance and communications to the school nurse or designated staff from the PA Department of Health or other state or local health officials.

A student who has experienced a communicable disease will be permitted to attend school when the student is free of symptoms and has observed the exclusion period, or when other designated criteria set forth in guidance from state or local health officials has been met. If there is a question about a student returning to school after a communicable disease, the school nurse will make the final decision, in coordination with state or local health officials.

Exclusion Of Students Showing Symptoms

Students with any of the symptoms noted below will be excluded from school attendance unless the student is determined by a school nurse or physician to be noncommunicable:

1. Mouth sores associated with inability to control saliva.
2. Rash with fever or behavioral change.
3. Purulent discharge from the eyes.
4. Productive cough with fever.
5. Oral or axillary temperature equal to or greater than 102 degrees Fahrenheit.
6. Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of severe illness.
7. Persistent vomiting.
8. Persistent diarrhea.

The school will maintain a record of the exclusion and the reasons prompting the exclusion.

Students may be excluded from school for additional designated symptoms or signs of infectious conditions based on health monitoring by the school nurse or other designated staff, in accordance with guidance and communications from the PA Department of Health or other state or local health officials, and the Board-approved health and safety plan.

Students who have been excluded for such symptoms will be readmitted when the school nurse or physician is satisfied that the condition is not communicable or until the student presents a statement from a physician that the student has recovered or is noninfectious, or when other designated criteria set forth in guidance from state or local health officials has been met.



Book	Policy Manual
Section	2000 Students
Title	Attendance
Code	2004
Status	Active
Adopted	January 14, 2014
Last Revised	September 12, 2023
Prior Revised Dates	September 11, 2018, January 15, 2019, November 10, 2020, August 9, 2022, March 14, 2023

Purpose

The Board of Trustees ("Board") recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[\[1\]](#)[\[2\]](#)

Authority

The Board requires attendance of all students enrolled in the Charter School during the days and hours that school is in session, except that authorized Charter School staff may excuse a student for temporary absences in accordance with applicable laws and regulations, Board policy and administrative procedures.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

Definitions

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than six (6) years of age, until the student reaches eighteen (18) years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[\[9\]](#)[\[17\]](#)

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[\[9\]](#)

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[\[9\]](#)

Person in parental relation shall mean a:[\[9\]](#)

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent student as defined by law.[\[18\]](#)

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[\[9\]](#)

Delegation of Responsibility

The Chief Executive Officer or designee shall ensure students enrolled in the Charter School comply with state attendance laws and regulations, and shall be responsible for the implementation and enforcement of this policy.

Charter School staff shall communicate attendance information to the school district of residence, in accordance with the law.[\[10\]](#)

The Chief Executive Officer or designee shall annually notify staff, students and parent/guardians about the Charter School's attendance policy and school rules and procedures governing student attendance, absences and excusals by publishing such information in the student handbook.[\[1\]](#)

The Chief Executive Officer or designee shall develop administrative procedures for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with the law.[\[10\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans and referrals to a school-based or community-based school attendance improvement program, the local children and youth agency or the appropriate judge.

Guidelines

Compulsory School Attendance Requirements

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program.[\[3\]](#)[\[6\]](#)[\[13\]](#)[\[14\]](#)

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school for all or part of the school day:

1. Illness, including if a student is dismissed by designated Charter School staff during school hours for health-related reasons.[\[4\]](#)[\[7\]](#)
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[\[2\]](#)
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.

8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request. [\[1\]](#)[\[2\]](#)
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit for an event or funeral, provided the organization or unit provides the student with a signed excuse, including the date, location and time of the event or funeral. The student must provide the signed excuse to the Charter School prior to excusal. [\[7\]](#)
10. Observance of a religious holiday observed by a bona fide religious group, upon prior written parental request. [\[15\]](#)
11. Non-school sponsored educational tours or trips, if the following conditions are met: [\[7\]](#)[\[16\]](#)
 1. The parent/guardian submits a written request for excusal prior to the absence.
 2. The student's participation has been approved by the Chief Executive Officer or designee.
 3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Chief Executive Officer or designee.
12. Students participating in a religious instruction program, if the following conditions are met: [\[15\]](#)
 1. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 2. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 3. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
13. College or postsecondary institution visit, with prior approval.
14. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness, foster care and other forms of educational instability. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The Board may limit the number and duration of non-school sponsored educational tours or trips, college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Parental Notice of Absence –

Absences shall be treated as unexcused/unlawful until the Charter School receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused/unlawful absence. [\[9\]](#)

Parental Notification –

Charter School staff shall provide notice to the person in parental relation upon each incident of unexcused/unlawful absence.

Enforcement of Compulsory School Attendance Requirements

Proper student accounting is an important aspect of education that is mandated by law and regulations, and shall be strictly adhered to by Charter School staff.[\[1\]](#)[\[10\]](#)

Designated Charter School employees shall be responsible for preparing and submitting complete and accurate student accounting information for those students enrolled in the Charter School.[\[10\]](#)

Student is Truant –

When a student has been absent for three (3) days during the current school year without a lawful excuse, Charter School staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[\[11\]](#)

The notice shall:[\[11\]](#)

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the Charter School and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[\[11\]](#)

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, Charter School staff shall offer a School Attendance Improvement Conference.[\[11\]](#)

School Attendance Improvement Conference –

Charter School staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.[\[11\]](#)

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[\[9\]](#)

The following individuals shall be invited to the School Attendance Improvement Conference:[\[9\]](#)

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate Charter School personnel.
5. Recommended service providers.

The student and the person in parental relation shall not be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[\[11\]](#)

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student, and the appropriate Charter School staff.[\[11\]](#)

The Charter School may not take further action to address unexcused/unlawful absences until after the scheduled School Attendance Improvement Conference has been held and the student has incurred six (6) or more days of unexcused/unlawful absences.[\[19\]](#)

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, Charter School staff:[\[12\]](#)

1. Shall refer the student to:
 1. A school-based or community-based attendance improvement program; or
 2. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, Charter School staff shall:[\[12\]](#)

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

Charter School staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[\[12\]](#)

Regardless of age, when Charter School staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, Charter School staff shall provide verification that the Charter School held a School Attendance Improvement Conference.[\[12\]](#)

Filing a Citation –

A citation against the student or person in parental relation shall be filed in the office of the appropriate judge whose jurisdiction includes the Charter School student's residence.[\[19\]](#)[\[21\]](#)

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[\[19\]](#)[\[20\]](#)

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall act in accordance with established Board policy and administrative procedures to address the student's needs in accordance with applicable law, regulations and Board policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

Discipline

The Charter School shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[\[11\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

- [1. 24 P.S. 1732-A](#)
- [2. 22 PA Code 11.41](#)
- [3. 24 P.S. 1327](#)
- [4. 24 P.S. 1329](#)
- [5. 24 P.S. 1330](#)
- [6. 22 PA Code 11.23](#)
- [7. 22 PA Code 11.25](#)
- [8. 22 PA Code 12.1](#)
- [9. 24 P.S. 1326](#)
- [10. 22 PA Code 11.13](#)
- [11. 42 Pa. C.S.A. 6302](#)
- [12. 24 P.S. 1332](#)
- [13. 22 PA Code 11.28](#)
- [14. 22 PA Code 11.8](#)
- [17. 22 PA Code 11.21](#)
- [18. 22 PA Code 11.26](#)
- [19. 24 P.S. 1333](#)
- [20. 24 P.S. 1333.1](#)
- [21. 24 P.S. 1333.2](#)



Book	Policy Manual
Section	2000 Students
Title	Compulsory Attendance / Unexcused Absences
Code	2004-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023
Prior Revised Dates	July 26, 2022, January 12, 2023

The following words, when used in this administrative regulation, have the following meaning, except where the context clearly indicates or requires a different meaning:

Citation means a non-traffic citation or private criminal complaint.

Compulsory school age means the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which will be no later than six (6) years of age until the student reaches eighteen (18) years of age. The term does not include a student who holds a certificate of graduation from a regularly, accredited, licensed, registered, or approved high school.

Habitually truant means six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

Offense means each citation filed with a magisterial district judge for a violation of the requirement for compulsory school attendance, regardless of the number of unexcused absences alleged in the citation.

Person in parental relation means a:

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parents.
3. Guardian of the person of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

The term does not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child defined under 42 Pa. C.S. §6302 (relating to definitions).

School attendance improvement conference (SAIC) means a conference where the student's absences and the reasons for the absences are examined in an effort to improve attendance, with or without additional services. This conference must be held prior to a school initiating truancy proceedings against a student and person in parental relation.

School attendance improvement plan means the form created by the Pennsylvania Department of Education (PDE), or a similar form, to document the outcome and next steps of the school attendance improvement conference.

School-based or community-based attendance improvement program means a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.

School day means the length of time that a student subject to compulsory school attendance is expected to be receiving instruction during a calendar day, as determined by the Board.

Truant means having incurred three (3) or more school days unexcused absences during the current school year by a student subject to compulsory school attendance.

Unexcused absence means an absence from school which is not permitted by state law or Board policy and for which an approved explanation has not been submitted within the time period and in the matter prescribed by the Board. An out-of-school suspension will not be considered an unexcused absence.

It is mandatory for all students of compulsory school age residing in the state to attend a school in which all required subjects and activities are taught.

Attendance

All students of compulsory school age who either:

1. Reside in the Commonwealth of Pennsylvania,
2. Qualify for attendance in the Commonwealth of Pennsylvania but are not currently enrolled in any school,
3. Attend district schools on a tuition basis, are required to comply with the adopted Board policy governing attendance.

Designated staff in each school will be responsible for monitoring and maintaining records of each student's attendance.

School Response to Absences

The school is a critical part of a student's support system, and school staff have a significant opportunity to assist students and their families to comply with attendance requirements.

Staff will treat all absences as unexcused until a written excuse explaining the absence is submitted within three (3) days of the absence.

If the designated employee discovers that a student is unable to attend school because of a lack of clothing or food, they will report the case to a suitable relief agency operating in the district or to the appropriate county agency for investigation and relief.

Teachers can be the first line of defense for compulsory attendance, as they are the first to recognize students with possible attendance issues. Teachers will implement a plan of action that includes, but is not limited to:

1. Distributing and reviewing with students and families the adopted Board policies governing attendance and student responsibilities.
2. Meeting individually with students to discuss reasons for absence.
3. Providing feedback to designated district staff.
4. Making referrals to guidance counselors.

5. Cooperating with the Student Assistance Program, as appropriate.
6. Attending the school attendance improvement conference, as necessary.
7. Contributing, as necessary, to the development of the school attendance improvement plan.

Response to Unexcused Absences

The person in parental relation of a compulsory school age student is subject to penalties if compulsory attendance requirements are not met.

The designated school employee will make every effort to work collaboratively with the person in parental relation to address the truancy of a student and will not initiate formal action until an SAIC has been held and the student is habitually truant.

First Unexcused Absence –

Designated school staff will send to the person in parental relation a notice about the unexcused absence. The notice will be in the preferred language of the person in parental relation, will contain a description of the consequences that will follow if the student becomes habitually truant, and the name and telephone number of the school employee that the person in parental relation should contact to discuss the student's unexcused absence.

Second Unexcused Absences –

Designated staff will send to the person in parental relation a notice of a second unexcused absence. The notice will contain a description of the consequences that will follow if the student becomes habitually truant, and the name and telephone number of the school contact. The second notice will include offer of district assistance and will be in the preferred language of the person in parental relation. A school conference is required.

Third Unexcused Absences –

Designated school staff will send notice to the person in parental relation, in writing, within ten (10) school days of the student's third unexcused absence, that contains a description of the consequences that will follow if the student becomes habitually truant, and the name and telephone number of the school contact. The third notice will include another offer of school assistance and will be in the preferred language of the person in parental relation. A School Attendance Improvement Conference (SAIC) is required, and Student Attendance Improvement Plan will be created.

Participants invited to the School Attendance Improvement Conference (SAIC) must include, but not be limited to:

1. The student.
2. The student's person in parental relation.
3. Other individuals as identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

While active participation by the student and family members is an integral component of this conference, there is no legal requirement for either the student or person in parental relation to attend the school attendance improvement conference. The school should make every attempt to conduct the SAIC with the person in parental relation present, to identify and resolve the root causes of truancy, and contribute to the group discussion their unique knowledge about the student and the student's environment.

In an attempt to encourage participation, the school should provide written notice and communicate with the person in parental relation via telephone. The school will hold the SAIC even if the person in parental relation declines to participate or fails to attend.

Issues that should be addressed in the SAIC include, but are not limited to:

1. Appropriateness of the student's educational environment.
2. Possible elements of the school environment that inhibit student success.
3. Student's current academic level and needs.
4. Social, emotional, physical, mental and behavioral issues.
5. Issues concerning family and home environment.
6. Any other issues affecting the student's attendance.

The school will document the outcome of the SAIC in a written school attendance improvement plan which can include: access to academic and social/health supports from the district and community organizations; an outline of family/parental and student responsibilities; and levels of performance monitoring that include rewards and consequences.

The school will use a form similar to the School Attendance Improvement Plan Form, created by PDE, to document the school attendance improvement conference.

At the end of the school attendance improvement conference, all parties present should sign the school attendance improvement plan. The student and person in parental relation will be provided a copy of the school attendance improvement plan, regardless of whether they attended.

When the student and/or person in parental relation is/are in attendance at the school attendance improvement conference, the designated school staff member will ensure that the student and the person in parental relation clearly understand the consequences that follow a violation of the compulsory attendance requirements.

Subsequent Unexcused Absences –

When a school attendance improvement plan is in place for a student who is not yet habitually truant, and the student is subsequently unlawfully absent at any point within the school year, meaning four (4) to five (5) school days of unexcused absences, the designated school staff will send to the person in parental relation, by and via any additional mode of communication previously successful with the person in parental relation, an official notice of unexcused absence. The notice will inform the person in parental relation that the school attendance improvement plan has been violated and that once the student reaches six (6) unexcused absences, formal truancy proceedings will be initiated.

When a school attendance improvement plan is in place and the student is subsequently unlawfully absent at any point within the school year, thus amounting to six (6) or more school days of unexcused absences, the designated school staff will send to the person in parental relation, by and via any additional mode of communication previously successful with the person in parental relation, an official notice to inform the person in parental relation that the school attendance improvement plan has been violated and formal truancy proceedings will be initiated.

At any time when:

1. A school attendance improvement plan has been violated,
2. Notice has been sent to the person in parental relation that formal action will be initiated, and
3. The student is habitually truant, the designated school staff will initiate truancy proceedings.

Penalties for Violations

When referring a habitually truant student of any age to the county children and youth agency or filing a citation, the school must provide verification that the SAIC was held, generally by submitting the school attendance improvement plan.

Habitually truant students under fifteen (15) years of age -

1. The designated school staff will refer the student to either:
 - a. A school-based or community-based attendance improvement program, or
 - b. The county children and youth agency for:
 1. Services, or
 2. Possible disposition as a dependent child.
2. The designated school staff may, but are not required to, file a truancy citation against the person in parental relation to the student who resides in the same household as the student.

Habitually truant students fifteen (15) years of age and older -

1. The designated school staff will either:
 - a. Refer the student to a school-based or community-based attendance improvement program, or
 - b. File a citation against the student or person in parental relation to the student who resides in the same household as the student.
2. If a student fifteen (15) years of age or older continues to accrue additional absences after a school refers the student to a school-based or community-based attendance improvement program or refuses to participate in an attendance improvement program, the school may refer the student to the county children and youth agency for possible disposition as a dependent child.

Citations and Proceedings

The designated school staff will file a truancy citation with the magisterial district judge where the student resides.

When a citation is filed against a student or person in parental relation to the student who resides in the same household as the student, the magisterial district judge will provide notice of the hearing to the school, person in parental relation, the student, and the county children and youth agency.

At the hearing, the district must prove beyond a reasonable doubt that the student was subject to the compulsory attendance law and was, without legal justification, habitually truant. The person in parental relation may demonstrate, by a preponderance of the evidence, that they took every reasonable step to ensure the attendance of the student at school.

Before entering a sentence, the magisterial district judge will permit the school, person in parental relation to the student, or student to present relevant information, such as the student's attendance since the citation was filed, to assist the judge in making an informed decision regarding an appropriate sentence.

A person convicted of a violation of the compulsory attendance laws may be sentenced to pay a fine for the benefit of the school, sentenced to perform community service, or required to complete an appropriate course or program designed to improve school attendance.

If within a three-year period a student or person in parental relation is convicted of a second or subsequent offense, the court must refer the student to the county children and youth agency for services or possible disposition as a dependent child under the Juvenile Act.

The designated school staff will not file a citation against a student or person in parental relation for a subsequent violation of compulsory school attendance if:

1. A proceeding is already pending against the student or person in parental relation and judgment in the first proceeding has not yet been entered, unless a warrant has been issued for failure of the student or person in parental relation to appear before the court and the warrant has not yet been served.

2. A referral for services has been made to the county children and youth agency under this subdivision, the agency has not closed the case, and the educational entity has not consulted with the county children and youth agency prior to filing the petition.
3. A petition has been filed alleging the student is dependent due to being habitually truant, relative to juvenile matters, and the case remains under the jurisdiction of the juvenile court.

Fines

For the first offense, the fine may not exceed \$300, together with court costs.

For the second offense, a person in parental relation may not be fined more than \$500, together with court costs.

For a third and any subsequent offense, a person in parental relation may not be fined more than \$750, together with court costs.

Failure to Comply with Penalties

If a person in parental relation fails to comply with the penalties imposed, that person may be sentenced to jail for up to three (3) days if the court determines that the person in parental relation had reasonable ability to comply with the penalty and that noncompliance was willful.

If a student fails to satisfy the penalties imposed:

1. Such act will not be considered delinquent but may result in a dependency determination under the Juvenile Act.
2. The magisterial district judge may send the record of conviction to the Pennsylvania Department of Transportation.
 - a. If the Department of Transportation receives such a record, it is required to take action against the student's operating privileges. The Department will suspend for ninety (90) days the operating privilege of any student upon receiving a certified record that the student was convicted of violating the compulsory attendance requirements. If the Department receives a second or subsequent conviction for a student's violation, the Department will suspend the student's operating privilege for six (6) months.
 - b. Any student whose record is received by the Department and who does not have a driver's license will be ineligible to apply for a driver's license for the time periods specified above. If the student is under sixteen (16) years of age when convicted, suspension of operating privileges will commence for the time specified above.

Nothing in this section will be construed to apply to a person in parental relation whose child or children are in a home education program.

Homeless and Unaccompanied Youth/Children in Foster Care

The Every Student Succeeds Act, the McKinney-Vento Homeless Assistance Act, and the Fostering Connections to Success and Increasing Adoptions Act require that states, local education agencies, and schools work to remove barriers to the education of homeless students, unaccompanied youth, and children in foster care. Such barriers include those related to enrollment and retention due to absences.

Designated school staff will not count as unexcused those absences that occur due to homelessness, the transience of unaccompanied youth, or the fluctuation of foster care placements.

Designated school staff should use the school attendance improvement conferences as a means to identify the root causes of students' absenteeism, such as homelessness, frequent household shifts, absence of consistency and stability, and a lack of transportation, which should all be captured in the school attendance improvement plan. The school attendance improvement plan should clearly delineate the school responsible for complying with the compulsory attendance laws (school of origin, school of residence, etc.) as well as the school(s) responsible for implementing various portions of the school attendance improvement plan.

The school must consider the living situation of each unaccompanied youth to determine whether it is appropriate to file citations against the person in parental relation. The charter school may consider contacting children and youth to link the youth with services.



Book	Policy Manual
Section	2000 Students
Title	1st Unexcused Absence
Code	2004-AR-2
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023
Prior Revised Dates	November 10, 2020, September 14, 2021, July 26, 2022, August 30, 2022, December 13, 2022

Date:

Name of person in parental relation

Address

City, State, ZIP Code

Re: 1st Unexcused Absence

Dear (Name),

On (DATE), (STUDENT NAME) (STUDENT ID) failed to meet their attendance requirement. Students are required to log into the Infinite Campus Student Portal each academic day (Monday through Friday, except for holidays or scheduled days off when school is not in session). If a student fails to log in on an academic day and does not submit an excuse note by the guardian within the required time period, this is considered an unexcused absence.

Please note this is the first unexcused absence notice we have sent regarding your student. Engaging in every lesson - each week is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students of compulsory school age are required to attend school. The attendance requirements are detailed in the Student/Parent Handbook that both you and your student received and read at the start of the school year. Failure to meet the attendance requirements in the future will result in additional truancy notifications and interventions.

If you believe this notice is inaccurate, have any questions, or need further information, please email your student's Academic Advisor – (ACADEMIC ADVISOR NAME), (ACADEMIC ADVISOR EMAIL). Otherwise, please email an excuse note to Attendance.

Sincerely,
21st Century Cyber Charter School
484-875-5400



Book	Policy Manual
Section	2000 Students
Title	2nd Unexcused Absence
Code	2004-AR-3
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023
Prior Revised Dates	November 10, 2020, September 14, 2021, July 26, 2022, August 30, 2022, December 13, 2022

Date:

Name of person in parental relation

Address

City, State, ZIP Code

Re: 2nd Unexcused Absence

Dear (Name),

On (DATE), (STUDENT NAME) (STUDENT ID) failed to meet their attendance requirement. Students are required to log into the Infinite Campus Student Portal each academic day (Monday through Friday, except for holidays or scheduled days off when school is not in session). If a student fails to log in on an academic day and does not submit an excuse note by the guardian within the required time period, this is considered an unexcused absence.

Please note this is the second unexcused absence notice we have sent regarding your student. Engaging in every lesson in each class during each week is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students of compulsory school age are required to attend school. The attendance requirements are detailed in the Student/Parent Handbook that both you and your student received and read at the start of the school year. Failure to meet the attendance requirements in the future will result in additional truancy notifications and interventions.

A conference is required with your student's Academic Advisor. Please call your student's Academic Advisor – (ACADEMIC ADVISOR NAME), (ACADEMIC ADVISOR PHONE) (ACADEMIC ADVISOR EMAIL) to set up a time so that we may work together to ensure your student's educational success.

Sincerely,
21st Century Cyber Charter School
484-875-5400



Book	Policy Manual
Section	2000 Students
Title	3rd Unexcused Absence
Code	2004-AR-4
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023
Prior Revised Dates	November 10, 2020, September 14, 2021, July 27, 2022, August 30, 2022

Date:

Name of person in parental relation

Address

City, State, ZIP Code

Re: 3rd Unexcused Absence

Dear (Name),

On (DATE), (STUDENT NAME) (STUDENT ID) failed to meet their attendance requirement. Students are required to log into the Infinite Campus Student Portal each academic day (Monday through Friday, except for holidays or scheduled days off when school is not in session). If a student fails to log in on an academic day and does not submit an excuse note by the guardian within the required time period, this is considered an unexcused absence.

Please note this is the third unexcused absence notice we have sent regarding your student. Your student is now considered to be truant. Engaging in every lesson in each class during each week is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students of compulsory school age are required to attend school. The attendance requirements are detailed in the Student/Parent Handbook that both you and your student received and read at the start of the school year.

When a student reaches a third unexcused absence, the parent/guardian and student are required to participate in a Student Attendance Improvement Conference (SAIC) with your student's school counselor to discuss possible supports to avoid further levels of truancy. Please contact your student's school counselor (SCHOOL COUNSELOR NAME), immediately to set up this conference. A Student Attendance Improvement Plan (SAIP) will be put into place at this time. Additional levels of truancy may lead to a referral to a school-based or community-based attendance improvement program or to the Children Youth and Family Agency (CYS). In addition, a citation may be filed for habitual truancy and may result in your child's removal from the Charter School's rolls due to lack of attendance per 22 PA Code 11.24.

Please call your student's school counselor (SCHOOL COUNSELOR NAME) (SCHOOL COUNSELOR PHONE) to set up a time so that we may work together to ensure your student's educational success.

Sincerely,
21st Century Cyber Charter School
484-875-5400

Copy mailed to district of residence, [HOME DISTRICT]



Book	Policy Manual
Section	2000 Students
Title	4th Unexcused Absence
Code	2004-AR-5
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023
Prior Revised Dates	November 10, 2020, September 14, 2021, July 27, 2022

Date:

Name of person in parental relation

Address

City, State, ZIP Code

Re: 4th Unexcused Absence

Dear (Name),

On (DATE), (STUDENT NAME) (STUDENT ID) failed to meet their attendance requirement. Students are required to log into the Infinite Campus Student Portal each academic day (Monday through Friday, except for holidays or scheduled days off when school is not in session). If a student fails to log in on an academic day and does not submit an excuse note by the guardian within the required time period, this is considered an unexcused absence.

Please note this is the fourth unexcused absence notice we have sent regarding your student. Engaging in every lesson each week is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students of compulsory school age are required to attend school. The attendance requirements are detailed in the Student/Parent Handbook that both you and your student received and read at the start of the school year.

When a student reaches a fourth unexcused absence, the parent/guardian and student are required to participate in a conference with your student's assistant principal to discuss possible supports to ensure your student is checking in and engaging in their school work daily. The Student Attendance Improvement Plan (SAIP) will be reviewed at this time. Additional levels of truancy may lead to a

referral to a school-based or community-based attendance improvement program or to the Children Youth and Family Agency (CYS). In addition, a citation may be filed for habitual truancy and may result in your student's removal from the Charter School's rolls due to lack of attendance per 22 PA Code 11.24.

Please call the Assistant Principal (ASSISTANT PRINCIPAL NAME) at (ASSISTANT PRINCIPAL PHONE) to set up a time to meet so that we may work together to ensure your student's educational success.

Sincerely,
21st Century Cyber Charter School
484-875-5400

Copy mailed to district of residence, [HOME DISTRICT]



Book	Policy Manual
Section	2000 Students
Title	5th Unexcused Absence
Code	2004-AR-6
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023
Prior Revised Dates	November 10, 2020, September 14, 2021, July 27, 2022

Date:

Name of person in parental relation

Address

City, State, ZIP Code

Re: 5th Unexcused Absence

Dear (Name),

On (DATE), (STUDENT NAME) (STUDENT ID) failed to meet their attendance requirement. Students are required to log into the Infinite Campus Student Portal each academic day (Monday through Friday, except for holidays or scheduled days off when school is not in session). If a student fails to log in on an academic day and does not submit an excuse note by the guardian within the required time period, this is considered an unexcused absence.

Please note this is the fifth unexcused absence notice we have sent regarding your student. Engaging in every lesson each week is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students of compulsory school age are required to attend school. The attendance requirements are detailed in the Student/Parent Handbook that both you and your student received and read at the start of the school year.

When a student reaches a fifth unexcused absence, the parent/guardian and student are required to participate in a home visit to discuss possible supports to ensure your student is checking in and engaging in their school work daily. Please contact one of the Home and School Liaisons (Home and School Liaison NAME) or (Home and School Liaison NAME) immediately to set up this visit. The Student Attendance Improvement Plan (SAIP) will be reviewed at this time. Email and other

restrictions may be imposed. Additional levels of truancy may lead to a referral to a school-based or community-based attendance improvement program or to the Children Youth and Family Agency (CYS). In addition, a citation may be filed for habitual truancy and may result in your child's removal from the Charter School's rolls due to lack of attendance per 22 PA Code 11.24.

Please contact one of the Home and School Liaisons (HOME AND SCHOOL LIAISON NAME) at (HOME AND SCHOOL LIAISON PHONE) or (HOME AND SCHOOL LIAISON NAME) at (HOME AND SCHOOL LIAISON PHONE) immediately to schedule your student's home visit so that we may work together to ensure your student's educational success.

Sincerely,
21st Century Cyber Charter School
484-875-5400

Copy mailed to district of residence, [HOME DISTRICT]



Book	Policy Manual
Section	2000 Students
Title	6th Unexcused Absence
Code	2004-AR-7
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023
Prior Revised Dates	November 10, 2020, September 14, 2021, July 27, 2022

Date:

Name of person in parental relation

Address

City, State, ZIP Code

Re: 6th or More Unexcused Absences

Dear (Name),

On (DATE), (STUDENT NAME) (STUDENT ID) failed to meet their attendance requirement. Students are required to log into the Infinite Campus Student Portal each academic day (Monday through Friday, except for holidays or scheduled days off when school is not in session). If a student fails to log in on an academic day and does not submit an excuse note by the guardian within the required time period, this is considered an unexcused absence.

Please note this is the sixth unexcused absence notice we have sent regarding your student. Your student is now considered to be habitually truant. Engaging in every lesson each week is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students of compulsory school age are required to attend school. The attendance requirements are detailed in the Student/Parent Handbook that both you and your student received and read at the start of the school year.

When a student reaches their sixth or more unexcused absence, the guardian and student are required to participate in a conference with your student's principal to discuss possible supports to ensure your student is checking in and engaging in their school work daily. Please contact your student's principal (PRINCIPAL NAME) immediately to set up this conference. The Student Attendance Improvement Plan (SAIP) will be reviewed at this time. Email and other restrictions may be imposed. A referral shall be made to either (1) a school-based or community-based attendance improvement program and/or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent under the Juvenile Act. A citation may be filed with the student's local District Magistrate. If unexcused absences continue, your student may be removed from the Charter School's active membership rolls due to lack of attendance per 22 PA code 11.24

Please contact your student's Principal (MS or HS PRINCIPAL NAME) at (MS OR HS PRINCIPAL PHONE), immediately to schedule your in-person truancy conference.

Sincerely,
21st Century Cyber Charter School
484-875-5400

Copy mailed to district of residence, [HOME DISTRICT]



Book	Policy Manual
Section	2000 Students
Title	School Attendance Improvement Plan Form
Code	2004-AR-8
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023
Prior Revised Dates	November 10, 2020, September 14, 2021

School Attendance Improvement Plan (SAIP)

Basic Student Information

Name of Student and Student ID:

Home Address:

Special Needs/IEP (Yes or No):

Grade Level:

Parent Information

Parent/ Guardian Relationship to Student:

Name of Parent/Guardian:

Home Address:

Home Phone:

Cell Phone:

Email Address:

Parent/ Guardian Relationship to Student:

Name of Parent/Guardian:

Home Address:

Home Phone:

Cell Phone:

Email Address:

Goals

Goal:

Projected Date of Attendance Improvement:

Date of SAIP Meeting:

List of those who attended the SAIP and Role/Relationship to student

Strengths of Student/Family

Description	Relevance to the Plan

General Information Regarding Family Habits/Routines

Does the student have siblings, step, or half-sibling, or are other children or young adults living in the household (Yes or No)?

If Yes, who:

With whom does the student live during the week?

What time does the student wake up on a school day?

Additional Information/Comments:

Assessment/Areas of Need

Primary	Secondary

Additional Information/Comments:

Solutions

Description	Responsible Party(ies)	Projected Completion Date

Specific Potential Benefits to Student for Improved Attendance with Plan

Short Term Benefit	Long Term Benefit

Specific Potential Consequences for Non-improvement/Decline of Attendance

Short Term Consequence	Long Term Consequence

This SAIP was created collaboratively to

- Assist the student in improving attendance;
 - Enlist my/your support as the parent(s)/guardian(s); and
 - Document the school's attempts to provide resources to promote the educational success of the student.
-
- **We agree with this plan, including all requirements and consequences set forth herein, and we agree to comply with the terms set forth in the Plan.**
 - **We disagree and refuse the terms set forth in the plan.**

Please sign below:

Student: Date:

Parent or Guardian: Date:

Parent or Guardian: Date:

Should we the Parent/Guardian have difficulty in implementing the plan or are not clear on the roles of each party, we can contact the school personnel provided within the truancy notice letter with questions or concerns prior to the scheduled progress meeting.

The student, parents, and school should be provided a copy of this form regardless of attendance.



Book	Policy Manual
Section	2000 Students
Title	School Attendance Improvement Plan
Code	2004-AR-9
Status	Active
Adopted	September 8, 2020

The School Attendance Improvement Plan (SAIP) is a comprehensive plan that addresses the specific needs of the truant student. The SAIP is most effective when developed collaboratively by the participants at a School Attendance Improvement Conference (SAIC). The SAIP needs to be understood, agreed upon and supported by the student, person in parental relation, school representative and all other conference participants.

The SAIP will substantiate efforts made by the school, family, and other vested third parties to assist the student in addressing and resolving school attendance issues. This comprehensive system of supports and services will provide documentation of the good faith efforts between the school and the student's family if future action is required, such as possible citation filed with the magisterial district judge and/or referral to the county children and youth agency which may depend upon whether the student is under or over fifteen (15) years of age.

The SAIP should include, but not be limited to, the following components, as appropriate:

1. Information about the student and a summary of the student's attendance record.
2. Explanation of both the student's and family's strengths and responsibilities related to the SAIP, including each strength's relevance to the plan.
3. Assessment of the home and school environment to identify areas of need:
 - a. Root cause(s) of truancy – it is crucial, yet sometimes overlooked, to build rapport regarding the:
 - i. Student's academic, social, physical, mental, behavioral health issues.
 - ii. Person in parental relation's home environment, work schedules, unsupervised time for student, special circumstances, etc.
 - iii. School's environment, student's interaction with other adults and with other students, school schedule, etc.
4. Solutions to address these issues:
 - a. Involving the student in programs and services available in the school or community.
 - b. If the student has plans for employment or further schooling after high school graduation, then appropriate activities could include:

- i. Discussing the ramifications of any future absences and how they could negatively impact those future plans.
5. Identification and provision of appropriate academic supports by the school and/or community organizations.
6. Discussion of the potential benefits for successfully implementing the SAIP.
 - a. Benefits could include better grades for the student, graduation, higher graduation rates for the school, more involved community members, improved self-esteem, better relationship with the person in parental relation and other adults, etc.
7. Explanation of the potential consequences for each stakeholder if the SAIP is not fully implemented.
 - a. Outline consequences for the student, person in parental relation, school, and other participants if they do not follow through with the recommendations of the SAIP.
8. The student, person in parental relation and school official will be asked to sign and date the SAIP as verification that all parties understand and agree to all components of the SAIP.

The following actions will take place during the SAIP follow-up meeting:

1. Each responsible party listed in the Solutions section will report on the progress of their area of responsibility.
2. The group members will list the outcome(s) of the SAIP and outline next steps, if any.
3. The student, person in parental relation and school official will again be asked to sign and date the SAIP.
4. A copy of the SAIP will be retained in the student's file. A copy of the SAIP must be provided to the student, person in parental relation and appropriate school personnel.



Book	Policy Manual
Section	2000 Students
Title	Contests for Students
Code	2005
Status	Active
Adopted	March 10, 2015
Last Revised	September 10, 2019

Purpose

The Board approves the discriminative promotion and involvement of the school in contests available to students. Each contest opportunity shall be evaluated by the CEO, Director of Curriculum, Instruction & Assessment and/or the principal(s) and only those contests which they adjudge to have intrinsic educational value to the students shall be endorsed and/or promoted.

Authority

The school shall endeavor to protect students from being proselytized by out-of-school organizations which take advantage of students' time and talents to promote the organizations' objectives.

The participation of students in contests sponsored by non-school agencies or organizations shall normally be voluntary on the part of students and shall not be required as part of the official school program, except as approved by the CEO, Director of Curriculum, Instruction & Assessment and/or Principal(s) in special cases.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book	Policy Manual
Section	2000 Students
Title	Confidential Communication of Students
Code	2006
Status	Active
Adopted	March 10, 2015
Last Revised	September 10, 2019

Purpose

The Board recognizes that some written and oral communications between students and school personnel are confidential.

Authority (Title 22 Sec. 12.12; Title 22 Sec. 12.12 42 PS Sec. 5945, 8337)

The Board directs school personnel to comply with all federal and state laws, state Board regulations and Board policy concerning confidential communications of students.

Information received in confidence from a student may be revealed by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy and/or when mandatory reporting requirements are triggered.

Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceedings.

Delegation of Responsibility

In qualifying circumstances, a staff member may reveal confidential information to the principal and other appropriate authorities.

In qualifying circumstances, the principal and/or CEO may reveal confidential information to a student's parent or legal guardian and other appropriate authorities, including law enforcement personnel.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book	Policy Manual
Section	2000 Students
Title	Procedures for Confidential Communication of Students
Code	2006-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

Guidelines

Information received in confidence from a student may be revealed to the student's parent/guardian, principal or other appropriate authority by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy.

Use of a student's confidential communications to school personnel in legal proceedings is governed by laws and regulations appropriate to the proceedings.



Book	Policy Manual
Section	2000 Students
Title	Health Services
Code	2009
Status	Active
Adopted	September 11, 2018
Last Revised	November 10, 2020

Purpose

The Board of Trustees (Board) directs that an organized student health services program shall be conducted in the Charter School. The goal of student health services is to help students maintain an optimum state of health so that they can participate fully in their educational experience, and to ensure a healthy school community.[\[1\]](#)

Definitions

For purposes of this policy, an examination, whether medical or dental, shall mean a general examination conducted by a licensed practitioner in accordance with the standards established by the Pennsylvania Department of Health.[\[2\]](#)

School nurse shall mean a licensed registered nurse properly certificated as a school nurse.[\[3\]](#)

Health monitoring, for purposes of this policy, shall mean screening or monitoring for specific symptoms that may indicate the presence of a communicable disease, in accordance with guidance from state and local health officials, including the Centers for Disease Control and Prevention ("CDC"), the Pennsylvania Department of Health and the Pennsylvania Department of Education.

Authority

In compliance with law and regulations, the Charter School shall provide the following health services to students:[\[4\]](#)[\[5\]](#)[\[6\]](#)

1. School nurse services;
2. Medical and dental examinations;
3. Vision and hearing screening tests;
4. Height and weight measurements including BMI and BMI percentile;
5. Scoliosis screenings; and
6. Maintenance of medical and dental records.

Delegation of Responsibility

The Chief Executive Officer or designee shall instruct all staff members to continually observe students for conditions that indicate health problems or disability and to promptly report such conditions to the school nurse or designated staff.[\[4\]](#)

Where a Charter School health official or a staff member has reasonable cause to suspect that a student may be the victim of child abuse, the school employee shall make a report of suspected child abuse in accordance with law and Board policy.

The Chief Executive Officer or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).[\[7\]](#)

Guidelines

School Nurse Services

Every student shall be provided with school nurse services in accordance with law and regulations. The number of students under the care of each school nurse shall not exceed 1,500 students.[\[10\]](#)[\[4\]](#)[\[8\]](#)[\[9\]](#)

Examinations/Screenings

Medical and dental examinations shall be conducted in order to:[\[4\]](#)[\[5\]](#)

1. Protect the school community from the spread of communicable disease.
2. Ensure that the student's participation in health, safety and physical education courses satisfies the student's individual needs.
3. Ensure that the learning potential of each student is not lessened by a remediable physical disability.

A private medical and/or dental examination conducted at the parents'/guardians' request and expense shall be accepted in lieu of the school examinations. The Charter School shall accept reports of privately conducted medical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.[\[11\]](#)[\[12\]](#)[\[13\]](#)

The school nurse or medical technician shall administer to each student vision tests, hearing tests, scoliosis tests, other tests deemed advisable, and height and weight measurements, at intervals established by the Charter School. Height and weight measurements shall be used to calculate the student's Body Mass Index (BMI).[\[2\]](#)[\[4\]](#)

A student who presents a statement signed by the parent/guardian that a medical examination is contrary to the student's or parent's/guardian's religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the student if the student is not examined for those conditions.[\[14\]](#)[\[15\]](#)

Where it appears to Charter School health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring medical or dental care, the parent/guardian shall be notified of the apparent need for a special examination by the student's private physician or dentist. The parent/guardian shall report to the Charter School whether a special examination occurred. If the parent/guardian fails to report whether the examination occurred within a reasonable time after being notified of the apparent need and the abnormal condition persists, appropriate Charter School health personnel shall arrange a special medical examination for the student and notify the student's parent/guardian accordingly. [\[16\]](#)[\[4\]](#)[\[7\]](#)

Health Records

The Charter School shall maintain for each student a comprehensive health record, which includes a record of immunizations and the results of tests, measurements, regularly scheduled examinations and special examinations. Student health records shall be maintained in the school building where the student attends and shall be available to the school nurse at all times.[\[17\]](#)[\[4\]](#)

All health records shall be confidential and shall be disclosed only when necessary for the health of the student or when requested in writing by the parent/guardian to a physician legally qualified to practice medicine in the Commonwealth, in accordance with law and Board policy.[\[18\]](#)

The Charter School may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy.

Designated Charter School staff shall request the health records of students transferring into the Charter School from the school where the student was previously enrolled. Staff shall satisfactorily respond to such requests for the health records of students transferring from the Charter School to other schools. [\[17\]](#)[\[18\]](#)

The Charter School shall destroy relevant student health records only after the student has not been enrolled in the Charter School for at least two (2) years.[\[18\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 22 PA Code 12.41](#)

[2. 28 PA Code 23.1 et seq](#)

[3. 24 P.S. 1401](#)

[4. 24 P.S. 1402](#)

[5. 24 P.S. 1403](#)

[6. 28 PA Code 23.1](#)

[7. 23 Pa. C.S.A. 6311](#)

[9. 24 P.S. 1406](#)

[10. 28 PA Code 23.51](#)

[11. 28 PA Code 23.52](#)

[12. 28 PA Code 23.53](#)

[13. 24 P.S. 1407](#)

[14. 28 PA Code 23.2](#)

[15. 28 PA Code 23.3](#)

[16. 24 P.S. 1405](#)

[17. 24 P.S. 1419](#)

[18. 28 PA Code 23.45](#)

[19. 20 U.S.C. 1232h](#)

[20. 28 PA Code 23.11](#)

[24. 28 PA Code 23.55](#)

[25. 24 P.S. 1409](#)

[28. 20 U.S.C. 1232g](#)

[29. 34 CFR Part 99](#)

[24 P.S. 1401-1419](#)

[24 P.S. 1732-A](#)



Book	Policy Manual
Section	2000 Students
Title	Mandated School Health Services
Code	2009-AR-1
Status	Active
Adopted	September 8, 2020

The Mandated School Health Services Form is attached below.

 [2009-AR-1-Mandated School Health Services Form.pdf \(70 KB\)](#)

21st CENTURY CYBER CHARTER SCHOOL

2009-AR-1. MANDATED SCHOOL HEALTH SERVICES

Every child of school age attending or who should attend a public or private/nonpublic school within the Commonwealth must receive the following health services. Private/Nonpublic schools may request these services from their local public school district. Via submission of an annual school health report, the local school district is reimbursed by the Pennsylvania Department of Health for provision of the mandated services.

SERVICE	K	1	2	3	4	5	6	7	8	9	10	11	12	SPECIAL EDUCATION	NOTES
School Nurse Services	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Maintenance of Health Record	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Immunization Assessment	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Medical Examination	*	*					X					X		Age Appropriate	*Required on original entry-K or 1 st grade
Dental Examination	*	*		X				X						Age Appropriate	*Required on original entry-K or 1 st grade
Growth Screen	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Hearing Screen	X	X	X	X				X				X		X	
Scoliosis Screen							X	X							6 th grade physical r be used in lieu of 6 grade screen

2009-AR-1. MANDATED SCHOOL HEALTH SERVICES - Pg. 2

SERVICE	K	1	2	3	4	5	6	7	8	9	10	11	12	SPECIAL EDUCATION	NOTES
Tuberculin Test +	*	*								X				Age Appropriate	*Required on origi entry-K or 1 st grade +Unless approved i discontinue
Vision Screen-Far Visual Acuity Test	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Vision Screen-Near Visual Acuity Test	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Vision Screen- Convex Lens Test (Plus Lens)		X												Age Appropriate & As Needed	1 st grade students meeting criteria & new students (any ; not previously screened
Vision Screen-Color Vision Test		*	*											Age Appropriate & As Needed	*1 st or 2 nd grade & new students (any ; not previously screened
Vision Screen- Stereo/Depth Perception Test		*	*											Age Appropriate & As Needed	*1 st or 2 nd grade & new students (any ; not previously screened



Book	Policy Manual
Section	2000 Students
Title	School Health Record
Code	2009-AR-2
Status	Active
Adopted	September 8, 2020

The School Health Record Form is attached below.


 [2009-AR-2 SchoolHealthRecord.pdf \(144 KB\)](#)

IMMUNIZATION HISTORY					
VACCINE	DOCUMENT: (1) Type of vaccine; (2) Date (month/day/year) for each immunization				
Diphtheria/Tetanus/Pertussis (child) Type: DTaP, DTP or DT	1	2	3	4	5
Diphtheria/Tetanus/Pertussis (adolescent/adult) Type: Tdap or Td	1	2	3	4	5
Polio Type: OPV or IPV	1	2	3	4	5
Hepatitis B (HepB)	1	2	3	4	5
Measles/Mumps/Rubella (MMR)	1	2	3	4	5
Mumps disease diagnosed by physician <input type="checkbox"/>	Date: _____				
Varicella: Vaccine <input type="checkbox"/> Disease <input type="checkbox"/>	1	2	3	4	5
Serology: (Identify Antigen/Date/POS or NEG) i.e. Hep B, Measles, Rubella, Varicella	1	2	3	4	5
Meningococcal Conjugate Vaccine (MCV4)	1	2	3	4	5
Human Papilloma Virus (HPV) Type: HPV2 or HPV4	1	2	3	4	5
Influenza Type: TIV (injected) LAIV (nasal)	1	2	3	4	5
	6	7	8	9	10
	11	12	13	14	15
Haemophilus Influenzae Type b (Hib)	1	2	3	4	5
Pneumococcal Conjugate Vaccine (PCV) Type: 7 or 13	1	2	3	4	5
Hepatitis A (HepA)	1	2	3	4	5
Rotavirus	1	2	3	4	5
Other Vaccines: (Type and Date)					
IMMUNIZATION EXEMPTION(S) on file: Medical <input type="checkbox"/> Religious/Philosophical <input type="checkbox"/> Date Rescinded _____					



Book	Policy Manual
Section	2000 Students
Title	Physical Examination
Code	2009-AR-3
Status	Active
Adopted	September 8, 2020

The Physical Examination Form is attached below.

 [2009-AR-3-Physical Examination Form.pdf \(274 KB\)](#)



Bureau of Community Health Systems
Division of School Health

Private or School PHYSICAL EXAMINATION OF SCHOOL AGE STUDENT

PARENT / GUARDIAN / STUDENT:
Complete page one of this form **before**
student's exam. Take completed form to
appointment.

Student's name _____ Today's date _____
Date of birth _____ Age at time of exam _____ Gender: Male Female

Medicines and Allergies: Please list all prescription and over-the-counter medicines and supplements (herbal/nutritional) the student is currently taking: _____			
Does the student have any allergies? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, list specific allergy and reaction.)			
<input type="checkbox"/> Medicines	<input type="checkbox"/> Pollens	<input type="checkbox"/> Food	<input type="checkbox"/> Stinging Insects

Complete the following section with a check mark in the YES or NO column; circle questions you do not know the answer to.

GENERAL HEALTH: <i>Has the student...</i>	YES	NO
1. Any ongoing medical conditions? If so, please identify: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infection Other _____		
2. Ever stayed more than one night in the hospital?		
3. Ever had surgery?		
4. Ever had a seizure?		
5. Had a history of being born without or is missing a kidney, an eye, a testicle (males), spleen, or any other organ?		
6. Ever become ill while exercising in the heat?		
7. Had frequent muscle cramps when exercising?		
HEAD/NECK/SPINE: <i>Has the student...</i>	YES	NO
8. Had headaches with exercise?		
9. Ever had a head injury or concussion?		
10. Ever had a hit or blow to the head that caused confusion, prolonged headache, or memory problems?		
11. Ever had numbness, tingling, or weakness in his/her arms or legs after being hit or falling?		
12. Ever been unable to move arms or legs after being hit or falling?		
13. Noticed or been told he/she has a curved spine or scoliosis?		
14. Had any problem with his/her eyes (vision) or had a history of an eye injury?		
15. Been prescribed glasses or contact lenses?		
HEART/LUNGS: <i>Has the student...</i>	YES	NO
16. Ever used an inhaler or taken asthma medicine?		
17. Ever had the doctor say he/she has a heart problem? If so, check all that apply: <input type="checkbox"/> Heart murmur or heart infection <input type="checkbox"/> High blood pressure <input type="checkbox"/> Kawasaki disease <input type="checkbox"/> High cholesterol <input type="checkbox"/> Other: _____		
18. Been told by the doctor to have a heart test? (For example, ECG/EKG, echocardiogram)?		
19. Had a cough, wheeze, difficulty breathing, shortness of breath or felt lightheaded DURING or AFTER exercise?		
20. Had discomfort, pain, tightness or chest pressure during exercise?		
21. Felt his/her heart race or skip beats during exercise?		
BONE/JOINT: <i>Has the student...</i>	YES	NO
22. Had a broken or fractured bone, stress fracture, or dislocated joint?		
23. Had an injury to a muscle, ligament, or tendon?		
24. Had an injury that required a brace, cast, crutches, or orthotics?		
25. Needed an x-ray, MRI, CT scan, injection, or physical therapy following an injury?		
26. Had joints that become painful, swollen, feel warm, or look red?		
SKIN: <i>Has the student...</i>	YES	NO
27. Had any rashes, pressure sores, or other skin problems?		
28. Ever had herpes or a MRSA skin infection?		

GENITOURINARY: <i>Has the student...</i>	YES	NO
29. Had groin pain or a painful bulge or hernia in the groin area?		
30. Had a history of urinary tract infections or bedwetting?		
31. FEMALES ONLY: Had a menstrual period? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: At what age was her first menstrual period? _____ How many periods has she had in the last 12 months? _____ Date of last period: _____		
DENTAL:	YES	NO
32. Has the student had any pain or problems with his/her gums or teeth?		
33. Name of student's dentist: _____ Last dental visit: <input type="checkbox"/> less than 1 year <input type="checkbox"/> 1-2 years <input type="checkbox"/> greater than 2 years		
SOCIAL/LEARNING: <i>Has the student...</i>	YES	NO
34. Been told he/she has a learning disability, intellectual or developmental disability, cognitive delay, ADD/ADHD, etc.?		
35. Been bullied or experienced bullying behavior?		
36. Experienced major grief, trauma, or other significant life event?		
37. Exhibited significant changes in behavior, social relationships, grades, eating or sleeping habits; withdrawn from family or friends?		
38. Been worried, sad, upset, or angry much of the time?		
39. Shown a general loss of energy, motivation, interest or enthusiasm?		
40. Had concerns about weight; been trying to gain or lose weight or received a recommendation to gain or lose weight?		
41. Used (or currently uses) tobacco, alcohol, or drugs?		
FAMILY HEALTH:	YES	NO
42. Is there a family history of the following? If so, check all that apply: <input type="checkbox"/> Anemia/blood disorders <input type="checkbox"/> Inherited disease/syndrome <input type="checkbox"/> Asthma/lung problems <input type="checkbox"/> Kidney problems <input type="checkbox"/> Behavioral health issue <input type="checkbox"/> Seizure disorder <input type="checkbox"/> Diabetes <input type="checkbox"/> Sickle cell trait or disease Other: _____		
43. Is there a family history of any of the following heart-related problems? If so, check all that apply: <input type="checkbox"/> Brugada syndrome <input type="checkbox"/> QT syndrome <input type="checkbox"/> Cardiomyopathy <input type="checkbox"/> Marfan syndrome <input type="checkbox"/> High blood pressure <input type="checkbox"/> Ventricular tachycardia <input type="checkbox"/> High cholesterol <input type="checkbox"/> Other: _____		
44. Has any family member had unexplained fainting, unexplained seizures, or experienced a near drowning?		
45. Has any family member / relative died of heart problems before age 50 or had an unexpected / unexplained sudden death before age 50 (includes drowning, unexplained car accidents, sudden infant death syndrome)?		
QUESTIONS OR CONCERNS	YES	NO
46. Are there any questions or concerns that the student, parent or guardian would like to discuss with the health care provider? (If yes, write them on page 4 of this form.)		

I hereby certify that to the best of my knowledge all of the information is true and complete. I give my consent for an exchange of health information between the school nurse and health care providers.

Signature of parent / guardian / emancipated student _____ Date _____

STUDENT'S HEALTH HISTORY (page 1 of this form) REVIEWED PRIOR TO PERFORMING EXAMINATION: Yes <input type="checkbox"/> No <input type="checkbox"/>				
Physical exam for grade: K/1 <input type="checkbox"/> 6 <input type="checkbox"/> 11 <input type="checkbox"/> Other <input type="checkbox"/>	CHECK ONE			*ABNORMAL FINDINGS / RECOMMENDATIONS / REFERRALS
	NORMAL	*ABNORMAL	DEFER	
Height: () inches				
Weight: () pounds				
BMI: ()				
BMI-for-Age Percentile: () %				
Pulse: ()				
Blood Pressure: (/)				
Hair/Scalp				
Skin				
Eyes/Vision Corrected <input type="checkbox"/>				
Ears/Hearing				
Nose and Throat				
Teeth and Gingiva				
Lymph Glands				
Heart				
Lungs				
Abdomen				
Genitourinary				
Neuromuscular System				
Extremities				
Spine (Scoliosis)				
Other				

TUBERCULIN TEST	DATE APPLIED	DATE READ	RESULT/FOLLOW-UP

MEDICAL CONDITIONS OR CHRONIC DISEASES WHICH REQUIRE MEDICATION, RESTRICTION OF ACTIVITY, OR WHICH MAY AFFECT EDUCATION
(Additional space on page 4)

Parent/guardian present during exam: Yes <input type="checkbox"/> No <input type="checkbox"/>
Physical exam performed at: Personal Health Care Provider's Office <input type="checkbox"/> School <input type="checkbox"/> Date of exam _____ 20____
Print name of examiner _____
Print examiner's office address _____ Phone _____
Signature of examiner _____ MD <input type="checkbox"/> DO <input type="checkbox"/> PAC <input type="checkbox"/> CRNP <input type="checkbox"/>

HEALTH CARE PROVIDERS: *Please photocopy immunization history from student's record – OR – insert information below.*

IMMUNIZATION EXEMPTION(S):

Medical Date Issued: _____ Reason: _____ Date Rescinded: _____
 Medical Date Issued: _____ Reason: _____ Date Rescinded: _____
 Medical Date Issued: _____ Reason: _____ Date Rescinded: _____


NOTE: The parent/guardian must provide a written request to the school for a religious or philosophical exemption.

VACCINE	DOCUMENT: (1) Type of vaccine; (2) Date (month/day/year) for each immunization				
Diphtheria/Tetanus/Pertussis (child) Type: DTaP, DTP or DT	1	2	3	4	5
Diphtheria/Tetanus/Pertussis (adolescent/adult) Type: Tdap or Td	1	2	3	4	5
Polio Type: OPV or IPV	1	2	3	4	5
Hepatitis B (HepB)	1	2	3	4	5
Measles/Mumps/Rubella (MMR)	1	2	3	4	5
Mumps disease diagnosed by physician <input type="checkbox"/>	Date: _____				
Varicella: Vaccine <input type="checkbox"/> Disease <input type="checkbox"/>	1	2	3	4	5
Serology: (Identify Antigen/Date/POS or NEG) i.e. Hep B, Measles, Rubella, Varicella	1	2	3	4	5
Meningococcal Conjugate Vaccine (MCV4)	1	2	3	4	5
Human Papilloma Virus (HPV) Type: HPV2 or HPV4	1	2	3	4	5
Influenza Type: TIV (injected) LAIV (nasal)	1	2	3	4	5
	6	7	8	9	10
	11	12	13	14	15
Haemophilus Influenzae Type b (Hib)	1	2	3	4	5
Pneumococcal Conjugate Vaccine (PCV) Type: 7 or 13	1	2	3	4	5
Hepatitis A (HepA)	1	2	3	4	5
Rotavirus	1	2	3	4	5
Other Vaccines: (Type and Date)					



Book	Policy Manual
Section	2000 Students
Title	Private Dentist Report
Code	2009-AR-4
Status	Active
Adopted	September 8, 2020

The Private Dentist Report Form is attached below.

 [2009-AR-4-Private Dentist Report Form.pdf \(40 KB\)](#)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF HEALTH

**PRIVATE DENTIST REPORT
OF DENTAL EXAMINATION OF A PUPIL OF SCHOOL AGE**

NAME OF SCHOOL _____ DATE _____ 20 ____

NAME OF CHILD			AGE	SEX		GRADE	SECTION/ROOM
_____	_____	_____		<input type="checkbox"/>	<input type="checkbox"/>		
Last	First	Middle		M	F		

ADDRESS

No. and Street City or Post Office Borough or Township County State Zip

REPORT OF EXAMINATION

	TOOTH CHART																
	RIGHT								LEFT								
UPPER	1	2	3	4 A	5 B	6 C	7 D	8 E	9 F	10 G	11 H	12 I	13 J	14	15	16	Upper
LOWER	32	31	30	29 T	28 S	27 R	26 Q	25 P	24 O	23 N	22 M	21 L	20 K	19	18	17	Lower
	UPPER																Upper
	LOWER																Lower

Is The Child Under Treatment Yes No

Treatment Completed Yes No

Date of Dental Examination

Signature of Dental Examiner

Print Name of Dental Examiner

Address



Book	Policy Manual
Section	2000 Students
Title	School Dental Health Record
Code	2009-AR-5
Status	Active
Adopted	September 8, 2020

The School Dental Health Record Form is attached below.

 [2009-AR-5-School Dental Health Record Form.pdf \(163 KB\)](#)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF HEALTH

SCHOOL DENTAL HEALTH RECORD

Complete the following section before the examination/evaluation:

SCHOOL DISTRICT	COUNTY	DATE OF BIRTH	
STUDENT: LAST	FIRST	MIDDLE	GRADE
			SEX M <input type="checkbox"/> F <input type="checkbox"/>
HOME ADDRESS		TELEPHONE NO.	

Record on Dental Chart: Deciduous teeth - **d** (Decayed), **e** (indicated for extraction), and **f** (filled)
Permanent teeth - **D** (Decayed), **M** (Missing), and **F** (Filled)

		TOOTH CHART																
		RIGHT								LEFT								
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	UPPER
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	UPPER
		32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	LOWER
		T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	LOWER
First Exam	Upper																	UPPER
	Lower																	LOWER
Second Exam	Upper																	UPPER
	Lower																	LOWER
Third Exam	Upper																	UPPER
	Lower																	LOWER
Fourth Exam	Upper																	UPPER
	Lower																	LOWER
Fifth Exam	Upper																	UPPER
	Lower																	LOWER

STUDENT REFERRAL

DATE	EXAMINED OR EVALUATED BY	REFERRED TO	REMARKS (if yes, next page)
1ST EXAM			Yes <input type="checkbox"/> No <input type="checkbox"/>
2ND EXAM			Yes <input type="checkbox"/> No <input type="checkbox"/>
3RD EXAM			Yes <input type="checkbox"/> No <input type="checkbox"/>
4TH EXAM			Yes <input type="checkbox"/> No <input type="checkbox"/>
5TH EXAM			Yes <input type="checkbox"/> No <input type="checkbox"/>
OTHER			Yes <input type="checkbox"/> No <input type="checkbox"/>



Book	Policy Manual
Section	2000 Students
Title	Food Allergy Management
Code	2009.1
Status	Active
Adopted	September 11, 2018

Purpose

The Board of Trustees (Board) is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in the Charter School in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all Charter School programs and activities, including testing sites and field trips.

The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.

Authority

The Board adopts this policy in accordance with applicable state and federal laws and regulations, and the guidelines established jointly by the Pennsylvania Department of Education and Pennsylvania Department of Health on managing severe or life-threatening food allergies in schools.[\[1\]](#)

Definitions

Food allergy - an abnormal, adverse reaction to a food that is triggered by the body's immune system.

Medical Plans of Care - written documents individualized for a particular student with a severe or life-threatening food allergy to address the student's needs throughout the school day, including:

1. Emergency Care Plan (ECP) - a medical plan of care based on the information provided in the student's Individualized Healthcare Plan (IHP) and distributed to all Charter School personnel who have responsibilities for the student, which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.
2. Individualized Healthcare Plan (IHP) - a medical plan of care that provides written directions for Charter School health personnel to follow in meeting the individual student's healthcare needs. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals. The IHP shall include a Food Allergy Medical Management Plan developed by a student's personal healthcare team and family, which shall outline the student's prescribed healthcare regimen and be signed by the student's board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.

3. Related Services Component in Individualized Education Program (IEP) - that part of an IEP for a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented severe or life-threatening food allergy, as well as identifying the medical accommodations, educational aids and services to address the student's needs.
4. Section 504 Service Agreement - a medical plan of care which references development and implementation of an IHP and ECP, as well as other accommodations, educational aids and services a student with a documented severe or life-threatening food allergy requires in order to have equal access to educational programs, nonacademic services and extracurricular activities as students without food allergies.

Guidelines

Immediately following enrollment in the Charter School or diagnosis of a food allergy, appropriate medical plans of care such as an ECP, IHP, Section 504 Service Agreement and/or IEP shall be developed and/or implemented for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the student's healthcare provider, the student's parents/guardians, the student, if appropriate, and any other appropriate persons.

Where a medical plan of care is developed, it should carefully describe the plan for coverage and care of a student during the school day, as well as during school-sponsored activities which take place while the student is under Charter School jurisdiction during or outside of school hours.

Medical plans of care should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure, including administration of emergency medication.

A complete set of a student's current medical plans of care related to food allergies shall be maintained by the school nurse. Information or copies of the different components of a student's medical plans of care shall be provided to appropriate personnel who may be involved in implementation of the medical plans of care.

Accommodating Students With Disabling Special Dietary Needs

Students with food allergies may be identified, evaluated and determined to be qualified students with disabilities, in which case the Charter School shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care.

The Charter School shall provide reasonable accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. Examples of a disability under this policy would include metabolic conditions (e.g., diabetes), severe food allergies or cerebral palsy.

Students who fall under this provision must have a written medical statement signed by a licensed physician, which shall be included with the student's IHP. The medical statement must identify: [\[2\]](#)

1. The student's special dietary disability.
2. An explanation of why the disability restricts the student's diet.
3. The major life activity(ies) affected by the disability.
4. The food(s) to be omitted from the student's diet.
5. The food or choice of foods that must be provided as the substitute.

Accommodating Students With Non-Disabling Special Dietary Needs

The Charter School may, at its discretion, make appropriate accommodations, substitutions or modifications for students who have a special dietary need but who do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.

Students who fall under this provision must have a written medical statement signed by a physician, physician assistant or certified registered nurse practitioner identifying the following:

1. The medical or other special dietary condition which restricts the student's diet.

2. The food(s) to be omitted from the student's diet.

3. The food or choice of foods to be substituted.

Confidentiality

The Charter School shall maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student's parents/guardians. Charter School staff shall maintain the confidentiality of student records as required by law, regulations and Board policy.

Delegation of Responsibility

The Chief Executive Officer or designee, in coordination with the school nurse, and other pertinent staff, shall develop administrative procedures to implement this policy in the Charter School, including testing locations and during field trips.

Administrative procedures shall address the following components:

1. Identification of students with food allergies and provision of school health services.
2. Development and implementation of individual written management plans.
3. Medication protocols, including methods of storage, access and administration.
4. Development of a comprehensive and coordinated approach to creating a healthy school environment.
5. Communication and confidentiality.
6. Emergency response.
7. Professional development and training for Charter School personnel.
8. Awareness education for students.
9. Awareness education and resources for parents/guardians.
10. Monitoring and evaluation.

The Chief Executive Officer or designee shall annually notify students, parents/guardians, staff and the Charter School community about the Charter School's food allergy management policy by publishing such in handbooks and newsletters, on the Charter School website, and through posted notices and other efficient methods.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 24 P.S. 1422.3](#)

[2. 7 CFR 15b.40](#)

[24 P.S. 1422.1](#)

[22 PA Code 12.41](#)

[20 U.S.C. 1232g](#)

[20 U.S.C. 1400 et seq](#)

[29 U.S.C. 794](#)

[42 U.S.C. 12101 et seq](#)

[7 CFR Part 15](#)

[28 CFR Part 35](#)

[34 CFR Part 99](#)

[34 CFR Part 104](#)

[34 CFR Part 300](#)

Safe at Schools and Ready to Learn: A Comprehensive Policy Guide for Protecting Students with Life-Threatening Food Allergies – National School Boards Association

Pennsylvania Guidelines for Management of Food Allergies in Schools: Recommendations and Resource Guide for School Personnel – Pennsylvania Departments of Education and Health



Book	Policy Manual
Section	2000 Students
Title	Procedures for Food Allergy Management
Code	2009.1-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

Every food-allergic reaction has the possibility of developing into a life-threatening reaction and, even with proper treatment, can be fatal. A life-threatening reaction can occur within minutes or hours after exposure to the allergen. A student's ability to learn may be drastically altered by their fears of a reaction. The goal of this plan is to provide the related aids and services needed to prevent exposure to food allergens and to respond appropriately should an anaphylactic reaction occur in accordance with the instructions provided by the student's personal health care provider team.

DEFINITIONS

Licensed Health Room Staff: Certified School Nurse (CSN); Registered Nurse (RN); Licensed Practical Nurse (LPN).

Medical Management Plan (MMP): A plan, written by the student's personal health care provider team, which is communicated to the school nurse and includes medication orders and protocols for response to this particular student's medical needs.

1. **Individualized Health Care Plan (IHP):** A plan that describes the regimen and identifies the health care needs of a student with food allergies. This plan is developed by the school nurse, based upon the recommendations and medical orders of the student's personal health care provider team and the student's current condition.

2. **Emergency Care Plan (ECP):** A plan that provides school personnel with essential information on how to recognize and react to signs and symptoms of an anaphylactic reaction. This plan is developed by the school nurse, based on the recommendations and medical orders of the student's personal health care provider team and the student's current condition as assessed or noted by the school nurse.

Date: _____ School Location: _____

_____ Medical

_____ Initial Agreement

_____ OT/PT

_____ Modified Agreement

_____ Social/Emotional/Behavioral

_____ Homebound Instruction

Student Name: _____ Grade: _____ School Year: _____

Parent/Guardian Name: _____

FOLLOWING IS A SUMMARIZATION OF THE RECOMMENDATIONS AND AGREEMENTS FOR ACCOMMODATIONS THAT ARE NEEDED BY YOUR CHILD TO MEET THEIR NEEDS. THESE RECOMMENDATIONS ARE A RESULT OF THE RECENT EVALUATION AND/OR PRESCRIPTION FROM DOCTOR(S), THERAPISTS, OR OTHER HEALTH PERSONNEL.

Provision of Food Allergy Care

1. In Pennsylvania, most medications require the assistance of a licensed nurse during school hours, school sponsored activities, and/or on school sponsored trips. Unlicensed school staff may be trained to administer epinephrine auto-injectors.
2. All staff members will be able to recognize symptoms of anaphylaxis and be able to react to these symptoms as per the Emergency Care Plan (ECP), Individualized Healthcare Plan (IHP), and Medical Management Plan (MMP).
3. Student shall have immediate access to all items necessary for the treatment of an anaphylactic reaction, including epinephrine auto-injectors as provided by the parent/guardian and ordered by a medical provider.
4. The CSN, RN, LPN, parent, student, or trained school staff can give epinephrine auto-injectors as ordered by the medical provider, with the written approval of the parent/guardian.
5. The school nurse may contact the medical provider for advice or consultation when necessary. Phone numbers to be provided by parent/guardian and available in health office and student's ECP.
6. Student's food allergy ECP will be made available to all staff including.as appropriate per the CSN.

Student's Level of Self-care and Location of Supplies and Equipment

1. The student is able to perform the following food allergy care tasks without help or supervision as per the MMP and as assessed by the professional nurse (CSN or RN):

NOTE: The student will be permitted to provide this self-care as directed by the MMP, IHP, and ECP as to time, locations, including all school-sponsored activities.

2. The student needs assistance or supervision with the following tasks:

3. The student needs a licensed nurse to perform the following tasks:

4. The student will be permitted to carry the following supplies and equipment with them at all times and in all locations: _____

5. Supplies and equipment that are not kept on/with the student, will be kept:

6. Parent/guardian is responsible for providing supplies, equipment, snacks, and/or other food to meet the needs of the student as directed in the MMP, IHP and ECP.

Snacks and Meals

1. The student will be provided with a seating accommodation, which limits the chance of exposure to allergens and allows students with food allergies to eat with non-disabled students, as appropriate to the needs of the students with food allergies.
2. Staff trained in the administration of epinephrine will be located near the food area to support rapid response
3. Where included in a medical plan of care as necessary to protect a student with food allergies, students will wash their hands or use hand wipes before and after the handling/consumption of food.
4. If a student inadvertently brings a restricted food to the school sponsored event/activity/testing, they will not be allowed to eat that snack in any setting where the student with a food allergy would be exposed to the allergen.
5. The parent/guardian will supply snacks needed in addition to or instead of any snacks supplied for all students.

Exposure to Food Allergen and/or Signs of Anaphylaxis

1. In the event student reports exposure to a food allergen and/or shows signs/symptoms of anaphylaxis, they will be treated according to the MMP, IHP, and the ECP.
2. Any staff member finding student unconscious will call 911 and then contact the nurse on duty in the building. The staff member/CSN will call the parents/guardians, as per the Emergency Care Plan (ECP).

Field Trips and Extracurricular Activities

1. The teacher will take into consideration the potential for exposure to food allergens during field trips, testing and school activities.
2. A parent/guardian will be allowed, but not required, to accompany field trips.
3. All supplies will accompany student on field trips/extracurricular activities.
4. Student may take their own food and lunch on field trips/extracurricular activities.
5. Student will be under the supervision of a responsible adult prepared to respond to symptoms of anaphylaxis per the ECP.

Communication

1. Encouragement is essential. The student shall be treated in a way that encourages the student to report possible exposure to allergen and/or any symptoms and to progress toward self-care with their food allergy management skills.
2. Each teacher and substitute school nurse will be provided with written instructions regarding the student’s care (ECP) and a list of all school nurses with contact information.

****IN THE EVENT OF AN EMERGENCY, THE EMERGENCY CARE PLAN ON FILE IN THE NURSE’S OFFICE AND COMMUNICATED WITH ALL WHO NEED TO KNOW, IS TO BE FOLLOWED. THE ATTACHED LETTER OUTLINES YOUR RIGHTS TO RESOLVE ANY DISPUTES THAT YOU MAY HAVE CONCERNING THE RECOMMENDATIONS. IF YOU HAVE ANY QUESTIONS CONCERNING YOUR RIGHTS OR THE ABOVE RECOMMENDATIONS, PLEASE FEEL FREE TO CONTACT ME.**

_____ Date: _____
School Employee and Phone Number

_____ Date: _____
Central Office Approval

DIRECTIONS TO PARENTS

Directions to Parents/Guardians: Please check one of the options, sign, and return this form to:

Student Services
21st Century Cyber Charter School
1245 Wrights Lane
West Chester, PA 19380

_____ I agree and give permission to proceed as recommended.

_____ I do not agree and do not give permission to proceed as recommended and will schedule planning conference.

My reason for disapproval is:

Parent/Guardian Signature: _____ Date: _____



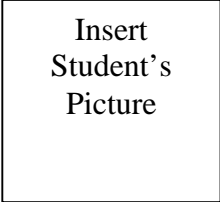
Book	Policy Manual
Section	2000 Students
Title	Emergency Care Plan (ECP)
Code	2009.1-AR-2
Status	Active
Adopted	September 8, 2020

The Emergency Care Plan (ECP) Form is attached below.

 [2009_1-AR-2-Emergency Care Plan Form.pdf \(63 KB\)](#)

2009.1-AR-2. EMERGENCY CARE PLAN (ECP)

Emergency Care Plan



Name: _____ DOB: _____

School: _____ Grade: _____

KNOWN ALLERGIES: _____

COMMON SIGNS OF AN ALLERGIC REACTION (This is not an exclusive list of symptoms)

- | | |
|--------|--|
| MOUTH | Itching, tingling, swelling of the lips, tongue, or mouth |
| THROAT | Itching and/or a sense of tightness in the throat, hoarseness, hacking cough |
| SKIN | Hives, itchy rash, swelling about the face or extremities |
| GI | Nausea, vomiting, abdominal cramps, diarrhea |
| LUNGS | Shortness of breath, repetitive coughing, wheezing |
| HEART | “Thready” pulse, dizziness or fainting |

DURING AN ALLERGIC REACTION, HIS/HER TYPICAL SYMPTOMS ARE:

NOTE: Different symptoms may occur with any reaction and severity of symptoms can change rapidly. A high level of suspicion needs to be maintained for any symptoms exhibited by a student with food allergies. **ACT QUICKLY!!**

IF INGESTION IS SUSPECTED AND/OR SYMPTOMS ARE PRESENT, **IMMEDIATELY** DO THE FOLLOWING:

1. TREATMENT

2. CALL 911 & CERTIFIED SCHOOL NURSE

3. CONTACT PARENT/GUARDIAN/DESIGNEE

Parent/Guardian Emergency Contact: _____

Telephone (h) : _____ (w): _____ (cell): _____

Parent/Guardian Emergency Contact: _____

Telephone (h) : _____ (w): _____ (cell): _____

Emergency Contact (if Parent/Guardian not available)/Relationship/Telephone Number:

Healthcare Provider/Telephone: _____

Certified School Nurse Signature: _____ Date: _____



Book Policy Manual
Section 2000 Students
Title Individualized Healthcare Plan (IHP)
Code 2009.1-AR-3
Status Active
Adopted September 8, 2020

Assessment	Nursing Diagnosis	Goals	Nursing Interventions	Expected Outcomes





Book	Policy Manual
Section	2000 Students
Title	Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
Code	2010
Status	Active
Adopted	September 11, 2018
Last Revised	May 29, 2020
Prior Revised Dates	March 10, 2020

Authority

The Board of Trustees (Board) shall permit students to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy. [\[1\]](#)[\[2\]](#)

The Board authorizes the Charter School to stock epinephrine auto-injectors in the name of the Charter School for emergency administration by trained employees to a student believed to be experiencing an anaphylactic reaction. [\[3\]](#)

Definitions

Anaphylaxis - a sudden, severe allergic reaction that involves various areas of the body simultaneously. In extreme cases, anaphylaxis can cause death.

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack. [\[4\]](#)

Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the administration of epinephrine to provide rapid first aid for students suffering the effects of anaphylaxis.

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.

Delegation of Responsibility

The Chief Executive Officer or designee, in conjunction with the school nurse(s), shall develop administrative procedures for student possession and self-administration of asthma inhalers or epinephrine auto-injectors and emergency response.

The Chief Executive Officer or designee shall annually distribute this policy to students and parents/guardians, along with the Code of Student Conduct, and shall post this policy on the Charter School website. [\[2\]](#)[\[5\]](#)

The school nurse shall be responsible for storage and administration of stock epinephrine auto-injectors. [3]

Guidelines

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations. [6]

Student Self-Administration of Asthma Inhalers and Epinephrine Auto-Injectors

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following: [2]

1. A written request from the parent/guardian that the Charter School complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the Charter School is not responsible for ensuring the medication is taken and relieving the Charter School and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length of time medication is prescribed.
 - e. Diagnosis or reason medication is needed, unless confidential.
 - f. Potential serious reaction or side effects of medication.
 - g. Emergency response.
 - h. If student is qualified and able to self-administer the medication.
4. A written acknowledgement from the student's licensed physician, certified registered nurse practitioner or physician assistant that the student has demonstrated that they are capable of self-administration of the asthma inhaler and/or epinephrine auto-injector in the school setting.

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector. [2]

The Charter School reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. [2]

A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the licensed physician, certified registered nurse practitioner or physician assistant shall update the written statements. [2]

Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on Charter School property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy. [2]

If the Charter School denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The school nurse, other trained Charter School employees and the student's classroom teachers shall be informed where the medication is stored and the means to access the medication. [2]

The school nurse shall provide and annually renew a standing order for administration of stock epinephrine auto-injectors to students believed to be experiencing an anaphylactic reaction.

The standing order shall include at least the following information:

1. Type of epinephrine auto-injector.
2. Date of issue.
3. Dosage.
4. Signature of the school nurse.

The standing order shall be maintained in the nurse's office, and copies of the standing order shall be kept in each location where a stock epinephrine auto-injector is stored.

Acquisition, Storage and Disposal of Stock Epinephrine Auto-Injectors

One or more Charter School employees shall be designated to be responsible for the storage and use of the stock epinephrine auto-injectors.[\[3\]](#)

Stock epinephrine auto-injectors shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Stock epinephrine auto-injectors shall be made readily accessible to those employees who have completed the required training to administer it in the event of a student experiencing an anaphylactic reaction. All properly trained employees shall be informed of the exact location where stock epinephrine auto-injectors are being stored within the school nurse's office or other location.

The school nurse shall obtain sufficient supplies of stock epinephrine auto-injectors pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh epinephrine auto-injector stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Pennsylvania Department of Health guidelines.

Administration of Stock Epinephrine Auto-Injectors

When responding to a student believed to be experiencing an anaphylactic reaction, a trained Charter School employee shall:[\[3\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

1. Administer an epinephrine auto-injector that meets the prescription on file for either the student or the Charter School. If the student is authorized to self-administer an epinephrine auto-injector, the trained Charter School employee may provide the student with an epinephrine auto-injector that meets the prescription on file for either the student or the Charter School for self-administration.
2. Call for medical help immediately (dial 9-1-1).
3. Take additional precautions or steps outlined in emergency response procedures and training, including the administration of a second dose of epinephrine, if necessary.
4. Stay with the student until emergency medical help arrives.
5. Cooperate with Emergency Medical Services (EMS) personnel responding to the incident.
6. Notify the school nurse or designee of the incident.

Training

Before any Charter School employee may be responsible for the storage or administration of epinephrine auto-injectors under this policy, the employee must successfully complete a training course approved by the Pennsylvania Department of Health.[\[3\]](#)

A demonstration and review of this policy and any accompanying procedures shall be completed annually.

A list of Charter School employees who successfully complete such training shall be maintained, updated and kept in the school nurse's office and the Charter School's administration office.

Indemnification

The Charter School shall indemnify and hold harmless any employee who administers an epinephrine auto-injector in good faith to a student experiencing anaphylaxis, if all of these conditions apply:[\[3\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering the epinephrine auto-injector to the student.
2. The employee successfully completed the training required by this policy.
3. The employee promptly sought additional medical assistance before or immediately after administering the epinephrine auto-injector.
4. The employee administered the epinephrine auto-injector pursuant to this policy, and the student's individualized plan, if applicable.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 22 PA Code 12.41](#)

[2. 24 P.S. 1414.1](#)

[3. 24 P.S. 1414.2](#)

[4. 24 P.S. 1401](#)

[5. 22 PA Code 12.3](#)

[6. 24 P.S. 1409](#)

[7. 42 Pa. C.S.A. 8332](#)

[8. 42 Pa. C.S.A. 8337.1](#)

[9. 42 Pa. C.S.A. 8541](#)

[10. 42 Pa. C.S.A. 8545](#)

[11. 24 P.S. 1414.9](#)

[12. 42 Pa. C.S.A. 8547](#)

[13. 42 Pa. C.S.A. 8548](#)

[Pennsylvania Department of Health Guidance - Epinephrine Auto-Injector Administration, May 2018](#)



Book	Policy Manual
Section	2000 Students
Title	Information About Emergency Epinephrine Administrations
Code	2010-AR-1
Status	Active
Adopted	September 8, 2020

Information About Emergency Epinephrine Administrations

Dear Parents/Guardians:

In accordance with the Pennsylvania Public School Code provisions on "School Access to Emergency Epinephrine" and Board Policy 2010.1, the 21st Century Cyber Charter School maintains a stock supply of epinephrine auto-injectors in each school building (stock epinephrine auto-injectors). An auto-injector prefilled with epinephrine is the drug of choice used for the emergency treatment of severe allergic reactions (anaphylaxis) to insect stings or bites, foods, drugs, and other allergens. If your child has been diagnosed with an allergy or health condition that requires use of epinephrine, it is still your responsibility to provide your child's prescribed medication to the school nurse.

The law and Board Policy 2010.1 give trained school employees the authority to administer epinephrine to any student whom they believe in good faith is experiencing anaphylaxis. In the event that a student who does not have epinephrine is experiencing an anaphylactic reaction, a trained school employee may use the stock epinephrine auto-injector in accordance with the standing order issued by the school physician or provide the student with a stock epinephrine auto-injector for self-administration.

By law, the 21st Century Cyber Charter School is required to notify parents/guardians of their ability to exempt their children from emergency administration of stock epinephrine auto-injectors.

Please complete the attached form (Refusal to Permit Administration of Stock Epinephrine for Emergency First Aid) and return it to your child's school, if you **DO NOT** want a trained school employee to:

- Administer a stock epinephrine auto-injector to your child if they are believed to be experiencing a life-threatening allergic reaction (anaphylaxis); or
- Provide a stock epinephrine auto-injector for self-administration if your child is authorized to self-administer.

If you change your mind after submitting the attached form, you must submit a written request notifying the school nurse that your prior refusal to permit administration of stock epinephrine for emergency first aid is revoked.

If you have questions or concerns, please contact the school nurse.

**Refusal to Permit Administration of Stock Epinephrine
for Emergency First Aid**

I, _____, acknowledge that I have received a copy of Policy 2010.1 on Epinephrine Auto-Injectors and this informational document; I have read and fully understand their content; and by signing this form, I refuse to permit a trained school employee to: administer a stock epinephrine auto-injector to my child in the event that they are believed to be experiencing a life-threatening allergic reaction (anaphylaxis); or to provide a stock epinephrine auto-injector for self-administration if my child is authorized to self-administer.

Child's Name

Grade

Teacher

Parent/Guardian Signature

Date

Phone Number

If you change your mind after submitting the attached form, you must submit a written request notifying the school nurse that your prior refusal to permit administration of stock epinephrine for emergency first aid is revoked.

Please return the completed form to your child's school nurse. The school nurse shall maintain the completed form in the student's health records file.

{ } Verification

This signed exemption form has been verified by contacting the above named parent/guardian by phone:

School Nurse or Designee Signature

Date



Book	Policy Manual
Section	2000 Students
Title	Postgraduate Students
Code	2011
Status	Active
Adopted	March 10, 2015
Last Revised	September 10, 2019

Delegation of Responsibility

The Board shall assume no responsibility for making its regular educational program available to Pennsylvania residents who are high school graduates or who have attained the age of twenty-one (21) years.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book	Policy Manual
Section	2000 Students
Title	Academic Integrity
Code	2013
Status	Active
Adopted	May 21, 2013
Last Revised	November 5, 2019
Prior Revised Dates	September 10, 2019

The Board of Trustees of 21st Century Cyber Charter School (21CCCS) supports students' learning and academic achievement by encouraging them to produce academic work that is their own best efforts, done with integrity, and displaying the best academic ethical behavior. 21CCCS requires all students to demonstrate honesty and responsibility and to abide by ethical standards in preparing and presenting materials, as well as in testing situations. Grades should reflect the student's own work. Academic dishonesty, cheating, or plagiarism involves an attempt by the student to show possession of a level of knowledge or skill that they do not possess. It involves any attempt of a student to substitute a product of another, in whole or in part, as their own work. It also includes theft, possession, or unauthorized use of any answer key.

The Board recognizes that the concepts of academic integrity, plagiarism, and cheating are developmental. Consequences for any violation of this policy should be designed by the teacher and the Chief Executive Officer (CEO). The Board directs the CEO to publish guidelines for students that clearly outline the consequences for any violation of this policy.

Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. Which can include the following:

- Plagiarism: The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment.
- Fabrication: The falsification of data, information, or citations in any formal academic exercise.
- Deception: Providing false information to an instructor concerning a formal academic exercise—*e.g.*, giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- Cheating: Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.
- Bribery: or paid services. Giving assignment answers or test answers for money.

- Sabotage: Acting to prevent others from completing their work.
- Professorial misconduct: Professorial acts that are academically fraudulent equate to academic fraud and/or grade fraud.
- Personation: assuming a student's identity with intent to provide an advantage for the student. Plagiarism is the act of using another person's ideas or expressions in your writing without acknowledging the source. Plagiarism, (or intellectual theft) includes "the reproduction, in whole or essential part, of a literary, artistic or musical work by one who falsely claims to be its creator." *Encyclopedia Americana, 2003*. "The unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." *Dictionary.com*. Some examples might include, but are not limited to:
 - Downloading a paper from a "paper-mill"
 - Submitting another student's work
 - Copying a portion of another's work without citing it
 - Copying material, supplying proper documentation, but leaving out quotes or indents
 - Paraphrasing ideas without documentation

Plagiarism is regarded as a very serious offense. Many institutions of higher education expel students found guilty of plagiarism. This policy is part of our effort to educate all 21CCCS students about the issue of academic dishonesty and to prepare our students for the future.

Students are expected to maintain the highest standards of honesty in their work. Forgery of papers, reports, tests or notes or any other forms of cheating and/or copying the work of another student or plagiarism from library, publication, or internet sources is prohibited and will result in disciplinary action as well as loss of academic credit.

Students are expected to respect the computer privileges given to them. All students must keep their passwords to themselves. It is against this policy to use another person's passwords or accounts. It is also against this policy to break into ("hack") other files or systems, to download copyrighted material, or to conduct a personal business enterprise using the school computer network. Students shall not go into any sites on the Internet, which contain sexually explicit material. Entering progress hours for work that has not been completed is considered a form of Academic Dishonesty. Additional rules on computer use are listed in the 21CCCS's Acceptable Use Policy.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book	Policy Manual
Section	2000 Students
Title	Alternate Assessment of Students
Code	2014
Status	Active
Adopted	November 23, 2010
Last Revised	September 10, 2019

Purpose

The CEO or designee shall ensure that all children with disabilities are included in all general state and district-wide assessment programs, including the PSSA, with appropriate accommodations and alternate assessments where necessary and as indicated in their respective IEPs.

Alternate assessments such as the PASA must be aligned with the state's academic content standards and student academic achievement standards or if the state has adopted alternate academic achievement standards, measure the achievement of children with disabilities against those standards.

21st Century Cyber Charter School (21CCCS) must maintain information regarding the number of children who: participate in regular assessments; were provided accommodations in order to participate in those assessments; and participate in alternate assessments.

The CEO or designee is directed to develop procedures to ensure that students with disabilities participate in the PSSA or PASA to the extent consistent with applicable law.

The CEO or designee is directed to monitor student participation in statewide assessment to foster participation.

The CEO or designee is directed to provide training opportunities to personnel regarding statewide assessment participation and PSSA and PASA requirements.

The CEO or designee is directed to make Pennsylvania's guidelines regarding statewide assessments available to personnel.

The CEO or designee is directed to develop procedures to prepare students in test-taking techniques prior to test administration.

The CEO or designee is directed to review assessment data and use data to drive any needed program changes. The CEO or designee is directed to report to the Board what changes are recommended and needed.

The CEO or designee must maintain information regarding the performance of children with disabilities on regular assessments and on alternate assessments.

IEPs must include a description of benchmarks or short-term objectives for children who take alternate assessments aligned to alternate achievement standards.

IEPs must include a statement of any accommodations that are necessary to measure the academic achievement and functional performance of the child on statewide and district-wide assessments consistent with law.

IEPs must, if the IEP team determines that the child shall take an alternate assessment on a particular statewide or school-wide assessment of student achievement, provide a statement of why the child cannot participate in the regular assessment, and why the particular alternate assessment selected is appropriate for the child.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book	Policy Manual
Section	2000 Students
Title	Promotion and Retention
Code	2015
Status	Active
Adopted	May 21, 2013
Last Revised	September 11, 2018

Purpose

The Board of Trustees (Board) recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The Charter School shall establish and maintain academic standards for each grade, level and/or program, and monitor individual student achievement in a continuous and systematic manner.

Authority

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's progress and attainment of the academic standards established for each grade, level and/or program.[\[1\]](#)[\[2\]](#)[\[3\]](#)

A student shall be promoted to the next grade or level when they have successfully completed the curriculum requirements and have achieved the established academic standards, based on the professional judgement of the teaching staff and the results of assessments.[\[3\]](#)

Students with disabilities shall be assessed and placed in the appropriate grade, level and/or program in accordance with their Individualized Education Program (IEP).

Delegation of Responsibility

The Chief Executive Officer or designee shall develop administrative procedures for promotion and retention of students, which assure that every effort will be made to remediate the student's difficulties before the student is retained.

The building administrator shall be assigned the final responsibility for determining the promotion or retention of each student.

Guidelines

In all cases of retention, the parents/guardians and student shall be fully involved and informed throughout the process. Parents/Guardians and students shall be informed of the possibility of retention of a student well in advance.

Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to students and parents/guardians.

The Charter School shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.

Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 22 PA Code 4.12](#)

[2. 22 PA Code 4.42](#)

[3. 24 P.S. 1531](#)



Book	Policy Manual
Section	2000 Students
Title	Procedures for Promotion and Retention
Code	2015-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

Promotion

The school recognizes that the academic, social, emotional and physical growth of students will vary. Students will be placed in the educational environment appropriate to their needs. To ensure success, instruction will be aligned with the abilities of the individual students.

Promotion of a student will be determined by an evaluation of the student's achievement, progress and potential for success during the next school year and the recommendation of school staff. In general, factors to be considered in retention of students include:

1. Achievement/Performance.
2. Ability/Effort.
3. Attendance.
4. Chronological age.
5. Social, emotional, and physical development.
6. Previous retention.

Middle school students will be promoted to the succeeding grade level when they have:

1. Completed the curriculum requirements of the presently assigned grade.
2. Achieved the instructional objectives set for the present grade, as determined by the teacher(s).
3. Demonstrated proficiency to move ahead to the educational program at the next grade level.
4. Demonstrated the degree of social, emotional and physical maturity necessary for a successful learning experience at the next grade level.

Students in grades 9-12 will be promoted based on the number of credits earned at the end of each year.

To promote the cooperation of the home and school and help each student achieve success, parents/guardians will be notified as early as possible if a student is failing to make expected progress in any area.

A student will not be retained more than two (2) years in any grade.



Book	Policy Manual
Section	2000 Students
Title	Student Records
Code	2016
Status	Active
Adopted	March 27, 2012
Last Revised	September 11, 2018

Authority

The Board of Trustees (Board) recognizes the Charter School's responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student education records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the Charter School and revised as required by changes in federal or state laws and regulations.

Copies of the student records plan shall be submitted to the Pennsylvania Department of Education, upon request.

The Board also recognizes that the Pennsylvania Department of Education shall have ongoing reasonable access to the records and facilities of the Charter School to ensure the Charter School is in compliance with its written Charter, Charter School application and applicable laws and regulations. This may include access to student education records and information; however, all access shall comply with the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations when dealing with student education records and personally identifiable information.[\[5\]](#)[\[12\]](#)[\[17\]](#)[\[18\]](#)

The Charter School shall maintain an administrative office within the Commonwealth where all student records shall be maintained at all times. The Pennsylvania Department of Education shall be notified of the current address of the Charter School's administrative office within ten (10) days of any change of address.[\[12\]](#)

Definitions

Attendance - includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.[\[19\]](#)

Directory information - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and

place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized school activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.[\[1\]](#)
[\[19\]](#)

Directory information does not include a student's Social Security Number; or student identification (ID) number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student ID card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

Disclosure - permitting access to or the release, transfer or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.[\[19\]](#)

Education records - records that are directly related to a student, maintained by the Charter School or by a party acting for the Charter School.[\[1\]](#)[\[19\]](#)

The term does not include:

1. Records kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another individual except a temporary substitute for the maker of the record.
2. Records created or received by the Charter School after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
3. Grades on peer-graded papers before they are collected and recorded by a teacher.
4. Other records specifically excluded from the definition of education records under the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

Eligible student - a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education. All rights accorded to and consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent as defined in the Internal Revenue Code, the Charter School shall make the education records accessible to the parent of said student.[\[19\]](#)[\[20\]](#)

Parent - includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. The Charter School shall give full rights to either parent unless the Charter School has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce, separation, or custody that specifically revokes these rights.[\[19\]](#)[\[21\]](#)

Personally identifiable information - includes, but is not limited to:[\[19\]](#)

1. The name of a student, the student's parents or other family members.
2. The address of the student or student's family.
3. A personal identifier, such as the student's Social Security Number, student number, or biometric record.
4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
6. Information requested by a person who the Charter School reasonably believes knows the identity of the student to whom the education record relates.

Student - includes any individual who is or has been in attendance at the Charter School and regarding whom the Charter School maintains education records.[\[19\]](#)

Delegation of Responsibility

The Chief Executive Officer or designee shall be responsible for developing, implementing, and monitoring the student records plan.

All Charter School personnel having access to student education records shall receive training in the requirements of Board policy, the student records plan, and applicable federal and state laws and regulations as directed by the Chief Executive Officer.

Guidelines

The Charter School's plan for the collection, retention, disclosure and protection of student records shall provide for the following:

1. Safeguards to protect the student records when collecting, retaining and disclosing personally identifiable information.
2. Ensuring that parents and eligible students, including those who are disabled or have a primary language other than English, are effectively notified of their rights and the procedures to implement those rights, annually and upon enrollment.[\[22\]](#)
3. Procedures for the inspection, review, and copying of a student's education records by parents and eligible students. The Charter School may charge a fee for copies of records that are made for parents so long as the fee does not effectively prevent parents from exercising their right to inspect and review those records. The Charter School shall not charge a fee to search for or to retrieve information in response to a parental request.[\[23\]](#)[\[24\]](#)[\[25\]](#)
4. Procedures for requesting the amendment of a student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.[\[26\]](#)
5. Procedures for requesting and conducting hearings to challenge the content of the student's education records.[\[27\]](#)[\[28\]](#)
6. Enumerating and defining the types, locations and persons responsible for education records maintained by the Charter School.
7. Determining the types of personally identifiable information designated as directory information.[\[19\]](#)[\[29\]](#)
8. Establishing guidelines for the disclosure and redisclosure of student education records and personally identifiable information from student records.[\[5\]](#)[\[30\]](#)
9. Reasonable methods to ensure that Charter School officials obtain access to only those education records in which they have a legitimate educational interest. Such methods shall include criteria for determining who constitutes a Charter School official and what constitutes a legitimate educational interest.[\[22\]](#)[\[31\]](#)
10. Maintaining required records of requests for access and each disclosure of personally identifiable information from each student's education records.[\[32\]](#)
11. Ensuring appropriate review, retention, disposal and protection of student records.[\[5\]](#)
12. Transferring and receiving education records and appropriate disciplinary records to and from other school entities.[\[5\]](#)[\[7\]](#)[\[13\]](#)

Student Recruitment

Procedures for disclosure of student records and personally identifiable information shall apply equally to military recruiters and postsecondary institutions and shall comply with law and Board policy.

Termination or Nonrenewal of Charter

In the event the Charter School's charter is revoked, nonrenewed or expired, all student records maintained by the Charter School shall be forwarded to the student's school district of residence.[\[33\]](#)[\[34\]](#)

Missing Child Registration

A missing child notation shall be placed on school records of a student under the age of eighteen (18) reported as missing to Charter School officials by a law enforcement agency. Such notation shall be removed when the Charter School is notified by the appropriate law enforcement agency that a missing child has been recovered.[\[35\]](#)

In the event the Charter School receives a request for information from the school records of a missing child, the Charter School shall:[\[36\]](#)

1. Attempt to obtain information on the identity of the requester.

2. Contact the appropriate law enforcement agency to coordinate a response.

No information in the records shall be released to the requester without first contacting the appropriate law enforcement agency.

NOTE: Family Policy Compliance Office
U.S. Dept. of Education
400 Maryland Avenue SW
Washington D.C. 20202-5920

DO NOT add guardian to this policy, based on definition of "parent".

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

- [1. 20 U.S.C. 1232g](#)
- [2. 22 PA Code 12.31](#)
- [3. 22 PA Code 12.32](#)
- [4. 22 PA Code 4.52](#)
- [5. 22 PA Code 711.8](#)
- [6. 24 P.S. 1304-A](#)
- [7. 24 P.S. 1305-A](#)
- [8. 24 P.S. 1306-A](#)
- [9. 24 P.S. 1307-A](#)
- [10. 24 P.S. 1402](#)
- [11. 24 P.S. 1409](#)
- [12. 24 P.S. 1743-A](#)
- [13. 24 P.S. 1744-A](#)
- [14. 34 CFR Part 300](#)
- [15. 34 CFR Part 99](#)
- [16. 42 Pa. C.S.A. 6341](#)
- [17. 24 P.S. 1728-A](#)
- [18. 24 P.S. 1742-A](#)
- [19. 34 CFR 99.3](#)
- [20. 34 CFR 99.5](#)
- [21. 34 CFR 99.4](#)
- [22. 34 CFR 99.7](#)
- [23. 34 CFR 99.10](#)
- [24. 34 CFR 99.11](#)
- [25. 34 CFR 99.12](#)
- [26. 34 CFR 99.20](#)
- [27. 34 CFR 99.21](#)
- [28. 34 CFR 99.22](#)
- [29. 34 CFR 99.37](#)
- [30. 34 CFR 99.30-99.39](#)
- [31. 34 CFR 99.31](#)
- [32. 34 CFR 99.32](#)
- [33. 24 P.S. 1729-A](#)
- [34. 24 P.S. 1741-A](#)
- [35. 35 P.S. 450.403-A](#)
- [36. 35 P.S. 450.404-A](#)
- [24 P.S. 1732-A](#)
- [35 P.S. 450.401-A et seq](#)



Book Policy Manual
Section 2000 Students
Title Authorization for Disclosure of Information
Code 2016-AR-1
Status Active
Adopted September 8, 2020

I am the parent of the student referenced below, or the student listed below and am at least eighteen (18) years of age or attending a postsecondary institution, and hereby give consent to the school to disclose to:

_____ for _____
(Agency/Person) (Student's Full Name)

_____ _____
(Address) (Address)

_____ _____
(Phone) (Phone)

the following information: (Check all that apply)

- General (name, address, phone, birth date, attendance records, progress/report cards, etc.)
- Standardized Test Scores
- Special Education Records:
 - Evaluation/Re-evaluation Reports
 - Individualized Education Program (IEP)
 - Notice of Recommended Educational Placements/Assignments Options Considered Form
 - Psychological Reports
 - Occupational Therapy Reports
 - Physical Therapy Reports
- Medical records, reports, and test results in the possession of the school
- Discipline Records
- Consultation between the school and _____
- Other: (Please specify) _____

The purpose of the disclosure being authorized by me is to: _____

____ Please check here if you are requesting the school provide you with a copy of the records disclosed.

I understand that my records are protected under Board Policy No. 2016 and accompanying Administrative Procedures to ensure the privacy rights of both parent(s) and eligible students in the collection, maintenance, release and destruction of these records as required by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and will not be disclosed by the charter school without my written consent unless required or permitted under applicable law. I also understand that I may revoke this consent at any time, except to the extent that action has been taken in reliance on it. In any event, this consent expires automatically as follows:

(Specification of the date, event, or condition upon which this consent expires)

Signature of parent or eligible student

Date



Book	Policy Manual
Section	2000 Students
Title	Procedures for Student Records
Code	2016-AR-3
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

Definitions

Attendance - includes, but is not limited to, attendance in person or by paper correspondence, video conference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

Dates of attendance - means the period of time during which a student attends or attended school. Examples of dates of attendance would include an academic year, semester, quarter, or grading period, but would not include specific daily records of a student's attendance.

Destruction - means the physical destruction or permanent removal of personally identifying data from the education records of a student so that the information in those records is no longer personally identifiable.

Directory information - is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include, but is not limited to:

1. The student's name, address, listed telephone number, email address, date, and place of birth.
2. Program or major field of study.
3. Dates of attendance.
4. Participation in officially recognized school activities and sports.
5. Weight and height of members of athletic teams.
6. Placement on the honor roll.
7. Certificates and awards received.
8. The most recent previous educational agency or institution attended by the student.
9. Grade level.

10. Enrollment status.

11. Photograph/School picture.

Directory information shall not include a student's Social Security Number; or student identification (ID) number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student identification card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

Disclosure - means permitting access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic, to any party except the party that provided or created the record.

Education records - means those records which are directly related to the student; and are maintained by the school or by a party acting for the school. Records can be recorded in any form including, but not limited to, handwriting, print, computer/digital media, video or audiotape, film, microfilm, and microfiche. The term does not include:

1. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons – including, but not limited to, instructional support teachers, counselors, therapists and clinicians, school psychologists and psychiatrists, nurses, and instructional aides – that are kept in the sole possession of the maker of the record, used only as a personal memory aid, and the contents of which are not accessible or revealed to any other person except a temporary substitute for the maker of record;
2. Records created or received by the school after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student;
3. Grades on peer-graded papers before they are collected and recorded by a teacher; and
4. Other records specifically excluded from the definition of education records under the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, and its implementing regulation, 34 C.F.R. Part 99.

Eligible student - a present or former student who has attained the age of eighteen (18) or a former student who is attending an institution of postsecondary education. For the purposes of this regulation, whenever a student has attained eighteen (18) years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

Parent - a natural or adoptive parent, a legal guardian, or an individual acting as a parent in the absence of a natural parent or guardian. The school shall give full rights to either parent unless the school has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce, separation, or custody that specifically revokes these rights.

Personally identifiable information - includes, but is not limited to:

1. The name of a student, the student's parents or other family members;
2. The address of the student or student's family;
3. A personal identifier, such as the student's Social Security Number, student number, or biometric record;
4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or

6. Information requested by a person who the school reasonably believes knows the identity of the student to whom the education record relates.

School official with a legitimate educational interest - a school official is a person employed by the school as an administrator, supervisor, teacher, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Criteria for determining whether the official has a legitimate interest include, but are not limited to, whether particular information concerning the student is:

1. Presently or potentially relevant to the provision of education, education-related services, or extracurricular activities or experiences, or
2. Necessary to protect the health, safety, or welfare of school officials and/or other students with whom the student might have contact.

The phrase also applies to school officials and support staff who are responsible for the maintenance and security of education records or auditing the school's recordkeeping procedures and to attorneys, consultants, and Board members when Board action concerning the student is required by law or when the education or treatment of the student is the subject of present or potential litigation or legal dispute.

Student - includes any individual who is or has been in attendance at the school and regarding whom the school maintains education records.

Responsibilities

The CEO or designee shall be responsible for education record maintenance and access, and for the education of staff about maintenance and access procedures. The principal is responsible for implementing Board policy concerning student education records in the school. All school personnel having access to education records should receive training in security, with emphasis upon privacy rights of student and parents.

Records are to be kept secure at all times under the supervision of school personnel and in accordance with law, regulations, Board policy and the student records plan.

Annual Notification of Rights

Parents and eligible students shall be notified annually and upon initial enrollment of:

1. The rights and procedures for parents or eligible students:
 - a. To access, inspect and review the student's education records; and
 - b. To seek an amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.
2. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations authorize disclosure without consent.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of the FERPA and its implementing regulations.
4. The school's practice of permitting school officials with legitimate educational interests to access student records without prior consent of the parent or eligible student, as well as the criteria used by the school to determine who constitutes a school official and what constitutes a legitimate educational interest.

5. The types of personally identifiable information the school has designated as directory information; the parent's/eligible student's right to opt out of the disclosure of directory information; and the time period within which a parent/eligible student has to notify the school, in writing, of their decision to opt out.

The annual notice may be provided through a letter to parents/eligible students, school calendar, student/parent handbooks, school newsletter, on the school's website, and/or any other effective means.

The school will also ensure that parents and eligible students who are disabled or have a primary language other than English are effectively notified of their rights and the procedures to implement those rights.

Student Health Records

The school shall maintain a comprehensive health record for each child of school age, which shall include immunization information, results of vision and hearing screenings, results of state-mandated physical examinations, in-school treatment and medication dispensing or administration orders or prescriptions from physicians, treatment and medication dispensing or administration logs, and health-related information provided by parents. This includes medical questionnaires that are forms furnished by the Secretary of Health and completed by the child or the child's parent at such times as the Secretary of Health may direct.

All health records established and maintained by the school shall be confidential, and their contents shall be divulged only when necessary for the health of the child or at the request of the parent to a physician legally qualified to practice medicine and surgery or osteopathy or osteopathic surgery in the Commonwealth of Pennsylvania.

Disclosure of Student Records

The school shall obtain the signed and dated written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, other than directory information, except as specifically permitted by law and regulations. Signed and dated written consent may include a record and signature in electronic form that identifies and authenticates a particular person as the source of the electronic consent and indicates such person's approval of the information contained in the electronic consent.

When disclosure is made pursuant to signed and dated written consent, the school shall, upon request, provide the parent, eligible student, and/or student who is not an eligible student with a copy of the record(s) disclosed.

The school shall use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the school discloses personally identifiable information from education records.

However, the school may disclose personally identifiable information from the education records of a student without written consent of the parent(s) or the eligible student if the disclosure is:

1. To other school officials, including teachers, guidance counselors, nurses, and I.U. personnel within the school who have been determined by the school to have legitimate educational interests. A contractor, consultant, volunteer or other party providing educational services or functions may be considered a school official provided that the party:
 - a. Performs an institutional service or function for which the school would otherwise use employees;
 - b. Is under the direct control of the school with respect to the use and maintenance of education records; and
 - c. Uses the information only for the purposes for which disclosure was made and does not disclose information to any other party without the prior consent of the parent or eligible student.

The school shall use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests.

2. To officials of another school or school system or postsecondary schools in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment/transfer or where the student is enrolled and receiving services. Parents and eligible students may request a copy of and be provided the opportunity to challenge the contents of the records sent.
3. To authorized representatives of the state or federal government, subject to the conditions set forth in law and regulations.
4. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine the eligibility for, amount of, and conditions for aid, and to enforce the terms and conditions of the aid.
5. To organizations conducting studies for or on behalf of the school to develop, validate or administer predictive tests, administer student aid programs or improve instruction. Such disclosures are permissible only if:
 - a. The study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information;
 - b. The information is destroyed when no longer needed for the purposes for which the study was conducted; and
 - c. The educational agency or institution enters into a written agreement with the organization that:
 1. Specifies the purpose, scope, and duration of the study or studies and the information to be disclosed;
 2. Requires the organization to use personally identifiable information from education records only to meet the purpose(s) of the study as stated in the written agreement;
 3. Requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and
 4. Requires the organization to destroy or return to the educational agency or institution all personally identifiable information when the information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be returned or destroyed.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena:
 - a. The school shall make a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance unless the disclosure is in compliance with:
 1. A federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
 2. Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
 3. An *ex parte* order obtained by the U.S. Attorney General in connection with the investigation or prosecution of specified terrorism offenses; or
 4. A court proceeding in which a parent is a party involving child abuse and neglect or dependency

matters, and the order is issued in the context of that proceeding.

- b. The school may disclose to a court, without court order or subpoena, the education records of a student that are relevant for the school to proceed with or defend a legal action.
8. To appropriate parties, including parents of an eligible student, in connection with a health or safety emergency, subject to certain conditions, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
 - a. The school shall not be prohibited from including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community and disclosing appropriate information to teachers and school officials within the school or in other schools who the agency or institution has determined have legitimate educational interests in the behavior of the student.
 - b. In making a determination under this section, the school 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 determines that there is an articulable and significant threat to the health and safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

In the event that personally identifiable information is disclosed due to a health or safety emergency, the school shall keep a record of the parties that received the information and the significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure.

9. Information designated by the school as directory information, provided that parents and eligible students have received prior notice of the types of personally identifiable information the school has designated as directory information; the parent's/eligible student's right to opt out of the disclosure of directory information; and the time period within which a parent/eligible student has to notify the school, in writing, of their decision to opt out.

A parent or eligible student may not use the right to opt out of directory information disclosures to prevent the school from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled; or requiring a student to wear, to display publicly, or to disclose a student ID card/badge that exhibits information that has been properly designated as directory information.

The school may continue to disclose directory information about former students without providing annual notice and opt out opportunities; however, the school must continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance unless the student rescinds the opt out request.

The school may not disclose or confirm directory information without obtaining written consent. The school may not disclose or confirm if student's Social Security Number or other non-directory information is used alone or combined with other data elements to identify or help identify the student or the student's records.

10. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.
11. To the parents of a student who is not an eligible student or to the student.
12. As otherwise required or permitted by law and regulations.

Questions regarding the disclosure of information should be referred to the designated school employee, the CEO or designee.

De-Identified Records and Information

The school may release education records or information without required consent after the removal of all personally identifiable information, provided that the school has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information.

The school may release de-identified student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:

1. The school does not disclose any information about how it generates and assigns a record code, or that would allow a recipient to identify a student based on a record code;
2. The record code is used for no purpose other than identifying a de-identified record for purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
3. The record code is not based on a student's Social Security Number or other personal information.

Re-Disclosure of Records

The school will disclose information from education records only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent or eligible student.

Information disclosed by the school is to be used by the party only for the purpose(s) for which the disclosure was made.

The school may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school only if the requirements of law and regulations are met.

Transfer of Records to Another School or Charter School

Upon receiving a request for educational records, health records, or student disciplinary records from another school or charter school where the student seeks or intends to enroll, the school shall forward the records within ten (10) business days of receipt of the request. A signed parent consent form is not required prior to this disclosure.

Responding to Subpoenas for Student Records

If a school employee receives a subpoena from any court or administrative body regarding student records, the school employee will immediately refer the subpoena to the CEO. The CEO or designee shall consult with the school's solicitor before responding to any subpoena.

Review and Inspection of Records by Parents and/or Eligible Students

Requests by a parent or eligible student to inspect and review the education record of a student are to be directed to the principal of the school in which the student is enrolled or to the school administrative offices for access to inactive records (e.g., graduates and withdrawals). Access shall be granted within a reasonable period of time not to exceed forty-five (45) calendar days after receiving the request. Review of records shall be permitted in the presence of the principal or a designated agent for the purposes of security and assistance in explaining or interpreting the data. The school shall respond to any reasonable request for explanation and interpretation of the records.

If the education records of a student contain information about more than one (1) student, the parent of the student or the eligible student may inspect and review or be informed orally or in writing of only the specific information which pertains to that student.

If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's education records, the school shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.

Copies shall be provided at a reasonable rate as determined by the school in order to cover the cost of copying, provided that the fee does not effectively prevent the parent or eligible student from exercising their right to inspect and review education records.

There shall be no fee to search for or to retrieve the education records of a student.

Record of Requests and Disclosures Required to be Maintained

The school shall maintain a record of each request for and each disclosure of personally identifiable information from the education records of a student. The school will maintain the record of disclosure with the education records of the student for as long as the records are maintained. For each disclosure, the record must include the parties who have requested or obtained personally identifiable information from the student's education records and the legitimate interests these parties had in requesting or obtaining the information. This requirement does not apply if the request was from or the disclosure was to:

1. A parent or eligible student;
2. School officials, such as administrators, teachers, school counselors and authorized support staff whom the school has determined to have a legitimate educational interest;
3. A party with the written consent of a parent or an eligible student;
4. A party seeking directory information; or
5. A party seeking or obtaining records in response to a lawfully issued subpoena or court order.

If a disclosure is made pursuant to a health or safety emergency, the school shall record the specific and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure, as well as the parties to whom the school disclosed the information.

The record of access shall include not only in-person access, but also cases where information is disclosed by any other means including, but not limited to, telephone, facsimile, email and/or mail. The school official permitting access/disclosure shall take necessary steps to confirm the identity of persons requesting student information and the legitimacy of the request.

The record of disclosure shall be available for inspection by parents, eligible students, school officials responsible for the custody of the records, and authorized representatives of the federal or state government for the purpose of auditing the school's recordkeeping procedures.

If the school discloses personally identifiable information from education records with the understanding that the party intends to re-disclose the information, the record of the disclosure must include:

1. The names of the additional parties to which the receiving party may disclose the information on behalf of the educational agency or institution; and
2. The legitimate interest which each of the additional parties has in requesting or obtaining the information.
3. This requirement does not apply to disclosures to authorized representatives of state and federal government to whom disclosure is permitted without parent/eligible student consent; however, the school will request a copy of the record of further disclosures from the state and/or federal government in response to a parent's or eligible student's request to review such records.

Amendment of Education Records

A parent or eligible student who believes that information in education records collected, maintained or used by the school is inaccurate, misleading or violates the student's privacy or other rights, has the right to request that the school correct, amend or delete the information under the following procedures:

1. The parent or eligible student shall submit, in writing to the principal, a request for amendment, which shall include a brief statement, which specifies the record(s) to be amended and the reason that an amendment is requested.
2. The principal shall decide whether to amend the information in accordance with the requests of the parent or eligible student within a reasonable time period not more than thirty (30) calendar days after receipt of the request.
3. If the principal decides to amend the information in accordance with the request, the principal shall notify the parent or eligible student, in writing, of the decision to amend the record.
4. If the principal decides not to amend the information as requested, the principal shall inform the parent or eligible student, in writing, of their decision, the specific reason(s) for the refusal, and the right to request a hearing.

Inaccuracies in student records can be changed at any point after a child has transferred to a new school; enrolled in further education; moved on to a different building in, graduated or withdrawn from the school, regardless of time constraints.

If the parent or eligible student is not satisfied with the principal's decision to not amend the record, they may submit a written request for a hearing to challenge the information in the student's education records to the CEO or designee within thirty (30) days of receiving the principal's decision.

The school shall hold the hearing within a reasonable time, not to exceed forty-five (45) calendar days, after receiving the request for a hearing and provide the parent or eligible student reasonable advanced written notice of the date, time, and place of the hearing. The school shall inform the parent or eligible student of its decision in writing within forty-five (45) calendar days after the hearing.

The hearing shall be conducted in accordance with the following requirements:

1. The hearing shall be conducted by a school official who does not have a direct interest in the outcome of the hearing.
2. The parent or eligible student shall have a full and fair opportunity to present relevant evidence.
3. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of their choice, including an attorney.
4. The decision shall be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

If, as a result of the hearing, the school decides that the information is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the school shall amend the information accordingly and inform the parent or eligible student in writing.

If, as a result of the hearing, the school decides that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the school shall inform the parent or eligible student of the parent's/student's right to place in the records a statement commenting on the information and/or providing any reasons for disagreeing with the school's decision.

Any statement placed in the student's records shall be:

1. Maintained by the school as part of the student's records as long as the record or contested portion is maintained by the school; and
2. Included with the record or contested portion if the record or contested portion are disclosed to any party.

Maintenance and Destruction of Information

The school shall maintain and destroy the educational records of all its students consistent with the student records plan.

Student health records shall be kept in the school building where the child attends school. Records shall be transferred with the child when they move to another school outside the school.

Staff members may maintain personal and confidential files containing grades, notes, transcripts of interviews, clinical diagnoses, and other memory aids for their own use in counseling students and parents. Such private notes are not to be made a part of the student's permanent or cumulative record, are not to be released to others, and must be destroyed when they no longer serve a useful purpose to the staff member or when the student or professional leaves the school or school system. Such notes are considered to be the personal property of the professional and shall be guarded by the tenets of professional ethics.

No education records containing information necessary for the education of a student who is enrolled or has been enrolled in an education program operated by the school shall be destroyed except as outlined in Board policy or the student records plan.

The destruction of any student records shall be by shredding, burning, deleting, erasing or any other method that renders information illegible and non-reconstructable through generally available means.

The school shall not destroy any education records if there is an outstanding request to inspect and review the records or if the education records are relevant to any existing or anticipated claims, actual or potential litigation, or other proceedings involving the student.



Book	Policy Manual
Section	2000 Students
Title	Notification of Rights Under FERPA
Code	2016-AR-4
Status	Active
Adopted	September 8, 2020

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. These rights include:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the school receives a request for access. Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or eligible students who wish to ask the school to amend a record should submit to the school principal a written request that clearly identifies the record or part of the record they want changed and specify why they feel it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One (1) exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Criteria for determining whether the official has a legitimate interest include, but are not limited to, whether particular information concerning the student is: (a) presently or potentially relevant to the provision of education, education-related services, or extracurricular activities or experiences, or (b) necessary to protect the health, safety, or welfare of school officials and/or other students with whom the student might have contact.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

5. The school is permitted by law to disclose appropriately designated "directory information" without obtaining the prior written consent of the parent or eligible student unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two (2) federal laws require the school to provide military recruiters, upon request, with the following information on its junior and senior class students – names, addresses and telephone listings – unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

If you do not want the school to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing. The school has designated the following information as directory information:

- a. The student's name, address, listed telephone number, date, and place of birth.
- b. Student's email address.
- c. Program or major field of study.
- d. Dates of attendance.
- e. Participation in officially recognized school activities and sports.
- f. Weight and height of members of athletic teams.
- g. Placement on the honor roll.
- h. Certificates and awards received.
- a. The most recent previous educational agency or institution attended by the student.
- j. Grade level.
- k. Enrollment status.
- l. Photograph/School Picture.

Questions regarding this notice or your rights under FERPA should be directed to the principal.

[1] These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).



Book	Policy Manual
Section	2000 Students
Title	Supplemental Discipline Records
Code	2016.1
Status	Active
Adopted	October 10, 2023

Authority

The Board of Trustees (Board) directs the Charter School to maintain required records concerning students adjudicated delinquent and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on, or within 1,500 feet of, Charter School property. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Guidelines

Records/Information Regarding Students Who Have Been Adjudicated Delinquent

The building administrator or designee shall receive from the court, through the juvenile probation office, information concerning the adjudication of an enrolled student. The information may include, but not be limited to, the name and address of the student, a description of the delinquent acts committed by the student and the disposition of the case. If the student is adjudicated delinquent of a felony offense, the building administrator or designee may receive additional information, including but not limited to juvenile probation or treatment reports pertaining to the adjudication, prior delinquent history and the supervision plan. Other information may be provided as deemed necessary by the juvenile probation office unless restricted by a court order or other applicable law or regulation. [\[4\]](#)[\[5\]](#)

Upon receipt, the building administrator or designee shall send a written acknowledgement to the juvenile probation office of the receipt of the information, including acknowledgement of the requirements and restrictions of the Charter School regarding such information. [\[5\]](#)

The building administrator or designee shall share this information with the student's teacher and the building administrator of another school to which the student may transfer. The information shall be used for the limited purposes of protecting school personnel and students, and arranging for appropriate counseling and education for the student. [\[4\]](#)[\[5\]](#)

The information may be used for school disciplinary decisions only if: the student was under the supervision of the Board at the time of the incident; the act(s) took place within 1,500 feet of school property; and the Charter School has complied with all other statutory, regulatory and constitutional provisions relative to the imposition of school discipline. [\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

The information received from the juvenile probation office concerning an adjudicated student shall be maintained separately from the student's official school record. [\[4\]](#)[\[5\]](#)

Records Regarding Student Enrollment - Sworn Statement or Affirmation Related to Disciplinary Exclusions

Upon enrollment and prior to admission to the Charter School, the parent/guardian or person having charge of the student shall provide a signed sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; sexual assault; or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.[\[1\]](#)[\[8\]](#)[\[10\]](#)[\[11\]](#)

The sworn statement or affirmation shall include the signature of the parent/guardian or person having charge of the student and they shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.[\[1\]](#)

This registration statement shall be maintained as part of the student's disciplinary record.

Transfer of Disciplinary Records

Transfer Into the Charter School -

When a student transfers to the Charter School from a school district, a nonpublic school, another charter school or other school entity, the Charter School shall request a certified copy of the student's disciplinary record from the school from which the student is transferring. The sending school, if it is within the Commonwealth of Pennsylvania, shall have ten (10) days from receipt of the request to provide the disciplinary record. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law and Board policy.[\[2\]](#)[\[12\]](#)

Transfer From the Charter School -

When a student transfers from the Charter School to a school district, a nonpublic school, another charter school or other school entity, the Charter School shall transmit a certified copy of the student's disciplinary record within ten (10) days of receiving the request from the school to which the student has transferred. A copy of the notice initially provided by the juvenile probation office to the Charter School shall also be provided to the school to which the student has transferred.[\[5\]](#)

The building administrator or designee shall maintain a log of all individuals from other school entities to whom this information is subsequently provided, and shall inform the juvenile probation office upon providing this information to officials from other schools.[\[5\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 24 P.S. 1304-A](#)

[2. 24 P.S. 1305-A](#)

[3. 24 P.S. 1307-A](#)

[4. 42 Pa. C.S.A. 6341](#)

[5. 237 PA Code Rule 163](#)

[10. 24 P.S. 1318.1](#)

[24 P.S. 1729-A](#)

[24 P.S. 1732-A](#)

[24 P.S. 1741-A](#)

[20 U.S.C. 1232g](#)



Book	Policy Manual
Section	2000 Students
Title	Graduation
Code	2017
Status	Active
Adopted	May 21, 2013
Last Revised	March 14, 2023
Prior Revised Dates	May 13, 2014, September 11, 2018

Purpose

The Board of Trustees (Board) shall establish graduation requirements and acknowledge each student's successful completion of the instructional program by awarding diplomas and certificates at graduation ceremonies.

Authority

The Board shall adopt the graduation requirements students must achieve in accordance with state law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board requires graduation requirements to be published and distributed to students and parents/guardians, and made available in each Charter School building and on the Charter School's publicly accessible website. All changes to graduation requirements shall be published and distributed to students and parents/guardians, and made available in each Charter School building or on the Charter School's publicly accessible website immediately following approval by the Board.[\[1\]](#)

Diplomas

The Board shall award a high school diploma to every student enrolled in this Charter School's high school program(s) who meets the requirements for graduation established by this Board.[\[1\]](#)

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

Students Experiencing Educational Instability -

The Charter School shall provide supports to ensure that students experiencing educational instability graduate in a timely manner, in accordance with law and Board policy. A graduation plan shall be developed to facilitate this process for students in grades nine (9) through twelve (12) who are experiencing educational instability.

Students With Disabilities -

The Board shall permit a student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, to participate in commencement ceremonies with the

student's graduating class and receive a certificate of attendance, provided that the student has attended four (4) years of high school. The Board shall issue a high school diploma to each student with a disability who completes the graduation requirements established by the Board or the goals established in the student's IEP, as determined by the student's IEP team.[\[1\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

Full-Time Postsecondary Students –

The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation.[\[9\]](#)[\[10\]](#)

Delegation of Responsibility

The Chief Executive Officer or designee shall be responsible for ensuring the following:

1. Publication and distribution of graduation requirements to students and parents/guardians.[\[1\]](#)
2. Counseling of students regarding expectations of graduation requirements.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[5\]](#)
3. Assessment of individual student attainment of academic standards to ensure the student's progress toward achievement of graduation requirements.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[5\]](#)
4. Accurate recording and reporting of each student's progress and accumulation of graduation requirements.
5. Provision of assistance to those students having difficulty attaining the academic standards.[\[1\]](#)
6. Development of a list of individuals who qualify for the award of a diploma.
7. Planning and executing graduation ceremonies that appropriately recognize this important achievement.

The Chief Executive Officer or designee shall annually, no later than December 1, report to the PA Department of Education (PDE) graduation information and data, as required by law.[\[1\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 22 PA Code 4.24](#)

[2. 22 PA Code 4.51](#)

[3. 22 PA Code 4.52](#)

[4. 22 PA Code 11.27](#)

[5. 22 PA Code 4.12](#)

[6. 24 P.S. 1614](#)

[7. 34 CFR 300.102](#)

[8. 34 CFR 300.305](#)

[9. 22 PA Code 11.8](#)

[10. 22 PA Code 11.4](#)

[34 CFR Part 300](#)



Book	Policy Manual
Section	2000 Students
Title	Graduation / Commencement
Code	2017-AR-1
Status	Active
Adopted	September 8, 2020

In order to graduate from the school, students must meet all graduation requirements established by the Board.

The academic progress and achievement of state academic and common core standards by individual students will be continually monitored by guidance staff at the high school throughout the student's years of attendance.

The high school principal will direct the guidance and teaching staff to compile a list of students who meet all graduation requirements and a list of students who do not meet graduation requirements. The principal will review the lists, and their determination will be final; however, a student does have a right to due process procedures regarding their graduation status.

The principal will forward the list of graduating students to the CEO, who will submit the list to the Board.

Commencement Ceremony

Acting on the recommendation of the CEO, the Board will set the date of the school commencement ceremony and approve necessary expenses.

The commencement program must be secular in nature and will be arranged under the direction of the senior high school principal or designee and approved by the CEO.

A student must complete the following in order to participate in the commencement ceremony:

1. Meet the state and school graduation requirements and have this verified by the principal.
2. Complete all disciplinary obligations.
3. Conform to school-sanctioned standards and expectations for behavior and attire during all related ceremonies.

The administration reserves the right to deny student participation in the commencement ceremony based on unacceptable behavior or attire.

Awarding of Diplomas

The CEO will preside over the commencement ceremony.

The high school principal will verbally verify that all the students who will be receiving diplomas have met all requirements for graduation. The graduating class will be presented to the Board by the high school principal.

The Board chairperson, assisted by the Board Vice-chairperson or another Board member, will award a school diploma to each individual graduating member of the senior class.

Board members, other than those designated above, the CEO and high school principal may present diplomas to their own child or grandchild. These individuals should be aware that the presentation will consist of just the diploma and should not include any other congratulatory tokens.

Students who choose not to participate in the commencement ceremony will be mailed their diploma after commencement.



Book	Policy Manual
Section	2000 Students
Title	Counseling for Senior Students
Code	2017-AR-2
Status	Active
Adopted	September 8, 2020

Each student's academic progress and achievement of state academic and common core standards and graduation requirements will be continually monitored by guidance staff at the high school.

Throughout the entire senior year, the seniors' guidance counselor will meet with students whose graduation status is uncertain. The counselor will maintain contact with the parents/guardians of the student by mail, telephone and email to keep them informed of the student's academic progress and graduations status.

Timeline

May

Junior students and parents/guardians are notified of possibility student will not graduate at the end of senior year; students who will need to pass all senior courses to graduate are notified.

September

Senior counselor contacts all seniors and parents/guardians who may not be able to graduate.

First Semester

Senior students who may not graduate are continually monitored and counseled throughout the semester.

January

Notice is given to parents/guardians of senior students who are failing courses and may not graduate.

February

Notice is given to parents/guardians of senior students who are failing courses and may not graduate.

April

Notice is given to parents/guardians of senior students who are failing courses and may not graduate.

May

Two (2) weeks prior to final exams, teachers of senior students submit to guidance counselor a list of potential failures.

Upon Completion of Final Exams

Teachers of senior students submit grades of borderline students to the guidance counselor.

Guidance counselor, teachers and principal establish a list of non-graduates; notify students and parents/guardians by letter.



Book	Policy Manual
Section	2000 Students
Title	Early Graduation
Code	2017-AR-3
Status	Active
Adopted	September 8, 2020

A student who meets all established state academic and common core standards and graduation requirements may request early graduation from school. In no case will any academic or graduation requirements be waived.

The following procedure will be followed by all students requesting early graduation:

1. Student and parents/guardians will meet with guidance counselor to develop a graduation plan that includes graduation requirements and related implications regarding the student's future plans.
2. Student's application and academic records will be evaluated by the principal and guidance counselor.
3. Principal will make the final recommendation, based on recommendations of the guidance counselor and appropriate teachers, when necessary.

Exceptions will be made at the discretion of the administration.

Students graduating early from school will receive a school diploma and will be eligible to participate in graduation and commencement ceremonies with their class.



Book	Policy Manual
Section	2000 Students
Title	Graduation / Commencement
Code	2017-AR-4
Status	Active
Adopted	January 12, 2023

In Pennsylvania, there are five (5) pathways provided as a means for students to meet state high school graduation requirements. The pathways are as follows:

- Keystone Proficiency
- Keystone Composite
- Career and Technical Education (CTE) Concentrator
- Alternative Assessment
- Evidence-Based

Please click on the link below to access the PA Department of Education’s Act 158: Pathways to Graduation Toolkit which includes detailed information regarding alternative pathways, as well as guidance related to students with disabilities and English Learners.

<https://pdesas.org/Frameworks/DCEToolkit/Act158PathwaysToGraduationToolkit>



Book	Policy Manual
Section	2000 Students
Title	Student Discipline
Code	2018
Status	Active
Adopted	May 21, 2015
Last Revised	May 10, 2022
Prior Revised Dates	September 11, 2018

Purpose

The Board of Trustees (Board) recognizes that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

Authority

The Board, in accordance with the Charter School application and written Charter, shall establish fair, reasonable and nondiscriminatory rules and procedures regarding the conduct of all students in the Charter School.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The Board shall adopt a Code of Student Conduct (*See Student Parent Handbook, Section 2*) to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.[\[1\]](#)[\[2\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

The Board shall approve the inclusion of restorative practices in the Code of Student Conduct to address violations where applicable.[\[9\]](#)

The Board prohibits the use of corporal punishment by Charter School staff to discipline students for violations of Board policies, the Code of Student Conduct and Charter School rules and procedures.[\[10\]](#)

Any student disciplined by a Charter School employee shall have the right to be informed of the nature of the infraction and the applicable rule or rules violated.

When suspensions and expulsions are imposed, they shall be carried out in accordance with Board policy.[\[11\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the Charter School shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[5\]](#)[\[8\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

Off-Campus Activities

This policy and the Code of Student Conduct apply to the behavior of students at all times during they time they are under the supervision of the Charter School or at ay time while on Charter School property, while present at school-sponsored activities, and while traveling to or from the Charter School and school-sponsored activities or at other times while riding in Charter School-provided means of transportation ("on-campus"). This policy and the Code of Student Conduct also apply to student behavior that occurs at other times and places ("off-campus") when:[\[3\]](#)

1. The conduct involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment.
2. The conduct materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, school work, discipline, safety and order on Charter School property or at Charter School functions;
3. The conduct interferes with or threatens to interfere with the rights of students or Charter School staff or the safe and orderly operation of the Charter School and its programs;
4. The conduct involves the theft or vandalism of Charter School property; or
5. The proximity, timing or motive for the conduct in question or other factors pertaining to the conduct otherwise establish a direct connection to attendance at school, to the school community, or to a school-sponsored activity. This would include, for example, but not be limited to, conduct that would violate the Code of Student Conduct if it occurred in school that is committed to furtherance of a plan made or agreed to in school or acts of vandalism directed at the property of Charter School staff because of their status as Charter School staff.

Delegation of Responsibility

The Chief Executive Officer or designee shall ensure that reasonable and necessary rules and procedures are developed to implement Board policy governing student conduct.

The Chief Executive Officer or designee shall publish and distribute to all staff, students and parents/guardians the Board policy, and rules and procedures for student behavior contained in the Code of Student Conduct, the consequences that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available on the Charter School website, in student/parent handbooks, and in each Charter School library and the Charter School administrative office.[\[1\]](#)[\[7\]](#)[\[17\]](#)

The Chief Executive Officer or designee, shall have the authority to assign discipline to students, subject to Board policies, administrative procedures, the Code of Student Conduct and Charter School rules and to the student's due process right to notice, hearing, and appeal.[\[8\]](#)[\[11\]](#)[\[18\]](#)

Teaching staff and other Charter School employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the Charter School or threatens the health and safety of others, in accordance with Board policy, administrative procedures, the Code of Student Conduct and Charter School rules.[\[18\]](#)

Reasonable force may be used by teachers and Charter School authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.[\[10\]](#)

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Chief Executive Officer or designee shall immediately report required incidents and may report discretionary incidents committed by students on Charter School property, at any school-sponsored activity or on a conveyance providing transportation to or from the Charter School or school-sponsored

activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Chief Executive Officer or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Chief Executive Officer or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over school property has been or may be notified of the incident. The Chief Executive Officer or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Chief Executive Officer shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

When a student's behavior indicates a threat to the safety of the student, other students, Charter School employees, Charter School facilities, the community or others, Charter School staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

The Chief Executive Officer shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

- [1. 22 PA Code 12.3](#)
- [2. 22 PA Code 12.4](#)
- [3. 24 P.S. 510](#)
- [4. 22 PA Code 12.2](#)
- [5. 22 PA Code 12.5](#)
- [6. 20 U.S.C. 1400 et seq](#)
- [7. 22 PA Code 10.23](#)
- [8. 22 PA Code 711.61](#)
- [9. 24 P.S. 1743-A](#)
- [10. 24 P.S. 1317](#)
- [11. 24 P.S. 1318](#)
- [12. 22 PA Code 10.2](#)
- [13. 24 P.S. 1303-A](#)
- [14. 35 P.S. 780-102](#)
- [15. 22 PA Code 10.21](#)
- [16. 22 PA Code 10.22](#)
- [17. 24 P.S. 1302.1-A](#)
- [18. 22 PA Code 10.25](#)
- [19. 24 P.S. 1302-E](#)
- [24 P.S. 1716-A](#)
- [24 P.S. 1732-A](#)
- [22 PA Code 12.1 et seq](#)
- [34 CFR Part 300](#)



Book	Policy Manual
Section	2000 Students
Title	Discipline in School
Code	2018-AR-1
Status	Active
Adopted	September 8, 2020

Discipline is synonymous with teaching and learning. If learning is to prevail, discipline is essential. It creates a sound learning climate and promotes responsibility through self-discipline.

Discipline strives to educate on both an individual and collective basis; therefore, disciplinary procedures should promote respect for the dignity of individuals, as well as respect for authority and established standards.

The Board has the authority to adopt reasonable and necessary rules governing the conduct of students in school, on school property and at school-sponsored activities. The administration has the authority to implement the adopted rules and to assign discipline for violations of established rules.

A rule is generally considered reasonable if it uses a rational and neutral means of accomplishing some legitimate school purpose. School rules are assumed to be reasonable until they are rescinded or waived; therefore, students must obey school rules while working through channels to help change the rules with which they do not agree.

Student awareness of established rules minimizes discipline problems and provides students with an enumeration of acceptable conduct. School rules will be published and distributed to students and parents/guardians as the Code of Student Conduct. Rules may be posted in prominent locations throughout the schools.

School employees will recognize and follow a student's rights to due process.

Disciplinary actions such as in-school or after-school detentions should be considered before suspension or expulsion. Special consideration should be given to counseling as an alternative to or in conjunction with assigned discipline.

The Board, administration, staff and parents/guardians are interested in the welfare, rights and educational success of school students. Confrontations, individual misconduct and violations of the established Code of Student Conduct create disruptive and harmful situations where the innocent may suffer. A consistent and cooperative effort by the school community must be exercised to prevent such occurrences. It is vital that we realize the importance of sound relationships that are based upon mutual support and respect.

Responsibilities Of School Community

Discipline is the responsibility of the total school community. Everyone in the school community has the right to expect that the school environment will be safe, well-organized and conducive to teaching, learning and living.

It is the responsibility of the students, parents/guardians, staff administrators and Board to see that such an environment exists.

Student Responsibilities

Students attend school so they may develop to their fullest potential; therefore, each student is expected to:

1. Know all the rules and regulations for student behavior established by the Board and seek interpretation of items not understood.
2. Accept responsibility for their own actions.
3. Recognize that by law the teacher serves in place of the parent/guardian while the student is in school.
4. Recognize that teacher and administrative authority extends beyond the classroom to all school-related activities.
5. Be aware that by law minors are compelled to attend school until compulsory age and that regular, punctual school attendance and conscientious effort in the classroom are essential to learning.
6. Maintain standards of cleanliness and dress that meet reasonable standards of health and safety and do not cause disruption of the educational process.
7. Contribute information in matters relating to health, safety and welfare of the school community and protection of school property.
8. Respect and protect school property and the property of others.
9. See that all school-community communications are taken home to the parent/guardian.
10. Be honest and ethical.

Parent/Guardian Responsibilities

A cooperative effort between home and school is essential to each student's successful development and achievement. To achieve this relationship, parents/guardians are expected to:

1. Know all the rules and regulations for student behavior established by the Board and seek interpretation of items not understood.
2. Be aware of the responsibilities set forth for student by the school.
3. Teach their child self-respect; respect for the law; respect for the rules of the school community; respect for school employees; respect for other students; and respect for school property.
4. Set compatible expectations with the school's standards for study and completion of school assignment, and be available for assistance as needed.
5. Provide a home atmosphere conducive for study and completion of school assignments and be available for assistance as needed.
6. Insist on prompt and regular school attendance. Pennsylvania law provides for fines and discipline if a student of compulsory school age is continually delinquent in attendance.
7. Encourage student to bring home all school-community communications.
8. Be honest and ethical.

Teacher Responsibilities

Teachers are aware that their professional responsibilities extend beyond the instruction of subject material. The pursuit of educational excellence and student achievement requires a commitment to support and enforce school rules.

In order to achieve learning goals, teachers are expected to:

1. Know all the rules and regulations for student behavior established by the Board and seek interpretation of items not understood.
2. Make students aware of the Code of Student Conduct as it applies in the classroom and in the school.
3. Show by example a respect for school rules and enforce the rules in all areas of the school.
4. Develop an atmosphere of mutual respect and dignity and encourage a positive self-image and sense of self-worth for each student.
5. Plan and conduct a program of instruction that will stimulate interest in learning, while recognizing that, while important, their subject is only one (1) part of the total school program.
6. Serve in place of the parent/guardian in matters of discipline in accordance with law.
7. Handle minor student infractions of school rules. Report to the principal any student who jeopardizes their own safety or the safety of others or who seriously interferes with the instructional process.
8. Develop a cooperative relationship with parents/guardians and students for the educational benefit of the student.
9. Recognize changing behavior patterns in students, be available to discuss problems with students, strive to help students overcome negative peer pressure and, when necessary, make referrals to a counselor or administrator.
10. Be honest and ethical.

Building Administration Responsibilities

As the educational leaders of the school, building administrators must set the disciplinary climate for the students and staff. The building administrators are expected to:

1. Know all the rules and regulations for student behavior established by the Board and seek interpretation of items not understood.
2. Promote a climate of mutual respect and assume responsibility for dissemination, explanation and enforcement of the Code of Student Conduct.
3. Ensure that new students enrolling in schools receive the Code of Student Conduct at registration.
4. Implement the school Security Plan to ensure the health and safety of all members of the school community.
5. Be available to staff, students and parents/guardians to promptly resolve discipline problems and attempt to prevent problems.
6. Evaluate the program of instruction and assist the staff in developing an effective educational program.
7. Comply with pertinent laws governing hearings, suspensions and student rights.
8. Recommend to the school administration and Board appropriate policies and actions to achieve optimum conditions for a positive learning environment.
9. Provide orientation and inservice programs to implement and maintain school rules.

10. Be honest and ethical.

School Administration And Board Responsibilities

As the educational leaders and policy makers of the school, the Board of Education, CEO and respective members of the central administration must:

1. Work with students, parents/guardians, teachers and administrators to establish and maintain an atmosphere of openness and mutual respect.
2. Ensure that an appropriate Code of Student Conduct is developed, distributed, implemented and maintained.
3. Provide ample staff and administration for a quality education program and proper implementation of the Code of Student Conduct.
4. Provide a safe and secure environment for all members of the school community.
5. Be honest and ethical.

The CEO may directly handle referrals of extreme cases, or they may advise the principal in the proper disposition of the case. If expulsion is indicated, the CEO will refer the case to the Board.



Book Policy Manual
Section 2000 Students
Title Report of Student Misconduct
Code 2018-AR-2
Status Active
Adopted September 8, 2020

Date: _____

To: _____
Principal's Name

Student's Name: _____
Last Name First Name Middle Initial

Student's Address: _____
City State ZIP Code

Student's Age: _____ Date of Birth: _____ Sex: ___ Student's Phone Number: _____

School: _____ Grade: _____ Teacher/Classroom: _____

STATEMENT OF MISCONDUCT: The student named above has violated the following school rule or Board policy conduct and has demonstrated the behavior described below which constitutes cause for discipline.

Incident reported by: _____ on _____ at approximately _____ AM _____ PM

Incident investigated by: _____ on _____ at approximately _____ AM _____ PM

Signature of Teacher

Date

Disciplinary Action Taken:

The above disciplinary action shall begin on _____

The above disciplinary action shall end on _____

Signature of Principal/Designee

Date



Book	Policy Manual
Section	2000 Students
Title	Weapons
Code	2018.1
Status	Active
Adopted	May 12, 2015
Last Revised	August 10, 2021
Prior Revised Dates	September 11, 2018

Purpose

The Board of Trustees (Board) recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Definitions

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting bodily injury.[\[1\]](#)[\[2\]](#)

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker or storage space; or under the student's control while on Charter School property, on property being used by the Charter School, at any Charter School function or activity, at any school event held away from the Charter School, or while the student is coming to or from the Charter School or school-sponsored activities.

Authority

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any Charter School buildings, onto Charter School property, to any school-sponsored activity, and onto any public vehicle providing transportation to or from the Charter School or a school-sponsored activity or while the student is coming to or from the Charter School.[\[2\]](#)

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Chief Executive Officer may recommend modifications of such expulsion requirement on a case-by-case basis.[\[2\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the Charter School shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Delegation of Responsibility

The Chief Executive Officer or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the Charter School's emergency preparedness plan.[\[6\]](#)

When the behavior of a student in possession of weapon indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, Charter School staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

Guidelines

The Chief Executive Officer or designee shall immediately report incidents involving weapons on Charter School property, at any school-sponsored activity or on a conveyance providing transportation to or from the Charter School or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

The Chief Executive Officer or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Chief Executive Officer or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Chief Executive Officer or designee shall document attempts made to reach the parent/guardian.[\[7\]](#)[\[10\]](#)

In accordance with state law, the Chief Executive Officer or designee shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.[\[9\]](#)

The Chief Executive Officer or designee shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the Charter School community.

An exception to this policy may be made by the Chief Executive Officer, who shall prescribe special conditions or administrative procedures to be followed.[\[2\]](#)

Transfer Students

When the Charter School receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the Charter School may assign that student to an alternative education, provided the assignment does not exceed the expulsion period.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 24 P.S. 1301-A](#)

[2. 24 P.S. 1317.2](#)

[3. 20 U.S.C. 1400 et seq](#)

[4. 22 PA Code 10.23](#)

[5. 22 PA Code 711.61](#)

[6. 24 P.S. 1302.1-A](#)

[7. 22 PA Code 10.2](#)

[8. 22 PA Code 10.21](#)

[9. 24 P.S. 1303-A](#)

[10. 22 PA Code 10.25](#)

[24 P.S. 1732-A](#)

[18 Pa. C.S.A. 912](#)

[18 U.S.C. 921](#)

[18 U.S.C. 922](#)

[20 U.S.C. 7961](#)

[34 CFR Part 300](#)



Book	Policy Manual
Section	2000 Students
Title	Procedures for Weapons
Code	2018.1-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

The Chief Executive Officer or designee shall immediately report incidents involving weapons on Charter School property, at any school-sponsored activity or on a conveyance providing transportation to or from the Charter School or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Chief Executive Officer or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Chief Executive Officer or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Chief Executive Officer or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Chief Executive Officer shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.

The Chief Executive Officer or designee shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the Charter School community.

An exception to this policy may be made by the Chief Executive Officer, who shall prescribe special conditions or administrative procedures to be followed.



Book	Policy Manual
Section	2000 Students
Title	Terroristic Threats
Code	2018.2
Status	Active
Adopted	February 26, 2004
Last Revised	August 10, 2021
Prior Revised Dates	September 11, 2018

Purpose

The Board of Trustees (Board) recognizes the danger that terroristic threats by students present to the safety and welfare of Charter School students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving a terroristic threat.

Definitions

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions. [\[1\]](#)

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. [\[1\]](#)

Authority

The Board prohibits any Charter School student from communicating terroristic threats directed at any student, employee, Trustee, community member or property owned, leased or being used by the Charter School.

In the case of a student with a disability, including a student for whom an evaluation is pending, the Charter School shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

Delegation of Responsibility

The Chief Executive Officer or designee, in coordination with the threat assessment team, shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations, Board policy and administrative procedures, and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the Charter School's emergency preparedness plan.[8][9][10][11][12]

Guidelines

In all cases of terroristic threats, where a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, Charter School staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[11][12]

Charter School staff members and students shall be made aware of their responsibility to inform the threat assessment team regarding any information or knowledge relevant to a possible or actual terroristic threat.[12][13]

The threat assessment team shall immediately inform the Chief Executive Officer or designee, School Safety and Security Coordinator and building principal or administrator of a terroristic threat, in accordance with Board policy and administrative procedures.[12]

The Chief Executive Officer or designee may report incidents involving terroristic threats on Charter School property, at any school-sponsored activity or on a conveyance providing transportation to or from the Charter School or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[8][9][14][15][16]

The Chief Executive Officer or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Chief Executive Officer or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Chief Executive Officer or designee shall document attempts made to reach the parent/guardian.[8][14][17]

In accordance with state law, the Chief Executive Officer or designee shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.[8][16]

If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence from a behavioral service provider that the student does not pose a risk of harm to others.[7][12][18]

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

- [1. 18 Pa. C.S.A. 2706](#)
- [2. 20 U.S.C. 1400 et seq](#)
- [3. 22 PA Code 10.23](#)
- [4. 22 PA Code 711.61](#)
- [9. 24 P.S. 1302.1-A](#)
- [11. 24 P.S. 1302-E](#)
- [13. 22 PA Code 12.2](#)
- [14. 22 PA Code 10.2](#)
- [15. 22 PA Code 10.22](#)
- [16. 24 P.S. 1303-A](#)
- [17. 22 PA Code 10.25](#)
- [24 P.S. 1732-A](#)
- [34 CFR Part 300](#)



Book	Policy Manual
Section	2000 Students
Title	Procedures for Terroristic Threats
Code	2018.2-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

Charter School staff members and students shall be made aware of their responsibility for informing the building administrator regarding any information or knowledge relevant to a possible or actual terroristic threat.

The building administrator shall immediately inform the Chief Executive Officer or designee after receiving a report of such a threat.

The Chief Executive Officer or designee may report incidents involving terroristic threats on Charter School property, at any school-sponsored activity or on a conveyance providing transportation to or from the Charter School or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Chief Executive Officer or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Chief Executive Officer or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Chief Executive Officer or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Chief Executive Officer shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.



Book	Policy Manual
Section	2000 Students
Title	Consequences for Students Convicted / Adjudicated of Sexual Assault
Code	2018.3
Status	Active
Adopted	January 12, 2021
Last Revised	November 8, 2022

The Pennsylvania Legislature enacted Act 110 in an effort to protect student sexual assault victims. 21st Century Cyber Charter School (the "Charter School") has complied with the requirements of Act 110 since its passage. In a manner consistent with state law, this Consequences for Students Convicted or Adjudicated Delinquent of Sexual Assault Policy requires the imposition of disciplinary consequences for a student convicted or adjudicated delinquent of sexual assault upon another student enrolled in the Charter School. To the extent that anything in this Policy could be construed to conflict with the Charter School's charter or applicable State and/or Federal laws, the applicable State and/or Federal laws and/or Charter control.

Requirements

If a student enrolled in the Charter School is convicted or adjudicated delinquent of committing a sexual assault upon another student enrolled in the Charter School, the Charter School shall, pursuant to applicable laws and regulations, take one of the following actions:

- (i) Expel the convicted or adjudicated student.
- (ii) Transfer the convicted or adjudicated student to an alternative education program.
- (iii) Reassign the convicted or adjudicated student to another educational program within the Charter School.

The CEO or designee shall ensure that the convicted or adjudicated student is not educated in the same virtual classroom (or have access to the same virtual space), transported on the same vehicle or allowed to participate in the same school-sponsored activities at the same time as the victim.

The Charter School may not expel, transfer or reassign the convicted or adjudicated delinquent student if:

- (i) The Charter School has already expelled, transferred or reassigned the convicted or adjudicated delinquent student for the same sexual assault.
- (ii) The convicted or adjudicated student does not attend the same school as the victim.

The Charter School is not prohibited from taking action under this policy for convictions or adjudications for sexual assaults that occur outside a school setting if the assault:

(1) was against another student enrolled in the Charter School; and

(2) has the effect of:

(i) substantially interfering with the victim's education;

(ii) creating a threatening or hostile educational environment; or

(iii) substantially disrupting the orderly operation of the school.

A student expelled, transferred or reassigned pursuant to this policy may return to the student's originally assigned educational placement within the Charter School only if:

(1) the victim ceases to be enrolled in the Charter School; or

(2) the conviction or delinquency adjudication on which the expulsion, transfer or reassignment was based is reversed and no appeal is pending.

Nothing in this policy shall be construed as limiting the authority or duty of the Charter School to make an alternative assignment or provide alternative educational services during or after the period of expulsion.

A student convicted of sexual assault upon another student enrolled in the Charter School shall notify the Charter School of the conviction no later than 72 hours after the conviction.

Upon receipt of a student who transfers from a public or nonpublic school during or after the period of expulsion for an act or offense involving a sexual assault conviction or adjudication of delinquency, the Charter School may assign that student to an alternative assignment or provide alternative education services.

Prior to admission to the Charter School, the parent, guardian or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the student was previously or is presently expelled under the provisions of this policy. The registration shall include the name of the school from which the student was expelled with the dates of expulsion and shall be maintained as part of the student's disciplinary record. Any willful false statement made pursuant to this requirement shall be subject to 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

The Charter School shall, in the case of students with disabilities, take all steps necessary to comply with the Individuals with Disabilities Education Act.

Definitions

"Adjudicated delinquent" means a youth who has been found guilty by a judge of committing a delinquent act.

"Alternative education program" means any program approved by the Pennsylvania Department of Education and implemented by a school district, an area career and technical school, a charter school, cyber charter school, a group of school districts or an intermediate unit, which removes disruptive students from regular school programs in order to provide those students with a sound educational course of study and counseling designed to modify disruptive behavior and return the students to a regular school curriculum.

"Convicted" means a finding of guilty by a judge or a jury or the entry of a plea of guilty or nolo contendere for sexual assault whether or not judgment of sentence has been imposed.

"Delinquent act" means any action taken by a juvenile under the age of eighteen years, who has not been previously transferred to adult criminal court and sentenced as an adult for a felony that would be a violation of law or ordinance if committed by an adult.

"Public school entity" means a school district, independent school, area career and technical school, intermediate unit, charter school, regional charter school or cyber charter school. "School setting" means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

"School-sponsored activities" means any assemblies, field trips, class trips, graduation ceremonies, athletics, extracurricular activities, clubs, groups, teams or any activities sponsored, held or approved by the public school entity.

"Sexual assault" shall include any of the offenses specified under the following provisions of 18 Pa.C.S. (relating to crimes and offenses):

Section 3121 (relating to rape).

Section 3122.1 (relating to statutory sexual assault).

Section 3123 (relating to involuntary deviate sexual intercourse).

Section 3124.1 (relating to sexual assault).

Section 3125 (relating to aggravated indecent assault).

Section 3126 (relating to indecent assault).

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book Policy Manual
Section 2000 Students
Title Act 110 Verification
Code 2018.3-AR-1
Status Active
Adopted November 8, 2022

**21st CENTURY CYBER CHARTER SCHOOL
ACT 110 VERIFICATION**

I/We _____ being duly sworn to law Dispose and say:
THAT I/We am/are the Parent(s)/Legal

Guardian(s) of _____ (the pupil);

THAT The pupil has NOT previously been expelled under the provisions of 24 P.S. §13-1318.1 entitled: "Students Convicted or Adjudicated Delinquent of Sexual Assault."

THAT The pupil is NOT currently expelled under the provisions of 24 P.S. § 13-1318.1 entitled: "Students Convicted or Adjudicated Delinquent of Sexual Assault."

Any willful false statement made above shall be a misdemeanor of the third degree. This form shall be maintained as part of the student's disciplinary record.

THAT I/We recognize the following:

NOTWITHSTANDING ANY OTHER PROVISION OF LAW TO THE CONTRARY, A PERSON WHO KNOWINGLY PROVIDES FALSE INFORMATION IN A SWORN STATEMENT FOR THE PURPOSE OF ENROLLING A CHILD IN A SCHOOL DISTRICT (OR CHARTER SCHOOL TO THE EXTENT PERMITTED BY LAW) FOR WHICH THE CHILD IS NOT ELIGIBLE COMMITS A SUMMARY OFFENSE AND SHALL, UPON CONVICTION FOR SUCH VIOLATION, BE SENTENCED TO PAY A FINE OF NO MORE THAN THREE HUNDRED DOLLARS (\$300) FOR THE BENEFIT OF THE SCHOOL DISTRICT (OR CHARTER SCHOOL TO THE EXTENT PERMITTED BY LAW) IN WHICH THE PERSON RESIDES OR TO PERFORM UP TO TWO HUNDRED FORTY (240) HOURS OF COMMUNITY SERVICE, OR BOTH. IN ADDITION, THE PERSON SHALL PAY ALL COSTS AND SHALL BE LIABLE TO THE SCHOOL DISTRICT (OR CHARTER SCHOOL TO THE EXTENT PERMITTED BY LAW) FOR AN AMOUNT EQUAL TO THE COST OF TUITION CALCULATED IN ACCORDANCE WITH SECTION 2561 OF THE PUBLIC SCHOOL CODE DURING THE PERIOD OF ENROLLMENT.

I make this statement subject to the penalties of 24 P.S. §13-1304-A(b) and 18 Pa. C.S.A. §4904, relating to unsworn falsification to authorities, and the facts contained herein are true and correct to the best of my knowledge, information and belief.

PARENT/GUARDIAN: _____

Address: _____ Phone: _____

PARENT/GUARDIAN: _____

Address: _____ Phone: _____



Book	Policy Manual
Section	2000 Students
Title	Student Complaint Process
Code	2019
Status	Active
Adopted	November 17, 2015
Last Revised	May 11, 2021
Prior Revised Dates	September 11, 2018

Purpose

The Board of Trustees (Board) recognizes that students have the right to request redress of complaints. In addition, the Board believes that the demonstration of respect for established processes is an important part of the educational process. Accordingly, individual and group complaints from students shall be recognized, and appropriate appeal procedures shall be provided.

Definition

For purposes of this policy, a student complaint shall be one that arises from actions that directly affect the student's participation in an approved educational program.

Authority

The Board and its employees shall recognize the complaints of students, provided that such complaints are submitted according to the established administrative procedures developed by the Chief Executive Officer or designee.

The Board directs the Chief Executive Officer to ensure that students, staff and parents/guardians are informed of the established complaint process.

Guidelines

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor or teacher; and both shall attempt to resolve the issue informally and directly.

For complaints that must move beyond the first step, the student shall prepare a written statement of their complaint which shall set forth:

1. Specific nature of the complaint and a brief statement of relevant facts.
2. Manner and extent to which the student believes they have been adversely affected.

3. Relief sought by the student.

4. Reason(s) why the student feels entitled to the relief sought.

The complaint may then be submitted, in turn, to the Chief Executive Officer, with a suitable period of time allowed for hearing of the complaint and preparation of a response.

A student shall not be subjected to any reprisals because of filing a complaint.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book	Policy Manual
Section	2000 Students
Title	Procedures for Student Complaint Process
Code	2019-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023
Prior Revised Dates	May 11, 2021

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor or teacher; and both shall attempt to resolve the issue informally and directly.

For complaints that must move beyond the first step, the student shall prepare a written statement of their complaint which shall set forth:

1. Specific nature of the complaint and a brief statement of relevant facts.
2. Manner and extent to which the student believes they have been adversely affected.
3. Relief sought by the student.
4. Reason(s) why the student feels entitled to the relief sought.

The complaint may then be submitted, in turn, to the Chief Executive Officer, with a suitable period of time allowed for hearing of the complaint and preparation of a response.

A student shall not be subjected to any reprisals because of filing a complaint.



Book	Policy Manual
Section	2000 Students
Title	Student Complaint Form
Code	2019-AR-2
Status	Active
Adopted	September 8, 2020

1. Specific nature of the complaint and a brief statement of the relevant facts:

2. Manner in which and extent to which the student believes they have been adversely affected:

3. Relief sought by the student:

4. Reasons why you feel you are entitled to the relief sought:

Student's Signature

Date



Book	Policy Manual
Section	2000 Students
Title	Student Expression/Distribution and Posting of Materials
Code	2020
Status	Active
Adopted	May 27, 2008
Last Revised	May 10, 2022
Prior Revised Dates	September 11, 2018, January 14, 2020

Purpose

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board of Trustees (Board) respects the right of students to express themselves in word or symbol and to disseminate non-school materials to others as part of that expression. The Board also recognizes that the exercise of that right is not unlimited and must be balanced with the Charter School's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the Charter School community.[\[1\]](#)

This policy addresses student expression in general as well as dissemination of expressive materials that are not part of Charter School-sponsored activities (non-school materials).

This policy does not apply to materials sought to be disseminated as part of the curricular or extracurricular programs of the Charter School, which shall be regulated separately as part of the Charter School's educational program.

Definitions

For purposes of this policy, dissemination shall mean students distributing or publicly displaying non-school materials to others:

1. On Charter School property or during Charter School sponsored activities by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others; or
2. At any time or location when creating or sending information using email, websites, online platforms, social medial channels or other technological means that are owned, provided or sponsored by the Charter School.

Expression means verbal, written, technological or symbolic representation or communication.

Non-school materials means any printed, technological or written materials, regardless of form, source or

authorship, that are not prepared as part of the curricular or approved extracurricular programs of the Charter School. This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, online discussion areas and digital bulletin boards, personal websites and the like.

Authority

Limitations on Student Expression

Students have the right to express themselves unless such expression is likely to or does materially and substantially disrupt or interfere with the educational process, including school activities, school work, discipline, safety and order on Charter School property or at school functions; threatens serious harm to the Charter School or community; encourages unlawful activity; or interferes with another's rights. Student expression is prohibited to the extent that it:[\[1\]](#)

1. Violates federal, state or local laws, Board policy or Charter School rules or procedures;
2. Is defamatory, obscene, lewd, vulgar or profane;
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol or illegal drugs;
4. Incites violence, advocates use of force or threatens serious harm to the Charter School or community;
5. Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on Charter School property or at school functions;
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the Charter School and its programs; or
7. Violates written Charter School procedures on time, place and manner for dissemination of otherwise protected expression.

Student expression that occurs on Charter School property or at Charter School-sponsored events or occurs at any time or place when created or communicated using Charter School provided equipment, email, websites or other technological resources, is subject to this policy. The limitations, prohibitions and requirements of this policy will apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression:[\[1\]](#)[\[2\]](#)

1. Incites violence, advocates use of force or otherwise threatens serious harm directed at students, staff, or the school environment;
2. Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on Charter School property or at school functions; or
3. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the Charter School and its programs.

Dissemination of Non-School Materials

The Board requires that dissemination of non-school materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of the Charter School, while recognizing the rights of students to engage in protected expression.[\[1\]](#)[\[3\]](#)

The Board requires that students who wish to disseminate non-school materials on Charter School property shall obtain approval by submitting them at least 2 school day(s) in advance to the principal or administrator who shall forward a copy to the Chief Executive Officer.[\[1\]](#)

If the non-school materials include matters prohibited by this policy, the principal or administrator shall promptly notify the students of the nature of the violation and that they may not disseminate the materials until the violation is corrected and the materials are resubmitted for approval.

If notice of disapproval is not given during the period between submission and the time for the planned dissemination, students may consider the request approved and proceed with dissemination as requested, subject to all other established procedures and requirements relating to time, place and manner of dissemination. Students may nonetheless be directed to cease or suspend dissemination if it is later determined that the materials or the dissemination of them are in violation of this policy or implementing rules and procedures.

Students who disseminate printed non-school materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves. Printed non-school materials displayed in a fixed location of a Charter School building shall bear the date when placed in each location. The Charter School may remove the materials within 10 school days of the posting or other reasonable time as stated in the applicable procedures.

Review of Student Expression

Review of non-school materials proposed for dissemination shall be conducted promptly so as to avoid unreasonable delay in dissemination.

Charter School officials shall not censor or restrict non-school materials or other student expression for the sole reason that it is critical of the Charter School or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible, and apart from regarding time, place and manner, shall not be restricted unless the expression violates some other aspect of this policy, e.g., because it is independently determined to be in violation of this policy for reasons other than the religious nature of the content.

Appeal of the reviewer's decision may be made to the Chief Executive Officer and then to the Board, in accordance with Board policy and Charter School procedures.[5]

Delegation of Responsibility

The Chief Executive Officer shall assist the principal or administrator in determining the designation of the places and times non-school materials may be disseminated in each Charter School building. Such designations may take into account maintenance of the flow of student traffic throughout the building and shall limit dissemination of non-school materials to non-instructional times.

When student dissemination of non-school materials or other student expression violates this policy, the building principal or administrator may determine what if any disciplinary or other consequences should be imposed. Disciplinary actions shall be in accordance with applicable Board policy and the Code of Student Conduct.[6][7][8]

The Chief Executive Officer shall ensure that building principals, administrators and other staff involved in reviewing non-school materials proposed for dissemination and evaluating whether violations of this policy have occurred receive training regarding applicable standards and procedures. Special emphasis shall be given to understanding the limitations on Charter School officials' authority to regulate off-campus student expression, as well as the need to articulate in detail the nature and extent of disruption to or interference with the school environment thought to be caused by on or off-campus student expression and the specific manner by which the student expression involved is thought to have caused it.

This Board policy and any procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 22 PA Code 12.9](#)

[2. 22 PA Code 12.2](#)



Book Policy Manual
Section 2000 Students
Title Request to Post or Distribute Materials
Code 2020-AR-1
Status Active
Adopted September 8, 2020

Please complete this form to obtain permission to post or distribute non-school related material.

Student Name: _____ Grade Level: _____

Who authored the material? _____

Brief description of what you are looking to post / distribute: _____

Prior to submitting your request please take time to read over policy 2020 (Student Expression / Distribution and Posting of Material). Your signature below acknowledges that you have read the policy and understand the parameters for posting non-school material.

Please attach a copy of the posting you wish to share along with this request.

Student Signature Date

Parent Signature Date

Middle School Principal Signature Date

High School Principal Signature Date

IT Director Date

CEO Signature Date



Book	Policy Manual
Section	2000 Students
Title	Dress and Grooming
Code	2021
Status	Active
Adopted	September 11, 2018
Last Revised	March 14, 2023

Purpose

The Board of Trustees (Board) recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

Authority

The Board has the authority to impose limitations on students' dress while in the Charter School. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program or constitute a health or safety hazard.[\[1\]](#)

Where student dress may constitute student expression, Board policy related to student expression shall be followed.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, field trips, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.[\[1\]](#)

The Board directs Charter School staff to support students experiencing educational instability by waiving penalties related to a delay in compliance with Board policy or school rules related to dress and grooming.

Delegation of Responsibility

The building administrator or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and Charter School rules governing student dress and grooming.

The Chief Executive Officer or designee shall ensure that all Charter School rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.
[\[1\]](#)

The Chief Executive Officer or designee shall annually distribute this policy and the rules regarding dress and grooming to students and parents/guardians, and shall include this information in student handbooks and on the Charter School website.

Staff members shall be instructed to demonstrate, by example, positive attitudes and compliance with Board policy and school rules related to dress and grooming.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1.22 PA Code 12.11](#)



Book	Policy Manual
Section	2000 Students
Title	Procedures for Dress and Grooming
Code	2021-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

Guidelines

As indicated in Board Policy, students may be required to wear certain types of clothing while participating in physical education classes, technical education classes, extracurricular activities, or other situations when special attire may be required to ensure the health or safety of the student.

Special dress codes may be prescribed for special events such as field trips, spirit days, dances, commencement, etc.

Clothing, including accessories such as buttons, pins, jewelry, or backpacks, bearing or depicting messages, images, or advertisements promoting or relating to drugs, alcohol, or tobacco is not permitted.

Clothing depicting/advocating violent or sexually explicit/suggestive messages, writing or images is prohibited.

Clothing bearing language which is obscene, profane, racist, homophobic, sexist, ableist, transphobic, or anti-semitic is also prohibited.

Absent an administrative exception to the contrary, students are expected to dress in accordance with Board Policy and the guidelines established in the applicable Student Handbook during school hours and at school-sponsored events.

Building administrators shall make efforts to ensure that students are not publicly shamed for dress code violations. Students whose attire does not conform to applicable standards will be asked to put on appropriate clothing. Students may be asked to change into appropriate clothing, if available at school, or the student's parent/guardian may be called and asked to bring appropriate clothing to school. Reasonable efforts will be made to ensure that students do not miss instructional time in order to change into appropriate clothing, although at times, this may not be possible.

Any questions about the dress code or the appropriateness of particular attire/appearance shall be directed to the principal/assistant principal.

Violations of the dress code will be subject to disciplinary action in accordance with Board Policy and the applicable student handbook.



Book	Policy Manual
Section	2000 Students
Title	Tobacco and Vaping Products
Code	2022
Status	Active
Adopted	September 11, 2018
Last Revised	November 10, 2020
Prior Revised Dates	January 14, 2020

Purpose

The Board of Trustees ("Board") recognizes that tobacco, nicotine and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the Charter School. The purpose of this policy is to prohibit student possession, use, purchase and/or sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

Definitions

State law defines the term tobacco product to broadly encompass not only tobacco, but also vaping products, including Juuls and electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:[1][2]

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine, flavor and/or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a vape-pen, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:[1][2]

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. NOTE: *This exception shall be governed by Board policy relating to Medications.*[3]

2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. NOTE: *Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property during any school activities on school property, or during school activities off school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.*[4]

Authority

The Board prohibits possession, use or sale of tobacco, nicotine, vaping products and/or related delivery products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a Charter School building and on any property, buses, vans and vehicles that are owned, leased or controlled by the Charter School; or at school-sponsored activities held off school property.[1][2][3]

The Board also prohibits student possession, or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medications Policy.

The Board prohibits student possession of any form of medical marijuana at any time in a Charter School building; on school buses or other vehicles that are owned, leased or controlled by the Charter School; on property owned, leased or controlled by the Charter School; or at school-sponsored activities that are held off school property.[4]

The Board authorizes the confiscation and disposal of products prohibited by this policy.

Delegation of Responsibility

The Chief Executive Officer or designee shall annually notify students, parents/guardians and staff about the Charter School's tobacco/nicotine and vaping products policy by publishing information in the student handbook, the Code of Student Conduct and other efficient methods.[1]

The Chief Executive Officer or designee shall develop administrative procedures to implement this policy.

Guidelines

Reporting

The Chief Executive Officer or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco, nicotine or vaping product, including Juul or other e-cigarette, immediately, as soon as practicable. The Chief Executive Officer or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school's property has been or may be notified of the incident. The Chief Executive Officer or designee shall document attempts made to reach the parent/guardian.[6][7]

Office for Safe Schools Report -

The Chief Executive Officer shall annually, by July 31, report all incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products by students to the Office for Safe Schools on the required form.[8]

Law Enforcement Incident Report -

The Chief Executive Officer or designee may report incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students on Charter School property, at any school-sponsored activity or on a conveyance providing transportation to or from the Charter School or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[6][8][9][10]

A student who violates this policy shall be subject to prosecution and, if convicted, shall be required to pay a fine plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative.[2]

Tampering with devices installed to detect use of tobacco or vaping products shall be deemed a violation of this policy and subject the tampering student to disciplinary action.[12]

Students with Disabilities

In the case of a student with a disability, including a student for whom an evaluation is pending, the Charter School shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [6][13][14][15][16][17]

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 18 Pa. C.S.A. 6305](#)

[2. 18 Pa. C.S.A. 6306.1](#)

[5. 20 U.S.C. 7973](#)

[7. 22 PA Code 10.2](#)

[8. 22 PA Code 10.25](#)

[9. 24 P.S. 1303-A](#)

[10. 24 P.S. 1302.1-A](#)

[11. 22 PA Code 10.22](#)

[13. 20 U.S.C. 1400 et seq](#)

[14. 22 PA Code 10.23](#)

[20 U.S.C. 7971 et seq](#)

[34 CFR Part 300](#)

[Pennsylvania Department of Health Medical Marijuana Guidance for Schools and School Districts](#)



Book Policy Manual
Section 2000 Students
Title Tobacco and Vaping Product Violation Parental Notification
Code 2022-AR-1
Status Active
Adopted September 8, 2020

Dear _____:
(Parent/Guardian)

This letter is to inform you that _____ was cited on
(Student's Name)

_____ for violation of School Board Policy #2022 Tobacco and Vaping Products
and
(Date)

applicable state law controlling possession, use, purchase and sale of tobacco and vaping products,
including the product marketed as Juul and other electronic cigarettes, by school students. This violation
occurred at _____.
(Place of Violation)

The following disciplinary action has been assigned to the student, in accordance with the Code of
Student Conduct:

Law Enforcement notified _____ YES _____ NO

If you have any questions regarding this matter, please contact me.

Sincerely,

CEO



Book	Policy Manual
Section	2000 Students
Title	Procedures for Tobacco and Vaping Products
Code	2022-AR-2
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

Board policy prohibits students from possessing, using, purchasing or selling tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school; on property owned, leased or controlled by the school; or at school-sponsored activities that are held off school property.

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of Board policy and administrative regulations, and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
NOTE: This exception shall be governed by Board policy relating to Medications.
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in

compliance with the Medical Marijuana Act.

NOTE: Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.

Prohibition of the possession, use, purchase and sale of tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, by students applies during normal school hours, as well as during school activities at other hours that take place in buildings and on buses, vehicles and property owned, leased or controlled by the school. This policy will apply at all times a student is subject to the supervision of designated school staff, such as at any school function, extracurricular event, field trip, work-study program and other school-related activities.

Schools will maintain a tobacco product-free environment by taking positive action through educating students in the classroom on the health and safety hazards of using tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes; counseling individual students when necessary and appropriate; and communicating Board policy and administrative regulations with staff, students, parents/guardians and the community.

School counselors will provide interested students with information regarding available tobacco cessation programs.

Notices prohibiting possession, use, purchase and sale of tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, will be posted in school buildings and on school property.

school publications such as the Code of Student Conduct, student handbooks, school mailings, parental newsletters, the school website and programs for events will include notice of the Tobacco and Vaping Products policy.

Procedure

school administrators and staff will be responsible to ensure that students adhere to the adopted Board policy prohibiting student possession, use, purchase and sale of tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes. Students will also be notified that tampering with devices installed to detect the use of tobacco or vaping products on school property will be deemed a violation of Board policy and administrative regulations, and will be subject to disciplinary action. Violations will be in accordance with the following procedure:

1. All school employees will be required to report suspected possession, use, purchase or sale of tobacco or vaping products by students, or tampering of detection devices, to the designated building administrator.
2. The administrator will investigate the alleged violation of Board policy.
3. If the administrator determines the student has violated Board policy, the administrator will confiscate the material and determine the appropriate disciplinary action to be assigned, in accordance with the Code of Student Conduct. Confiscated material will be documented and may be disposed of by the building administrator following the investigation process.
4. Parents/Guardians will be notified of the student's offense and the disciplinary action taken by the administrator.
5. A record of the offense and the disciplinary action will be placed in the student's records.
6. The student may be referred to a guidance counselor, school nurse, Student Assistance Program (SAP) Team, or other health or counseling services for health information or referral for tobacco cessation.
7. The administrator will report the offense to the school police, School Resource Officer (SRO), or the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.



Book	Policy Manual
Section	2000 Students
Title	Awards and Scholarships
Code	2023
Status	Active
Adopted	March 10, 2015
Last Revised	September 10, 2019

Delegation of Responsibility

The guidance department shall be responsible for informing students about and for assisting students in applying for scholarships and awards that are available.

When students win awards and scholarships, appropriate public recognition shall normally be accorded the recipients, except in cases where the basis for the award or scholarship is solely financial need, public reference to which might embarrass the student or their family. Notations shall be made on students' permanent records concerning awards and scholarships won by them.

Persons or groups who wish to make awards or scholarships available shall confer with school authorities regarding the establishment of criteria, qualification, method of selection, and presentation.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book	Policy Manual
Section	2000 Students
Title	Use of Medications
Code	2024
Status	Active
Adopted	March 10, 2015
Last Revised	September 10, 2019

Purpose

The Board shall not be responsible for the diagnosis and treatment of student illness.

The administration of prescribed medication in accordance with the direction of a parent or family physician to a student during school hours, to include onsite Community Outreach or school sponsored events, will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school or the onsite Community Outreach or school sponsored event if the medicine were not made available during school hours.

Definition

School personnel shall provide, dispense, or administer no medicines except as approved and recommended by the school nurse(s).

Students who bring medicine from home to the school must bring the medicine in the original pharmacy container for prescription medicine or the original container for over-the-counter nonprescription medicine. The student shall submit to the school nurse or designee, a note from a parent or guardian that clearly explains the name, dosage and time medication is to be taken. All medicine will be dispensed by the school nurse or designee.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book	Policy Manual
Section	2000 Students
Title	Guidelines for Use of Medication
Code	2024-AR-1
Status	Active
Adopted	September 8, 2020

Medications Generally

1. No medication shall be administered or taken by a student unless there is on file documentation containing the following information:
 - a. Name of student
 - b. Name of the medication
 - c. Dosage instructions, including the number and quantity of the medication, frequency of usage, route, maximum period of dosage, and recommended date of discontinuance, along with any special directions or precautions concerning the administration of the medication, including anticipated adverse reactions thereto, etc.
 - d. School Authorization for Administration of Medication Form signed by the parent/guardian, which will become part of the student's permanent health record.
 - e. The written prescribed order by a licensed prescriber and written permission for administration of medication and treatment must be obtained every school year.
2. Over-the-counter products will not be administered unless prescribed in writing by a licensed prescriber.
3. A standing doctor's order may authorize the use of an epinephrine auto-injector for an individual student experiencing anaphylaxis. The order may require 911 to be called when an epinephrine auto-injector has been used or administered.
4. Any prescription or over-the-counter medication ordered by a licensed medical professional given to a student will be recorded in the health record of the student. The date, time, medication administered, quantity administered, and signature of the school nurse or other licensed healthcare professional administering/supervising will be recorded
5. All medicines will be kept in locked container or secured container (when offsite). The school has no responsibility for medicine that is stored. The medicine remains the property of the parents/guardians of the student.
6. It is the right of the parents/guardians to come to school to give medication to the student. Daily doses of medications for ingestion should not be given to the student to carry on their person. 21CCCS requires, except as specifically provided hereinafter, that all student medication must be kept in the possession of the school nurse or other licensed healthcare professional. Except as provided hereinafter, no students are permitted to carry medication on their persons during the school day. Students shall not distribute or share medication of any kind with others.



Book	Policy Manual
Section	2000 Students
Title	Administration / Use of Medications Within School
Code	2024-AR-2
Status	Active
Adopted	September 8, 2020

These procedures shall be followed when medications must be administered during school hours. All principals, school nurses and contract professional nurse substitutes shall review these procedures and ensure that they are followed. Our responsibility is to safeguard child health, safety and welfare at all times.

Procedures for Administering Medication:

1. No prescribed medication will be administered at school without a physician/CRNP (prescriber) order and a completed Authorization for School Administration of Medication and/or Self-Administration of Medication form.
2. Medications will be administered by, Licensed professional nurse/ RN substitute, student (if qualified to self-administer), parent/guardian.
3. All medications will be locked in a container or secured container (when offsite) in an agreed upon location between the school nurse and principal. Location should follow the double locked area in accordance with the controlled substances law and to ensure student privacy. The location of medications along with the key to the cabinet needs to be communicated to the principal or his or her designee in the principal's absence, to insure uncomplicated access by authorized individuals.
4. All medications submitted to the school must be in the original pharmacy container clearly labeled with the student's name and birth date. (This does not always appear on the label.)
5. The nurse assigned to each school will review the orders and medications. The prescriber's orders must match the medication provided to the school by the parent/guardian. If any concerns arise, the school nurse will clarify the orders with the parent and/or prescribing physician.
6. Students requiring medications during school will have their own medication administration sheet prepared and placed in the health record followed directly by the prescriber's order. The assigned school nurse is responsible for compiling this information.
7. An identification photo will be submitted to the school nurse by the principal/designee. The school nurse will attach the photo to each student's medication administration page.

8. All medication given to the student shall be marked on that chart at the time of administration, unless the student is self-administering. Student should initial.
9. The school nurse is responsible for contacting parent to ensure that the appropriate supply of medication is available for the student. It is the parents' responsibility to supply the medication.
10. Any student that refuses medications should be reported to the parent/guardian and the principal, and refusal should be documented on the student's medication chart. Substitute professional nurses must first notify the school nurse or principal.
11. Medication will be secured in a location away from other supplies and double locked when unattended. No student will have access to this location unsupervised.
12. The school has no responsibility for medicine that is stored. The medicine remains the property of the parents/guardians of the student.
13. Errors that occur while dispensing medication must be immediately reported to the CSN, the principal, and the parent. The principal shall contact the parent. The principal and school nurse should complete a critical incident report
14. Do not send medications home with students. All medications must be picked up by the parent/guardian at the end of the event or day (which ever comes first). If the parent provides permission for the medication to be discarded, proceed. Discuss the plan with the parent.
15. A standing doctor's order may authorize the use of an epinephrine auto-injector for an individual student experiencing anaphylaxis. The order may require 911 to be called when an epinephrine auto-injector has been used or administered.

Proper Administration of Medication

Before administering any medication, five things must be checked to avoid errors and ensure that the medication is being given appropriately. The five 'rights' are as follows:

THE FIVE RIGHTS


RIGHT PERSON	Ask the student their name and birth date. Check the photo i.d. against the student's name on the medication administration sheet.
RIGHT MEDICATION	Medication should be in the original container.
RIGHT DOSE	The dose on the container should match the prescriber's order. If controlled medications are given to students in school, the number of pills sent to school should be documented on the medication admin. sheet with the date.
RIGHT ROUTE	Check the prescriber's orders to insure proper route of administration.
RIGHT TIMES	Check the prescriber's orders and medication label for time/frequency of administration. Look at the medication label to insure that the medication has not expired. If more than one dose is provided during the school day, has it been long enough between doses?

Do not leave medications unsupervised. Medication administration errors are prevented when careful attention and re-checking occur throughout the process.



Book	Policy Manual
Section	2000 Students
Title	Authorization for School Medication Administration
Code	2024-AR-3
Status	Active
Adopted	September 8, 2020

The Authorization for School Medication Administration Form is attached below.

 [2024-AR-3.pdf \(135 KB\)](#)



Authorization for School Medication Administration

Student Name: _____ Date of Birth: _____
Allergies: _____ Grade: _____

Parent Request

In accordance with school policy, prior to receiving a medication at school, each student must provide the school nurse with an Authorization for School Medication Administration form signed by the student's parent/guardian and the licensed prescriber.

Parent/Guardian Consent:

I, the parent/guardian of _____ give my permission for my child, to receive the following medication ordered by a licensed prescriber during the school day. I understand that the medications will be given by the school health personnel according to my child's licensed prescriber's directions. I agree to provide the medication to the school in the original pharmacy or physician labeled container. I give permission for the school and physician to communicate regarding this medication/medical condition. My signature on this document constitutes a complete waiver of liability claim in any and all respects against 21st Century Cyber School and its Board of Directors and all of its employees unless the school is negligent with regard to any claim for injury in connection with dispensation of the prescribed medication.

Parent/Guardian signature: _____ Date: _____
Parent/Guardian name printed: _____ Phone: _____

List all Medication currently being taken by child: _____

Licensed Prescriber Request

Name of medication: _____

Route and dosage: _____

Time of administration: _____

Directions: _____

Discontinuation date: _____

Allergies: _____

Licensed Prescriber signature: _____ Date: _____

Licensed Prescriber name printed: _____ Phone: _____



Book Policy Manual
Section 2000 Students
Title Medication Variance Report
Code 2024-AR-4
Status Active
Adopted September 8, 2020

Student Name: _____ Date/Time of Variance: _____

School: _____ Teacher/Grade: _____

Medication Order:

Licensed Prescriber: _____ Notified? ___ No ___ Yes

Date/time: _____

Parent(s)/Guardian(s): _____ Notified? ___ No ___ Yes

Date/time: _____

Check all variances that apply.

- _____ Possible Adverse Reaction
- _____ Bottle mislabeled
- _____ Incorrect dose
- _____ Incorrect medication
- _____ Incorrect student
- _____ Incorrect time
- _____ Incorrect route
- _____ Incorrect transcription

- _____ Incorrect technique
- _____ Medication wasted
- _____ Student/medication not available
- _____ Omitted dose(s)
- _____ Outdated medication
- _____ Repeat administration
- _____ Student Refusal
- _____ Other: Explain

Description of Variance:

Student

Outcome: _____

Individual preparing report: _____ Date: _____

Certified School Nurse: _____ Date: _____

Signature of Principal: _____ Date: _____



Book	Policy Manual
Section	2000 Students
Title	Withdraw from School
Code	2025
Status	Active
Adopted	May 12, 2015
Last Revised	September 10, 2019

Purpose

It is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the Charter School.

Authority

The Charter School directs that whenever a student wishes to withdraw, effort will be made to determine the underlying reason for such action and the resources of the school should be used to assist the student in reaching their career goals. No student of compulsory school age will be permitted to withdraw without the written consent of a parent and other justification, and only upon demonstration to the satisfaction of the administration that the student meets a statutory exception to compulsory attendance criteria. All efforts possible will be extended in an attempt to retain students in school and assist them in earning a diploma.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book	Policy Manual
Section	2000 Students
Title	Searches
Code	2026
Status	Active
Adopted	May 27, 2008
Last Revised	May 11, 2021
Prior Revised Dates	September 11, 2018

Purpose

The Board of Trustees (Board) acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the Charter School's interest in protecting and preserving the health, safety and welfare of the Charter School population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

Authority

Charter School officials have the authority to lawfully search students or their belongings, including automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when on Charter School property or when otherwise under Charter School supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the Charter School population, or evidence that there has been a violation of the law, Board policy, or Charter School rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched. [\[1\]](#)[\[2\]](#)[\[3\]](#)

The Charter School has a compelling interest in protecting and preserving the health, safety and welfare of the Charter School population, which under certain circumstances may warrant general or random searches of students and their vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto Charter School property of controlled substances, weapons or other dangerous materials.

Electronic Searches

By using 21CCCS' network and technology resources, all users are expressly waiving any right to privacy and consenting to having their electronic communications and all other use accessed, reviewed, and monitored by 21CCCS in accordance with 21CCCS Policies and Procedures. A user account with e-mail access will be provided to authorized users only on the conditions that the user consent to interception of or access to all communications accessed, sent, received, or stored using 21CCCS technology.

Electronic communications, downloaded material, and all data stored on 21CCCS technology resources, including files deleted from a user's account, may be intercepted, accessed, or searched by 21CCCS administrators or designees at any time in the regular course of business to protect users and 21CCCS

equipment. Any such search, access, or interception will be reasonable and shall comply with all applicable laws.

School Issued Equipment Search

School officials retain the right to electronically inspect and enter school-issued devices and accounts at any time, for any reason, using remote management software installed on all devices. The software must remain enabled and the device must remain accessible at all times.

21CCCS shall not remotely access any webcam or video camera on any computer or electronic device issued to a student without obtaining prior written permission from the parents/guardians (or student if age 18 or older).

Delegation of Responsibility

The Board authorizes the administration to conduct searches of students or their belongings, including automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

The Chief Executive Officer or designee, in consultation with the Charter School solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that Charter School staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.[\[1\]](#)

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.

Individualized Suspicion Searches

Students or their belongings, including automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when on Charter School property or when otherwise under Charter School supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the Charter School population, or evidence that there has been a violation of the law, Board policy, or Charter School rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.[\[1\]](#)

In determining whether reasonable suspicion exists, the administrator or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by Charter School staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, Board policy or Charter School rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

Random or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including vehicles parked on Charter School property, may be conducted during the school day or upon entry into Charter School buildings, property or Charter School activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto Charter School property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior

incident, in or out of the Charter School, which threatens to spill over into the Charter School, into a school-sponsored activity, or into other times and places that students are under Charter School supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in the Charter School.

Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

Searches By or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by Charter School officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings or vehicles, are conducted by or at the request of law enforcement officials, with or without the involvement of Charter School staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. Charter School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

Handling and Disposal of Items Found in the Course of Searches

Illegal or Prohibited Materials

Illegal or prohibited materials discovered during a student search may be used as evidence against a student in a school disciplinary proceeding or legal hearing. As appropriate, 21CCCS may contact law enforcement agencies in response to any such discovery.

The building administrator shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 22 PA Code 12.14](#)

[2. PA Const. Art. I Sec. 8](#)

[3. U.S. Const. Amend. IV](#)

Commonwealth v. Cass, 551 Pa. 25, 709 A.2d 350, 355-56 (1998)

In re F.B., 555 Pa. 661, 726 A.2d 361, 368 (1999)

Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (U.S. 2009)



Book	Policy Manual
Section	2000 Students
Title	Search / Seizure
Code	2026-AR-1
Status	Active
Adopted	September 8, 2020

Individualized Suspicion Searches

Students or their belongings, including automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when on Charter School property or when otherwise under Charter School supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the Charter School population, or evidence that there has been a violation of the law, Board policy, or Charter School rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

In determining whether reasonable suspicion exists, the administrator or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by Charter School staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, Board policy or Charter School rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

Random or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including vehicles parked on Charter School property, may be conducted during the school day or upon entry into Charter School buildings, property or Charter School activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto Charter School property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior

incident, in or out of the Charter School, which threatens to spill over into the Charter School, into a school-sponsored activity, or into other times and places that students are under Charter School supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in the Charter School.

Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

Searches By or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by Charter School officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings or vehicles, are conducted by or at the request of law enforcement officials, with or without the involvement of Charter School staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. Charter School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

Handling and Disposal of Items Found in the Course of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, Board policies or Charter School rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The building administrator shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.



Book Policy Manual
 Section 2000 Students
 Title Search / Seizure Incident Report
 Code 2026-AR-2
 Status Active
 Adopted September 8, 2020

What factors caused a reasonable suspicion that the search of the student or their possessions, locker or vehicle would produce evidence that the student has violated or is violating Board policy, school rules and regulations, or law?

1. Eyewitness account.

- a) By whom: _____
- b) Date/Time: _____
- c) Place: _____
- d) What was observed? _____

2. Information from a reliable source.

- a) By whom: _____
- b) Date/Time Received: _____
- c) How Information Was Received: _____
- d) Description of the Information: _____

3. Suspicious behavior.

4. Time of search: _____

5. Location of search: _____

6. Was student informed of purpose of search? _____

7. Was consent of student requested and given? _____

8. Was student present at search? _____

Was the search conducted reasonable in terms of scope and intrusiveness?

1. What were you searching for? _____

2. Sex of the student: _____

3. Age of the student: _____

4. Urgency of the situation: _____

5. What type of search was conducted? _____

6. Who conducted the search and their title and sex: _____

7. Witnesses and titles:

Explanation of the search.

1. Time and location of the search: _____

2. Describe exactly what was searched: _____

3. What did the search yield? _____

4. What was seized? _____

5. Was any evidence turned over to law enforcement? _____

6. Was a parent/guardian notified of the search, including the reason for it and the scope?

7. If parent/guardian was not reached, document efforts to do so:



Book	Policy Manual
Section	2000 Students
Title	Controlled Substances / Paraphernalia
Code	2027
Status	Active
Adopted	September 11, 2018
Last Revised	May 10, 2022

Purpose

The Board of Trustees (Board) recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole Charter School community. As an educational institution, the Charter School shall strive to prevent abuse of controlled substances.

Definitions

For purposes of this policy, controlled substances shall include all:[\[1\]](#)[\[2\]](#)

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on Charter School property, at any school-sponsored activity, and during the time spent traveling to and from the Charter School and to and from school-sponsored activities. [\[3\]](#)[\[4\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the Charter School shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [\[5\]](#)[\[6\]](#)

Off-Campus Activities

This policy shall also apply to student conduct that occurs off Charter School property or during non-school hours to the same extent as provided in Policy 2018:

1. The conduct occurs during the time the student is traveling to and from the Charter School or traveling to and from school-sponsored activities, whether or not via school-furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the Charter School, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the Charter School.
4. The conduct has a direct nexus to attendance at the Charter School or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of Charter School property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at the Charter School or school-sponsored activities.

Delegation of Responsibility

The Chief Executive Officer or designee shall develop administrative procedures to identify and control substance abuse in the Charter School which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances. [\[7\]](#)[\[8\]](#)[\[9\]](#)
2. Disseminate to students, parents/guardians and staff the Board policy and administrative procedures governing student use of controlled substances.

Guidelines

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

The Chief Executive Officer or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on Charter School property, at any school-sponsored activity or on a conveyance providing transportation to or from the Charter School or a school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [\[7\]](#)[\[8\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

The Chief Executive Officer or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Chief Executive Officer or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Chief Executive Officer or designee shall document attempts made to reach the parent/guardian. [\[10\]](#)[\[13\]](#)

In accordance with state law, the Chief Executive Officer shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.[\[8\]](#)

In all cases involving students and controlled substances, the need to protect the Charter School community from undue harm and exposure to drugs shall be recognized.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 21 U.S.C. 812](#)

[2. 35 P.S. 780-102](#)

[3. 22 PA Code 12.3](#)

[4. 24 P.S. 510](#)

[5. 20 U.S.C. 1400 et seq](#)

[6. 22 PA Code 10.23](#)

[7. 24 P.S. 1302.1-A](#)

[8. 24 P.S. 1303-A](#)

[9. 42 Pa. C.S.A. 8337](#)

[10. 22 PA Code 10.2](#)

[11. 22 PA Code 10.21](#)

[12. 22 PA Code 10.22](#)

[13. 22 PA Code 10.25](#)

[14. 35 P.S. 807.1](#)

[15. 35 P.S. 807.2](#)

[24 P.S. 1732-A](#)

[35 P.S. 780-101 et seq](#)

[35 P.S. 807.1 et seq](#)

[21 U.S.C. 801 et seq](#)

[34 CFR Part 300](#)



Book	Policy Manual
Section	2000 Students
Title	Procedures for Controlled Substances / Paraphernalia
Code	2027-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

Violations of Policy 2027 may result in disciplinary action up to and including expulsion and referral for prosecution.

The Chief Executive Officer or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on Charter School property, at any school-sponsored activity or on a conveyance providing transportation to or from the Charter School or a school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Chief Executive Officer or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Chief Executive Officer or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Chief Executive Officer or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Chief Executive Officer shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.

In all cases involving students and controlled substances, the need to protect the Charter School community from undue harm and exposure to drugs shall be recognized.



Book	Policy Manual
Section	2000 Students
Title	Student Government
Code	2028
Status	Active
Adopted	September 11, 2018

Purpose

The Board of Trustees (Board) acknowledges the importance of offering students the opportunity to participate in self-government within the Charter School.

The purpose of student government shall be to develop student leadership and provide a learning experience in democratic decision-making.

Authority

The Board establishes that students shall have the right to organize, conduct meetings, elect officers and representatives, and petition the Board.

The Board will recognize the 21st Century Cyber Charter School Student Government as the official voice of the student body.

The charter, constitution or bylaws of the organization for student government shall be duly adopted by the members of the student body it represents, approved by the CEO and submitted to the Board for its information.

The Board shall appoint a qualified member of the faculty to serve as an advisor for student government activities.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book	Policy Manual
Section	2000 Students
Title	Procedures for Student Government
Code	2028-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

School students have the right to organize, conduct meetings, elect officers and representatives and petition the Board.

The Student Council is recognized as the official voice of the student body.

The Student Council will meet at least once every month.

The Student Council will be fully responsible for planning, organizing and coordinating the following activities, as it determines:

1. Its own government.
2. Activities and projects suggested by students and approved by school administrator.
3. Fundraising projects approved by the Board.

The building principal, in conjunction with the faculty advisor, will monitor the activities of the Student Council to ensure the following:

1. All students have equal access to the student government and an equal opportunity to vote and hold office.
2. All students are invited and encouraged to participate in activities sponsored by the Student Council.
3. Decisions made and actions taken by the student government organization, in accordance with and within the scope of its constitution, will not be voided or vetoed by any staff member.



Book	Policy Manual
Section	2000 Students
Title	Student Fundraising
Code	2029
Status	Active
Adopted	November 17, 2015
Last Revised	September 11, 2018

Purpose

The Board of Trustees (Board) recognizes that fundraising activities by Charter School classes, programs, clubs and student organizations provide educational and extracurricular opportunities; however, the Board acknowledges that solicitation of funds from students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the Charter School's educational program.

Definition

For purposes of this policy, **student fundraising** shall include solicitation and collection of money by students in exchange for goods or services.

Authority

The Board prohibits the collection of money by a student for personal benefit in Charter School buildings, on Charter School property or at any school-sponsored activity.

Charter School students are prohibited from conducting door-to-door sales for fundraising activities.

Fundraising activities held during the school day involving the sale of food or beverages shall comply with Board policy related to school wellness.

Delegation of Responsibility

Fundraising activities by approved Charter School classes, programs, clubs and student organizations may be permitted by the Chief Executive Officer.

The Chief Executive Officer or designee shall develop administrative procedures to implement this policy.

The Chief Executive Officer or designee shall distribute this policy and relevant administrative procedures to each class, program, club or student organization granted permission to conduct fundraising activities.

Funds collected shall be controlled by Board policy and Charter School procedures.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book	Policy Manual
Section	2000 Students
Title	Procedures for Student Fundraising
Code	2029-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

principals and activity sponsors should thoroughly plan with school groups so there will be a limited need for urgent or hurry-up types of fundraising requests. The farther in advance that permission is secured, the more likely it is that proper planning, as well as correct implementation of Board policy will occur.

Organizations that request to conduct a fundraising activity must make application to the principal. The application form is available in the main office and contains the following information: the activity proposed, potential use of the revenue, proposed involvement by students, and other information requested by the administration.

The activity sponsor will submit the completed request form for each planned fundraiser to the principal at least four (4) weeks prior to the start of the campaign. The application should be submitted prior to the students' involvement in ordering, selling or sales-related activity.

The principal will reply in writing to the activity sponsor no later than two (2) weeks after receiving the application. The principal will approve a fundraising activity when they are assured that the activity satisfies safety concerns; is consistent with the school's educational objectives and community standards; complies with federal, state and local laws; and that students are not being exploited or forced to participate. If the request is denied, the principal will state the reason for denial.

Upon approval of a fundraising activity, the principal will forward to the CEO a copy of the approved application, and the CEO will maintain a file of current fundraising activities for review by the Board upon request.

All student fundraisers will adhere to the following guidelines:

1. For safety reasons, the school strongly discourages door-to-door sales by students, unless accompanied by a parent/guardian. Students should not be used as door-to-door sales agents.
2. Items sold must be in good taste and appropriate to potential customers.
3. No student can be required to participate in a fundraiser.
4. When outside companies or agencies are used, the quality of the product and reputation of the firm must be considered. Related contracts must be reviewed and approved by the Business Administrator prior to signing.
5. No money will be given to vendors prior to delivery of services. If up-front money is required, the

school will keep the funds until the product is delivered.

6. Schools will not be involved in any way with fundraising activities that involve the use or sale of weapons, alcohol, tobacco, drugs or medications, and/or any material that encourages violence, immorality or abusive behavior.

Acceptable methods of fundraising include, but are not limited to, the following:

1. Bake sales.
2. Car washes.
3. Concession stand sales for one (1) season of a school activity.
4. School dances, with proper planning and supervision.
5. Sale of school-oriented products.
6. Nutritious food items.
7. Nonfood items.
8. Athletic events, concerts, recitals, dramatic performances, when held after school hours.
9. Student and/or class photographs.
10. Operation of school stores.
11. Fairs, such as book fairs, fun days, etc.
12. Seasonal gift items.

Charitable Drives

Sponsors of charitable organizations must apply to the principal on the available form, and the fundraising activity must be approved by the principal, who will coordinate the scheduling of such drives with approved school fundraisers.

School-Wide Fundraisers

Applications for school-wide fundraisers will be submitted on the available form to the CEO.

School administrators will cooperatively review the application and determine if approval will be granted.

The CEO will submit to the Board a written report outlining the administrators' decision and the rationale for the decision.

Control of Funds

Faculty sponsors are responsible for depositing in the main office all money collected through fundraising activities. Deposits should be made as soon as possible after collection, and under no circumstances will money be left in classrooms or student lockers.

Money deposited in the main office requires a deposit receipt to be issued to the depositor. Once deposited, money cannot be removed without permission of the principal. Uncounted money must be placed in a sealed envelope and counted by the depositor at a later time.

All applicable sales tax must be paid on fundraiser items.

All financial statements regarding fundraising projects will be signed by the student officers and faculty sponsor and retained until the student activities fund has been audited.

Faculty sponsors will complete the Financial Report form and submit it to the principal within thirty (30) days after the ending date of the fundraising project.



Book Policy Manual
Section 2000 Students
Title Student Fundraising Application Form
Code 2029-AR-2
Status Active
Adopted September 8, 2020

Requests for fundraising projects that will benefit school students must be submitted four (4) weeks in advance of the requested date to the building principal.

Organization: _____

Faculty Sponsor: _____ Building: _____

Dates of Project: From: _____ To: _____

Sale Items/Activity: _____

Description of Project: _____

Groups Being Solicited: _____

Extent of Student Participation: _____

Purpose of Project/Expenditure of Profits: _____

Additional Information: _____

Faculty Sponsor's Signature

Date

Approved: _____

Not Approved: _____

Principal's Signature

Date



Book Policy Manual
Section 2000 Students
Title Student Fundraising Financial Report
Code 2029-AR-3
Status Active
Adopted September 8, 2020

Organization: _____

Faculty Advisor: _____ Building: _____

Project Dates: From: _____ To: _____

Product Sold/Activity: _____

Number of Items: _____

Profit:
Number of Items Sold _____ X Price Paid _____ = \$ _____

Actual Profit \$ _____

Miscellaneous Expenses \$ _____

Adjusted Profit \$ _____

List Miscellaneous Expenses and Attach Receipts/Verifications:

Signature of Faculty Advisor

Date

Signature of Principal

Date

This form must be completed within thirty (30) days after completion of the fundraising project.

Copy sent to Business Administrator.



Book	Policy Manual
Section	2000 Students
Title	Public Performances by Students
Code	2030
Status	Active
Adopted	November 17, 2015
Last Revised	September 11, 2018

Purpose

The Board of Trustees (Board) recognizes the value of students sharing their talents and skills with the community through student participation and performances in public events.

Authority

The Board supports public performances by students when they constitute a learning experience that contributes to the educational program; they do not interfere with other scheduled instructional activities; and the circumstances of the event do not pose a threat to the health, safety or well-being of the students who are involved.

Delegation of Responsibility

All requests for public performances by student groups require the approval of the Chief Executive Officer.

The Chief Executive Officer or designee shall develop administrative procedures to implement this policy.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book	Policy Manual
Section	2000 Students
Title	Procedures for Public Performances by Students
Code	2030-AR-1
Status	Active
Adopted	September 8, 2020
Last Revised	September 12, 2023

Student participation in school-sponsored public performances, productions and contests will be limited to those activities that are educationally sound, worthy and timely. Performances and productions should contribute to educational goals and objectives. Student participation should supplement and enrich the school experience and not substantially disrupt regularly scheduled classes and activities.

The principal, in cooperation with faculty advisors, will ensure that the following guidelines are followed regarding public performances by students:

1. Written parental permission is sought and received prior to students participating in any public performance.
2. Arrangements are made to provide proper supervision and to assure that participating students conduct themselves in a manner that brings credit to the school.
3. When public performances are scheduled as a regular part of a planned course of instruction taken for credit, students will be informed in advance of their obligation to participate in public performances. Students will be excused from participation only in accordance with the Board policy and administrative procedures governing school attendance.
4. The interests of students will be protected and guarded against exploitation for personal or business gain and from added work and/or responsibilities.
5. No school student, group of students, or employees will receive compensation for a public performance of students organized as school representatives.

Requests for a school organization to perform in the community will be made in writing. The faculty advisor will submit the request to the principal, who will approve or disapprove the request.

Requests for a school organization to perform outside the community will be made in writing. The faculty advisor will submit the request to the principal. The principal will recommend approval or disapproval and will forward the request to the CEO. The CEO will make the final decision regarding approval.

Requests that require students to be away from the school overnight must be submitted to the CEO at least six (6) weeks in advance of the proposed activity.

Prior to making a commitment for a school-sponsored group to participate in a public performance, the faculty advisor will provide written assurance to the principal or CEO that the activity in which the group proposes to participate is not politically affiliated and that participation will not create a conflict with students' academic programs.

The faculty advisor is responsible for making arrangements for the transportation of school-sponsored student groups to public performances.

Permission Forms

The faculty advisor will prepare a blanket permission form, approved by the principal. The form will be distributed to parents/guardians, and their signature will indicate their willingness to have their student participate in the activities and public performances of the group.

Permission forms will be distributed at the start of each school term. The faculty advisor will collect and maintain the permission forms for all students.

New students who join a student group throughout the term will be issued a permission form at the time of enrollment.

School Productions

The faculty advisor of a student production will make a tentative selection of the production and will submit the recommendation to the principal. The principal will have final approval of the selection of a school production.

The faculty advisor, in cooperation with the principal, will ensure that a student production contains no speech that:

1. Is vulgar, indecent or obscene.
2. Voices libelous comments, personal attacks or abusive language, such as language defaming an individual's race, religion, ethnic origin, gender, family status or disability.
3. Causes or clearly threatens to cause a material and substantial disruption of normal school functions or activities.
4. Encourages commission of unlawful acts or violation of lawful school rules or regulations.
5. Promotes any product or service not allowed to minors by law.

Student Representation

Representing the school in a public performance is an honor accorded students who display good citizenship.

A student's single act of egregious behavior or persistent disregard for Board policies, Code of Student Conduct, administrative procedures or school rules will be cause for the principal or designee to refuse to allow a student to represent the school.

When a faculty advisor or principal believes grounds exist to refuse a student's participation in a public performance, the principal and advisor will have a conference to share all available information.

The students and the parents/guardians will be notified as soon as possible when a student is being denied the privilege of representing the school in a public performance.

In a case of a student violating Board policy, Code of Student Conduct, administrative procedures or school rules, discipline will be in accordance with the relevant documents, which may include exclusion from participation in the school-sponsored activity.



Book	Policy Manual
Section	2000 Students
Title	Social Events and Class Trips
Code	2031
Status	Active
Adopted	March 10, 2015
Last Revised	September 11, 2018

Purpose

The Board of Trustees (Board) recognizes the value of student social events and class trips in enhancing and enriching the educational experience for students.

Authority

The Board shall make facilities available and provide appropriate staff for social events within the Charter School facilities that have been approved by the Chief Executive Officer or designee.

Class trips and social events that take place outside of Charter School facilities require approval by the Chief Executive Officer or designee.

As voluntary participants in social events and class trips, students shall be held responsible for compliance with Board policies and Charter School rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular Charter School program.[\[1\]](#)

Participation in social events and class trips is not a right and may be denied to any student who has demonstrated disregard for Board policies, administrative procedures or Charter School rules.

Delegation of Responsibility

The Chief Executive Officer or designee shall develop administrative procedures governing the conduct of student social events and class trips.


TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [1. 24 P.S. 510](#)



Book	Policy Manual
Section	2000 Students
Title	Class Trip Parental Permission / Medical Information Form
Code	2031-AR-1
Status	Active
Adopted	September 8, 2020

The Class Trip Parental Permission / Medical Information Form is attached below.

 [Medical Information Form.pdf \(1,230 KB\)](#)



Event Location:
[EVENT ADDRESS]

Event Date:
[EVENT DATE]

Specific details for each field trip can be found on the *Learning Sessions* page in Moodle, under *Student Life*.

Please note the following:

- Unless otherwise specified, families are responsible for providing their own transportation to and from school outings.
- Due to the variety of events that 21CCCS plans, please be aware of the weather and location and dress appropriately.
- We enjoy the opportunity to be with 21CCCS students and families and trust that our students will be on their best behavior as they represent themselves and 21CCCS.
- If available, Health Screenings will be provided to students attending school events by the school nurse.
- **Pursuant to the student handbook and policies 2018.1, 2022, and 2027, possession and/or consumption of drugs and alcohol and/or possession of weapons is prohibited. Appropriate disciplinary action will be strictly enforced should a student violate any school policy during a school sponsored event.**

Please complete and submit the portion below. Your spot(s) will be secured upon receipt of permission slip.
Students are not permitted to attend the field trip if the school does not have a permission by the deadline.

Please check the box below that corresponds to your plan for this trip:

- My child will be accompanied by the parent named below for the entire duration of this trip. Note: Any parent attending a 21CCCS field trip shall have submitted to 21CCCS a current (1) report of criminal history from the Pennsylvania State Police (PSP); (2) child abuse history certification from the Department of Human Services; and (3) a fingerprint based federal criminal history submitted through the Pennsylvania State Police.
- My child will be dropped off and picked up by the parent named below at the times specified on the Moodle page for this trip.
- My child will be dropped off and picked up by the non-parent named below at the times specified on the Moodle page for this trip.

Please Note: Failure to follow school rules may result in a student being sent home at the parent/guardian’s expense and/or loss of eligibility for any further trips.

I hereby grant permission for my child [NAME OF STUDENT] to participate in a field trip to **[PLACE(S)/ACTIVITY OR ACTIVITIES/EVENTS(S) ON THE FOLLOWING DATE(S)].**

The field trip will involve the following:

Type of Activity: _____

Date and Time: _____

Items to Bring: _____

PARENT/GUARDIAN SECTION: ALL INFORMATION MUST BE COMPLETED.

_____ Date

_____ Parent or Guardian Signature

_____ Print Name(s) of Parent/Guardian



Parent/Guardian Work Phone: _____

Parent/Guardian Work Phone: _____

Parent/Guardian E-Mail: _____

Emergency Contact Person: _____

Emergency Phone Number: _____

Emergency E-mail: _____

Student's Critical Medical Needs/Allergies/Conditions:

AUTHORIZATION TO TREAT MINOR: In the event that I, or my physician of record, cannot be reached in an emergency, I hereby give permission to the school staff to secure proper treatment for my child.

Date

Parent or Guardian Signature

Print Name(s) of Parent/Guardian

WAIVER OF CLAIM: I understand that all persons participating in a 21CCCS field trip shall be deemed to have waived all claims against 21CCCS for injury, illness or death occurring during or by reason of the field trip. I, therefore, acknowledge that as a condition of my child participating in this field trip, hold harmless and waive any and all claims against 21CCCS, including, but not limited to, claims arising out of any negligence of any officers or employees of 21CCCS, for any injury, accident, illness, or death, or any loss or damage to personal property occurring during or by reason of the participation in this field trip.

Date: _____

Parent or Guardian Signature:

(Print Name)



Authorization for School Medication Administration

Student Name: _____ Date of Birth: _____
Allergies: _____ Grade: _____

Parent Request

In accordance with school policy, prior to receiving a medication at school, each student must provide the school nurse with an Authorization for School Medication Administration form signed by the student's parent/guardian and the licensed prescriber.

Parent/Guardian Consent:

I, the parent/guardian of _____ give my permission for my child, to receive the following medication ordered by a licensed prescriber during the school day. I understand that the medications will be given by the school health personnel according to my child's licensed prescriber's directions. I agree to provide the medication to the school in the original pharmacy or physician labeled container. I give permission for the school and physician to communicate regarding this medication/medical condition. My signature on this document constitutes a complete waiver of liability claim in any and all respects against 21st Century Cyber School and its Board of Directors and all of its employees unless the school is negligent with regard to any claim for injury in connection with dispensation of the prescribed medication.

Parent/Guardian signature: _____ Date: _____
Parent/Guardian name printed: _____ Phone: _____

List all Medication currently being taken by child: _____

~~~~~  
**Licensed Prescriber Request**

Name of medication: \_\_\_\_\_

Route and dosage: \_\_\_\_\_

Time of administration: \_\_\_\_\_

Directions: \_\_\_\_\_

Discontinuation date: \_\_\_\_\_

**Allergies:** \_\_\_\_\_

Licensed Prescriber signature: \_\_\_\_\_ Date: \_\_\_\_\_

Licensed Prescriber name printed: \_\_\_\_\_ Phone: \_\_\_\_\_



|              |                          |
|--------------|--------------------------|
| Book         | Policy Manual            |
| Section      | 2000 Students            |
| Title        | Suspension and Expulsion |
| Code         | 2033                     |
| Status       | Active                   |
| Adopted      | September 11, 2018       |
| Last Revised | November 10, 2020        |

### **Purpose**

The Board of Trustees (Board) recognizes that exclusion from the educational programs of the Charter School, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from the Charter School, and shall establish procedures regarding suspension and expulsion of Charter School students, in accordance with law, regulations, the Charter School application and the written Charter. All exclusions affecting students with disabilities shall be governed by applicable state and federal laws and regulations, and Board policy.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

### **Authority**

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.[\[2\]](#)[\[5\]](#)[\[8\]](#)

### **Guidelines**

#### Exclusion From School - Suspension

The building administrator or person in charge of the Charter School program may suspend a student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days, and shall immediately notify the parent/guardian in writing when the student is suspended.[\[2\]](#)[\[5\]](#)

No student may be suspended without notice of the reasons for which they are suspended and an opportunity to be heard on their own behalf before the Charter School official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the Charter School population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.[\[2\]](#)

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated Charter School official. Such hearing shall take place as soon as possible after the suspension, and the Charter School shall offer to hold it within the first five (5) days of the suspension.[\[2\]](#)[\[8\]](#)

Informal hearings under this provision shall be conducted by the building administrator and/or designee.

#### Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses. [8]

#### Due Process Requirements for Informal Hearing

1. The student and parent/guardian shall be given written notice of the reasons for the suspension. [8]
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The Charter School shall offer to hold the informal hearing within five (5) days of the suspension.

#### Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the Charter School any student whose misconduct or disobedience warrants such sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, or before a duly authorized committee of the Board or before a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing. [2][5][8]

#### Expulsion Hearings

A formal hearing shall be required in all expulsion actions. [2][5][8][9]

The formal hearing shall observe the following due process requirements: [8]

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when they demonstrate good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of such witnesses' written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy of the written or audio record shall be made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
  1. The need for laboratory reports from law enforcement agencies.
  2. Evaluations or other court or administrative proceedings are pending due to a student's invoking their rights under the Individuals with Disabilities Education Act ("IDEA").
  3. Delay is necessary due to the condition and/or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the

expulsion decision.

### Adjudication

A written adjudication shall be issued to the student and/or parent/guardian after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions. [10]

### Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines. [2]

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the Charter School may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in their normal class or program would constitute a threat to the health, safety or welfare of others.

### Attendance/School Work After Expulsion

Students who are under eighteen (18) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education. [2][4]

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the Charter School that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the Charter School shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

### Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations, and Board policy. [4]

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall develop administrative procedures to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.
2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Procedures regarding student records, which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to the Charter School upon such conditions as may be imposed by the Board.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

- [1. 20 U.S.C. 1400 et seq](#)
- [2. 22 PA Code 12.6](#)
- [3. 22 PA Code 12.7](#)
- [4. 22 PA Code 711.61](#)
- [5. 24 P.S. 1318](#)
- [6. 24 P.S. 1719-A](#)
- [7. 34 CFR Part 300](#)
- [10. 22 PA Code 12.8](#)
- [11. 2 Pa. C.S.A. 101 et seq](#)
- [12. 2 Pa. C.S.A. 101](#)
- [14. 24 P.S. 1326](#)
- [24 P.S. 1732-A](#)
- [22 PA Code 12.3](#)





|              |                                         |
|--------------|-----------------------------------------|
| Book         | Policy Manual                           |
| Section      | 2000 Students                           |
| Title        | Procedures for Suspension and Expulsion |
| Code         | 2033-AR-1                               |
| Status       | Active                                  |
| Adopted      | September 8, 2020                       |
| Last Revised | September 12, 2023                      |

Exclusion from school represents the most severe disciplinary action of the school. Exclusion removes the student from the classroom and revokes all of their social privileges during the period of the exclusion. Exclusion from school may take the form of in-school suspension, out-of-school suspension or expulsion. The administration and the Board have the right to impose and use any combination of school exclusions necessary to address the misconduct, in accordance with Board Policy and the applicable student conduct rules.

#### Exclusion from School - Suspension: Ten (10) Days Or Less

**Out-of-school suspension** is removal of a student from school for a period of one (1) to ten (10) consecutive school days. The principal, other administrators in charge of the building, the CEO or the Board may assign an out-of-school suspension to a student. No student may be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given to the student when it is clear that the health, safety or welfare of the school community is threatened. The parents/guardians of the student and the CEO will be notified immediately in writing when a student is suspended. Suspensions may not be made to run consecutively beyond the 10-school day period.

When the out-of-school suspension exceeds three (3) school days, the student and the student's parent/guardian will be given the opportunity for an informal hearing with the principal and CEO.

The purpose of the informal hearing is to bring forth all relevant information regarding the event for which the student may be suspended and for the student, parent/guardian and school officials to discuss ways by which future offenses might be avoided.

The principal and CEO will offer to hold the informal hearing within the first five (5) days of the suspension. Delay of the informal hearing will not operate to delay return to school. The following due process requirements are to be observed in regard to the informal hearing: (a) notification of the reasons for the suspension will be given in writing to the parents/guardians and to the student; (b) sufficient notice of the time and place of the informal hearing will be given; (c) the student has the right to question any witnesses present at the hearing; (d) the student has the right to speak and produce witnesses on their own behalf.

During an out-of-school suspension, a student is placed into the custody of their parents/guardians during the hours of the regular school day, and is not permitted to attend any school functions, to be on school grounds or to participate in any school activities. A student is expected to make up all missed exams and

school work during their exclusion within a reasonable time period upon their return to school, as determined by the building administration and the student's teachers.

### Expulsion

**Expulsion** is exclusion from school by the Board for a period exceeding ten (10) school days, and may be permanent expulsion from the schools. No student will be expelled without an opportunity for a formal hearing before the Board or qualified hearing examiner appointed by the Board as set forth in Policy 2033. All of the due process requirements and procedures set forth in Policy 2033 will be followed with respect to the Board hearing.

The hearing will be held in accordance with Policy 2033 and 22 Pa. Code §12.8(b). If it is not possible for the hearing to be held and the Board to vote on the expulsion while the student is suspended, the student will be placed in their normal class at the end of the suspension period pending the Board's decision; however, if it is determined after an informal hearing that the student's presence in their normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of suspension, the student may be excluded from school for more than ten (10) school days. A student may not be excluded from school for longer than fifteen (15) school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded will be provided with alternative education, which may include home study.

The student or their parents/guardians may waive the student's right to a formal expulsion hearing before the Board. If the student or their parents/guardians choose to waive the student's right to a formal hearing, the student will be expelled without a hearing for the period of time recommended to the Board by the CEO or designee. If the student or their parents/guardians decide to waive the student's right to a formal hearing before the Board, they will be asked to sign an Expulsion Hearing Waiver Form. If the waiver form is not executed, a formal expulsion hearing before the Board will be scheduled.

The following due process requirements will be observed with regard to the formal hearing:

1. Notification of the charges will be sent to the student's parents/guardians by certified mail.
2. At least three (3) days' notice of the time and place of the hearing will be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures will be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
3. The hearing will be held in private unless the student or parent/guardian requests a public hearing.
4. The student may be represented by counsel, at the expense of the parents/guardians, and may have a parent/guardian attend the hearing.
5. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
6. The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
7. The student has the right to testify and present witnesses on their own behalf.
8. A written or audio record will be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy will be provided at no cost to a student who is indigent.
9. The proceeding will be held within fifteen (15) school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing will be held as soon as reasonably possible:
  - a. Laboratory reports are needed from law enforcement agencies.
  - b. Evaluations or other court or administrative proceedings are pending due to a student invoking their rights under the Individuals With Disabilities Education Act.
  - c. Juvenile or criminal court cases involving sexual assault or serious bodily injury may

necessitate a delay due to the condition or best interests of the victim.

10. Notice of a right to appeal the results of the hearing will be provided to the student with the expulsion decision.

Any student under eighteen (18) years of age who is expelled has forfeited their right to an education in the schools, but has not been excused from compliance with the compulsory attendance laws. The initial responsibility for providing the required education rests with the student's parents/guardians through placement in another school, tutorial or correspondence study or another educational program approved by the CEO. Within thirty (30) days of the Board's expulsion decision, the parents/guardians of expelled students under eighteen (18) years of age will submit to the CEO written evidence that the required education is being provided to the student, including a description of where or how the education is being provided. If the parents/guardians are unable to provide the required education, the parents/guardians will send a letter to the CEO within thirty (30) days of the Board's expulsion decision, indicating that they are unable to provide the required education.

If the parents/guardians are unable to provide the required education, the school will then make provision for the student's education within ten (10) days of receipt of the parents'/guardians' notification, in its discretion. A student with a disability will be provided educational services as required by IDEA. If the approved education program is not complied with, the school may take action in accordance with 42 Pa. C.S. Chapter 63 to ensure that the child will receive a proper education.

Any student who has been expelled, but not permanently expelled, may apply for re-admission to school pursuant to such conditions imposed by the Board in its decision at the time of expulsion. Such conditions depend upon the circumstances for which the student has been expelled and could include, but is not limited to, drug and alcohol counseling.



|              |                    |
|--------------|--------------------|
| Book         | Policy Manual      |
| Section      | 2000 Students      |
| Title        | Class Rank         |
| Code         | 2034               |
| Status       | Active             |
| Adopted      | May 12, 2015       |
| Last Revised | September 10, 2019 |

### **Purpose**

21st Century Cyber Charter School ("Charter School") acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school graduates to inform students, parents and others of their relative academic placement among their Charter School peers under relatively similar circumstances.

### **Authority**

The Charter School authorizes a system of class ranking, by grade point average, for students in grade 12. All students shall be ranked together. Class rank shall be computed by the final grade in all subjects. Any two or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding them and not by the rank of the person preceding them.

A student's grade point average and rank in class shall be entered on their 12th grade record and shall be subject to the Charter School's policy on release of student records.

Rank in class shall be entered on students' records and on all transcripts, where they will be available for review by authorized persons.

### **Delegation of Responsibility**

The Director of Education shall develop procedures for the computation of grade point averages and the assignment of rank in class to implement this policy.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|              |                           |
|--------------|---------------------------|
| Book         | Policy Manual             |
| Section      | 2000 Students             |
| Title        | Procedures for Class Rank |
| Code         | 2034-AR-1                 |
| Status       | Active                    |
| Adopted      | September 8, 2020         |
| Last Revised | September 12, 2023        |

Class rank is used as an academic descriptor for college admissions and employers. Class rank also determines other academic honors at graduation.

Grade Point Average (GPA) is used to determine class rank within each grade level. Each student's GPA is calculated at the end of each semester of the 12<sup>th</sup> grade year. It is determined by using the final grade and total number of credits for each course taken. All mathematical calculations will be carried two (2) decimal points.

Only grades and courses taken at the school will be used to calculate a student's GPA. Transfer courses will be incorporated into the determination of GPA only when the exact course is offered at the high school.

Nongraded courses will be omitted from the calculations for class rank.

#### Weighted Grading

Weighted grading encourages all students to enroll in the most rigorous academic schedule commensurate with their ability without risking detriment to class rank and cumulative GPA.

Grade Point Averages will be weighted by awarding extra credit for Advanced Placement (AP) courses, Honors courses and courses so designated in the student course selection materials.



|              |                    |
|--------------|--------------------|
| Book         | Policy Manual      |
| Section      | 2000 Students      |
| Title        | Surveys            |
| Code         | 2035               |
| Status       | Active             |
| Adopted      | September 11, 2018 |
| Last Revised | May 29, 2020       |

### **Purpose**

This policy sets forth guidelines regarding the conduct of surveys and collection and use of information for marketing purposes, consistent with law and regulations.

### **Definitions**

**Personal information** means individually identifiable information, including a student's or parent's/guardian's first and last name; home or physical address, including street name and the name of the city or town; telephone number; or social security number.[\[1\]](#)

For purposes of this policy, protected information, as addressed by the Protection of Pupil Rights Amendment (PPRA), includes:[\[1\]](#)

1. Political affiliations or beliefs of the student or student's parent/guardian.
2. Mental or psychological problems of the student or student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or student's parent/guardian.
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

### **Authority**

Surveys conducted by outside agencies, organizations and individuals shall be approved by the Chief Executive Officer's recommendation, prior to administration to students.

### **Guidelines**

All surveys and instruments used to collect information from students shall relate to the Charter School's educational objectives.[\[2\]](#)

## U.S. Department of Education Funded Surveys

No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis or evaluation that reveals protected information without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years of age.[\[1\]](#)

All instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be made available for inspection by the parent(s)/guardian(s) of the student.[\[1\]](#)

## Surveys Funded by Other Sources

Parents/Guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building administrator, Chief Executive Officer or Director of Education.[\[1\]](#)[\[2\]](#)

Parents/Guardians shall be informed of their right to have their child excluded from any research studies or surveys conducted by entities other than a school entity without prior written consent.[\[1\]](#)[\[2\]](#)[\[3\]](#)

## Collection of Information for Marketing, Sales or Other Distribution Purposes

The Charter School shall notify parents/guardians of any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling, or otherwise providing the information to others for that purpose.[\[1\]](#)

The parent/guardian has the right to inspect the instrument used in collection of personal information for the purpose of marketing or selling that information and opt the student out of participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information.[\[1\]](#)

This provision does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: recruiters, book clubs, curriculum and instructional materials used by schools, sale by students of products or services to raise funds for school-related or education-related activities, or student recognition programs.[\[1\]](#)

## Privacy

The Charter School shall implement procedures to protect student identity and privacy when a survey containing one or more of the items listed under protected information is administered or distributed to a student and in the event of the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.[\[1\]](#)

## Student and Parent/Guardian Rights

Under federal law, the rights provided to parents/guardians under this policy transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to receive notice and to inspect.[\[1\]](#)[\[2\]](#)[\[3\]](#)

## **Delegation of Responsibility**

The Chief Executive Officer or designee shall notify parents/guardians and students of:[\[1\]](#)

1. This policy and its availability.
2. The specific or approximate dates during the school year when activities described above are scheduled, or expected to be scheduled.
3. How to opt their child out of participation in activities as provided in this policy.
4. How to request access to any survey or other material described in this policy.

This notification shall be given at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.

The Chief Executive Officer or designee shall establish administrative procedures for protecting student identity and privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 20 U.S.C. 1232h](#)

[2. 22 PA Code 12.41](#)

[3. 22 PA Code 4.4](#)





Book                      Policy Manual  
Section                    2000 Students  
Title                       Request to Preview Student Survey  
Code                       2035-AR-1  
Status                      Active

Please complete this form to request to preview student survey.

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

What is the survey you would like to preview? \_\_\_\_\_

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



|         |                                      |
|---------|--------------------------------------|
| Book    | Policy Manual                        |
| Section | 2000 Students                        |
| Title   | Request to Opt Out of Student Survey |
| Code    | 2035-AR-2                            |
| Status  | Active                               |
| Adopted | September 8, 2020                    |

Please complete this form to opt out of student survey.

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

What is the survey you would like your child to opt out of? \_\_\_\_\_

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



|         |                            |
|---------|----------------------------|
| Book    | Policy Manual              |
| Section | 2000 Students              |
| Title   | Student Assistance Program |
| Code    | 2036                       |
| Status  | Active                     |
| Adopted | September 11, 2018         |

### **Purpose**

The Board of Trustees (Board) is committed to assisting all students to achieve to their fullest potential.

### **Definition**

**Student Assistance Program (SAP)** - a systematic process designed to assist Charter School personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success; the process uses effective and accountable professional techniques to mobilize Charter School resources to remove the barriers to learning and, when the problem is beyond the scope of the Charter School, to assist the parent/guardian and student with information so they may access services within the community.[\[1\]](#)

### **Authority**

The Board shall provide a Student Assistance Program (SAP) that assists Charter School staff in identifying issues and providing assistance to students in accordance with law and regulations.[\[2\]](#)[\[3\]](#)

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall develop, implement, maintain and monitor a Student Assistance Program (SAP) that complies with state law and regulations.[\[2\]](#)[\[3\]](#)

### **Guidelines**

The Student Assistance Program (SAP) shall provide assistance in:

1. Identifying issues that pose a barrier to a student's learning and/or academic achievement.
2. Determining whether or not the identified problem lies within the responsibility of the Charter School.
3. Informing the parent/guardian of a problem affecting the student's learning and/or academic achievement.
4. Making recommendations to assist the student and the parent/guardian.
5. Providing information on community resources and options to deal with the problem.
6. Establishing links with resources to help resolve the problem.
7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.

8. Providing a plan for in-school support services for the student during and after treatment.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 22 PA Code 12.16](#)

[2. 22 PA Code 12.42](#)

[3. 24 P.S. 1547](#)

[24 P.S. 1732-A](#)

[22 PA Code 12.41](#)

[42 Pa. C.S.A. 8337](#)

[20 U.S.C. 1232g](#)

[34 CFR Part 99](#)



|              |                                           |
|--------------|-------------------------------------------|
| Book         | Policy Manual                             |
| Section      | 2000 Students                             |
| Title        | Procedures for Student Assistance Program |
| Code         | 2036-AR-1                                 |
| Status       | Active                                    |
| Adopted      | September 8, 2020                         |
| Last Revised | September 12, 2023                        |

The Student Assistance Program (SAP) shall provide assistance in:

1. Identifying issues that pose a barrier to a student's learning and/or academic achievement.
2. Determining whether or not the identified problem lies within the responsibility of the Charter School.
3. Informing the parent/guardian of a problem affecting the student's learning and/or academic achievement.
4. Making recommendations to assist the student and the parent/guardian.
5. Providing information on community resources and options to deal with the problem.
6. Establishing links with resources to help resolve the problem.
7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.
8. Providing a plan for in-school support services for the student during and after treatment.



|              |                   |
|--------------|-------------------|
| Book         | Policy Manual     |
| Section      | 2000 Students     |
| Title        | Threat Assessment |
| Code         | 2036.1            |
| Status       | Active            |
| Adopted      | August 10, 2021   |
| Last Revised | November 8, 2022  |

### **Purpose**

The Board of Trustees (Board) is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[\[1\]](#)

### **Authority**

The Board directs the Chief Executive Officer or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[\[1\]](#)

### **Definitions**

**Behavioral service providers** – includes, but is not limited to, a state, county or local behavioral health service provider, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.[\[2\]](#)

**Bias** – the attitudes or beliefs we have about a person or group that affects our understanding, actions and decisions in a conscious or subconscious manner.

**Individualized Management Plan** – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team’s attention, as well as the resources and supports a student might need based on the information gathered during the assessment.

**Threat assessment** – a fact-based process for the assessment of and intervention with students whose behavior may indicate a threat to the safety of the student other students, school employees, school facilities, the community or others.

### **Delegation of Responsibility**

The Chief Executive Officer or designee, in consultation with the School Safety and Security Coordinator, shall appoint the Charter School’s Student Assistance Program team to serve as the threat assessment team.[\[1\]](#)

The Chief Executive Officer or designee shall designate a member of the team as team leader for the threat assessment team.<sup>[1]</sup>

The threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education and school administration and members of the Student Assistance Program.<sup>[1]</sup>

The Chief Executive Officer or designee may assign additional staff members or designated community resources to the threat assessment team for assessment and response support.

The Chief Executive Officer or designee shall develop and implement administrative procedures to support the threat assessment process.

## **Guidelines**

### **Training**

The School Safety and Security Coordinator shall ensure that threat assessment team members are provided individual and/or group training annually on:<sup>[1]</sup>

1. Responsibilities of threat assessment team members.
2. Process of identifying, reporting, assessing, responding to and intervening with threats.
3. Identifying and avoiding racial, cultural or disability bias.<sup>[7]</sup>
4. Confidentiality requirements under state and federal laws and regulations, and Board policies.<sup>[3]</sup>  
<sup>[5][8][9][10]</sup>
5. Student Assistance Program process.<sup>[3]</sup>
6. Youth suicide awareness, prevention and response.<sup>[6]</sup>
7. Trauma-informed approach.<sup>[11]</sup>
8. Positive Behavioral Intervention and Support.

Threat assessment team training shall be credited toward professional education requirements and school safety and security training requirements for staff, in accordance with applicable law and Board policy.<sup>[1]</sup>  
<sup>[5][12][13][14][15]</sup>

### **Information for Students, Parents/Guardians and Staff**

The Charter School shall annually notify students, staff and parents/guardians about the existence and purpose of the threat assessment team through posting information on the Charter School website, publishing in handbooks and through other appropriate methods.<sup>[1]</sup>

The threat assessment team shall make available age-appropriate informational materials to students regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other Charter School reporting hotlines or methods. Informational materials shall be available for review by parents/guardians.<sup>[1]</sup><sup>[6][7][16][17]</sup>  
<sup>[18]</sup>

The threat assessment team shall make available informational materials for Charter School employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other Charter School reporting hotlines or methods. Information for employees shall include a list of the staff members who have been appointed to the threat assessment team.<sup>[1]</sup><sup>[6][7][16][18]</sup>

The Charter School shall annually provide mandatory training for Charter School staff on identification or recognition of student behavior that may indicate a threat to the safety of the student, or other students, school employees, other individuals, school facilities or the community, in accordance with law, Board policy and the standards specified by the state's School Safety and Security Committee.[5] [14]

### **Reporting and Identification**

The threat assessment team shall document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.[1]

The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others.[1] [5]

The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and Board policy.[1][6]

When the threat assessment team has made a preliminary determination that a student's reported behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others, the team shall immediately take the following steps:[1]

1. Notify the Chief Executive Officer or designee and School Safety and Security Coordinator of the reported threat.
2. Notify the principal or administrator of the school building the student attends of the reported threat, who shall notify the student's parent/guardian of the reported threat.

When a reported student's behavior indicates that there may be an imminent threat to the safety of the student or others, or an emergency situation, a threat assessment team member shall take immediate action, which may include promptly reporting to the appropriate law enforcement agency and Charter School administration.[1][4][5][19]

Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Board policy.[1][20][21]

### **Inquiry and Assessment**

In investigating, assessing and responding to threat reports, the threat assessment team shall make a determination if the report should be addressed under one or more specific Board policies or administrative procedures, based on the subject matter of the report and the requirements of law, regulations and Board policy, including, but not limited to, reports involving:

1. Discrimination/Title IX Sexual Harassment.[7][16]
2. Bullying/Cyberbullying.[18]
3. Suicide Awareness, Prevention and Response.[6]
4. Hazing.[22]

Members of the threat assessment team shall engage in an assessment of the reported student behavior that may indicate a threat, in accordance with training and established procedures. This process may include, but is not limited to:

1. Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report.
2. Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team, or others.[3][24][25][26][27] [28]



The threat assessment team shall establish and implement procedures, in accordance with the Charter School's memorandum of understanding, to address situations where the investigation of a reported threat shall be transferred to the appropriate law enforcement agency.[4][19]

The threat assessment team may request that the county agency or juvenile probation department consult and cooperate with the team in assessing the student who is the subject of a preliminary determination regarding a threat.[1]

When assessment of a student's behavior determines that it is not a threat to the student, other students, school employees, school facilities, the community or others, the threat assessment team shall document the assessment and may refer the student to other appropriate resources such as a child study team, the Student Assistance Program team, an IEP or Section 504 Team or other Charter School supports and services.

### **Response and Intervention**

The threat assessment team shall develop an Individualized Management Plan for each student identified and assessed as posing a threat to the student, other students, school employees, school facilities, the community or others. The plan should document the team's evaluation of the threat and recommendations for disposition of the threat, including the information gathered during the assessment and recommendations for response and intervention.

Following notification to the student's parent/guardian, the threat assessment team may refer the student to an appropriate program or take action to address the reported situation in accordance with applicable Board policy, which may include, but is not limited to:[1]

1. A referral to the Student Assistance Program.[3]
2. A referral to the appropriate law enforcement agency.[4][5][19]
3. An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service Agreement or in need of special education services through an Individualized Education Program (IEP), in accordance with applicable law and Board policy.[24][25][26]
4. A referral to the student's IEP Team to review and address the student's IEP and/or Positive Behavior Support Plan. This could include, but is not limited to, a manifestation determination or functional behavioral assessment in accordance with applicable law, regulations and Board policy. [25][26][27][28]
5. A referral to the student's Section 504 Team to review and address the student's Section 504 Service Agreement and/or Positive Behavior Support Plan.[24]
6. With prior parental consent, a referral to a behavioral service provider, health care provider or county agency.[29]
7. Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct.[30][31][32][33]
8. Ongoing monitoring of the student by the threat assessment team, a child study team, Student Assistance Program team or other appropriate Charter School personnel.
9. Taking steps to address the safety of any potential targets identified by the reported threat.[5][34]

### *Safe Schools Incident Reporting –*

For Safe Schools reporting purposes, the term **incident** means an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[19][35][36][37]

When a reported threat also meets the definition of an incident under the Safe Schools Act, in accordance with reporting requirements, the Chief Executive Officer or designee shall immediately report required incidents, if not previously reported by Charter School staff, and may report discretionary incidents committed by students on Charter School property, at any school-sponsored activity or on a conveyance providing transportation to or from the Charter School or school-sponsored activity to the local police department that has jurisdiction over the Charter School's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[19][30][35][36][38][39][40]

The Chief Executive Officer or designee shall notify the parent/guardian, if not previously notified by Charter School staff, of any student directly involved in an incident on Charter School property, at any school-sponsored activity or on a conveyance providing transportation to or from the Charter School or school-sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The Chief Executive Officer or designee will inform the parent/guardian whether or not the local police department that has jurisdiction over the Charter School property has been or may be notified of the incident. The Chief Executive Officer or designee will document attempts made to reach the parent/guardian.[19][36][41]

#### *Students With Disabilities –*

When reporting an incident committed by a student with a disability or referring a student with a disability to a law enforcement agency, the Charter School shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The Charter School shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.[8][10][42][43][44][45]

#### **Monitoring and Management**

If a student has an Individualized Management Plan, the threat assessment team shall monitor the Individualized Management Plan and coordinate with the designated team or resource to provide support and follow-up assessment as necessary. Follow-up assessments, referrals, re-entry plans and other supports shall be documented as part of the student's Individualized Management Plan.

The threat assessment team, in coordination with other appropriate teams and supports, shall determine when the student's Individualized Management Plan is no longer needed for disposition of the threat(s), and may transfer appropriate information in accordance with applicable law, regulations and Board policy. [3][6][8][10][24][25]

#### **Records Access and Confidentiality**

In order to carry out their duties and facilitate the timely assessment of and intervention with students whose behavior may indicate a threat, the threat assessment team shall have access to the following student information to the extent permitted under applicable law and regulations:[1]

1. Student health records.[46][47]
2. Prior school disciplinary records.[8][10]
3. Records related to adjudication under applicable law and regulations.
4. Records of prior behavioral or mental health or psychological evaluations or screenings maintained by the Charter School.
5. Other records or information that may be relevant to evaluating a threat or determining treatment or referral options for a student that are maintained by the Charter School.

The threat assessment team shall use all information or records obtained in fulfilling the team's duty in accordance with law to evaluate a threat or to recommend disposition of a threat. Team members shall not redisclose any record or information obtained or otherwise use any record of a student beyond the purpose for which the disclosure was made to the team, in accordance with law.[1]

The threat assessment team shall maintain confidentiality and handle all student records in accordance with applicable law, regulations, Board policy, the Student Records Plan and the Charter School's legal and investigative obligations.<sup>[3][6][8][9][10][18][42][44][48]</sup>

Threat assessment members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, shall ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Board policy and administrative procedures.<sup>[9][49][50][51][52]</sup>

### **Annual Board Report**

The threat assessment team shall provide the required information to the Chief Executive Officer, in consultation with the School Safety and Security Coordinator, to annually develop and present to the Board, at an executive session, a report outlining the Charter School's approach to threat assessment, which shall include:<sup>[1]</sup>

1. Verification that the Charter School's threat assessment team(s) and process complies with applicable law and regulations.
2. The number of threat assessment teams assigned in the Charter School, and their composition.
3. The total number of threats assessed that year.
4. A summary of interactions with outside law enforcement agencies, juvenile probation and behavioral service providers.
5. An assessment of the Charter School's threat assessment team(s) operation.
6. Recommendations for improvement of the Charter School's threat assessment processes.
7. Any additional information required by the Chief Executive Officer or designee.

The threat assessment team's information addressing verification of compliance with law and regulations, the number of threat assessment teams assigned in the Charter School and their composition, the total number of threats assessed that year, and any additional information required by the Chief Executive Officer or designee shall be included in the School Safety and Security Coordinator's annual report on Charter School safety and security practices that is submitted to the state's School Safety and Security Committee.<sup>[1][4][53]</sup>

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

- [1. 24 P.S. 1302-E](#)
- [2. 24 P.S. 1301-E](#)
- [12. 24 P.S. 1205.2](#)
- [13. 24 P.S. 1205.5](#)
- [14. 24 P.S. 1310-B](#)
- [21. 23 Pa. C.S.A. 6311](#)
- [35. 24 P.S. 1303-A](#)
- [36. 22 PA Code 10.2](#)
- [37. 35 P.S. 780-102](#)
- [38. 24 P.S. 1302.1-A](#)
- [39. 22 PA Code 10.21](#)
- [40. 22 PA Code 10.22](#)
- [41. 22 PA Code 10.25](#)
- [42. 20 U.S.C. 1232g](#)
- [43. 20 U.S.C. 1415](#)
- [44. 34 CFR Part 99](#)
- [45. 34 CFR Part 300](#)
- [46. 24 P.S. 1409](#)
- [48. 24 P.S. 1304-D](#)
- [49. 22 PA Code 12.12](#)
- [50. 42 Pa. C.S.A. 5945](#)
- [51. 42 Pa. C.S.A. 8337](#)
- [52. 42 CFR Part 2](#)
- [53. 24 P.S. 1309-B](#)
- [20 U.S.C. 1400 et seq](#)
- [35 P.S. 7601 et seq](#)
- [42 Pa. C.S.A. 6341](#)

[PA Commission on Crime and Delinquency, School Safety and Security Committee Model K-12 Threat Assessment Procedures and Guidelines](#)



Book Policy Manual  
 Section 2000 Students  
 Title Assessment Checklist  
 Code 2036.1-AR-1  
 Status Active  
 Adopted August 10, 2021

## 21st Century Cyber Charter School Threat Assessment Checklist

|                                                                                            |                        |                  |                     |
|--------------------------------------------------------------------------------------------|------------------------|------------------|---------------------|
| <b>Student Name:</b>                                                                       | <b>Student Number:</b> | <b>Nickname:</b> | <b>Grade/Class:</b> |
| <b>Individuals Completing Assessment:</b>                                                  |                        |                  | <b>Date:</b>        |
| <i>*Consult with administration and school solicitor as necessary in assessing student</i> |                        |                  |                     |

| <b>COMMUNICATION</b>                                  |                                              |                                         |                                          |                                                                                              |
|-------------------------------------------------------|----------------------------------------------|-----------------------------------------|------------------------------------------|----------------------------------------------------------------------------------------------|
| <b>Did the student directly communicate a threat?</b> | <b>What was the method of communication?</b> | <b>When was the communication made?</b> | <b>Where was the communication made?</b> | <b>Who received the communication?</b><br><br><b>Is a copy preserved?</b><br><br>Yes      No |

| <b>RECORDS</b>          |                                                                 |                       |
|-------------------------|-----------------------------------------------------------------|-----------------------|
| <b>Types of Records</b> | <b>Notes About Records (include dates for multiple records)</b> | <b>Contact Person</b> |
| IEP/504 Plan            |                                                                 |                       |
|                         |                                                                 |                       |

|                                                                 |  |  |
|-----------------------------------------------------------------|--|--|
| Threat Assessment                                               |  |  |
| SAP History                                                     |  |  |
| Behavioral Health, Suicide or Trauma History                    |  |  |
| Academic                                                        |  |  |
| Health                                                          |  |  |
| Disciplinary                                                    |  |  |
| Title IX/Hazing/ Bullying Incidents (complainant or respondent) |  |  |
| Law Enforcement/ Juvenile Probation/ County Agency              |  |  |
| School Assignment Examples                                      |  |  |
| Parking/Driving                                                 |  |  |
| Safe2Say Something Reports                                      |  |  |
| Other                                                           |  |  |

| <b>INTERVIEWS</b>         |                  |                                            |              |
|---------------------------|------------------|--------------------------------------------|--------------|
| <b>Individual</b>         | <b>Date/Time</b> | <b>Location</b> (note if phone or virtual) | <b>Notes</b> |
| Student                   |                  |                                            |              |
| Reporter                  |                  |                                            |              |
| Witness                   |                  |                                            |              |
| Witness                   |                  |                                            |              |
| Student's Friend          |                  |                                            |              |
| Student's Friend          |                  |                                            |              |
| Student's Parent/Guardian |                  |                                            |              |
| Student's Parent/Guardian |                  |                                            |              |
| Teacher                   |                  |                                            |              |
| Teacher                   |                  |                                            |              |
| Additional Staff          |                  |                                            |              |

|       |  |  |  |
|-------|--|--|--|
| Other |  |  |  |
|-------|--|--|--|

| <b>SEARCHES</b>              |                                     |              |
|------------------------------|-------------------------------------|--------------|
| <b>Location</b>              | <b>Individual Conducting Search</b> | <b>Notes</b> |
| Locker/Desk/<br>Storage Area |                                     |              |
| Vehicle                      |                                     |              |
| Student Possessions          |                                     |              |
| Student's Person             |                                     |              |
| School-Owned Device          |                                     |              |
| Other                        |                                     |              |

| <b>EXTERNAL INFORMATION</b>                                               |              |                       |
|---------------------------------------------------------------------------|--------------|-----------------------|
| <b>Source</b>                                                             | <b>Notes</b> | <b>Contact Person</b> |
| Social Media<br>(Coordinate with law enforcement and/or school solicitor) |              |                       |
| Online/News Media Information                                             |              |                       |
| Weapons Access                                                            |              |                       |
| Local Law Enforcement/<br>Outside Agencies                                |              |                       |
| Other                                                                     |              |                       |

| <b>TEAM COORDINATION</b> |  |
|--------------------------|--|
| <b>Team</b>              |  |
|                          |  |



|                                                                       | Notes | Contact Person |
|-----------------------------------------------------------------------|-------|----------------|
| IEP/Section 504                                                       |       |                |
| SAP Team                                                              |       |                |
| Behavior Support                                                      |       |                |
| Crisis Response/<br>Intervention or<br>Suicide<br>Prevention<br>Coord |       |                |
| Child Study                                                           |       |                |
| Safe2Say                                                              |       |                |
| Other                                                                 |       |                |

| PROTECTIVE FACTORS |       |
|--------------------|-------|
| Description        | Notes |
|                    |       |
|                    |       |
|                    |       |
|                    |       |

**KEY QUESTIONS AND CONSIDERATIONS FOR THREAT ASSESSMENT PROCESS**

| Question/Consideration                         | Notes |
|------------------------------------------------|-------|
| Are there any identified grievances?           |       |
| Are there any identified motives for violence? |       |

|                                                                                                             |  |
|-------------------------------------------------------------------------------------------------------------|--|
| Has the student expressed hopelessness, desperation or despair?                                             |  |
| Has the student exhibited past acts of violent behavior?                                                    |  |
| Has the student exhibited ideation toward harm of self or others, or an interest in violent acts?           |  |
| Have any plans for violent actions been identified?                                                         |  |
| Have there been significant changes in the student's behavior or sleep patterns?                            |  |
| Has the student recently experienced a stressful life event?                                                |  |
| Has the student expressed significant anger toward other people, places or ideas?                           |  |
| Does the student have access to weapons?                                                                    |  |
| Does the student have a history of trauma?                                                                  |  |
| Does the student have a history of behavioral health concerns?                                              |  |
| Does the student have a history of controlled substance or alcohol abuse?                                   |  |
| Does the student have a stable home environment, or is the student experiencing homelessness or transience? |  |
| Does the student have a positive, trusting relationship with one or more adult(s)?                          |  |
| Have friends and/or adults in the student's life expressed concern?                                         |  |
|                                                                                                             |  |

|                                                                                                      |  |
|------------------------------------------------------------------------------------------------------|--|
| Does the student's daily environment provide opportunity for positive experiences and relationships? |  |
| Does the student's "story" align with the student's actions and information from those interviewed?  |  |
| What factors might affect the student's likelihood of harming self or others?                        |  |
|                                                                                                      |  |
|                                                                                                      |  |

**Additional Notes or Action Steps:**

**Identified Threat Level:**



Book Policy Manual  
 Section 2000 Students  
 Title Individualized Management Plan and Re-Entry Process  
 Code 2036.1-AR-2  
 Status Active  
 Adopted August 10, 2021

## 21st Century Cyber Charter School Individualized Management Plan

|                                                         |                                              |
|---------------------------------------------------------|----------------------------------------------|
| <b>Date of Initial Plan:</b>                            | <b>Date(s) of Plan Revisions:</b>            |
| <b>Student Behavior No Longer Identified as Threat:</b> | <b>Rationale and Signature of Team Lead:</b> |
| <b>Date:</b>                                            |                                              |

|                              |                        |                  |                             |
|------------------------------|------------------------|------------------|-----------------------------|
| <b>Student Name:</b>         | <b>Student Number:</b> | <b>Nickname:</b> | <b>Grade/Class:</b>         |
| <b>Parent/Guardian Name:</b> | <b>Phone Number:</b>   | <b>Email:</b>    | <b>Communication Notes:</b> |

|                                                                                                       |                                                           |                             |
|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------|
| <b>Threat Assessment Team Members Assigned to Student Case (note any changes to team with dates):</b> |                                                           | <b>Contact Information:</b> |
| <b>Additional Staff Members Assigned to Student Case:</b>                                             |                                                           | <b>Contact Information:</b> |
| <b>Does the student have an IEP or Section 504 Plan?</b>                                              | <b>IEP or Section 504 Team Staff Assigned to Student:</b> | <b>Contact Information:</b> |

|     |    |  |
|-----|----|--|
| Yes | No |  |
|-----|----|--|

|                                                                                                                                                                          |                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <b>Date of Initial Intake:</b>                                                                                                                                           | <b>Date Assessment Completed:</b> |
| <b>The following behavior has been assessed and identified as a threat to the student, other students, school employees, school facilities, the community or others:</b> |                                   |
|                                                                                                                                                                          |                                   |

**Referral for Support or Follow-Up**

| <b>Recommended Referral</b>                       | <b>Contact Information</b> | <b>Notes</b> | <b>Parent/Guardian Notification or Permission? (indicate date)</b> |
|---------------------------------------------------|----------------------------|--------------|--------------------------------------------------------------------|
| Student Assistance Program                        |                            |              |                                                                    |
| MTSS or PBIS Team                                 |                            |              |                                                                    |
| IEP or Section 504 Team                           |                            |              |                                                                    |
| Law Enforcement Agency                            |                            |              |                                                                    |
| School Behavioral Health Staff                    |                            |              |                                                                    |
| Behavioral Service Provider                       |                            |              |                                                                    |
| County Agency                                     |                            |              |                                                                    |
| Disciplinary Action Under Code of Student Conduct |                            |              |                                                                    |
| Other                                             |                            |              |                                                                    |

**Intervention and Response**

| <b>Intervention/Goal/Action Taken</b> | <b>Individual Responsible</b> | <b>Due Date/Check-In</b> |
|---------------------------------------|-------------------------------|--------------------------|
|                                       |                               |                          |
|                                       |                               |                          |
|                                       |                               |                          |

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**Follow-Up Assessments**

| <b>Assessment Type</b> | <b>Date Conducted</b> | <b>Individual Responsible</b> | <b>Notes</b> |
|------------------------|-----------------------|-------------------------------|--------------|
|                        |                       |                               |              |
|                        |                       |                               |              |
|                        |                       |                               |              |
|                        |                       |                               |              |
|                        |                       |                               |              |
|                        |                       |                               |              |
|                        |                       |                               |              |

**Re-Entry Process**

*When a student has been absent for an extended period following an assessed threat, designated threat assessment team members will coordinate with the student, family/caregiver and appropriate school staff to develop a plan for the student’s re-entry and provision of appropriate supports and safeguards.*

|                               |                                                                                                                                                                                                                                                                                                                                                                        |                                       |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Release of Information</b> | <ul style="list-style-type: none"> <li>Designated threat assessment team member will contact the parent/guardian and request that a Release of Information or other written permission be provided for the team to coordinate with any outside agency, behavioral service provider or entity.</li> <li>Release of Information or written permission will be</li> </ul> | <b>Date Action Taken and Initials</b> |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|

|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                    | appended to the Individualized Management Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Discharge Documents</b>                         | <ul style="list-style-type: none"> <li>Request discharge documents or other final treatment notes from outside agency, behavioral service provider, or other entity.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Meet with Student and Parent(s)/Guardian(s)</b> | <ul style="list-style-type: none"> <li>Schedule a re-entry planning meeting with the student, if appropriate, and parent(s)/guardian(s) or designated caregiver.</li> <li>For disciplinary cases, assess the requirements of the Board adjudication or meet with administration regarding re-entry requirements.</li> <li>Discuss the following areas: <ul style="list-style-type: none"> <li>Ongoing supports and resources, including peer support, provided in-school.</li> <li>Ongoing supports and resources provided out-of-school.</li> <li>Modified academic programming, scheduling or accommodations, where appropriate.</li> <li>Medication administration in school, where appropriate.</li> <li>Monitoring of electronic devices and searches of student possessions or storage spaces, where appropriate.</li> <li>Notification of appropriate staff to provide support &amp; monitoring.</li> </ul> </li> <li>Establish a date and discuss logistics for student re-entry.</li> </ul> |  |
| <b>Identify Supports and Resources</b>             | <ul style="list-style-type: none"> <li>Identify teachers, administrators or other school staff to provide ongoing monitoring and support.</li> <li>Identify appropriate peer groups or student activities to provide additional support and positive experiences.</li> <li>Identify the in-school and/or out-of-school supports and resources discussed during the planning meeting and follow-up on initiating services.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Designate Staff for Follow-Up</b>               | <ul style="list-style-type: none"> <li>Identify a designated staff member to take lead on monitoring the student, who will check in on the student periodically.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Date of Planned Return</b>                      | <ul style="list-style-type: none"> <li>Student will be escorted to school by parent/guardian or designated caregiver.</li> <li>Designated school staff will meet student and parent/guardian/ caregiver to review student's status, address next steps and answer questions.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>Monitor Student</b>                             | <ul style="list-style-type: none"> <li>Ongoing monitoring will be documented by designated staff.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |

**Notes:**



Book Policy Manual  
 Section 2000 Students  
 Title Intake Form  
 Code 2036.1-AR-3  
 Status Active  
 Adopted August 10, 2021

## 21st Century Cyber Charter School Threat Assessment Intake Form

|                                                          |                                                                                                           |                                 |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Date Reported:</b>                                    | <b>Time:</b>                                                                                              | <b>Person Receiving Report:</b> |
| <b>Reporting Individual Name:</b>                        | <b>Reporting Individual is (circle):</b>                                                                  |                                 |
| <b>Reporting Individual Contact Number:</b>              | Student    Teacher    Administrator    Staff<br>Volunteer<br>Parent/Guardian    Other: _____<br>Anonymous |                                 |
| <b>Was this received as a Safe2Say Something Report?</b> |                                                                                                           | Yes    No                       |
| <b>How was the report made?</b>                          | Verbal    Email    Phone/Hotline    Web form<br>Text    Other                                             |                                 |

**Information regarding student exhibiting behavior that indicates a threat:**

|                                                                                                                                                                          |                        |                     |                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------|---------------------|
| <b>Student Name:</b>                                                                                                                                                     | <b>Student Number:</b> | <b>Nickname:</b>    | <b>Grade/Class:</b> |
| <b>Description of behavior or incident (include any language quoted by the reporter, attach copies of files/images/videos if received in writing or electronically):</b> |                        |                     |                     |
| <b>Date of Observed Incident/Behavior:</b>                                                                                                                               |                        | <b>Time of Day:</b> |                     |
| <b>Location of Observed Incident/Behavior (circle all that apply):</b>                                                                                                   |                        |                     |                     |
| School Building (identify): _____    School Grounds    School Bus/Vehicle                                                                                                |                        |                     |                     |



School-Sponsored Activity (identify): \_\_\_\_\_

Off-Campus

Other: \_\_\_\_\_

**Was a direct target of a threat identified?**

If yes, identify target:

\_\_\_\_\_

Yes

No

Unknown

**Target Notified - Date:**

**Was a weapon involved?**

If yes, identify type of weapon:

\_\_\_\_\_

Yes

No

Unknown

**Please identify any witnesses that were present:**

**Is this an imminent threat requiring medical attention and/or law enforcement?**

If yes, contact:

911

SRO/School Police

Building Principal

School Safety &

Security

Coordinator

Chief Executive Officer

Other Threat

Assessment

Team Members

Yes

No

**Parent/Guardian Name(s) and Contact Information** (coordinate with building principal for notification):

**Date Parent/Guardian Notified (include method of notification and by whom):**

**Additional Information Regarding the Reported Student or Incident/Behavior:**

**Has Student Been Identified as an Individual with a Disability?**

Yes

No

Unknown

If yes or unknown, notify the Director of Special Education. Date Notified: \_\_\_\_\_

\_\_\_\_\_  
Signature of Individual Documenting Report

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date



|              |                    |
|--------------|--------------------|
| Book         | Policy Manual      |
| Section      | 2000 Students      |
| Title        | Electronic Devices |
| Code         | 2037               |
| Status       | Active             |
| Adopted      | September 11, 2018 |
| Last Revised | May 10, 2022       |

### **Purpose**

The Board of Trustees (Board) adopts this policy in order to support an educational environment that is orderly, safe and secure for Charter School students and employees, while also recognizing that electronic devices may provide a positive contribution when used for educational purposes.

### **Definition**

**Electronic devices** shall include all devices that can take photographs; record, play or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide a wireless, unfiltered connection to the Internet.

### **Authorized Use of Electronic Devices**

The Board authorizes use of electronic devices in the classroom, in education-related activities and in approved locations under the supervision of the classroom teacher or staff for educational purposes. All use shall be in compliance with the Code of Student Conduct and Board policy, or as designated in an Individualized Education Program (IEP) or Section 504 Service Agreement.

### **Electronic Images and Photographs**

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the Charter School may report such conduct to state and/or federal law enforcement agencies.

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy and established rules and administrative procedures.

The Chief Executive Officer or designee shall develop administrative procedures to implement this policy.

### **Guidelines**

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.

The Charter School shall not be liable for the loss, damage or misuse of any electronic device.

The Charter School shall not provide technical support, troubleshooting or repair for personal electronic devices.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book Policy Manual  
Section 2000 Students  
Title Procedures for Electronic Devices  
Code 2037-AR-1  
Status Active  
Adopted September 8, 2020  
Last Revised September 12, 2023

Please complete this form to report any abuse of electronic devices as stated in Board Policy 2037.

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Reason(s) for Reporting: \_\_\_\_\_

Date and Time of Incident: \_\_\_\_\_

Where Did The Incident Take Place: \_\_\_\_\_

What Device Was Used: \_\_\_\_\_

Evidence to Support Incident: \_\_\_\_\_

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
IT Director Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



|                     |                      |
|---------------------|----------------------|
| Book                | Policy Manual        |
| Section             | 2000 Students        |
| Title               | Assistive Technology |
| Code                | 2038                 |
| Status              | Active               |
| Adopted             | November 23, 2010    |
| Last Revised        | November 5, 2019     |
| Prior Revised Dates | January 9, 2018      |

As defined in federal and state law, assistive technology device means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of children with disabilities. Assistive technology devices range from a simple switch for a child with particular physical limitations to a sophisticated vocal output augmentative communication device for a child with severe speech impairment.

Assistive technology service means any service that directly assists a child with a disability in the selection, acquisition, or use of an assistive technology device.

By virtue of these expansive definitions, an exhaustive yet specific list of what constitutes assistive technology devices and/or services would be impossible to create.

By way of example:

Hearing aids worn in school by children with hearing impairments, including deafness, must be functioning properly.

External components of surgically implanted medical devices must be functioning properly.

The Board recognizes that assistive technology devices and/or services may be essential factors in meeting the educational needs of children with disabilities. Both federal and state special education laws explicitly include assistive technology devices and/or services among those services which must be provided for a child with a disability, at no cost to parents, if determined by the Individualized Education Program (IEP) team to be necessary for the student to receive a free appropriate public education (FAPE). Such services may be required as part of special education, related services, or supplementary aids and services required to enable a child to be educated in the least restrictive environment.

The Board further recognizes that, as with every other special education service, the IEP team is responsible for determining if an assistive technology device and/or service is necessary for a child with a disability to receive FAPE. It is important to remember that assistive technology devices and/or services are not ends in themselves. The IEP team should focus on whether or not assistive technology devices and/or services are necessary for the eligible child to meet educational demands and therefore receive FAPE.

To the extent that assistive technology devices and/or services may be required as part of special education, related services, or supplementary aids or services, a child's IEP must include a statement describing the full extent of devices (e.g. low, and high technology and back-up strategies) and service(s) as well as the amount of such service(s). The provision of assistive technology devices and/or services may not be made conditional on subsequent approval by entities outside the IEP process (i.e., IU availability, Medical Access Reimbursement, etc.).

All procedural safeguards and time lines set forth in federal and state laws for completing multidisciplinary evaluations, reevaluations, and developing and implementing IEPs are fully applicable to assistive technology devices and/or services when they are necessary to ensure eligible children receive FAPE. Assistive technology devices should be secured on loan or leased if manufacturer delay is anticipated.

It is the charter school's responsibility to provide assistive technology devices and services when included as part of a student's IEP. The charter school is responsible for the maintenance and repair of assistive technology devices used to implement a child's IEP.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|              |                                     |
|--------------|-------------------------------------|
| Book         | Policy Manual                       |
| Section      | 2000 Students                       |
| Title        | Procedures for Assistive Technology |
| Code         | 2038-AR-1                           |
| Status       | Active                              |
| Adopted      | September 8, 2020                   |
| Last Revised | September 12, 2023                  |

The CEO or their designee is charged with implementing procedures to ensure that devices are properly maintained and functioning, including hearing aids and surgically implanted medical devices.

Routine checks and tests of those devices will be administered and results logged or otherwise noted when necessary. The CEO or their designee is directed to implement a process to address: the need for AT, effective maintenance of all AT devices, the selection of age and developmentally appropriate AT devices, review of recommendations from qualified personnel including speech language pathologists regarding AT, and the maintenance of AT by the charter school. All AT devices are to be maintained in a manner deemed appropriate for their intended use and purpose as directed by the manufacturer to the maximum extent possible.

The need for AT services and devices are to be identified with specificity in students' IEPs and AT services and devices are to be reviewed at least annually in the course of an IEP team meeting, or as requested by the IEP team and/or parent.

The CEO or their designee is directed to have AT devices promptly repaired when needed and in the interim a device or back up plan is to be in place while the device is being repaired/maintained.

The CEO or their designee is further directed to have a plan in place to provide AT services without interruption.

The CEO or their designee is charged with making personnel aware of the availability of AT resources.



|              |                                                             |
|--------------|-------------------------------------------------------------|
| Book         | Policy Manual                                               |
| Section      | 2000 Students                                               |
| Title        | Disciplinary Exclusions and Hearings of Special Ed Students |
| Code         | 2039                                                        |
| Status       | Active                                                      |
| Adopted      | May 21, 2013                                                |
| Last Revised | September 10, 2019                                          |

There are special rules in Pennsylvania for excluding children with disabilities for disciplinary reasons as set forth in Chapter 711 of Title 22 of the Pennsylvania Code as well as the Procedural Safeguards Notice available through PaTTAN. The Board of Trustees directs compliance with these requirements and directs the CEO or their designee to implement procedures necessary to effectuate the following:

**AUTHORITY OF SCHOOL PERSONNEL (34 CFR §300.530)**

**1. Case-by-Case Determination**

21<sup>st</sup> Century Cyber Charter School (21CCCS) personnel may consider any unique circumstances on a case-by-case basis, when determining whether a change of placement, made in accordance with the following requirements related to discipline, is appropriate for a child with a disability who violates a school code of student conduct.

**2. General**

To the extent that they also take such action for children without disabilities, school personnel may, for not more than 10 consecutive school days, remove a child with a disability (other than a child with mental retardation) who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension. School personnel may also impose additional removals of the child of not more than 10 consecutive school days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement (see Change of Placement Because of Disciplinary Removals for the definition, below) or exceed 15 cumulative school days in a school year. Once a child with a disability has been removed from his or her current placement for a total of 10 school days in the same school year, 21CCCS must, during any subsequent days of removal in that school year, provide services to the extent required below under the sub-heading Services.

**3. Additional Authority**

If the behavior that violated the student code of conduct was not a manifestation of the child's disability (see Manifestation determination, below) and the disciplinary change of placement would exceed 10 consecutive school days, school personnel may apply the disciplinary procedures to that child with a disability in the same manner and for the same duration as it would to children without disabilities, except that the school must provide services to that child as described below under Services. The child's IEP Team determines the interim alternative educational setting for such services. Under PA special education regulations, a disciplinary exclusion of a student with a disability for more than 15 cumulative school days in a school year will be considered a pattern so as to be deemed a change in educational placement



(explained under Change of Placement Because of Disciplinary Removals). 21CCCS is required to issue a NOREP/Prior Written Notice to parents prior to a removal that constitutes a change in placement (removal for more than 10 consecutive days or 15 cumulative days).

#### **4. Services**

The services that must be provided to a child with a disability who has been removed from the child's current placement may be provided in an interim alternative educational setting. 21CCCS is only required to provide services to a child with a disability who has been removed from his or her current placement for 10 school days or less in that school year, if it provides services to a child without disabilities who has been similarly removed. Students may have the responsibility to make up exams and work missed while being disciplined by suspension and may be permitted to complete these assignments within guidelines established by their charter school.

A child with a disability who is removed from the child's current placement for more than 10 consecutive school days must:

Continue to receive educational services, so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and

Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not happen again.

After a child with a disability has been removed from his or her current placement for 10 school days during one school year, or if current removal is for 10 consecutive school days or less, and if the removal is not a change of placement (see definition below), then school personnel, in consultation with at least one of the child's teachers, determine the extent to which services are needed to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.

If the removal is a change of placement (see definition below), the child's IEP Team determines the appropriate services to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.

#### **5. Manifestation Determination**

Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct (except for a removal that does not constitute a change in educational placement i.e., is for 10 consecutive school days or less and not a change of placement), 21CCCS, the parent, and relevant members of the IEP Team (as determined by the parent and 21CCCS) must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine:

- a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- b. If the conduct in question was the direct result of 21CCCS' failure to implement the child's IEP.

If 21CCCS, the parent, and relevant members of the child's IEP Team determine that either of those conditions were met, the conduct must be determined to be a manifestation of the child's disability.

If 21CCCS, the parent, and relevant members of the child's IEP Team determine that the conduct in question was the direct result of 21CCCS' failure to implement the IEP, 21CCCS must take immediate action to remedy those deficiencies.

#### **6. Determination that Behavior was a Manifestation of the Child's Disability**

If 21CCCS, the parent, and relevant members of the IEP Team determine that the conduct was a manifestation of the child's disability, the IEP Team must either:

- a. Conduct a functional behavioral assessment, unless 21CCCS had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or

- b. If a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior.

Except as described below under the sub-heading Special circumstances, 21CCCS must return the child to the placement from which the child was removed, unless the parent and 21CCCS agree to a change of placement as part of the modification of the behavioral intervention plan.

## **7. Special Circumstances**

Whether or not the behavior was a manifestation of the child's disability, school personnel may remove a student to an interim alternative educational setting (determined by the child's IEP Team) for up to 45 school days, if the child:

- a. Carries a weapon (see the Definitions below) to school or has a weapon at school, on school premises, or at a school function under the jurisdiction of 21CCCS;
- b. Knowingly has or uses illegal drugs (see the Definitions below), or sells or solicits the sale of a controlled substance, (see the Definitions below), while at school, on school premises, or at a school function under the jurisdiction of 21CCCS; or
- c. Has inflicted serious bodily injury (see the Definitions below) upon another person while at school, on school premises, or at a school function under the jurisdiction of the State Educational Agency or a charter school.

## **8. Definitions**

- a. *Controlled substance* means a drug or other substance identified under schedules I, II, III, IV, or V in section 202 (c) of the Controlled Substances Act (21 U.S.C. 812(c)).
- b. *Illegal drug* means a controlled substance; but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under that Act or under any other provision of Federal law.
- c. *Serious bodily injury* has the meaning given the term "serious bodily injury" under paragraph (3) of subsection (h) of section 1365 of title 18, United States Code.
- d. *Weapon* has the meaning given the term "dangerous weapon" under paragraph (2) of the first subsection (g) of section 930 of title 18, United States Code.

## **9. Notification**

On the date it makes the decision to make a removal that is a change of placement of the child because of a violation of a code of student conduct, 21CCCS must notify the parents of that decision, and provide the parents with a procedural safeguards notice.

### Change Of Placement Because Of Disciplinary Removals

A removal of a child with a disability from the child's current educational placement is a change of placement requiring a NOREP/prior written notice if:

1. The removal is for more than 10 consecutive school days; or
2. The removal is for 15 cumulative school days total in any one school year;
3. The child has been subjected to a series of removals that constitute a pattern because:
  - a. The series of removals total more than 10 school days in a school year;
  - b. The child's behavior is substantially similar to the child's behavior in previous incidents that resulted in a series of removals;
  - c. Of such additional factors as the length of each removal, the total amount of time the child has been removed, and the proximity of the removals to one another; and

- d. Whether a pattern of removals constitutes a change of placement is determined on a case-by-case basis by 21CCCS and, if challenged, is subject to review through due process and judicial proceedings.

### Determination of Setting

The IEP team must determine the interim alternative educational setting for removals that are changes of placement, and removals under the headings *Additional Authority* and *Special Circumstances*, above.

#### 1. General

The parent of a child with a disability may file a due process complaint (see above) to request a due process hearing if he or she disagrees with:

- a. Any decision regarding placement made under these discipline provisions; or
- b. The manifestation determination described above.

21CCCS may file a due process complaint (see above) to request a due process hearing if it believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

#### 2. Authority of Hearing Officer

A hearing officer that meets the requirements described under the sub-heading Impartial Hearing Officer must conduct the due process hearing and make a decision.

The hearing officer may:

- a. Return the child with a disability to the placement from which the child was removed if the hearing officer determines that the removal was a violation of the requirements described under the heading Authority of School Personnel, or that the child's behavior was a manifestation of the child's disability; or
- b. Order a change of placement of the child with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

These hearing procedures may be repeated, if 21CCCS believes that returning the child to the original placement is substantially likely to result in injury to the child or to others.

Whenever a parent or 21CCCS files a due process complaint to request such a hearing, a hearing must be held that meets the requirements described under the headings Due Process Complaint Procedures, Hearings on Due Process Complaints, except as follows:

1. The SEA must arrange for an expedited due process hearing, which must occur within 20 school days of the date the hearing is filed and must result in a determination within 10 school days after the hearing.
2. Unless the parents and 21CCCS agree in writing to waive the meeting, or agree to use mediation, a resolution meeting must occur within 7 calendar days of receiving notice of the due process complaint. The hearing may proceed unless the matter has been resolved to the satisfaction of both parties within 15 calendar days of receipt of the due process complaint.

A party may appeal the decision in an expedited due process hearing in the same way as they may for decisions in other due process hearings.

When, as described above, the parent or 21CCCS has filed a due process complaint related to disciplinary matters, the child must (unless the parent and the State Educational Agency or 21CCCS agree otherwise) remain in the interim alternative educational setting pending the decision of the hearing officer, or until the expiration of the time period of removal as provided for and described under the heading Authority of School Personnel, whichever occurs first.

### Special Rules for Students with Mental Retardation

The disciplinary removal of a child with mental retardation attending a charter school for any amount of time is considered a change in placement and requires a NOREP/prior written notice (if the disciplinary event does not involve drugs, weapons and/or serious bodily injury). A removal from school is not a change in placement for a child who is identified with mental retardation when the disciplinary event involves weapons, drugs, and/or serious bodily injury.

According to certain assurances the Commonwealth entered into related to the PARC consent decree, a charter school may suspend on a limited basis a student with mental retardation who presents a danger to himself or others upon application and approval by the Bureau of Special Education and only to the extent that a student with a disability other than mental retardation could be suspended.

### Protections For Children Not Yet Eligible For Special Education and Related Services

#### 1. General

If a child has not been determined eligible for special education and related services and violates a code of student conduct, but 21CCCS had knowledge (as determined below) before the behavior that brought about the disciplinary action occurred, that the child was a child with a disability, then the child may assert any of the protections described in this notice.

#### 2. Basis of Knowledge for Disciplinary Matters

21CCCS must be deemed to have knowledge that a child is a child with a disability if, before the behavior that brought about the disciplinary action occurred:

- a. The parent of the child expressed concern in writing that the child is in need of special education and related services to supervisory or administrative personnel, or a teacher of the child;
- b. The parent requested an evaluation related to eligibility for special education and related services under Part B of the IDEA; or
- c. The child's teacher, or other 21CCCS personnel expressed specific concerns about a pattern of behavior demonstrated by the child directly to 21CCCS' director of special education or to other supervisory personnel of 21CCCS.

#### 3. Exception

A charter school would not be deemed to have such knowledge if:

- a. The child's parent has not allowed an evaluation of the child or refused special education services; or
- b. The child has been evaluated and determined to not be a child with a disability under Part B of the IDEA.

#### 4. Conditions That Apply if There is No Basis of Knowledge

If prior to taking disciplinary measures against the child, a charter school does not have knowledge that a child is a child with a disability, as described above under the sub-headings Basis of knowledge for disciplinary matters and Exception, the child may be subjected to the disciplinary measures that are applied to children without disabilities who engaged in comparable behaviors.

However, if a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures, the evaluation must be conducted in an expedited manner.

Until the evaluation is completed, the child remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services. If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by 21CCCS, and information provided by the parents, 21CCCS must provide special education and related services in accordance with Part B of the IDEA, including the disciplinary requirements described above.

### REFERRAL TO AND ACTION BY LAW ENFORCEMENT AND JUDICIAL AUTHORITIES

1. The state and federal regulations do not:

- a. Prohibit an agency from reporting a crime committed by a child with a disability to appropriate authorities; or
- b. 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.
- c. Subsequent to a referral to law enforcement, an updated functional behavior assessment and positive behavior support plan are required.

2. Transmittal of Records

If a charter school reports a crime committed by a child with a disability, 21CCCS: must ensure that copies of the child's special education and disciplinary records are transmitted for consideration by the authorities to whom the agency reports the crime; and may transmit copies of the child's special education and disciplinary records only to the extent permitted by FERPA.

NON-DISCRIMINATION

21CCCS shall not discriminate in its discipline policies or practices on the basis of intellectual ability, status as a person with a disability, proficiency in the English language or any other basis that would be illegal under applicable state and/or federal laws.

The CEO or their designee is directed to develop procedures and practices related to the use of positive behavioral interventions and supports, and procedural safeguards and to ensure that those policies and procedures are implemented.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|              |                    |
|--------------|--------------------|
| Book         | Policy Manual      |
| Section      | 2000 Students      |
| Title        | Disproportionality |
| Code         | 2040               |
| Status       | Active             |
| Adopted      | November 23, 2010  |
| Last Revised | September 10, 2019 |

It is the policy of the Board of Trustees of 21<sup>st</sup> Century Cyber Charter School (21CCCS) that there shall not be disproportionate representation of racial and/or ethnic groups in special education and related services, to the extent the representation is the result of inappropriate identification. It is the policy of the Board of Trustees of 21CCCS to comply with Chapter 711.23 of Title 22 of the Pennsylvania Code regarding student screening and disproportionality.

It is the policy of 21CCCS that there shall be no disproportionality in regard to any of the following areas per 34 CFR 300.646:

- (1) The identification of children as children with disabilities, including the identification of children as children with disabilities in accordance with a particular impairment described in section 602(3) of IDEA;
- (2) The placement in particular educational settings of these children; and
- (3) The incidence, duration, and type of disciplinary actions, including suspensions and expulsions.

21CCCS directs Administration to utilize such evaluative measures that mitigate against the potential for disproportionate representation as the result of inappropriate identification.

21CCCS directs Administration to appropriately identify students for special education and related services by following evaluation and reevaluation procedures mandated by IDEA 2004 and its implementing regulations.

21CCCS directs Administration to appropriately identify students' disabilities by complying with the screening and child find requirements of Chapter 711 of Title 22 of the Pennsylvania Code and by conducting evaluations and reevaluations in accordance with applicable state and federal laws and regulations.

21CCCS directs Administration to ensure that no evaluation or reevaluation procedures, tests or reports are culturally and/or racially biased. Tests and instruments used to identify students shall not be racially or culturally biased.

In accordance with 34 CFR 300.646(b)(2) (relating to disproportionality), as established by the State Department of Education, the services that would be required at 21CCCS should disproportionality be found to exist at 21CCCS, would then include:

- (1) A verification that the student was provided with appropriate instruction in reading, including the essential components of reading instruction (as defined in section 1208(3) of the Elementary and Secondary Education Act (ESEA) (20 U.S.C.A. § 6368(3)), and appropriate instruction in math.

- (2) For students with academic concerns, an assessment of the student's performance in relation to State-approved grade level standards.
- (3) For students with behavioral concerns, a systematic observation of the student's behavior in the school environment where the student is displaying difficulty.
- (4) A research-based intervention to increase the student's rate of learning or behavior change based on the results of the assessments under paragraph (2) or (3), or both.
- (5) Repeated assessments of achievement or behavior, or both, conducted at reasonable intervals, reflecting formal monitoring of student progress during the interventions.
- (6) A determination as to whether the student's assessed difficulties are the result of a lack of instruction or limited English proficiency.
- (7) A determination as to whether the student's needs exceed the functional ability of the regular education program to maintain the student at an appropriate instructional level.
- (8) Documentation that information about the student's progress as identified in paragraph (5) was periodically provided to the student's parents.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|              |                    |
|--------------|--------------------|
| Book         | Policy Manual      |
| Section      | 2000 Students      |
| Title        | Dispute Resolution |
| Code         | 2041               |
| Status       | Active             |
| Adopted      | November 23, 2010  |
| Last Revised | September 10, 2019 |

It is the policy of 21<sup>st</sup> Century Cyber Charter School to ensure that disputes between parents and the charter school regarding the identification, evaluation, programming and services available to eligible students are addressed effectively and in accordance with applicable state and federal laws.

Every effort should be made to address and resolve disputes at the building/IEP team level if possible. The CEO or their designee is directed to be aware of alternative dispute resolution procedures and programs, including facilitated IEP team meetings and mediation, and utilize those programs when deemed appropriate.

The CEO or their designee is responsible for ensuring that any agreements entered into as a result of a mediation session are implemented in accordance with the state regulations and is directed to maintain evidence of implementation.

When alternative dispute resolution is not practical or otherwise appropriate, or when a due process complaint is filed, the CEO or their designee is directed to follow applicable state procedures regarding the filing and answering of a due process complaint, including requirements relating to dissemination of procedural safeguards.

The CEO or their designee is responsible for ensuring that due process decisions are implemented in accordance with the state regulations and is directed to maintain evidence of implementation.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**





|              |                            |
|--------------|----------------------------|
| Book         | Policy Manual              |
| Section      | 2000 Students              |
| Title        | Extended School Year (ESY) |
| Code         | 2042                       |
| Status       | Active                     |
| Adopted      | November 23, 2010          |
| Last Revised | September 10, 2019         |

The Board of Trustees directs that 21<sup>st</sup> Century Cyber Charter School (21CCCS) comply with the requirements incorporated by reference in 34 CFR 300.106 (relating to extended school year services).

The CEO or their designee is directed to ensure that 21CCCS uses the following standards for determining whether a student with disabilities requires ESY as part of the student's program:

- (1) At each IEP meeting for a student with disabilities, the charter school shall determine whether the student is eligible for ESY services and if so, make subsequent determinations about the services to be provided.
- (2) In considering whether a student is eligible for ESY services, the IEP team shall consider the following factors, however, no single factor will be considered determinative:
  - (i) Whether the student reverts to a lower level of functioning as evidenced by a measurable decrease in skills or behaviors which occurs as a result of an interruption in educational programming (Regression).
  - (ii) Whether the student has the capacity to recover the skills or behavior patterns in which regression occurred to a level demonstrated prior to the interruption of educational programming (Recoupment).
  - (iii) Whether the student's difficulties with regression and recoupment make it unlikely that the student will maintain the skills and behaviors relevant to IEP goals and objectives.
  - (iv) The extent to which the student has mastered and consolidated an important skill or behavior at the point when educational programming would be interrupted.
  - (v) The extent to which a skill or behavior is particularly crucial for the student to meet the IEP goals of self-sufficiency and independence from caretakers.
  - (vi) The extent to which successive interruptions in educational programming result in a student's withdrawal from the learning process.
  - (vii) Whether the student's disability is severe, such as autism/pervasive developmental disorder, serious emotional disturbance, severe mental retardation, degenerative impairments with mental involvement and severe multiple disabilities.

Reliable sources of information regarding a student's educational needs, propensity to progress, recoupment potential and year to year progress may include the following:

- (1) Progress on goals in consecutive IEPs.
- (2) Progress reports maintained by educators, therapists and others having direct contact with the student before and after interruptions in the education program.
- (3) Reports by parents of negative changes in adaptive behaviors or in other skill areas.
- (4) Medical or other agency reports indicating degenerative-type difficulties, which become exacerbated during breaks in educational services.
- (5) Observations and opinions by educators, parents and others.
- (6) Results of tests, including criterion-referenced tests, curriculum-based assessments, ecological life skills assessments and other equivalent measures.

The need for ESY services will not be based on any of the following:

- (1) The desire or need for day care or respite care services.
- (2) The desire or need for a summer recreation program.
- (3) The desire or need for other programs or services that while they may provide educational benefit, are not required to ensure the provision of a FAPE.

Students with severe disabilities such as autism/pervasive developmental disorder, serious emotional disturbance; severe mental retardation; degenerative impairments with mental involvement; and severe multiple disabilities require expeditious determinations of eligibility for ESY services to be provided as follows:

- (1) Parents of students with severe disabilities shall be notified by 21CCCS of the annual review meeting to ensure their participation.
- (2) An IEP review meeting must occur no later than February 28 of each school year for students with severe disabilities.
- (3) The notice of recommended educational placement (NOREP) shall be issued to the parent no later than March 31 of the school year for students with severe disabilities.
- (4) If a student with a severe disability transfers into 21CCCS after the dates in paragraphs (2) and (3), and the ESY eligibility decision has not been made, the eligibility and program content must be determined at the IEP meeting.

The eligibility for ESY services of all students with disabilities shall be considered at the IEP meeting. ESY determinations for students other than those described above as having severe disabilities are not subject to the timelines for students with the severe disabilities described above. However, determinations for those other students shall still be made in a timely manner.

If the parents disagree with 21CCCS' recommendation on ESY, the parents will be afforded an expedited due process hearing in accordance with applicable laws. Parents are to be provided with the required procedural safeguards notice.

ESY programs are to be individualized with regard to the amount of services and individually appropriate goals and related services.

In cases where ESY is denied, evidence to support the denial is to be made part of the student's file.

The CEO or their designee is directed to develop procedures consistent with this policy and applicable laws.

**TIMELINES CONTAINED IN THIS POLICY MAY BE CHANGED BY THE PENNSYLVANIA DEPARTMENT OF EDUCATION AND THE SCHOOL MUST FOLLOW ANY REVISED TIMELINES.**

**TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**



|              |                    |
|--------------|--------------------|
| Book         | Policy Manual      |
| Section      | 2000 Students      |
| Title        | Inclusion          |
| Code         | 2043               |
| Status       | Active             |
| Adopted      | November 23, 2010  |
| Last Revised | September 10, 2019 |

In accordance with applicable state and federal regulations regarding students with disabilities, the Board of Trustees of 21<sup>st</sup> Century Cyber Charter School (21CCCS) recognizes and directs as follows:

To the maximum extent appropriate, children with disabilities, are educated with children who are nondisabled; and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

A continuum of alternative placements must be available to meet the needs of children with disabilities for special education and related services. The continuum must include alternative placements (including, but not limited to: instruction in, regular classes, supplementary aids and services, instruction in special classes, instruction in alternative schools, home instruction, and instruction in hospitals and institutions to the extent required by applicable laws and regulations).

Administration is further directed to make provision for supplementary services (such as resource room or itinerant instruction) to be provided in conjunction with regular class placement to the extent required by law and to inform the Board when supplementary aids and services must be procured and/or approved by the Board.

In determining the educational placement of a child with a disability, Administration is directed to ensure that the placement decision is made by a group of persons, including the parents, and other persons knowledgeable about: the child, the meaning of the evaluation data, and the placement options. Such decision must be made in conformity with the LRE provisions of the federal regulations.

The child's placement must be determined at least annually; be based on the child's IEP; and must be as close as possible to the child's home to the extent required by applicable law. Unless the IEP of a child with a disability requires some other arrangement, the child is educated in the school that he or she would attend if nondisabled.

In selecting the LRE, Administration is directed to give consideration to any potential harmful effect on the child or on the quality of services that he or she needs.

A child with a disability is not to be removed from education in age appropriate regular/virtual classrooms solely because of needed modifications in the general education curriculum.

In providing or arranging for the provision of nonacademic and extracurricular services and activities, including meals, field trips, and the services and activities set forth in the applicable state and federal regulations, Administration is directed to ensure that each child with a disability participates with nondisabled children in the extracurricular services and activities to the maximum extent appropriate to the needs of that child.

Administration is directed to ensure that each child with a disability has the supplementary aids and services determined by the child's IEP Team to be appropriate and necessary for the child to participate in nonacademic settings.

Administration shall ensure that the IEP team making educational placement decisions understands and adheres to the following guiding principles from the Pennsylvania Department of Education to the extent that they are consistent with applicable federal and state regulations:

1. A Free and Appropriate Public Education (FAPE) must be provided to every student with an IEP; moreover, FAPE must be delivered in the LRE as per the IEP team.
2. Students will not be removed from regular/virtual education classrooms merely because of the severity of their disabilities;
3. When students with disabilities, including students with significant cognitive disabilities, need specially designed instruction or other supplementary aids and services to benefit from participating in regular/virtual education classrooms, as required in their IEP, the team is obliged to ensure that those services are provided to the extent required by applicable state and federal regulations and laws;
4. IEP teams must determine whether the goals in the student's IEP can be implemented in regular/virtual education classrooms with supplementary aids and services before considering removal from the regular education classroom;
5. The team will consider the full range of supplementary aids and services in regular/virtual education classrooms, based on peer-reviewed research to the extent practicable, including modification of curriculum content, before contemplating placement in a more restrictive setting.

To determine whether a child with disabilities can be educated satisfactorily in a regular/virtual education classroom with supplementary aids and services, the following factors provided by the Pennsylvania Department of Education shall be considered and addressed:

1. What efforts have been made to accommodate the child in the regular/virtual classroom and with what outcome(s);
2. What additional efforts (i.e. supplementary aids and services) in the regular/virtual classroom are possible;
3. What are the educational benefits available to the child in the regular/virtual classroom, with the use of appropriate supplementary aids and services; and
4. Are there possible significant and negative effects of the child's inclusion on the other students in the class?

Per the Pennsylvania Department of Education, the presumption is that IEP teams begin placement discussions with a consideration of the regular/virtual education classroom and the supplementary aids and services that are needed to enable a student with a disability to benefit from educational services. Benefit from educational services is measured by progress toward the goals and objectives of the student's IEP, not by mastery of the general education curriculum, and is not limited to academic progress alone; therefore, Administration is directed to ensure that special education placement in a more restrictive environment is not justified solely on the basis that the child might make greater academic progress outside the regular education environment.

The law and the Pennsylvania Department of Education policy favor education with non-disabled peers; however, inclusion or education with non-disabled peers is not a foregone conclusion; such a decision remains exclusively with the IEP team as they consider FAPE. An IEP team may choose a more specialized setting if:

1. The student will receive greater benefit from education in a specialized setting than in a regular/virtual class.
2. He or she is so disruptive as to significantly impair the education of other students in the class; or
3. The cost of implementing a given student's IEP in the regular/virtual classroom will significantly affect other children in the LEA.

If, after considering these factors, an IEP team determines that the student needs to be educated in a more specialized setting, the school is required to include the child in school programs with non-disabled children to the maximum extent appropriate. These may include but are not limited to extra curricular activities, assembly

programs, recess, lunch, homeroom, etc. Note that a student is not required to "try out" each level of LRE and "fail" before the student moves to a more specialized setting.

Administration is further directed to provide opportunities for teachers to participate in professional development and to become aware of peer-reviewed and research-based practices that can be used to support students in regular/virtual classroom settings. In consideration of Pennsylvania Department of Education guidance, Administration is directed to ensure that:

- Program and placement decisions are based on student strengths, potential and needs;
- IEP teams consider the regular classroom with supplementary aids and services considering a more restrictive environment;
- Staff is aware of this policy on inclusion.
- Supportive team structures are in place to enable general education teachers to effectively educate students with IEPs in their regular/virtual classroom as appropriate;
- IEP teams use the most current IEP format;
- Educational placement decisions are made in the proper IEP sequence, which is:
  1. Initial eligibility decision;
  2. Determine FAPE and design the program (i.e. IEP);
  3. Determine whether FAPE can be delivered in the regular classroom with the use of supplementary aids and services;
  4. If the answer to step #3 is "no," then, move to the next step along the continuum of placement options to determine where FAPE can be delivered; and
  5. Correct LRE data is entered into the Penn Data system.

Administration, teachers and Staff shall be required to adhere to the following:

- Be familiar with a wide array of supplementary aids and services.
- Know the proper IEP decision making sequence.
- Consider the whole range of supplementary aids and services when making placement decisions.
- Understand that modifications to the regular curriculum may be an appropriate means of delivering educational benefit within the regular classroom.
- Address services needed for a student in a single plan.
- Be clear about the supports you need in order to implement any given student's IEP within your regular classroom.
- Be familiar with the continuum of placement options.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|                     |                    |
|---------------------|--------------------|
| Book                | Policy Manual      |
| Section             | 2000 Students      |
| Title               | Hazing             |
| Code                | 2047               |
| Status              | Active             |
| Adopted             | September 11, 2018 |
| Last Revised        | November 10, 2020  |
| Prior Revised Dates | January 14, 2020   |

### **Purpose**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the Charter School and are prohibited at all times.

### **Definitions**

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:[\[1\]](#)

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:[\[2\]](#)

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly and/or recklessly promotes or facilitates hazing.[\[3\]](#)[\[4\]](#)

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:[\[5\]](#)

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the Charter School, whose members are primarily students or alumni of the organization.[6]

For purposes of this policy, bodily injury shall mean impairment of physical condition or substantial pain.[7]

For purposes of this policy, serious bodily injury shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.[7]

### **Authority**

The Board of Trustees (Board) prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off Charter School property or outside of school hours.[4][5]

No student, parent/guardian, coach, sponsor, volunteer or Charter School employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the principal or administrator.

### **Title IX Sexual Harassment and Other Discrimination**

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.

### **Delegation of Responsibility**

Students, parents/guardians, coaches, sponsors, volunteers, and Charter School employees shall be alert to incidents of hazing and shall report such conduct to the principal or administrator.

### **Discrimination/Discriminatory Harassment**

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a hazing investigation, potential issues of discrimination and/or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.

### **Guidelines**

In addition to posting this policy on the Charter School's website, the Charter School shall annually inform students, parents/guardians, sponsors, volunteers and Charter School employees of the Charter School's policy prohibiting hazing, including rules, penalties for violations of the policy, and the program established by the Charter School for enforcement of the policy by means of publication in handbooks.[4]

This policy, along with other applicable Board policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization annually, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization, together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.

### **Complaint Procedure**

A student who believes that they have been subject to hazing is encouraged to promptly report the incident to the principal, administrator or designee.

Students are encouraged to use the Charter School's report form, which is available from the principal or administrator, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the principal, administrator or designee, who shall promptly notify the Chief Executive Officer or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

### **Interim Measures/Police**

Upon receipt of a complaint of hazing, the principal, administrator or designee, in consultation with the Chief Executive Officer or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with Charter School practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by Charter School personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.[\[8\]](#)

### ***Referral To Law Enforcement and Safe Schools Reporting Requirements –***

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[9\]](#)[\[10\]](#)[\[11\]](#)

The Chief Executive Officer or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on Charter School property, at any school-sponsored activity or on a conveyance providing transportation to or from the Charter School or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the relevant procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[9\]](#)[\[10\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

The Chief Executive Officer or designee shall, or as soon as practicable, notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect. The Chief Executive Officer or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been, or may be, notified of the incident. The Chief Executive Officer or designee shall document attempts made to reach the parent/guardian.[\[9\]](#)[\[15\]](#)

In accordance with state law, the Chief Executive Officer shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[\[10\]](#)

### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the Charter School's legal and investigative obligations.

### **Retaliation**

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

### **Consequences for Violations**

#### ***Safe Harbor –***

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in the law.[\[8\]](#)

#### ***Students –***



If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action, up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[4][8]

### **Consequences for Violations**

If the investigation results in a substantiated finding of hazing, the building administrator shall recommend appropriate disciplinary action, up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

The building administrator shall take such disciplinary action for violations of this policy as is appropriate and within their authority, as set forth in policy and the Code of Student Conduct.

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from employment with the Charter School.[6]

If hazing is authorized in connection with a student activity or organization in blatant disregard of this policy or other applicable Charter School rules, penalties may also include rescission of permission for that organization to operate on Charter School property or to otherwise operate under the sanction or recognition of the Charter School.

### **Criminal Prosecution**

Any person who causes or participates in hazing may also be subject to criminal prosecution.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

- [1. 18 Pa. C.S.A. 2802](#)
- [2. 18 Pa. C.S.A. 2803](#)
- [3. 18 Pa. C.S.A. 2804](#)
- [4. 18 Pa. C.S.A. 2808](#)
- [5. 18 Pa. C.S.A. 2806](#)
- [6. 18 Pa. C.S.A. 2801](#)
- [7. 18 Pa. C.S.A. 2301](#)
- [8. 18 Pa. C.S.A. 2810](#)
- [9. 22 PA Code 10.2](#)
- [10. 24 P.S. 1303-A](#)
- [11. 35 P.S. 780-102](#)
- [12. 22 PA Code 10.21](#)
- [13. 22 PA Code 10.22](#)
- [14. 24 P.S. 1302.1-A](#)
- [15. 22 PA Code 10.25](#)
- [24 P.S. 1732-A](#)
- [18 Pa. C.S.A. 2801 et seq](#)
- [22 PA Code 10.23](#)

[2047-Attach.pdf \(238 KB\)](#)



|              |                       |
|--------------|-----------------------|
| Book         | Policy Manual         |
| Section      | 2000 Students         |
| Title        | Procedures for Hazing |
| Code         | 2047-AR-1             |
| Status       | Active                |
| Adopted      | September 8, 2020     |
| Last Revised | September 12, 2023    |

### **Reporting of Incidents**

Reports of hazing may be made verbally or in writing and may be anonymous, except where made by school staff. Any staff member who receives a report of hazing from any source will encourage the complainant/reporter to directly meet with and report the allegations to the building principal or designee. Staff members who receive a report of hazing will not directly investigate the allegations but will take appropriate action to protect the safety of involved students. Staff members who observe hazing or who receive a report of hazing will promptly provide a summary of what was observed or reported in a confidential email to the building principal.

Reports of hazing may come to the school from different sources. For purposes of these administrative regulations a "reporter" is someone, other than school staff, who makes a report alleging hazing directed at one or more students and a "complainant" is the alleged victim or target of hazing. There are various circumstances in which a complainant may be both a reporter and a complainant, for example, where more than one (1) person was subjected to hazing and only one (1) of them reports the matter.

The building principal or designee will encourage the complainant/reporter to promptly review and complete the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form (Report Form). Oral and anonymous reports will be accepted, documented and investigated in accordance with Board policy and related administrative regulations. Where the complainant/reporter is not able, due to age or incapacitation, to complete the Report Form, the building principal or designee will interview the complainant/reporter and complete the Report Form and sign it as having received this report. If the initial report comes to the school from a reporter, the complainant and, in most circumstances, the complainant's parents/guardians will be contacted promptly, informed of the report and, if they believe hazing has occurred, they will be encouraged to promptly review and complete the Report Form.

If the complainant/reporter, school staff or others with professional knowledge relating to the complainant's health and well-being indicate that notifying the parents/guardians could cause serious harm to the health or well-being of the complainant or other person(s), the building principal will determine, in consultation with such individuals and upon advice of legal counsel, whether to withhold or delay notification of the report from the complainant's parents/guardians.

Every report of hazing will be subject to a sufficient investigation to address any misconduct, consistent with the protection and well-being of the complainant.

A complainant age fourteen (14) or older and the complainant's parents/guardians who are otherwise being notified of the report of alleged hazing will be provided with the Notice to Complainant and/or Parents/Guardians of Complainant at the outset of the investigation.

### **Investigation of Incidents**

If, at the time of the report or at any time during the investigation of the reported hazing, there is reason to believe that the conduct may fall within the school's Policy 2065. Discrimination/Title IX Sexual Harassment Affecting Students, the Title IX Coordinator must be promptly notified. Upon notification, the Title IX Coordinator will initiate the steps to comply with Policy 2065 and its procedures.

After determining that this matter need not be handled under Policy 2065. Discrimination/Title IX Sexual Harassment Affecting Students, the building principal will make an initial determination whether the alleged violations can be investigated by the building principal or a building level designee or must be referred to or discussed with the CEO or other appropriate central administrator to determine who will perform the investigation.

If the police have been called or a police report is known to have been made or if proven allegations could lead to an expulsion, the building principal will discuss this matter with the CEO or appropriate central administrator, who will consult with legal counsel as appropriate.

Unless the investigation is turned over to the CEO, central administrator or legal counsel, the building principal or designee will conduct a timely, impartial, thorough and comprehensive investigation of the alleged hazing. During the investigation, the investigator will use and complete the Investigative Fact Sheet.

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation will be maintained consistent with applicable law, regulations and the school's legal and investigative obligations necessary to enforce this policy.

The investigation may include the following steps based on the specifics of the allegations:

1. Identifying and interviewing the complainant.
2. Identifying and interviewing the individual(s) accused of having participated in the alleged hazing.
3. Identifying and interviewing any witnesses to the alleged hazing.
4. Review of any physical evidence or documents related to the alleged hazing.
5. Review of any other relevant evidence produced by those interviewed.
6. Any other reasonable investigation resulting from the information received during the course of the investigation or which the building principal deems necessary to reach a finding or address proven misconduct.

A report of hazing must be investigated even if the report is anonymous and even if the complainant/reporter states that they do not want the school to do anything.

### **Investigative Report Findings**

Investigated reports of hazing will include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further school action, and a recommended disposition of the complaint.

The complainant/reporter and the accused will be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused will not be notified of the individual remedies offered or provided to the complainant.

### **School Action**

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of Board policy, the school will take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The school will promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the effect the prohibited conduct had on the complainant and the school or school program environment. school staff will document the corrective action taken and, where not prohibited by law, inform the complainant/reporter. The investigator will follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters will be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions will be consistent with the Code of Student Conduct, Board policies and administrative regulations, school procedures, applicable collective bargaining agreements, and state and federal laws.



Book                      Policy Manual

Section                  2000 Students

Title                      Report Form for Complaints of Hazing

Code                      2047-AR-2

Status                    Active

Adopted                 September 8, 2020

Complainant/Reporter: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

School Building: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of person(s) you believe violated the school's hazing policy:

\_\_\_\_\_

If the alleged hazing was directed against another person(s), identify the other person(s):

\_\_\_\_\_

Describe the incident(s) as clearly as possible, including any graphic, written, electronic, verbal or nonverbal acts (i.e., acts of brutality of a physical, mental or sexual nature; violation of federal or state criminal law; consumption of food, liquid, alcohol, drug or other substance causing risk of emotional or physical harm; or any other activity that creates a reasonable likelihood of bodily injury). Attach additional pages if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When and where the alleged incident(s) occurred: \_\_\_\_\_

\_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

---

This complaint is based upon my honest belief that \_\_\_\_\_ has committed hazing against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's/Reporter's Signature\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date

\* If a Complainant/Reporter is too young or is otherwise unable due to incapacity to prepare and sign this report, only the "Received by" line shall be signed and the Receiver shall put "N/A" on the Complainant's/Reporter's signature line and document below.



|         |                                                                 |
|---------|-----------------------------------------------------------------|
| Book    | Policy Manual                                                   |
| Section | 2000 Students                                                   |
| Title   | Notice of Complainant and/or Parents / Guardians of Complainant |
| Code    | 2047-AR-3                                                       |
| Status  | Active                                                          |
| Adopted | September 8, 2020                                               |

To: [Parents/Guardians if appropriate; Student if fourteen (14) or older]

From: \_\_\_\_\_

Subject: Report of Being Subjected to Hazing

Date: \_\_\_\_\_

The elimination of improper conduct, including hazing, is a high priority for the school. It is the established policy of the Board to prohibit all forms of improper conduct, including hazing. A copy of the school's policy and administrative procedures are attached, and we urge you to read them and become familiar with their provisions. This notice is provided to highlight specific information related to the investigative process for, and resolution of, incidents of hazing.

1. If you believe that the allegations may involve acts of Title IX sexual harassment or other discrimination or discriminatory harassment, please promptly notify me immediately as this must be handled pursuant to a different policy and procedure. If, during the course of this investigation, it appears that the allegations may involve acts of Title IX sexual harassment or other discrimination or discriminatory harassment, the matter will be transferred to the Title IX Coordinator to handle the complaint under the proper policy and procedure.
2. The school will investigate allegations of hazing brought to its attention. The investigation will be conducted by \_\_\_\_\_. If you have any questions about the school's policy on hazing or this investigation, you may contact the investigator at the following address and telephone number:  
\_\_\_\_\_  
\_\_\_\_\_
3. During the investigation, you have the right to: (a) provide the school with information and documentation concerning the alleged hazing; (b) advise the school of the identity and location of any possible witness; and (c) all other rights set forth in law or in Board policy.
4. The school is interested in knowing what actions you are seeking in response to the alleged hazing. Although the school will determine the best way to address any misconduct, a collaborative dialogue may be a useful tool in addressing and eliminating hazing.
5. The school will take reasonable steps to preserve confidentiality and will take appropriate action to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the



investigation. The school is interested in knowing your views about confidentiality issues and will try to accommodate them, subject to the school being able to fulfill its commitment to eliminate hazing.

- 6. School employees, witnesses and students who are alleged to be perpetrators of hazing may be entitled to due process and may be protected by certain confidentiality rights. Subject to these rights, the school will make an effort to keep you advised of the progress of its investigation and, as appropriate or necessary, of any decisions it reaches concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by the school to remediate any hazing that may have occurred, please feel free to contact the investigator previously identified in this notice.
- 7. If you are dissatisfied with the progress of the investigation or the decision/resolution reached, you have the right to file a written request, no later than ten (10) days after you learn the investigation was completed, seeking a review by the CEO. The CEO will review the progress of the investigation, or the completed investigation, and the decision/resolution materials and communicate a response to you consistent with due process and other confidentiality rights of employees, witnesses and alleged perpetrators. This request may be filed by email to the CEO or by a letter addressed to the CEO outlining your reason for requesting a review. The contact information to use is:

Email address: \_\_\_\_\_

Postal address: \_\_\_\_\_

- 8. If it is concluded following the investigation that the allegations have merit and that action will be taken to remediate the situation, the school will follow up with you to avoid a recurrence of hazing. If there is any repeat of such conduct, or if you believe the complainant or others involved in the investigation are being subjected to retaliation for their involvement, please notify the building principal immediately.

Thank you for your assistance and cooperation.

I hereby acknowledge receipt of this notice.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



|              |                               |
|--------------|-------------------------------|
| Book         | Policy Manual                 |
| Section      | 2000 Students                 |
| Title        | Least Restrictive Environment |
| Code         | 2048                          |
| Status       | Active                        |
| Adopted      | November 23, 2010             |
| Last Revised | September 10, 2019            |

The Board of Trustees directs the CEO or their designee to ensure that, in accordance with applicable state and federal laws and regulations, to the maximum extent appropriate, children with disabilities are educated with children who are non-disabled and that special classes, separate schooling, or other removal of children with disabilities from the regular/virtual education environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

The CEO or their designee is directed to ensure that a continuum of alternative placements is available to meet the needs of children with disabilities for special education and related services. The continuum of alternative placements may include but is not limited to: instruction in regular/virtual classes with or without supplementary aids and services, special classes, special schools, approved private schools, home instruction and instruction in hospitals and institutions to the extent the IEP team determines such placements are appropriate.

The CEO or their designee is directed to provide training opportunities for school personnel regarding inclusion.

The CEO or their designee is directed to make opportunities available for students to interact with non-disabled peers when they need to be removed for any amount of time from the regular education environment.

The CEO or their designee is directed to support participation of students with disabilities in nonacademic and extracurricular activities where appropriate (including transportation).

**TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**



|                     |                        |
|---------------------|------------------------|
| Book                | Policy Manual          |
| Section             | 2000 Students          |
| Title               | Bullying/Cyberbullying |
| Code                | 2049                   |
| Status              | Active                 |
| Adopted             | March 22, 2011         |
| Last Revised        | November 10, 2020      |
| Prior Revised Dates | November 5, 2019       |

### **Purpose**

The purpose of this policy is to maintain a safe, positive environment for students that is free from bullying.

### **Definitions**

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the following effect:[\[1\]](#)

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, via the Charter School's virtual platforms, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[\[1\]](#)

### **Authority**

The Board of Trustees (Board) prohibits all forms of bullying by Charter School students.[\[1\]](#)

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal, administrator or designee.

Students are encouraged to use the Charter School's report form, available from the building principal or administrator, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

## **Title IX Sexual Harassment and Other Discrimination**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the Charter School's legal and investigative obligations.

### **Retaliation**

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

### **Delegation of Responsibility**

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Chief Executive Officer or designee shall develop administrative procedures to implement this policy.

The Chief Executive Officer or designee shall ensure that this policy and administrative procedures are reviewed annually with students.[\[1\]](#)

The Chief Executive Officer or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[\[1\]](#)

The Chief Executive Officer shall annually provide the following information with the Safe School Report:[\[1\]](#)

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[\[1\]](#)[\[2\]](#)

This policy shall be accessible in every Charter School classroom. The policy shall be posted in a prominent location within each Charter School building and on the Charter School website.[\[1\]](#)

### **Education**

The Charter School may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide Charter School staff and students with appropriate training for effectively preventing, responding to, intervening in and reporting incidents of bullying.[\[1\]](#)[\[3\]](#)[\[4\]](#)

### **Consequences for Violations**

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[\[1\]](#)

1. Counseling within the Cyber Charter School.
2. Parental conference.
3. Loss of school privileges.
4. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension.

7. Expulsion.

8. Referral to law enforcement officials.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 24 P.S. 1303.1-A](#)

[2. 22 PA Code 12.3](#)

[3. 20 U.S.C. 7118](#)

[4. 24 P.S. 1302-A](#)

[24 P.S. 1732-A](#)

[2049-Attach.pdf \(238 KB\)](#)

**DISCRIMINATION/SEXUAL HARASSMENT/BULLYING/  
HAZING/RETALIATION REPORT FORM**

It is the policy of this school entity to provide a safe, positive learning and working environment that is free from bullying, hazing, sexual harassment and other discrimination, and retaliation. If you have experienced, or if you have knowledge of, any such actions, we encourage you to complete this form. The Title IX Coordinator will be happy to support you by answering any questions about the report form, reviewing the report form for completion and assisting as necessary with completion of the report. The Title IX Coordinator's contact information is:

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Retaliation Prohibited**

This school entity, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against you for filing this report. Please contact the Title IX Coordinator immediately if you believe retaliation has occurred.

**Confidentiality**

Confidentiality of all parties, witnesses, the allegations and the filing of a report shall be handled in accordance with applicable law, regulations, policy, procedures, and the school entity's legal and investigative obligations. The school entity will take all reasonable steps to investigate and respond to the report, consistent with a request for confidentiality as long as doing so does not preclude the school entity from responding effectively to the report. If you have any questions regarding how the information contained in this report may be used, please discuss them with the Title IX Coordinator prior to filing the report. Once this report is filed, the school entity has an obligation to investigate the information provided.

*Note: For purposes of Title IX sexual harassment, this Report Form serves initially as an informal report, not a formal complaint of Sexual Harassment under Title IX.*

**I. Information About the Person Making This Report:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

School Building: \_\_\_\_\_

I am a:

- Student     Parent/Guardian     Employee     Volunteer     Visitor
- Other \_\_\_\_\_ (please explain relationship to the school entity)

If you are not the victim of the reported conduct, please identify the alleged victim:

Name: \_\_\_\_\_

- The alleged victim is:  Your Child     Another Student     Employee
- Other: \_\_\_\_\_ (please explain relationship to the alleged victim)

**II. Information About the Person(s) You Believe is/are Responsible for the Bullying, Hazing, Harassing or Other Discrimination You are Reporting**

What is/are the name(s) of the individual(s) you believe is/are responsible for the conduct you are reporting?

Name(s):

**The reported individual(s) is/are:**

- Student(s)     Employee(s)
- Other \_\_\_\_\_ (please explain relationship to the school entity)

### **III. Description of the Conduct You are Reporting**

In your own words, please do your best to describe the conduct you are reporting as clearly as possible. Please attach additional pages if necessary:

When did the reported conduct occur? (Please provide the specific date(s) and time(s) if possible):

Where did the reported conduct take place?

Please provide the name(s) of any person(s) who was/were present, even if for only part of the time.

Please provide the name(s) of any other person(s) that may have knowledge or related information surrounding the reported conduct.

Have you reported this conduct to any other individual prior to giving this report?

Yes       No

If yes, who did you tell about it?

If you are the victim of the reported conduct, how has this affected you?



I affirm that the information reported above is true to the best of my knowledge, information and belief.

---

Signature of Person Making the Report

---

Date

---

Received By

---

Date

**FOR OFFICIAL USE ONLY**

*This section is to be completed by the Title IX Coordinator based on reviewing the report with the complainant or other individual making the report.*

*The purpose of this form is to assist the Title IX Coordinator in gathering information necessary to properly assess the circumstances surrounding the reported conduct to determine if the allegations fall under the definition of Title IX sexual harassment or if the matter merits review and action under the Code of Student Conduct and/or other policies. The Title IX Coordinator shall gather as much information as possible in cases of incomplete or anonymous reports (including those that may be received through the Safe2Say Something program) to assess the report.*

*Upon receipt of the report, The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures as described in Policy 1003 and Attachment 3. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.*

**I. Reporter Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

School Building: \_\_\_\_\_

Reporter is a:

Student     Parent/Guardian     Employee     Volunteer     Visitor

Other \_\_\_\_\_ (please explain relationship to the school entity)

If the reporter is not the victim of the reported conduct, please identify the alleged victim:

Name: \_\_\_\_\_

The alleged victim is:  Reporter's Child     Another Student     Employee

Other: \_\_\_\_\_ (please explain relationship to the alleged victim)

## II. Respondent Information

Please state the name(s) of the individual(s) believed to have conducted the reported violation:

Name(s):

**The reported respondent(s) is/are:**

- Student(s)       Employee(s)
- Other \_\_\_\_\_ (please explain relationship to the school entity)

## III. Level of Report:

- Informal       Formal (see additional information below on Title IX formal complaints)

## IV. Type of Report:

- Title IX Sexual Harassment       Discrimination       Retaliation       Bullying
- Hazing       Other \_\_\_\_\_

## Nature of the Report (check all that apply):

- |                                              |                                                       |
|----------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Race                | <input type="checkbox"/> Age                          |
| <input type="checkbox"/> Color               | <input type="checkbox"/> Creed                        |
| <input type="checkbox"/> Religion            | <input type="checkbox"/> Sex                          |
| <input type="checkbox"/> Sexual Orientation  | <input type="checkbox"/> Sexual Harassment (Title IX) |
| <input type="checkbox"/> National Origin     | <input type="checkbox"/> Ancestry                     |
| <input type="checkbox"/> Marital Status      | <input type="checkbox"/> Pregnancy                    |
| <input type="checkbox"/> Handicap/Disability | <input type="checkbox"/> Bullying                     |
| <input type="checkbox"/> Hazing              |                                                       |

## V. Reported Conduct

Describe the reported conduct below, including specific actions, dates, times, locations and any other details necessary to properly assess the reported incident(s).

How often did the conduct occur?

Is it being repeated?       Yes       No

Do the circumstances involve a student identified as a student with a disability under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act?

No.

Yes, please identify the student with a disability and contact the Director of Special Education.

Date Director of Special Education was contacted: \_\_\_\_\_

How has the conduct affected the alleged victim's ability to fully participate in the school entity's academic programs, activities or school employment?

What is the alleged victim's relationship with the alleged respondent?

Insert names, descriptions, and/or contact information of individuals believed to have observed the conduct or who otherwise may have knowledge of the conduct and/or related circumstances.

Additional observations or evidence including pictures, texts, emails, video or other information submitted to the Title IX Coordinator.

## **VI. Safety Concerns**

Are there safety concerns that may require Emergency Removal of or Administrative Leave for a respondent? (This requires an individualized safety and risk analysis as to whether there is an immediate threat to the physical health or safety of a student or other individual.)

No.

Yes, please describe:

## VII. Other Reports

Has the conduct been reported to the police or any other agency?

No

Yes      Date reported: \_\_\_\_\_ Agency: \_\_\_\_\_

## VIII. Identification of Policies Implicated by Reported Conduct

Check all that apply:

Policy 1003. Discrimination/Title IX Sexual Harassment Affecting Students

Policy 1004. Discrimination/Title IX Sexual Harassment Affecting Staff

Policy 2047. Hazing

Policy 2049. Bullying/Cyberbullying

Other \_\_\_\_\_

To meet the definition of Title IX sexual harassment, the conduct must have taken place during a school entity's education program or activity involving a person in the United States. An **education program or activity** includes the locations, events or circumstances over which the school entity exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Title IX applies to all of a school entity's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Did the incident occur during a school entity program or activity involving a person in the United States?

Yes

No

To meet the definition of Title IX sexual harassment, the conduct needs to satisfy one or more of the following (please check all that apply):

A school entity employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.

Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to an education program or activity.

Sexual assault, dating violence, domestic violence or stalking.

**Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:

- Length of relationship.
- Type of relationship.
- Frequency of interaction between the persons involved in the relationship.

**Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Sexual assault** means a sexual offense under a state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

**Stalking** means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:

1. Fear for their safety or the safety of others.
2. Suffer substantial emotional distress.

## **IX. Recommended Course of Action**

After consultation with the complainant and consideration of the reported information, the Title IX Coordinator directs the report to proceed under the provisions of (check all that apply):

No further action at this time. Reason:

Policy 2047. Hazing

Policy 2049. Bullying/Cyberbullying

Other \_\_\_\_\_

Policy 1003 Discrimination/Title IX Sexual Harassment Affecting Students: Attachment 2  
Discrimination Complaint Procedures

- Policy 1004 Discrimination/Title IX Sexual Harassment Affecting Staff: Attachment 2  
Discrimination Complaint Procedures
- Policy 1003. Discrimination/Title IX Sexual Harassment Affecting Students: Attachment 3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints
- Policy 1004. Discrimination/Title IX Sexual Harassment Affecting Staff: Attachment 3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints

### **X. Title IX Information to Complainant**

What supportive measures were discussed with the complainant, and what were the complainant's wishes with respect to supportive measures?

Upon designating a course of action under Title IX sexual harassment, the Title IX Coordinator will promptly:

1. Explain to the complainant the process for filing a formal complaint.
2. Inform the complainant of the continued availability of supportive measures with or without the filing of a formal complaint.
3. The Title IX Coordinator shall contact a student complainant's parents/guardians and provide them with information regarding the report and Title IX sexual harassment procedures and grievance process for formal complaints.

If the complainant/reporter, school staff or others with professional knowledge relating to the complainant's health and well-being indicate that notifying the parents/guardians could cause serious harm to the health or well-being of the complainant or other person(s), the Title IX Coordinator will determine, in consultation with such individuals and upon advice of legal counsel, whether to withhold or delay notification of the report from the complainant's parents/guardians.

4. Determine what supportive measures may be offered to the respondent.
5. Determine whether the complainant wishes this report to be treated as a formal complaint.

**XI. Title IX Coordinator Signature**

I recommend the above course of action based on my consultation with the complainant and the information available at this time.

Title IX Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

**XII. Title IX Formal Complaint Action**

The Title IX Coordinator shall have the complainant check the appropriate box and sign and date below to indicate whether or not the complainant wishes to have this form serve as a formal complaint pursuant to Title IX.

I would like my report to be treated as a formal complaint pursuant to Title IX.

Yes  No

Complainant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If the complainant does not wish this report to be treated as a formal complaint pursuant to Title IX, the Title IX Coordinator must assess whether actions limited to supportive measures are a sufficient response to alleged behavior, or whether a formal complaint process is necessary to investigate and address the situation adequately. For example, if disciplinary action would be warranted if allegations are true, if the respondent is an employee, or if further investigation is needed to assess the extent of the behavior and impact on others, it may be clearly unreasonable not to initiate the formal complaint process. The Title IX Coordinator may consult with the school solicitor and other school officials in making this decision.

As Title IX Coordinator, I have determined that, notwithstanding the complainant's preference, it is necessary to proceed with the Grievance Process for Formal Complaints for the following reasons:

Therefore, I am signing this form for the purpose of serving as the formal complaint initiating that process:

Title IX Coordinator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_





|              |                                         |
|--------------|-----------------------------------------|
| Book         | Policy Manual                           |
| Section      | 2000 Students                           |
| Title        | Procedures for Bullying / Cyberbullying |
| Code         | 2049-AR-1                               |
| Status       | Active                                  |
| Adopted      | September 8, 2020                       |
| Last Revised | September 12, 2023                      |

### **Reporting of Incidents**

Reports of bullying/cyberbullying may be made verbally or in writing and may be anonymous, except where made by school staff. Any staff member who receives a report of bullying/cyberbullying from any source will encourage the Complainant/Reporter to directly meet with and report the allegations to the principal or designee. Staff members who receive a report of bullying/cyberbullying will not directly investigate the allegations but will take appropriate action to protect the safety of involved students. Staff members who observe bullying/cyberbullying or who receive a report of bullying/cyberbullying will promptly provide a summary of what was observed or reported in a confidential email to the principal.

Reports of bullying/cyberbullying may come to the school from different sources. For purposes of these administrative procedures a "Reporter" is someone, other than school staff, who makes a report alleging bullying/cyberbullying directed at one or more students and a "Complainant" is the alleged victim or target of bullying/cyberbullying. There are various circumstances in which a Complainant may be both a Reporter and a Complainant, for example, where more than one (1) person was subjected to bullying and only one (1) of them reports the matter.

The principal or designee will encourage the Complainant/Reporter to promptly review and complete the Discrimination / Sexual Harassment / Bullying / Hazing / Dating Violence / Retaliation Report Form (Report Form). Oral and anonymous reports will be accepted, documented and investigated in accordance with Board policy and related administrative procedures. Where the Complainant/Reporter is not able, due to age or incapacitation, to complete a form, the principal or designee will interview the Complainant/Reporter and complete a Report Form for Complaints of Bullying/Cyberbullying and sign it as having received this report. If the initial report comes to the school from a Reporter, the Complainant and, in most circumstances, the Complainant's parents/guardians will be contacted promptly, informed of the report and, if they believe bullying/cyberbullying has occurred, they will be encouraged to promptly review and complete the Report Form for Complaints of Bullying/Cyberbullying.

If the Complainant/Reporter, school staff or others with professional knowledge relating to the Complainant's health and well-being indicate that notifying the parents/guardians could cause serious harm to the health or well-being of the complainant or other person(s), Complainant's health or well-being, the principal will determine, in consultation with such individuals and upon advice of legal counsel, whether to withhold or delay notification of the report from the Complainant's parents/guardians.

Every report of bullying/cyberbullying will be subject to a sufficient investigation to address any misconduct, consistent with the protection and well-being of the Complainant.

A Complainant age fourteen (14) or older and the Complainant's parents/guardians who are otherwise being notified of the report of alleged bullying/cyberbullying will be provided with the Notice to Complainant and/or Parents/Guardians of Complainant at the outset of the investigation.

### **Investigation of Incidents**

If, at the time of the report or at any time during the investigation of the reported bullying/cyberbullying, there is reason to believe that the conduct may fall within the school's discrimination / Title IX Sexual Harassment Affecting Students, the Title IX Coordinator must be promptly notified. Upon notification, the Title IX Coordinator will immediately initiate steps to comply with Policy 2065 and its procedures.

After determining that this matter need not be handled under Policy 2065, the principal will make an initial determination whether the alleged violations can be investigated by them or a building level designee or must be referred to or discussed with the CEO or other appropriate central administrator to determine who will perform the investigation.

If the police have been called or a police report is known to have been made or if proven allegations could lead to an expulsion, the principal will discuss this matter with the CEO or appropriate central administrator, who will consult with legal counsel as appropriate.

Unless the investigation is turned over to the CEO, central administrator or legal counsel, the principal or designee will conduct a timely, impartial, thorough and comprehensive investigation of the alleged bullying/cyberbullying. During the investigation, the investigator will use and complete the Investigative Fact Sheet.

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation will be maintained consistent with applicable law, regulations and the school's legal and investigative obligations necessary to enforce Board policy.

The investigation may include the following steps based on the specifics of the allegations:

1. Identifying and interviewing the complainant.
2. Identifying and interviewing the individual(s) accused of having participated in the alleged bullying/cyberbullying.
3. Identifying and interviewing any witnesses to the alleged bullying/cyberbullying.
4. Review of any physical evidence or documents related to the alleged bullying/cyberbullying.
5. Review of any other relevant evidence produced by those interviewed.
6. Any other reasonable investigation resulting from the information received during the course of the investigation or which the principal deems necessary to reach a finding or address proven misconduct.

A report of bullying/cyberbullying must be investigated even if the report is anonymous and even if the Complainant/Reporter states that they do not want the school to do anything.

### **Investigative Report Findings**

Investigated reports of bullying/cyberbullying will include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, whether the conduct violated Board policy and of any other violations of law or Board policy which may warrant further school action, and a recommended disposition of the complaint.

The Complainant/Reporter and the accused will be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused will not be notified of the individual remedies offered or provided to the Complainant.

### **School Action**

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of Board policy, the school will take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The school will promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the effect the prohibited conduct had on the Complainant and

the school or school program environment. School staff will document the corrective action taken and, where not prohibited by law, inform the Complainant/Reporter. The investigator will follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters will be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions will be consistent with the Code of Student Conduct, Board policies and administrative procedures, school procedures, applicable collective bargaining agreements, and state and federal laws.



Book Policy Manual

Section 2000 Students

Title Report Form for Complaints of Bullying / Cyberbullying

Code 2049-AR-2

Status Active

Adopted September 8, 2020

Complainant/Reporter: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

School Building: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of person(s) you believe violated the school's bullying/cyberbullying policy:

\_\_\_\_\_

If the alleged bullying/cyberbullying was directed against another person(s), identify the other person(s):

\_\_\_\_\_

Describe the incident as clearly as possible, including what electronic, written, verbal or physical actions or series of actions occurred, if any, and what verbal statements (i.e. threats, requests, demands, etc.) have been made. Attach additional pages if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When and where the alleged incident(s) occurred: \_\_\_\_\_

\_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

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This complaint is based upon my honest belief that \_\_\_\_\_ has bullied/cyberbullied me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's/Reporter's Signature\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date

\* If a Complainant/Reporter is too young or is otherwise unable due to incapacity to prepare and sign this report, only the "Received by" line shall be signed and the Receiver shall put "N/A" on the Complainant's/Reporter's signature line and document below.



|         |                                                                 |
|---------|-----------------------------------------------------------------|
| Book    | Policy Manual                                                   |
| Section | 2000 Students                                                   |
| Title   | Notice to Complainant and/or Parents / Guardians of Complainant |
| Code    | 2049-AR-3                                                       |
| Status  | Active                                                          |
| Adopted | September 8, 2020                                               |

To: [Parents/Guardians if appropriate; Student if fourteen (14) or older]

From: \_\_\_\_\_

Subject: Report of Being Subjected to Bullying/Cyberbullying

Date: \_\_\_\_\_

The elimination of improper conduct, including bullying/cyberbullying, is a high priority for the school. It is the established policy of the Board to prohibit all forms of improper conduct, including bullying/cyberbullying. A copy of the school's policy and administrative procedures are attached, and we urge you to read them and become familiar with their provisions. This notice is provided to highlight specific information related to the investigative process for, and resolution of, incidents of bullying/cyberbullying.

1. If you believe that the allegations may involve acts of Title IX sexual harassment or other discrimination or discriminatory harassment, please promptly notify me immediately as this must be handled pursuant to a different policy and procedure. If, during the course of this investigation, it appears that the allegations may involve acts of Title IX sexual harassment or other discrimination, the matter will be transferred to the Title IX Coordinator to handle the complaint under the proper policy and its procedure.
2. The school will investigate allegations of bullying/cyberbullying brought to its attention. The investigation will be conducted by \_\_\_\_\_. If you have any questions about the school's policy on bullying/cyberbullying or this investigation, you may contact the investigator at the following address and telephone number:  
  
\_\_\_\_\_  
  
\_\_\_\_\_
3. During the investigation, you have the right to: (a) provide the school with information and documentation concerning the alleged bullying/cyberbullying; (b) advise the school of the identity and location of any possible witness; and (c) all other rights set forth in law or in Board policy.
4. The school is interested in knowing what actions you are seeking in response to the alleged bullying/cyberbullying. Although the school will determine the best way to address any misconduct, a collaborative dialogue may be a useful tool in addressing and eliminating bullying/cyberbullying.
5. The school will take reasonable steps to preserve confidentiality and will take appropriate action to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the investigation. The school is interested in knowing your views about confidentiality issues and will try to

accommodate them, subject to the school being able to fulfill its commitment to eliminate bullying/cyberbullying.

6. School employees, witnesses and students who are alleged to be perpetrators of bullying/cyberbullying may be entitled to due process and may be protected by certain confidentiality rights. Subject to these rights, the school will make an effort to keep you advised of the progress of its investigation and, as appropriate or necessary, of any decisions it reaches concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by the school to remediate any bullying/cyberbullying that may have occurred, please feel free to contact the investigator previously identified in this notice.
7. If you are dissatisfied with the progress of the investigation or the decision/resolution reached, you have the right to file a written request, no later than ten (10) days after you learn the investigation was completed, seeking a review by the CEO. The CEO will review the progress of the investigation, or the completed investigation, and the decision/resolution materials and communicate a response to you consistent with due process and other confidentiality rights of employees, witnesses and alleged perpetrators. This request may be filed by email to the CEO or by a letter addressed to the CEO outlining your reason for requesting a review. The contact information to use is:

Email address: mflannery@21cccs.org

Postal address: 1245 Wrights Lane, West Chester, PA 19380



Book                      Policy Manual  
 Section                 2000 Students  
 Title                     Investigative Fact Sheet  
 Code                     2049-AR-4  
 Status                    Active  
 Adopted                 September 8, 2020

I. The Complainant.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Age: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
 School Building: \_\_\_\_\_  
 Parents/Guardians: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_

Has the complainant been provided with the Notice to Complainant and/or Parents/Guardians of Complainant?  
 . Yes    No   Date Notice provided: \_\_\_\_\_

**Attach copy of Notice with information whether it was mailed or hand-delivered.**

II. The Investigator(s).

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_



Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

III. General Description of Complaint. (Attach copies of Report Forms or anonymous report provided by Complainant/Reporter and confidential email from staff person regarding report/observations as applicable)

Date(s) of alleged incident(s): \_\_\_\_\_

Date initial report made: \_\_\_\_\_

Chronological list summarizing alleged incidents requiring investigation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all participants alleged to have engaged in bullying/cyberbullying:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List potential witnesses with knowledge of alleged incidents/who were present:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What would the complainant like the school to do to remedy the situation?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the complainant's viewpoint with respect to confidentiality?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. Investigation.

Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

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Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

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Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

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Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

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Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

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Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

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Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

\_\_\_\_\_

V. Conclusions Reached.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VI. Action Taken to Address and Eliminate Improper Conduct.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VII. Follow-Up Action Taken to Ensure that Remedial Action is Effective. **(REQUIRED)**

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|         |                     |
|---------|---------------------|
| Book    | Policy Manual       |
| Section | 2000 Students       |
| Title   | Student Recruitment |
| Code    | 2050                |
| Status  | Active              |
| Adopted | September 11, 2018  |

### **Authority**

In accordance with law, the Board of Trustees shall permit disclosure of required student directory information about secondary students to representatives of postsecondary institutions and to representatives of the Armed Forces of the United States.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers.

### **Guidelines**

Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/guardian requests that such information not be released without prior written parental consent.[\[1\]](#)[\[3\]](#)

The Charter School shall notify parents/guardians of the right of the secondary student or parent/guardian to request that student information not be released to representatives of postsecondary institutions and/or military recruiters without prior written parental consent, and the procedures and timeline for opting out.[\[1\]](#)[\[3\]](#)[\[4\]](#)

The Charter School shall provide a list of graduating seniors, when requested, which shall be available to military recruiters by the first day of the academic year of graduation.[\[4\]](#)

### **Military Personnel**

Military recruiters and all other members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to wear their official military uniforms while on Charter School property.[\[5\]](#)

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, military recruiters and prospective employers.

The Chief Executive Officer or designee reserves the right to deny access to students when such access will materially and substantially interfere with the proper and orderly operation and discipline of the Charter School; is likely to cause violence or disorder; or will constitute a violation of the rights of other students.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

|       |                                         |
|-------|-----------------------------------------|
| Legal | <a href="#">1. 10 U.S.C. 503</a>        |
|       | <a href="#">2. 51 P.S. 20221 et seq</a> |
|       | <a href="#">3. 20 U.S.C. 7908</a>       |

[4. 51 P.S. 20222](#)

[5. 24 P.S. 2402 \(Military Uniform\)](#)



|              |                                    |
|--------------|------------------------------------|
| Book         | Policy Manual                      |
| Section      | 2000 Students                      |
| Title        | Procedures for Student Recruitment |
| Code         | 2050-AR-1                          |
| Status       | Active                             |
| Adopted      | September 8, 2020                  |
| Last Revised | September 12, 2023                 |

Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/guardian requests that such information not be released without prior written parental consent.

The Charter School shall notify parents/guardians of the right of the secondary student or parent/guardian to request that student information not be released to representatives of postsecondary institutions and/or military recruiters without prior written parental consent, and the procedures and timeline for opting out.

The Charter School shall provide a list of graduating seniors, when requested, which shall be available to military recruiters by the first day of the academic year of graduation.

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|                     |                                                                                   |
|---------------------|-----------------------------------------------------------------------------------|
| Book                | Policy Manual                                                                     |
| Section             | 2000 Students                                                                     |
| Title               | Students Experiencing Homelessness, Foster Care and Other Educational Instability |
| Code                | 2051                                                                              |
| Status              | Active                                                                            |
| Adopted             | January 12, 2016                                                                  |
| Last Revised        | October 10, 2023                                                                  |
| Prior Revised Dates | March 14, 2017, September 11, 2018, January 15, 2019                              |

### **Purpose**

The Board of Trustees (Board) recognizes the challenges encountered by students experiencing homelessness, foster care and other educational instability. The Board is committed to eliminating barriers to application for admission; facilitating the immediate enrollment; and providing support for attendance, education and graduation in compliance with federal and state laws, regulations and Board policy, for such students.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

### **Authority**

The Board directs Charter School staff to collaborate with the student's school district of residence, local children and youth agencies and other entities in supporting the needs of students experiencing educational instability.

The Board shall ensure that students experiencing educational instability have equal access to the same educational programs, activities and services provided to other Charter School students; no student shall be discriminated against, segregated or stigmatized due to experiencing educational instability, homelessness or foster care.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board authorizes the Chief Executive Officer to waive specific requirements in Board policies and procedures to the extent that they create barriers for the application, enrollment, attendance, school stability and success in school of students experiencing educational instability. Such waivers include, but are not limited to, requirements regarding:[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

1. Dress code.[\[7\]](#)
2. Transportation.[\[8\]](#)
3. Charter School-sponsored or extracurricular activities for which students meet placement and qualification requirements, including, but not limited to, clubs, athletics, performing arts, class trips, social events, internships and specialized classes.[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)
4. Fees related to Charter School-sponsored or extracurricular activity participation fees, and other fees including, but not limited to, school identification (badges, cards, etc.), uniforms, materials, lost or damaged items, athletic physical exams, parking or driving, food services, library, locker or padlock rental or replacement, summer school or credit recovery, technology and graduation regalia.[\[7\]](#)[\[10\]](#)[\[11\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)

5. Graduation.[13]
6. Activity or program registration deadlines.

### **Definitions**

**Student Experiencing Educational Instability** means a student who has experienced one (1) or more changes in school enrollment during a single school year due to any of the following:[1]

1. Homelessness.[4]
2. An adjudication of:[16][17]
  - a. Dependency relating to child protective services and juvenile matters;
  - b. Delinquency, if disclosed by the student's parent/guardian; or
  - c. As part of court-ordered services under a voluntary placement or custody agreement.

A student experiencing foster care may also qualify as a student experiencing educational instability as defined above, if such circumstances apply.[18]

**Enroll** or **Enrollment** means attending classes and participating fully in school activities.[19]

**Foster care** means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption or whether there is federal matching of any payments that are made.[18]

**Homeless children and youths** means individuals who lack a fixed, regular and adequate nighttime residence, and includes:[19]

1. Children and youths who are:
  - a. Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
  - b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
  - c. Living in emergency, transitional or domestic violence shelters; or
  - d. Abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
4. Migratory children who qualify as homeless because they are living in circumstances described above; and
5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

**School of origin** is the school in which the student experiencing educational instability was last enrolled.

- **The school of origin for a homeless child or youth** - the last school which the homeless child or youth attended when permanently housed or the school in which the homeless child or youth was last enrolled, including preschool.[20]
- **The school of origin for a child in foster care** - the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin is the school the



child is attending immediately prior to each change in placement.[\[5\]](#)

- When the homeless child or youth, or child in foster care, completes the final grade level served by the school of origin, the school of origin shall become the designated receiving school at the next grade level for all feeder schools, where applicable.

**Unaccompanied youth** means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.[\[19\]](#)

### **Delegation of Responsibility**

The Board designates the school counselor(s) to serve as the Charter School's point of contact for students experiencing educational instability.[\[1\]\[2\]\[20\]](#)

The name and contact information of the Charter School's point of contact shall be included in the student's education records and provided to the student's education decision maker.[\[1\]](#)

The Charter School's point of contact shall ensure outreach and coordination with the following, as appropriate to each individual student's needs:[\[1\]\[2\]\[20\]](#)

1. Local children and youth agency to:
  - a. Establish formal mechanisms to ensure that the Charter School is promptly notified when a child enters foster care or changes foster care placements;
  - b. Develop a protocol on how to make best interest determinations; and
  - c. Develop and coordinate transportation procedures.
2. The student's school district of residence.
3. Other local service agencies and entities that provide services to students experiencing educational instability.
4. Other school entities on issues of prompt identification, transfer of records, transportation and other inter-school activities.
5. Charter School staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[\[9\]\[21\]](#)
6. State and local housing agencies responsible for comprehensive housing affordability strategies.

The Charter School's point of contact, in consultation with the school counselor, school social worker, home and school visitor or school psychologist and the student's Individualized Education Program (IEP) team or Section 504 Team, shall:[\[1\]](#)

1. Facilitate the student's expedited consultation with the school counselor or other mental health professionals, as appropriate.
2. Facilitate the prompt placement of the student in appropriate courses and programs.
3. Connect the student with educational services that meet the student's specific needs.
4. Immediately request the prior school entity, county agency and the student's education decision maker to provide the complete student information and records, including an IEP or Section 504 service agreement, if applicable. Within ten (10) business days, the prior school entity located within Pennsylvania, including schools with residential placements, shall provide the requested information and records to ensure proper transfer of course credits, grades and an IEP or Section 504 service agreement, if applicable.
5. Develop and execute a graduation plan in collaboration with the student in grades nine (9) through twelve (12). The graduation plan shall be customized to meet the specific needs of the student and shall detail the courses necessary for on-time graduation and transition to postsecondary education or the workforce. The graduation plan shall be included in the student's education records.

*Additional Responsibilities to Support Homeless Students -*

The Charter School's point of contact shall coordinate with the point of contact in the chartering school district(s) to ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.[\[20\]](#)

The Charter School shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[\[20\]](#)

### Training

The Charter School's point of contact shall provide professional development and training to school staff on the education needs of students experiencing educational instability and children in foster care.

#### *Additional Training to Support Homeless Students -*

The Charter School's point of contact shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[\[20\]](#)

The Charter School's point of contact shall arrange professional development programs for school staff, including office staff.[\[20\]](#)

Charter School personnel providing services to homeless children and youths, including enrollment staff, shall receive professional development and support to:[\[20\]](#)

1. Improve identification of homeless children and youths and unaccompanied youths;
2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

### **Guidelines**

Students experiencing educational instability who are enrolled in the Charter School shall be provided support and services, as appropriate to each individual student's needs, in accordance with Board policy.[\[1\]](#)

Minimal documentation shall be required for a student experiencing educational instability to qualify for supports and services. Information used to determine that a student is experiencing educational instability may be confirmed verbally, in writing or by another manner by shelter providers, outreach workers, case managers, juvenile probation officers and others.

Parents/Guardians and students have the authority to determine what information shall be shared with the Charter School.

Information related to the student's educational instability status shall be confidential and disclosed by the point of contact or other administrators only to other Charter School staff who have a legitimate need to know unless authorized by the student or parent/guardian.[\[22\]](#)[\[23\]](#)

### Enrollment and Placement

Except when an unaccompanied youth or the parents/guardians of a homeless child request otherwise, it shall be presumed that a student experiencing educational instability shall continue to be enrolled in their school of origin unless it is determined that it is not in the student's best interest to remain in the school of origin.[\[2\]](#)[\[20\]](#)

#### *Best Interest Determination -*

The best interest determination shall be made in coordination with the local children and youth agency, where applicable, the child's or youth's school district of residence, and in accordance with federal and state laws and regulations, court orders and established local procedures.[\[2\]](#)[\[20\]](#)

In determining the best interest of a child or youth, the Charter School, in coordination with the child's or youth's school district of residence, shall:[\[2\]](#)[\[20\]](#)

1. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent/guardian or unaccompanied youth.
2. In the case of a homeless child or unaccompanied youth, give priority to the request of the parent/guardian or unaccompanied youth.
3. Consider student-centered factors related to impact of mobility on achievement, education, appropriateness of the current educational setting, health and safety, and proximity to living arrangements, including foster care placement.

Documentation related to the best interest determination shall be maintained in the student's education record. [22][23]

The Charter School shall notify the child's or youth's school district of residence of any placement and enrollment changes. [6]

#### *Placement - Homeless Students -*

In accordance with the homeless child's or youth's best interest, the Charter School shall continue to serve a homeless student in the student's school of origin while the student remains homeless and through the end of the academic year in which the student obtains permanent housing. [20]

An unaccompanied homeless youth or the parents/guardians of a homeless student may request enrollment in a Charter School in the area where the student is actually living or other schools. [20]

The Charter School's point of contact, in coordination with the point of contact from the homeless child's or youth's school district of residence, shall assist an unaccompanied homeless youth in placement or enrollment decisions, giving priority to the views of the student in determining where the student will be enrolled. [20]

#### *Timeliness of Enrollment -*

The Charter School shall immediately enroll a student experiencing educational instability who has been admitted to the Charter School in accordance with Board policy, and begin programs and services, even if the student is unable to produce records normally required for enrollment, in accordance with state and federal laws and regulations. [1][2][4][6][22][23][24][25][26]

The Charter School's point of contact shall immediately contact the school last attended by the student to obtain relevant academic or other records. [1][2][6][20][22][23][24][25][26]

The Charter School may require a parent/guardian to submit contact information. [20]

#### *Assignment -*

If the Charter School is unable to determine the student's grade or level due to missing or incomplete records, the Charter School may administer tests or utilize appropriate means to determine the student's assignment to the appropriate grade, level or Charter School program.

#### Dispute Resolution

If a dispute involving a student experiencing educational instability arises, the concern shall be addressed and/or resolved at the lowest appropriate level in accordance with Board policy, unless otherwise stated below. [27]

#### *Dispute Resolution for Homeless Students -*

If the Charter School, in coordination with the school district of residence, determines that it is not in the student's best interest to attend the school of origin or the school requested by the unaccompanied youth or parent/guardian, the Charter School shall provide the unaccompanied youth or parent/guardian with a written explanation of the reasons for the determination. The explanation shall be in a manner and form understandable to the unaccompanied youth or parent/guardian and shall include information regarding the right to appeal. [20]

If a dispute arises: [20]

1. The parent/guardian or unaccompanied youth shall be referred to the Charter School's point of contact, who shall assist in the dispute resolution process.

2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The Charter School's point of contact, in coordination with the point of contact from the child's or youth's school district of residence, shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

#### *Dispute Resolution for Students in Foster Care -*

If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in their school of origin, pending resolution of the dispute.

#### Education Records

Information about a student's educational instability shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[22][23][28]

The Charter School may disclose personally identifiable information from the education records of a student without written consent of the parent/guardian or the eligible student if the disclosure is:[22][23][28]

1. To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.
2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.

#### Comparable Services

Students experiencing educational instability shall be provided services comparable to those offered to other Charter School students including, but not limited to:[20][29]

1. Transportation services.[8]
2. School nutrition programs.[14]
3. Educational programs for which the student meets the eligibility criteria, such as:
  - a. Services provided under Title I or similar state or local programs.
  - b. Programs for English Learners.[30]
  - c. Programs for students with disabilities.[9]

#### Course Credit and Graduation

The Charter School shall ensure that each student experiencing educational instability in grades nine (9) through twelve (12) is provided with a graduation plan to facilitate the student's timely graduation. The graduation plan shall specify the courses and other requirements necessary for the student to graduate. The Charter School's efforts to ensure that the student experiencing educational instability graduates in a timely manner may include:[1][2][3]

1. Waiving a specific course required for graduation if similar coursework has been satisfactorily completed in another school entity or the student has demonstrated competency in that content area. Evidence as to whether coursework has been satisfactorily completed and the amount of full or partial credit assigned, may be determined through any of the following:[1][13]

- a. Competency demonstration, which could include, but is not limited to:
    - i. Submission of an essay, presentation or project.
    - ii. Recognition that the student has already successfully completed a higher-level course, an experiential learning opportunity or internship that demonstrates competence in the content area.
  - b. Performance on an examination.
  - c. Successful completion of a career and technical education course.
  - d. Other evidence or method determined appropriate by the Charter School.
2. If a specific course requirement cannot be waived, the Charter School shall provide an alternative or modified course of study that is currently offered to students and that will assist the student with acquiring the required work or competency requirements by the anticipated graduation date.
  3. If, after considering full and partial course credits, waiving courses or providing alternative courses of study, the Charter School determines that the student meets the established graduation requirements, the student shall be allowed to participate in the graduation ceremony and graduate with their peers.

If the student is determined not to be eligible for graduation, the Charter School may request a high school diploma from the prior school entity. The prior school entity may issue a diploma if the student meets the prior school entity's graduation requirements.

#### *Keystone Diploma –*

In any school year for which demonstration of proficiency on a Keystone exam is required for graduation, a student who has successfully satisfied the graduation requirements may obtain a secondary school diploma known as the Keystone Diploma from the PA Department of Education, if both of the following provisions apply: [\[1\]](#)[\[33\]](#)

1. All other graduation options have been exhausted.
2. The student is unable to obtain a diploma from the student's prior or receiving school entity.

The Charter School's point of contact shall assist the student in determining the student's eligibility for a Keystone Diploma and, if eligible, obtaining the Keystone Diploma from the PA Department of Education. [\[1\]](#)[\[33\]](#)

#### *Students with Disabilities –*

Students experiencing educational instability who have an IEP shall maintain the right to special education and the right to graduate either through attainment of credits or through the completion of the goals established in their IEP, in accordance with applicable law, regulations, Board policy, administrative procedures and state guidance. [\[9\]](#)[\[13\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

|       |                                               |
|-------|-----------------------------------------------|
| Legal | <a href="#">1. 24 P.S. 1331.1</a>             |
|       | <a href="#">2. 20 U.S.C. 6311</a>             |
|       | <a href="#">3. 20 U.S.C. 6312</a>             |
|       | <a href="#">4. 42 U.S.C. 11431 et seq</a>     |
|       | <a href="#">5. 42 U.S.C. 675</a>              |
|       | <a href="#">16. 23 Pa. C.S.A. 6301 et seq</a> |
|       | <a href="#">17. 42 Pa. C.S.A. 6301 et seq</a> |
|       | <a href="#">18. 45 CFR 1355.20</a>            |

[19. 42 U.S.C. 11434a](#)

[20. 42 U.S.C. 11432](#)

[28. 20 U.S.C. 1232g](#)

[31. 24 P.S. 1726-A](#)

[32. 34 CFR 299.13](#)

[33. 24 P.S. 121](#)

[20 U.S.C. 6301 et seq](#)

[34 CFR Part 99](#)

[67 Fed. Reg. 10698](#)

PA Education for Homeless Children and Youth State Plan

[Basic Education Circular, August 1, 2022: Act 1 of 2022 - Assisting Students Experiencing Education Instability](#)

Ensuring Educational Stability for Foster Care Youth - Transportation Plan Guide



|              |                                                                                                |
|--------------|------------------------------------------------------------------------------------------------|
| Book         | Policy Manual                                                                                  |
| Section      | 2000 Students                                                                                  |
| Title        | Procedures for Students Experiencing Homelessness, Foster Care and Other Educational Stability |
| Code         | 2051-AR-1                                                                                      |
| Status       | Active                                                                                         |
| Adopted      | October 27, 2021                                                                               |
| Last Revised | October 10, 2023                                                                               |

### **Guidelines**

Students experiencing educational instability who are enrolled in the Charter School shall be provided support and services, as appropriate to each individual student's needs, in accordance with Board policy.[\[1\]](#)

Minimal documentation shall be required for a student experiencing educational instability to qualify for supports and services. Information used to determine that a student is experiencing educational instability may be confirmed verbally, in writing or by another manner by shelter providers, outreach workers, case managers, juvenile probation officers and others.

Parents/Guardians and students have the authority to determine what information shall be shared with the Charter School.

Information related to the student's educational instability status shall be confidential and disclosed by the point of contact or other administrators only to other Charter School staff who have a legitimate need to know unless authorized by the student or parent/guardian.[\[22\]](#)[\[23\]](#)

### **Enrollment/Placement**

Except when an unaccompanied youth or the parents/guardians of a homeless child request otherwise, it shall be presumed that a student experiencing educational instability shall continue to be enrolled in their school of origin unless it is determined that it is not in the student's best interest to remain in the school of origin.[\[2\]](#)[\[20\]](#)

### ***Best Interest Determination -***

The best interest determination shall be made in coordination with the local children and youth agency, where applicable, the child's or youth's school district of residence, and in accordance with federal and state laws and regulations, court orders and established local procedures.[\[2\]](#)[\[20\]](#)

In determining the best interest of a child or youth, the Charter School, in coordination with the child's or youth's school district of residence, shall:

1. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent/guardian or unaccompanied youth.
2. Consider student-centered factors related to impact of mobility on achievement, education, health and safety, giving priority to the request of the parent/guardian or unaccompanied youth.
3. If, after such consideration, the Charter School and school district of residence determine that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the

parent/guardian or unaccompanied youth, the parent/guardian or unaccompanied youth shall be provided with a written explanation of the reasons for the determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal.

#### *Placement -*

In accordance with the child's or youth's best interest, the Charter School shall continue to serve a homeless student in their school of origin while they remain homeless and through the end of the academic year in which they obtain permanent housing.

Parents/Guardians of a homeless student may request enrollment in a Charter School in the area where the student is actually living or other schools.

The Charter School's point of contact (POC), in coordination with the (POC) of the homeless child's or youth's school district of residence, shall assist an unaccompanied homeless youth in placement or enrollment decisions, giving priority to the views of the student in determining where they will be enrolled.

The parent/guardian or unaccompanied youth shall be provided with a written explanation of any decision related to school selection or placement, including the right to appeal.

#### *Timeliness of Enrollment -*

The Charter School shall immediately enroll a student experiencing educational instability who has been admitted in accordance with Board policy, and begin programs and services, even if the student is unable to produce records normally required for enrollment, in accordance with state and federal laws and regulations.

The Charter School's (POC) shall immediately contact the school last attended by the student to obtain relevant academic or other records.

The Charter School may require a parent/guardian to submit contact information.

#### *Assignment -*

If the Charter School is unable to determine the student's grade or level due to missing or incomplete records, the Charter School may administer tests or utilize appropriate means to determine the student's assignment in the Charter School.

#### Dispute Resolution

If a dispute involving a student experiencing educational instability arises, the concern shall be addressed and/or resolved at the lowest appropriate level in accordance with Board policy, unless otherwise stated below.[27]

#### *Dispute Resolution for Homeless Students -*

If the Charter School, in coordination with the school district of residence, determines that it is not in the student's best interest to attend the school of origin or the school requested by the unaccompanied youth or parent/guardian, the Charter School shall provide the unaccompanied youth or parent/guardian with a written explanation of the reasons for the determination. The explanation shall be in a manner and form understandable to the unaccompanied youth or parent/guardian and shall include information regarding the right to appeal.[20]

If a dispute arises:[20]

1. The parent/guardian or unaccompanied youth shall be referred to the Charter School's point of contact, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The Charter School's point of contact, in coordination with the point of contact from the child's or youth's school district of residence, shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

#### *Dispute Resolution for Students in Foster Care -*

If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in their school of origin, pending resolution of the dispute.



### Educational Records

Information about a student's educational instability shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[22][23][28]

The Charter School may disclose personally identifiable information from the education records of a student without written consent of the parent/guardian or the eligible student if the disclosure is:[22][23][28]

1. To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.
2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.

### Comparable Services

Homeless students shall be provided services comparable to those offered to other Charter School students including, but not limited to:

1. Transportation services.
2. School nutrition programs.
3. Educational programs for which the homeless student meets the eligibility criteria, such as:
  - Services provided under Title I or similar state or local programs.
  - Programs for English Learners.
  - Programs for students with disabilities.
  - Programs for gifted and talented students.

### Training

The Charter School's POC shall provide professional development and training to school staff on the education needs of students experiencing educational instability and children in foster care.

The Charter School's (POC) shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

The Charter School's (POC) shall arrange professional development programs for Charter School staff, including office staff.

Charter School personnel providing services to homeless children and youths, including enrollment staff, shall receive professional development and support to:

1. Improve identification of homeless children and youths and unaccompanied youths;
2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.



Book Policy Manual  
 Section 2000 Students  
 Title Procedural Safeguards Notice of Denial of Enrollment Form  
 Code 2051-AR-2  
 Status Active  
 Adopted October 27, 2021

**Procedural Safeguards Notice of Denial of Enrollment**

**To be completed by a school whenever an enrollment or school selection request of a student experiencing homelessness is denied:**

Date: \_\_\_\_\_

Name and Title of School Employee Completing Form:

\_\_\_\_\_

Requested School:

\_\_\_\_\_

School District:

\_\_\_\_\_

(This may be the school the child was attending when they became homeless, the school the child is currently attending or the school where the child is now living.)

In compliance with Section 722(g)(3)(E) of the McKinney-Vento Homeless Assistance Act, the following **written notification** is provided to:

Parent or Guardian or Youth:

\_\_\_\_\_

After receiving your request for enrollment or school selection for the student(s) listed above, we hereby provide notice that the request is denied. The reason for the determination is the following:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The school hereby notifies the parent or guardian of the student or the unaccompanied youth of the following rights:

- The student has the right to **enroll immediately** in the requested or preferred school pending full resolution of the dispute.
- If the student(s) want to remain in the same school they were attending or the school they attended when they first became homeless, the student is **entitled to transportation** back to the prior school pending full resolution of the dispute if the placement (including any transportation involved) is feasible, reasonable and in the best interest of the student.
- **You have the right to appeal this decision.** You may do so by completing the second page of this notice (Compliant Form) or by contacting Pennsylvania’s McKinney-Vento Homeless state coordinator by phone at (717) 783-6468.
- The family/unaccompanied your can challenge the school’s decision by providing additional written material or by discussing the matter with the school, school district personnel, McKinney-Vento school liaison or McKinney-Vento regional or site coordinator.
- The McKinney-Vento school liaison can assist the family or youth in appealing the school's decision.
- The family/youth can have an advocate or attorney handle the matter.
- You may also as for help from the Commonwealth’s Office of General Counsel’s.
- Dispute Resolution Program. This is a voluntary informal mediation process through which a trained impartial mediator helps parties read a mutually acceptable resolution. Using mediation does not wait a family/youth’s right to file a lawsuit before or after the mediation.
- For more information, go to [PDE Dispute Resolution Process](#).

Name of School’s Homeless Liaison involved in the decision:

\_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of McKinney-Vento Regional Coordinator consulted in making this determination:

\_\_\_\_\_

**I hereby confirm that I received this notice:**

\_\_\_\_\_  
(Signature of parent, guardian or unaccompanied youth)



|         |                           |
|---------|---------------------------|
| Book    | Policy Manual             |
| Section | 2000 Students             |
| Title   | Enrollment Complaint Form |
| Code    | 2051-AR-3                 |
| Status  | Active                    |
| Adopted | February 1, 2023          |

**The Enrollment Complaint Form is attached below.**

[2051-AR-3.pdf \(194 KB\)](#)



# Enrollment Complaint

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*To the Pennsylvania Department of Education's State Coordinator,  
Education for Homeless Children & Youth Program*

Date: Click or tap to enter a date.

Name:

Address

City:

State:

Zip Code:

Phone:

Email:

Dear State Coordinator:

(name of child) is experiencing homelessness. This child is my (son, daughter, etc.).

I am writing because the (name of School District) School District:

- will not enroll this child  
(Explain, if necessary below).
  
- will not let this child stay in the same school/he/she has been attending.  
(Explain, if necessary below)
  
- will not provide transportation to stay in the same school he/she has been attending.  
(Explain, if necessary below)
  
- will not provide equal access to public preschool.  
(Explain, if necessary below)

- will not provide equal access to academic or nonacademic services.  
(Explain which services below).

Other:

Please feel free to attach additional pages with an explanation of the situation, supporting documents, etc. You may call or write to me at the address listed at the top of the page with any questions you may have. Thank you.



|              |                        |
|--------------|------------------------|
| Book         | Policy Manual          |
| Section      | 2000 Students          |
| Title        | Psychological Services |
| Code         | 2052                   |
| Status       | Active                 |
| Adopted      | November 23, 2010      |
| Last Revised | September 10, 2019     |

The Board of Trustees ("Board") directs that the CEO or their designee ensure that psychological services be made available to eligible students in accordance with Chapter 711 of Title 22 of the Pennsylvania Code as follows:

Psychological services may include:

- (1) Administering psychological and educational testing, and other assessment procedures;
- (2) Interpreting assessment results;
- (3) Consulting with other staff members in planning school programs to meet the special educational needs of children as indicated by psychological tests, interviews, direct observation, and behavioral evaluations;
- (4) Planning and managing a program of psychological services;
- (5) Obtaining, integrating and interpreting information about child behavior and conditions related to learning; and
- (6) Assisting in developing positive behavioral intervention strategies.

The CEO or their designee is directed to maintain a listing of what services are available both within the school setting and of school-funded services obtained from outside agencies.

Parents are not to be charged for psychological services that students require as a related service in accordance with applicable laws.

The CEO or their designee is directed to advise the Board regarding psychological service needs of the school's students as well as related services needs, such as transportation.

Administration is directed to ensure appropriate psychological services are obtained for students in accordance with applicable state and federal laws and regulations.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**



|                     |                    |
|---------------------|--------------------|
| Book                | Policy Manual      |
| Section             | 2000 Students      |
| Title               | Related Services   |
| Code                | 2053               |
| Status              | Active             |
| Adopted             | November 23, 2010  |
| Last Revised        | November 5, 2019   |
| Prior Revised Dates | September 10, 2019 |

The Board of Trustees of 21<sup>st</sup> Century Cyber Charter School (21CCCS) recognizes that charter schools must comply with Chapter 711 of Title 22 of the Pennsylvania Code regarding the provision of related services.

It is the intent of the Board of Trustees to ensure that all students with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and to prepare them for further education, employment, and independent living.

Pursuant to 34 CFR § 300.34, related services are transportation and those developmental, corrective and other supportive services that are required to assist a child with a disability to benefit from special education. Such services may include (depending upon the child's need and applicable state regulations):

- (1) speech-language pathology and audiology services,
- (2) interpreting services,
- (3) psychological services,
- (4) physical and occupational therapy,
- (5) recreation, including therapeutic recreation,
- (6) early identification and assessment of disabilities in children,
- (7) counseling services, including rehabilitation counseling,
- (8) orientation and mobility services, and
- (9) medical services for diagnostic or evaluation purposes.

Related services may also include school health services and school nurse services, social work services in schools, and parent counseling and training.

Related services do not include a medical device that is surgically implanted, the optimization of that device's functioning (e.g., mapping), maintenance of that device, or the replacement of that device. However, nothing:

- (i) Limits the right of a child with a surgically implanted device (e.g., cochlear implant) to receive related services that are determined by the IEP Team to be necessary for the child to receive FAPE.



(ii) Limits the responsibility to appropriately monitor and maintain medical devices that are needed to maintain the health and safety of the child, including breathing, nutrition, or operation of other bodily functions, while the child is transported to and from school or is at school; or

(iii) Prevents the routine checking of an external component of a surgically implanted device to make sure it is functioning properly, as required in Sec. 300.113(b) of Title 34 CFR.

21CCCS will provide related services to include those services which the IEP team determines are necessary for a student after a comprehensive evaluation and the development of an IEP.

The types of services provided by 21CCCS include, but are not limited to the following types of services:

- (1) Audiology includes:
  - (i) Identification of children with hearing loss;
  - (ii) Determination of the range, nature, and degree of hearing loss, including referral for medical or other professional attention for the habilitation of hearing;
  - (iii) Provision of rehabilitative activities, such as language rehabilitation, auditory training, speech reading (lip-reading), hearing evaluation, and speech conservation;
  - (iv) Creation and administration of programs for prevention of hearing loss;
  - (v) Counseling and guidance of children, parents, and teachers regarding hearing loss; and
  - (vi) Determination of children's needs for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification.
- (2) Counseling services mean services provided by qualified social workers, psychologists, guidance counselors, or other qualified personnel.
- (3) Early identification and assessment of disabilities in children means the implementation of a formal plan for identifying a disability as early as possible in a child's life.
- (4) Interpreting services include—
  - (i) The following, when used with respect to children who are deaf or hard of hearing: Oral transliteration services, cued language transliteration services, sign language transliteration and interpreting services, and transcription services, such as communication access real-time translation (CART), C-Print, and TypeWell; and
  - (ii) Special interpreting services for children who are deaf-blind.
- (5) Medical services means services provided by a licensed physician to determine a child's medically related disability that results in the child's need for special education and related services.
- (6) Occupational therapy—
  - (i) Means services provided by a qualified occupational therapist; and
  - (ii) Includes—
    - (A) Improving, developing, or restoring functions impaired or lost through illness, injury, or deprivation;
    - (B) Improving ability to perform tasks for independent functioning if functions are impaired or lost; and
    - (C) Preventing, through early intervention, initial or further impairment or loss of function.
- (7) Orientation and mobility services—

- (i) Means services provided to blind or visually impaired children by qualified personnel to enable those students to attain systematic orientation to and safe movement within their environments in school, home, and community; and
- (ii) Includes teaching children the following, as appropriate:
  - (A) Spatial and environmental concepts and use of information received by the senses (such as sound, temperature and vibrations) to establish, maintain, or regain orientation and line of travel (e.g., using sound at a traffic light to cross the street);
  - (B) To use the long cane or a service animal to supplement visual travel skills or as a tool for safely negotiating the environment for children with no available travel vision;
  - (C) To understand and use remaining vision and distance low vision aids; and
  - (D) Other concepts, techniques, and tools.
- (8) (i) Parent counseling and training means assisting parents in understanding the special needs of their child;
- (ii) Providing parents with information about child development; and
- (iii) Helping parents to acquire the necessary skills that will allow them to support the implementation of their child's IEP or IFSP.
- (9) Physical therapy means services provided by a qualified physical therapist.
- (10) Psychological services include—
  - (i) Administering psychological and educational tests, and other assessment procedures;
  - (ii) Interpreting assessment results;
  - (iii) Obtaining, integrating, and interpreting information about child behavior and conditions relating to learning;
  - (iv) Consulting with other staff members in planning school programs to meet the special educational needs of children as indicated by psychological tests, interviews, direct observation, and behavioral evaluations;
  - (v) Planning and managing a program of psychological services, including psychological counseling for children and parents; and
  - (vi) Assisting in developing positive behavioral intervention strategies.
- (11) Recreation includes—
  - (i) Assessment of leisure function;
  - (ii) Therapeutic recreation services;
  - (iii) Recreation programs in schools and community agencies; and
  - (iv) Leisure education.
- (12) Rehabilitation counseling services mean services provided by qualified personnel in individual or group sessions that focus specifically on career development, employment preparation, achieving independence, and integration in the workplace and community of a student with a disability. The term also includes vocational rehabilitation services provided to a student with a disability by vocational rehabilitation programs funded under the Rehabilitation Act.
- (13) School health services and school nurse services mean health services that are designed to enable a child with a disability to receive FAPE as described in the child's IEP. School nurse services are services provided by a qualified school nurse. School health services are services that may be provided by either a qualified school nurse or other qualified person.

- (14) Social work services in schools include—
- (i) Preparing a social or developmental history on a child with a disability;
  - (ii) Group and individual counseling with the child and family;
  - (iii) Working in partnership with parents and others on those problems in a child's living situation (home, school, and community) that affect the child's adjustment in school;
  - (iv) Mobilizing school and community resources to enable the child to learn as effectively as possible in his or her educational program; and
  - (v) Assisting in developing positive behavioral intervention strategies.
- (15) Speech-language pathology services include—
- (i) Identification of children with speech or language impairments;
  - (ii) Diagnosis and appraisal of specific speech or language impairments;
  - (iii) Referral for medical or other professional attention necessary for the habilitation of speech or language impairments;
  - (iv) Provision of speech and language services for the habilitation or prevention of communicative impairments; and
  - (v) Counseling and guidance of parents, children, and teachers regarding speech and language impairments.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|              |                    |
|--------------|--------------------|
| Book         | Policy Manual      |
| Section      | 2000 Students      |
| Title        | Surrogate Parent   |
| Code         | 2054               |
| Status       | Active             |
| Adopted      | November 23, 2010  |
| Last Revised | September 10, 2019 |

21<sup>st</sup> Century Cyber Charter School (21CCCS) must ensure that an individual is assigned to act as a surrogate of a child when no parent or person acting as the parent can be identified, or 21CCCS, after reasonable efforts, cannot locate the parent, or the child is an unaccompanied homeless youth as defined in the McKinney-Vento Homeless Assistance Act, 42 U.S.C. Sec. 11434 a (6). 21CCCS must have a method of determining whether or not a child needs a surrogate parent, and for assigning a surrogate parent to the child as well as ensuring that surrogates are trained and have adequate knowledge to serve in this capacity.

21CCCS may select a surrogate parent in any way permitted under State law, but must ensure that a person selected as a surrogate is not an employee of the State Educational Agency ("SEA"), 21CCCS or any other agency that is involved in the education or care of the child. For a child who is a ward of the State, a surrogate may be appointed by a judge overseeing the child's care or by 21CCCS. The surrogate must have no personal or professional interest that conflicts with the interest of the child the surrogate parent represents. The surrogate parent must have knowledge and skills that ensure adequate representation of the child. The surrogate parent may represent the child in all matters relating to the identification, evaluation, educational placement and provisions of FAPE to the child.

For a homeless youth, not in the physical custody of the parent or guardian, 21CCCS must appoint a surrogate. Reasonable efforts are to be made by the SEA to ensure the assignment of a surrogate not more than thirty (30) days after there is a determination by 21CCCS that the child needs a surrogate.

The IDEA of 2004 contains language about seeking parental permission for initial evaluations when a child is a ward of the State. If a child is designated a ward of the State, the whereabouts of the parent is not known or the rights of the parent have been terminated in accordance with State law; someone other than the parent has been designated to make educational decisions for the child. Therefore, 21CCCS must obtain consent for an initial evaluation from the individual designated to represent the interests of the child.

The CEO or designee is directed to develop procedures that may be necessary to implement this policy.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**



|              |                                                   |
|--------------|---------------------------------------------------|
| Book         | Policy Manual                                     |
| Section      | 2000 Students                                     |
| Title        | Educational Stability for Children in Foster Care |
| Code         | 2055                                              |
| Status       | Active                                            |
| Adopted      | May 9, 2017                                       |
| Last Revised | September 11, 2018                                |

#### **Authority**

To ensure the educational stability of children in foster care, the Board of Trustees (Board) requires the Charter School to collaborate with the local children and youth agency, the school district of residence and other school entities, in accordance with applicable federal and state laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

#### **Definitions**

Foster care means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is federal matching of any payments that are made.[\[4\]](#)

School of origin is the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin would then be considered the school in which the child is enrolled at the time of the placement change.

#### **Delegation of Responsibility**

The Board designates the Chief Executive Officer or Director of Education to serve as the Charter School's point of contact for children in foster care.

The Charter School's point of contact shall coordinate with:[\[1\]](#)

1. Local children and youth agency to:
  - a. Establish formal mechanisms to ensure that the Charter School is promptly notified when a child enters foster care or changes foster care placements.
  - b. Develop a protocol on how to make best interest determinations; and
  - c. Develop and coordinate transportation procedures.
2. Other school entities on issues of transfer of records, transportation and other inter-school activities.
3. Charter School staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.

#### **Guidelines**

*Enrollment/Placement -*

[1]

*Best Interest Determination -*

The Charter School shall collaborate with the local children and youth agency and the child's school district of residence to conduct a best interest determination in accordance with federal and state laws and regulations, court orders, and established local procedures.[1]

The Charter School shall notify the child's school district of residence of any placement and enrollment changes.

In determining whether it is in a child's best interest to remain in their school of origin, all factors relating to a child's best interest shall be considered, including the appropriateness of the current educational setting and proximity of foster care placement.[1]

Documentation related to the best interest determination shall be kept in the student's education record.

*Enrollment -*

When a child in foster care enrolls in the Charter School, in accordance with established admission and enrollment procedures, the Charter School's point of contact shall:[1]

1. Ensure the child is immediately enrolled, even if the records normally required for enrollment and attendance in the Charter School pursuant to Board policies are not available.
2. Immediately contact the school last attended by the child to obtain relevant academic and other records.

*Dispute Resolution -*

If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in their school of origin, pending resolution of the dispute.

*Assignment -*

If the Charter School is unable to determine the student's grade or level due to missing or incomplete records, the Charter School shall administer tests or utilize appropriate means to determine the student's assignment to the appropriate grade, level or program.

**Education Records**

The Charter School may disclose personally identifiable information from the education records of a student without written consent of the parent(s)/guardian(s) or the eligible student if the disclosure is:[5]

1. To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.
2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.

**Transportation**

The Charter School's point of contact for children in foster care shall provide professional development and training to Charter School staff on the Title I foster care provisions and education needs of children in foster care, as needed.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 20 U.S.C. 6311](#)

[2. 20 U.S.C. 6312](#)

[3. 42 U.S.C. 675](#)

[4. 45 CFR 1355.20](#)

[5. 20 U.S.C. 1232g](#)

[6. 24 P.S. 1726-A](#)

[7. 34 CFR 299.13](#)

[34 CFR Part 99](#)



|              |                                                                  |
|--------------|------------------------------------------------------------------|
| Book         | Policy Manual                                                    |
| Section      | 2000 Students                                                    |
| Title        | Procedures for Educational Stability for Children in Foster Care |
| Code         | 2055-AR-1                                                        |
| Status       | Active                                                           |
| Adopted      | September 8, 2020                                                |
| Last Revised | September 12, 2023                                               |

### **Enrollment/Placement**

A child in foster care shall continue to be enrolled in their school of origin unless there is a determination that it is not in their best interest to attend the school of origin.

#### *Best Interest Determination -*

The Charter School shall collaborate with the local children and youth agency and the child's school district of residence to conduct a best interest determination in accordance with federal and state laws and regulations, court orders, and established local procedures.

The Charter School shall notify the child's school district of residence of any placement and enrollment changes.

In determining whether it is in a child's best interest to remain in their school of origin, all factors relating to a child's best interest shall be considered, including the appropriateness of the current educational setting and proximity of foster care placement.

Documentation related to the best interest determination shall be kept in the student's education record.

#### *Enrollment -*

When a child in foster care enrolls in the Charter School, in accordance with established admission and enrollment procedures, the Charter School's point of contact shall:

1. Ensure the child is immediately enrolled, even if the records normally required for enrollment and attendance in the Charter School pursuant to Board policies are not available.
2. Immediately contact the school last attended by the child to obtain relevant academic and other records.

#### *Dispute Resolution -*

If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in their school of origin, pending resolution of the dispute.

#### *Assignment -*

If the Charter School is unable to determine the student's grade or level due to missing or incomplete records, the Charter School shall administer tests or utilize appropriate means to determine the student's assignment to the appropriate grade, level or program.

### **Education Records**



The Charter School may disclose personally identifiable information from the education records of a student without written consent of the parent(s)/guardian(s) or the eligible student if the disclosure is:

1. To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.
2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.

### **Transportation**

The Charter School's point of contact for children in foster care shall provide professional development and training to Charter School staff on the Title I foster care provisions and education needs of children in foster care, as needed.



|              |                                                           |
|--------------|-----------------------------------------------------------|
| Book         | Policy Manual                                             |
| Section      | 2000 Students                                             |
| Title        | Reporting and Records Retention / Discipline and Violence |
| Code         | 2056                                                      |
| Status       | Active                                                    |
| Adopted      | May 12, 2015                                              |
| Last Revised | September 10, 2019                                        |

### **Purpose**

21<sup>st</sup> Century Cyber Charter School ("Charter School") adopts this policy with the intent to implement in full the requirements of state and federal laws concerning the possession, handling or transmission of weapons on school property, at any school-sponsored activities, or on any public or private conveyance providing transportation to or from a school or school-sponsored activity. The Charter School does not intend this policy to expand any right or responsibility of any party beyond those requirements.

### **Definitions**

(a) *Weapon* - The term weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchakus, firearm, shotgun, rifle, explosive devices, and any other tool, instrument or implement capable of inflicting serious bodily harm;

(b) *Facsimile Weapon* - The term facsimile weapon shall include all instruments or implements resembling or intended to resemble a weapon.

### **Guidelines**

(a) Report To Office Of Safe Schools: The Charter School shall report all new incidents involving acts of violence or possession of a weapon by any person on school property, at any school-sponsored activities, or on any public or private conveyance providing transportation to or from a school or school-sponsored activity at least twice a year, as provided by the Office of Safe Schools on such form(s) as may be developed and provided by that office. The report shall include, as follows:

- (1) Age or grade of student;
- (2) Name and address of school;
- (3) Circumstances surrounding the incident, including type of weapon;
- (4) Sanction imposed by the Charter School;
- (5) Notification of law enforcement;
- (6) Remedial programs involved;
- (7) Parental involvement required;
- (8) Arrest, convictions and adjudications, if known; and

- (9) If a person other than a student is involved, the report shall state the relationship of the individual involved, if any, to the Charter School entity. 21CCCS may also make similar reports regarding incidents involving possession of facsimile weapons.
- (b) Memorandum Of Understanding With Law Enforcement: The Charter School shall develop a memorandum of understanding with local law enforcement which sets forth procedures to be followed when an incident involving an act of violence or possession of a weapon (or facsimile weapon) by any person occurs on school property at any school-sponsored activities, or on any public or private conveyance providing transportation to or from a school or school-sponsored activity. The Charter School shall cooperate with local law enforcement and the Pennsylvania State Police in the development of law enforcement protocols.
- (c) Student Admission To the Charter School: Prior to admission to the Charter School, the parent, guardian or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school in Pennsylvania or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence against persons and/or property committed on school property, at any school-sponsored activities, or on any public or private conveyance providing transportation to or from a school or school-sponsored activity. This registration shall be maintained as part of the student's disciplinary record. A willful false statement made under this section is a misdemeanor of the third degree and shall be reported immediately to the appropriate authorities.
- (d) Student Transfer: Whenever a pupil transfers from the Charter School to another school entity, a certified copy of the student's disciplinary record (including information provided by juvenile court, Charter School records on weapon offenses, alcohol and drug offenses, and acts of violence) shall be transmitted upon request to the school entity to which the pupil has transferred. Once the school entity to which the student has transferred requests the record, the Charter School shall supply a certified copy of the student's disciplinary record within ten (10) days from receipt of the request. Permission of the parent, guardian or other person having control or charge of the student shall not be required for transfer of the individual student's disciplinary record to another school entity within Pennsylvania or in another state in which the student seeks enrollment or is enrolled.
- (e) Availability of Record: A student's disciplinary record, as well as records maintained under this policy, shall be available for inspection to the student and their parent, guardian or other person having control or charge of the student, to school officials and to state and local law enforcement officials as provided by law.
- (f) Maintenance of Records: The Charter School shall maintain updated records of all incidents of violence, incidents involving possession of weapons (and facsimile weapons) and convictions or adjudications of delinquent acts, as defined in 42 Pa. C.S. Section 6302, for acts committed on school property, at any school-sponsored activities, or on any public or private conveyance providing transportation to or from a school or school-sponsored activity by students enrolled therein. Records maintained under this section shall be contained in a format developed by the Pennsylvania State Police in cooperation with the Office of Safe Schools. A statistical summary of these records shall be made accessible for examination by the public during regular business hours.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|              |                                                                          |
|--------------|--------------------------------------------------------------------------|
| Book         | Policy Manual                                                            |
| Section      | 2000 Students                                                            |
| Title        | Procedures for Reporting and Records Retention / Discipline and Violence |
| Code         | 2056-AR-1                                                                |
| Status       | Active                                                                   |
| Adopted      | September 8, 2020                                                        |
| Last Revised | September 12, 2023                                                       |

### **Guidelines**

(a) Report To Office Of Safe Schools: The Charter School shall report all new incidents involving acts of violence or possession of a weapon by any person on school property, at any school-sponsored activities, or on any public or private conveyance providing transportation to or from a school or school-sponsored activity at least twice a year, as provided by the Office of Safe Schools on such form(s) as may be developed and provided by that office. The report shall include, as follows:

- (1) Age or grade of student;
- (2) Name and address of school;
- (3) Circumstance surrounding the incident, including type of weapon;
- (4) Sanction imposed by the Charter School;
- (5) Notification of law enforcement;
- (6) Remedial programs involved;
- (7) Parental involvement required;
- (8) Arrest, convictions and adjudications, if known; and
- (9) If a person other than a student is involved, the report shall state the relationship of the individual involved, if any, to the Charter School entity. 21CCCS may also make similar reports regarding incidents involving possession of facsimile weapons.

(b) Memorandum Of Understanding With Law Enforcement: The Charter School shall develop a memorandum of understanding with local law enforcement which sets forth procedures to be followed when an incident involving an act of violence or possession of a weapon (or facsimile weapon) by any person occurs on school property at any school-sponsored activities, or on any public or private conveyance providing transportation to or from a school or school-sponsored activity. The Charter School shall cooperate with local law enforcement and the Pennsylvania State Police in the development of law enforcement protocols.

(c) Student Admission To the Charter School: Prior to admission to the Charter School, the parent, guardian or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school in Pennsylvania or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful

infliction of injury to another person or for any act of violence against persons and/or property committed on school property, at any school-sponsored activities, or on any public or private conveyance providing transportation to or from a school or school-sponsored activity. This registration shall be maintained as part of the student's disciplinary record. A willful false statement made under this section is a misdemeanor of the third degree and shall be reported immediately to the appropriate authorities.

(d) Student Transfer: Whenever a pupil transfers from the Charter School to another school entity, a certified copy of the student's disciplinary record (including information provided by juvenile court, Charter School records on weapon offenses, alcohol and drug offenses, and acts of violence) shall be transmitted upon request to the school entity to which the pupil has transferred. Once the school entity to which the student has transferred requests the record, the Charter School shall supply a certified copy of the student's disciplinary record within ten (10) days from receipt of the request. Permission of the parent, guardian or other person having control or charge of the student shall not be required for transfer of the individual student's disciplinary record to another school entity within Pennsylvania or in another state in which the student seeks enrollment or is enrolled.

(e) Availability of Record: A student's disciplinary record, as well as records maintained under this policy, shall be available for inspection to the student and their parent, guardian or other person having control or charge of the student, to school officials and to state and local law enforcement officials as provided by law.

(f) Maintenance of Records: The Charter School shall maintain updated records of all incidents of violence, incidents involving possession of weapons (and facsimile weapons) and convictions or adjudications of delinquent acts, as defined in 42 Pa. C.S. Section 6302, for acts committed on school property, at any school-sponsored activities, or on any public or private conveyance providing transportation to or from a school or school-sponsored activity by students enrolled therein. Records maintained under this section shall be contained in a format developed by the Pennsylvania State Police in cooperation with the Office of Safe Schools. A statistical summary of these records shall be made accessible for examination by the public during regular business hours.



|              |                                       |
|--------------|---------------------------------------|
| Book         | Policy Manual                         |
| Section      | 2000 Students                         |
| Title        | Honorary Diploma for Deceased Student |
| Code         | 2057                                  |
| Status       | Active                                |
| Adopted      | May 12, 2015                          |
| Last Revised | September 10, 2019                    |

### **Purpose**

Honorary diplomas may be awarded to deceased students at the discretion of the principal and/or CEO via requests made pursuant to the below guidelines.

### **Guidelines**

- (a) The parent/guardian contacts the principal at 21<sup>st</sup> Century Cyber Charter School to make a Graduation Special Consideration Request;
  - (1) The parent/guardian request is based upon a student who was in at least 11<sup>th</sup> grade in the high school when "death" of student occurred. The student must also have a minimum of twelve (12) graduation credits at the time of death.
- (b) The high school principal and/or CEO will accept or deny the parent's/guardian's request for Graduation Special Consideration;
- (c) The deceased student is awarded a 21CCCS Honorary Diploma as follows:
  - (1) The honorary diploma is awarded in the year of the child's graduation class; (2) An honorary diploma is given to family members on behalf of the deceased student;
  - (2) this is not done during the graduation ceremony, but may take place sometime after the completion of the graduation ceremony;
  - (3) Student's name is placed into the graduation program document;
  - (4) During the graduation speeches, reference to the deceased may be made and a moment of silence observed; and
  - (5) Student's name and picture are placed in the yearbook like all other students.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|              |                    |
|--------------|--------------------|
| Book         | Policy Manual      |
| Section      | 2000 Students      |
| Title        | Pregnant Students  |
| Code         | 2059               |
| Status       | Active             |
| Adopted      | November 17, 2015  |
| Last Revised | September 10, 2019 |

No student, whether married or unmarried, who is otherwise eligible to attend 21st Century Cyber Charter School shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood; nor shall a pregnant student under the age of seventeen (17) be excused from the requirements of the Compulsory Attendance Statute solely for reasons of her pregnancy or maternity.

A student who appears to the teacher, nurse, physician, dentist or dental hygienist to deviate from her normal growth and development pattern shall be reported to the parents or guardians who shall be requested to have the student examined by her family physician. If a student is not examined within a reasonable time, and her growth and development pattern continues to deviate from normal, the school nurse, school physician, school dentist or dental hygienist may arrange special school examinations for the student, respecting the student's privacy rights.

A student who requests that she not participate in a regular or extracurricular program of 21st Century Cyber Charter School because of her pregnancy shall be excused from such program upon providing a report from a qualified physician that outlines the reason for the excusal, the recommendation for excusal and the anticipated duration for the excusal.

In the event of any of the above, 21st Century Cyber Charter School shall follow the recommendation of the examining physician in admitting a student to, or excusing a student from, participation in an extracurricular or regular program of 21<sup>st</sup> Century Cyber Charter School.

A student who is absent from school due to pregnancy or parenting should be allowed to reenter the school in the same manner as any other student whose non-attendance is a result of an excused absence or a temporary disability. A student over compulsory school age who leaves school due to pregnancy or parenting demands without achieving a high school diploma, shall be allowed to reenter school up until the age of 21, as any other student is permitted.

21<sup>st</sup> Century Cyber Charter School shall develop procedures for the implementation of this policy which shall include proffering of additional counseling services to help the pregnant student plan her future wisely; referral to special programs or services to which the student may be assigned on her request; referral to alternative programs, as appropriate; cooperation with community resources to assist the pregnant student; and designation of a qualified staff member to act upon the physician's statement regarding the examination and health of a pregnant student.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|         |                                         |
|---------|-----------------------------------------|
| Book    | Policy Manual                           |
| Section | 2000 Students                           |
| Title   | Pregnant / Parenting / Married Students |
| Code    | 2059-AR-1                               |
| Status  | Active                                  |

School administrators will not exclude married, pregnant or parenting students from attending school and participating in extracurricular activities.

Based upon the general rule for student attendance, married, pregnant and parenting students must satisfy all compulsory school attendance requirements established by the Board but may obtain an excuse from attending school in accordance with applicable Board policy and administrative procedures.

A pregnant student may inform a teacher, nurse, counselor or other school staff about her pregnancy. The staff member, upon receiving consent from the student, will inform the principal of receipt of the information.

The principal and/or nurse or designated counselor will meet with the pregnant student, explain the rules for attendance, provide information regarding the resources available, and give the student a copy of the Student Health Report to be completed by the student's licensed physician.

The student must return the completed Student Health Report signed by the licensed physician after her next physician's appointment.

A nurse or school counselor will be designated by the principal to serve as the resource/contact person for the student. The designated individual will maintain and provide a list of resources available to the student, will communicate with local community agencies that can provide relevant assistance, and will assist the student in accessing available social services that will enable the student to remain in school to achieve graduation.

The principal and designated resource/contact person will review the completed Student Health Report and will determine and implement any special considerations or limitations, attendance exceptions, and alternate educational programs required for the student.

### **Guidelines For Attendance Of Pregnant/Parenting Students**

Pregnant Student – The resource/contact person will make an effort to ensure that the student stays enrolled and attends school consistently.

The principal will allow any student who has been absent from school due to pregnancy or parenting to re-enter the school in the same manner as any student whose nonattendance is a result of an excused absence or temporary disability.

A student over compulsory school age who leaves school due to pregnancy or parenting, without achieving a high school diploma, will be permitted to re-enter school until the age of twenty-one (21).

### **Excuses from Attending School**

The principal may temporarily excuse attendance by a pregnant or parenting student for mental, physical or other urgent reasons, for a period not to exceed three (3) months.



A student requesting a temporary excuse from attendance must submit to the resource/contact person written satisfactory evidence to support the absence.

The request and supporting evidence will be forwarded to the principal, who will determine if the absence will be approved.



|              |                                     |
|--------------|-------------------------------------|
| Book         | Policy Manual                       |
| Section      | 2000 Students                       |
| Title        | Student Rights and Responsibilities |
| Code         | 2060                                |
| Status       | Active                              |
| Adopted      | November 17, 2015                   |
| Last Revised | September 10, 2019                  |

This policy sets forth guidelines by which student rights are to be determined consistent with law at 21CCCS.

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students of the school and to ensure that student rights under varying conditions are properly described. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association in accordance with these guidelines

The privileges and rights of all students shall be guaranteed without regard to race, color, creed, religion, age, gender, national origin, disability, sexual orientation, marital status, or health or medical condition.

Students shall have the right to advocate change of any law, policy or regulation. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right may not interfere with the rights of others.

In the exercise of student rights, no person shall speak or distribute materials, wear buttons, or make other displays or post notices or other materials which are obscene, libelous or slanderous, incite students so as to create a clear and present danger of the imminent commission of unlawful acts on school premises or of the violation of lawful school regulations or of the substantial disruption of the orderly operation of the school; or express or advocate ideologies based on race, color, creed, religion, age, gender, national origin, disability, sexual orientation, marital status, or health or medical condition so as to create a clear and present danger of imminent commission of unlawful acts on school premises or the violation of lawful school regulations or of the substantial disruption of the orderly operation of the school.

Students may present complaints to teachers or administration officials through channels established for considering such complaints.

The Board believes that genuine student involvement requires responsible student action which is possible if students are guaranteed certain basic rights, among which are the following: the right to free inquiry and expression, the right to due process, the right to freedom of association, the right to freedom of peaceful assembly and petition, the right to participate appropriately in the governance of the school, the right to freedom from discrimination, and the right to equal educational opportunity.

Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others, obedience to properly-constituted school authority and compliance with the rules and regulations of 21CCCS.

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all students share with the administration and faculty the responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of their fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

It is the student's responsibility to:

1. Be aware of all rules and regulations for student behavior and to conduct themselves in accord with them and to abide by them.
2. Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have relevant knowledge.
3. Dress and appear so as to meet fair standards of safety and health.
4. Assist the school staff in running a safe school for all students enrolled therein.
5. Assume that until a rule is waived, altered or repealed it is in full effect.
6. Be aware of state and local laws and comply with them.
7. Protect and take care of the school's property.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|              |                                                 |
|--------------|-------------------------------------------------|
| Book         | Policy Manual                                   |
| Section      | 2000 Students                                   |
| Title        | Loss / Damage / Replacement of School Materials |
| Code         | 2060-AR-1                                       |
| Status       | Active                                          |
| Adopted      | September 8, 2020                               |
| Last Revised | May 11, 2021                                    |

Books, materials, supplies, equipment and furniture used by students are the property of the school.

Teachers will instruct students about their responsibility to take pride in the school and to take proper care of books, materials, supplies and furnishings.

Students are fully responsible for loss and damage to school and school property. Students who willfully cause loss or damage to school or school property will be subject to disciplinary measures in accordance with the applicable Code of Student Conduct. The costs of repair and/or replacement of books, materials, supplies, equipment and furniture caused by damage or loss will be charged to the responsible student.

School computers and iPads are equipped with all hardware and software needed by students. Computers and other equipment will be supplied under signed agreement from guardians. It is recommended that families work with their insurance company to insure all school equipment against damage or loss under a family's homeowner's or renter's insurance policy.

Families will be responsible for the costs of repair or replacement of school issued equipment, including any freight costs incurred.

The Business Office will determine the required cost of repair or replacement. The charge will be based on the extent of damage or loss and will be commensurate with the value of the object. Value will be determined by the remaining life of the object and its replacement or repair cost.

The Business Office will notify in writing the parents/guardians of a student who is assessed a cost for loss or damage to school or school property. The notice will inform the parents/guardians that the debt must be paid within ten (10) school days, unless the circumstance or amount of the charge is extraordinary.

If restitution is not made within the ten (10) school day period, the Business Office will notify the parents/guardians that payment of the debt is past due and will allow them an additional thirty (30) calendar days to make payment. If the debt is not paid within the thirty (30) calendar days, the principal will immediately refer the financial obligation to the local magistrate's office for processing and collection, with those costs added to the original debt.

The Business Office may waive all or a portion of a debt if they determine any of the following conditions are met:

1. The student or parents/guardians are financially unable to pay the debt.
2. The cost to notify the parents/guardians and/or refer the financial obligation to the local magistrate would cost more than the debt to be collected.

3. Mitigating circumstances preclude collection of the debt.



|              |                     |
|--------------|---------------------|
| Book         | Policy Manual       |
| Section      | 2000 Students       |
| Title        | Computer Monitoring |
| Code         | 2061                |
| Status       | Active              |
| Adopted      | January 12, 2016    |
| Last Revised | September 10, 2019  |

### **Purpose**

The Board recognizes that computer systems monitoring is a critical task in order to maintain a secure and safe academic environment.

### **Authority**

(18 U.S.C. Sec. 2256,4604, and 6777 – 18 PA. C.S.A. Sec. 5903, 6312, and 6777)

The Board directs school personnel to comply with all federal and state laws, state Board regulations and Board policy concerning any and all computer systems monitoring.

### **Parental Notification and Responsibility**

21<sup>st</sup> Century Cyber Charter School (21CCCS) will notify parents/legal guardians/adults and students about the School Board policies and regulations governing the use of the computer systems. The Acceptable Use Policy is integrated into the Student and Parent Handbook (SPH), which must be signed annually acknowledging receipt and understanding of the policies and regulations. 21CCCS believes that computer and Internet access are integral elements of the teaching and learning environment and of uniform delivery of instructional content. Parents/legal guardians/adults students will be required to sign the "Acceptance of Student Handbook Form", with initial enrollment and again at the beginning of each new school year, acknowledging that they have read and understand School Board policies and regulations governing computer use. Implicit in this acceptance is that these policies and regulations have been reviewed and are understood by the student and parent.

### **No Expectation of Privacy**

21CCCS retains control, custody and supervision of all computers, networks and Internet services owned or leased by the 21CCCS. The 21CCCS reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, including e-mail, materials viewed, sent, received, and any/all stored files.

### **Monitoring, Search, and Seizure**

21CCCS reserves the right to monitor computer system use at any time to determine if such use meets the criteria set forth in School Board policies and regulations. Routine maintenance and monitoring of the computer systems may lead to the discovery that the user has or is violating the Acceptable Use Policy, the SPH or other School Board policies and regulations governing student discipline or the law. An individual search will be

conducted when there is reasonable suspicion that the user has violated the law, the SPH or School Board policies and regulations governing student discipline. The nature of the search/investigation will be reasonable and in keeping with the scope of the alleged misconduct. Examples of such reasonable searches are as follows:

- Searching for evidence pertaining to compliance with this policy, and other related policies, regarding the acceptable use of computing facilities.
- In the interests of national security, as required by law.
- To prevent or detect crime, as by required by law.
- To investigate or detect unauthorized use of the computing and network facilities.
- To secure, fix, enhance or as an inherent part of effective and responsible systems operation.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



Book Policy Manual  
 Section 2000 Students  
 Title Request to Search Student's Email  
 Code 2061-AR-1  
 Status Active  
 Adopted September 8, 2020

Please complete this form to obtain permission to have tech support search a student's email.

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Reason(s) for Request: \_\_\_\_\_

Evidence to support request: \_\_\_\_\_

Extenuating Circumstance (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Teacher/Counselor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
IT Director Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date





|                     |                                          |
|---------------------|------------------------------------------|
| Book                | Policy Manual                            |
| Section             | 2000 Students                            |
| Title               | Student Records for Exceptional Students |
| Code                | 2062                                     |
| Status              | Active                                   |
| Adopted             | May 12, 2015                             |
| Last Revised        | November 5, 2019                         |
| Prior Revised Dates | September 13, 2016, September 10, 2019   |

### **Purpose**

The 21<sup>st</sup> Century Cyber Charter School ("Charter School") recognizes the need to protect the privacy rights of the Charter School's exceptional students and their parents. The classification, collection, use, maintenance and dissemination of any information about a pupil or their family raises issues regarding the privacy of that information. The Charter School shall adhere to the provisions of federal and state laws pertaining to those privacy rights, including but not limited to the Family Educational Rights and Privacy Act of 1974 ("FERPA"), as amended, and its accompanying regulations; the applicable provisions of the Individuals with Disabilities Education Improvement Act (2004) ("IDEA"), as amended, and its implementing regulations; the applicable provisions of the Pennsylvania Public School Code of 1949, and the applicable provisions of Chapters 12 and 711 of the Pennsylvania Administrative Code containing the regulations of the Pennsylvania State Board of Education and other provisions applicable to charter schools. The CEO or their designee shall be responsible for the implementation of this policy.

### **Definitions**

The following words and phrases shall have the following meanings:

- (a) *Destruction* - The physical destruction or permanent removal of personally-identifying data from the educational records of a student so that the information in those records is no longer personally identifiable;
- (b) *Directory of Information* - Includes the following information relating to a student: the student's name; address; telephone number; date and place of birth; participation in school clubs; activities; sports; weight, and height of members of athletic teams; dates of attendance; degree and awards received; the most recent previous educational institution or agency attended by the student; and other similar information;
- (c) *Education Records or Records* – means the type of records covered under the definition of "education records" in 34 CFR Part 99 (the regulations implementing the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (FERPA));
- (d) *Educational Agency or Agency* - The following:
  - (1) A school district, charter school or an intermediate unit and any component part thereof which collects, maintains, or uses an exceptional student's education records containing personally-identifiable information or from which such records or information is obtained;

(2) An approved private school and any component thereof which, with regard to an exceptional student who is enrolled in the approved private school as an approved placement student according to the provisions of Section 1376 of the Public School Code of 1949 (24 P.S. 13-1376) and the regulations, standards and guidelines thereto, collects, maintains, or uses the exceptional student's education records containing personally-identifiable information or from which such records or information is obtained;

(3) The Pennsylvania Department of Education ("Department") and any component thereof, to the extent that the Department collects, maintains, or uses an exceptional student's education records containing personally-identifiable information or releases such records or information; or

(4) The Scranton State School for the Deaf and any component thereof, to the extent that Scranton State School for the Deaf collects, maintains, or uses an exceptional student's education records containing personally-identifiable information or releases such records or information.

(e) *Personally-Identifiable* - The data or information includes:

(1) the name of a student or the name of any of the student's family members,

(2) the address of the student,

(3) a personally identifying piece of information such as the student's telephone number or social security number,

(4) a list of those personal characteristics which would make the student's identity easily traceable by a person who was not already familiar with the student's identity, or

(5) other information which would make the student's identity easily traceable.

(f) *Release* - The giving of access or the transfer, disclosure, or communication of the student's education records, in whole or in part, which contain personally-identifiable information to any party by any means.

(g) *Student* - Any exceptional school-age person or preschool pupil with respect to whom an educational agency maintained education records.

#### **Consent for Disclosure of Personally-Identifiable Information (34 CFR §300.622)**

Unless the information is contained in education records, and the disclosure is authorized without parental/legal guardian consent under FERPA, the student's parent's/legal guardian's consent (or student's consent if the student has reached the age of majority and is otherwise eligible to have record rights transferred to him or her) must be obtained before personally-identifiable information about that student is disclosed to parties other than officials of the Charter School. Except under the circumstances specified below, parental consent is not required before personally-identifiable information is released to officials of the Charter School for purposes of meeting a requirement of Part B of IDEA 2004. A parent's (legal guardian's) consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally-identifiable information is released to officials of participating agencies providing or paying for transition services.

#### **Access Rights (34 CFR §300.613)**

(a) Parent Access: Charter School must permit a parent to inspect and review any education records relating to the parent's child that are collected, maintained, or used by the charter school under Part B of the IDEA. The charter school must comply with a parent's request to inspect and review any education records on the parent's child without unnecessary delay or before any meeting regarding an IEP, or any impartial due process hearing (including a resolution meeting or a hearing regarding discipline), and in no case more than 45 calendar days after the parent has made a request. A Parent's right to inspect and review education records includes:

(1) A parent's right to a response from the Charter School to reasonable requests for explanations and interpretations of the records;

(2) A parent's right to request that the Charter School provide copies of the records if the parent cannot effectively inspect and review the records unless the parent receives those copies; and

(3) A parent's right to have a representative inspect and review the records.

(i) Charter School may presume that a parent has authority to inspect and review records relating to the parent's child unless advised that the parent does not have the authority under applicable State law governing such matters as guardianship, or separation and divorce;

(ii) If any education record includes information on more than one child, the parents of those children have the right to inspect and review only the information relating to their child or to be informed of that specific information'

(iii) On request, each charter school must provide the parent with a list of the types and locations of education records collected, maintained, or used by the Charter School.

(b) Other Authorized Access (34 CFR §300.614): The Charter School must keep a record of parties obtaining access to education records collected, maintained, or used under Part B of the IDEA 2004 (except access by parents and authorized employees of the participating agency), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

**5. Fees:** The Charter School may charge a fee for copies of records (34 CFR §300.617) that are made for a parent under Part B of the IDEA, if the fee does not effectively prevent the parent from exercising the right to inspect and review those records. Charter School may not charge a fee to search for or to retrieve information under Part B of IDEA 2004.

**6. Amendment of Records at Parent's Request (34 CFR §300.618):** If a parent believes that information in the education records regarding the parent's child collected, maintained, or used under Part B of IDEA 2004 is inaccurate, misleading, or violates the privacy or other rights of the child, the parent may request the Charter School that maintains the information to change the information. The Charter School must decide whether to change the information in accordance with the parent's request within a reasonable period of time of receipt of the parent's request. If the Charter School refuses to change the information in accordance with the parent's request, it must inform the parent of the refusal and advise the parent of the right to a hearing for this purpose.

**7. Opportunity for Records Hearing (34 CFR §300.619):** Charter School must, on request, provide the parent an opportunity for a hearing to challenge information in education records regarding the parent's child to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child.

(a) Result of Hearing (34 CFR §300.620): If, as a result of the hearing, the Charter School decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, it must change the information accordingly and inform the parent in writing. If, as a result of the hearing, the Charter School decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the parent's child, the parent may place in the records that it maintains on the parent's child a statement commenting on the information or providing any reasons the parent disagrees with the decision of the participating agency. Such an explanation placed in the records of the parent's child must:

(1) Be maintained by the Charter School as part of the records of the child as long as the record or contested portion is maintained by the Charter School; and

(2) If the Charter School discloses the records of the child or the challenged portion to any party, the explanation must also be disclosed to that party.

(b) Safeguards (34 CFR §300.623): Each charter school must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. The CEO or their designee must assume responsibility for ensuring the confidentiality of any personally identifiable information. All persons collecting or using personally-identifiable information must receive training or instruction regarding Pennsylvania's policies and procedures regarding confidentiality under Part B of IDEA 2004 and FERPA. Each charter school must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally-identifiable information.

Persons who have access to personally-identifiable information at the Charter School will include members of the child's IEP team, the Charter School's records custodian and the CEO or their designee. Any individual accessing a student's personally-identifiable information must sign a sheet evidencing review of the records. The sheet will be maintained with the student records.

**8. Destruction of Information (34 CFR §300.624):** The Charter School must inform the parent when personally-identifiable information collected, maintained, or used is no longer needed to provide educational services to the parent's child, and the information must be destroyed at the parent's request. However, a permanent record of the child's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. The Charter School must comply with

record maintenance requirements in accordance with FERPA and Chapters 711 and 12 of Title 22 of the Pennsylvania Code, together with directives of PDE with regard to record maintenance. Special Education records must also be maintained in accordance with 6-year cyclical monitoring period guidelines established by PDE.

**9. Transfer of Records Between Schools:** When the education records for a child with a disability are transferred from a public agency, private school, approved private school or private agency, to a charter school, the public agency, private school, approved private school or private agency from which the child transferred shall forward all the child's educational records, including the most recent IEP, within 10 days after the public agency, private school, approved private school or private agency is notified in writing that the child is enrolled in a charter school. When the educational records for a child with a disability are transferred to a public agency, private school approved private school or private agency from a charter school, the charter school shall forward the child's educational records, including the most recent IEP, within 10 school days after the charter school is notified in writing that the child is enrolled at another public agency, private school, approved private school or private agency.

**10. Referral To and Action By Law Enforcement and Judicial Authorities and Record Transmittal:** The Charter School reporting a crime committed by a child with a disability must ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom the crime is reported. A charter school reporting a crime may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by FERPA.

**11. Electronic Transmissions:** The Charter School will ensure that any records kept or transmitted electronically are subject to high standards of electronic security. Charter School uses electronic firewalls and encryption systems, and monitors and tests the system regularly to ensure its stability and integrity. All the Charter School electronic mail correspondence shall include the following:

**CONFIDENTIALITY NOTICE**

The information in this transmission is intended only for the individual or entity named above. It may be legally privileged and confidential. If you have received this information in error, notify us immediately by calling the Charter School at (484) 875-5400. Send the original transmission to us by mail. Return postage is guaranteed. If the reader of this message is not the intended recipient, you are hereby notified that any disclosure, dissemination, distribution or copying of this communication or its contents is strictly prohibited.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|              |                                                         |
|--------------|---------------------------------------------------------|
| Book         | Policy Manual                                           |
| Section      | 2000 Students                                           |
| Title        | Procedures for Student Records for Exceptional Students |
| Code         | 2062-AR-1                                               |
| Status       | Active                                                  |
| Adopted      | September 8, 2020                                       |
| Last Revised | September 12, 2023                                      |

**Hearing Procedures (34 CFR §300.621):** A hearing to challenge information in education records must be conducted according to the following procedures for such hearings under the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. Section 1233g (FERPA):

1. The educational agency or institution shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student;
2. The educational agency or institution shall give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing;
3. The hearing may be conducted by any individual, including an official of the educational agency or institution, who does not have a direct interest in the outcome of the hearing;
4. The educational agency or institution shall give the parent or eligible student a full and fair opportunity to present evidence to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney;
5. The educational agency or institution shall make its decision in writing within a reasonable period of time after the hearing; and
6. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

**Administrative Procedures:** The CEO or their designee shall be responsible for ensuring that the education records, confidentiality policies and procedures established under IDEA 2004 (relating to confidentiality of education records of exceptional students) are enforced and administered. This official shall:

1. Notify parents on an annual basis of the policies and procedures regarding exceptional student education records and the rights of parents under both Federal and State Law concerning the confidentiality of education records of exceptional students;
2. Develop a system of safeguards which will protect the confidentiality of personally-identifiable information at the point of collection, storage, use, maintenance, release and destruction;
3. Provide training and instruction in the implementation of records policy requirements for all educational agency personnel who collect or use exceptional student personally identifiable information; and
4. Maintain a current listing of the names and positions of those agents and employees of the Charter School who are authorized by the Charter School to have access to personally-identifiable information of

exceptional students.

An education record shall not be destroyed by the Charter School if there is an outstanding request to inspect and review it by the parent or eligible student. Charter School will inform the parents of an exceptional student when personally-identifiable information collected, maintained, or used in the records of the exceptional student is no longer needed to provide educational services to the exceptional student. Upon request of the parents, information no longer relevant to and necessary for the provision of educational services to the exceptional student must be destroyed by the Charter School. However, a written record of an exceptional student's name, address, phone numbers, grades, attendance records, classes attended, grade level completed, and year completed will be maintained for 100 years. Prior to the destruction of the information referred to above, the Charter School shall send written notification to the parents which shall inform the parents of their right to receive a copy of the material to be destroyed. The Charter School shall not destroy education records containing information necessary for the education of an exceptional student who is enrolled or has been enrolled in an education program operated by the school. Except as is stated in the above paragraph of this subsection, nothing in this section shall be construed to mean that the Charter School is required to destroy education records and the Charter School Administration is directed to implement any procedures necessary to maintain student records consistent with this policy and applicable state and federal laws and regulations.



|              |                               |
|--------------|-------------------------------|
| Book         | Policy Manual                 |
| Section      | 2000 Students                 |
| Title        | Title IX Complaint Procedures |
| Code         | 2065-AR-1                     |
| Status       | Active                        |
| Adopted      | September 8, 2020             |
| Last Revised | September 12, 2023            |

Once a formal complaint is filed, the student may seek either an informal or formal resolution of his or her complaint:

#### **A. Informal**

When a Title IX Coordinator receives a complaint, the Title IX Coordinator may offer an informal resolution process. An informal resolution process is only appropriate if each party enters the process voluntarily and the respondent is a student. The Charter School will not force, threaten, or require any party, complainant or respondent, into participating in informal resolution.

The Charter School will provide a facilitator to oversee the informal resolution process who is free from conflicts of interest or bias, and who has received special training.

The Charter School will provide both complainants and respondents with notice of the allegations, notice of their rights, information about whether an informal process is confidential, and about withdrawing from the process.

Any party, at any time, can decide to stop participating in an informal resolution process and instead go to a formal process.

#### **B. Formal**

A formal complaint is an official document alleging sexual harassment. Any student (or any parent of a student) who believes that his or her Title IX rights have been violated may file a complaint requesting a formal investigation into the allegations. Formal complaints shall be taken in writing by the Title IX Coordinator and signed by the complainant. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail at the Title IX Coordinator's posted contact information on the Charter School's website.

In cases where an alleged victim does not file a formal complaint, a Title IX Coordinator might file a complaint and initiate grievance procedures where discipline is appropriate.

A thorough and complete investigation shall be conducted by the Title IX Coordinator.

This investigation shall determine: (1) whether or not the conduct occurred; (2) whether the conduct constitutes a violation of this policy, and, (3) if the conduct was a violation, what actions the Charter School will take to end the violation.

To the extent possible and allowed by law, confidentiality shall be maintained within the confines of the investigation of the alleged prohibited behavior. All parties will be treated with dignity and due process. The Charter School is not allowed to access a party's personal records if they are maintained by a physician,

psychiatrist, psychologist, or other professional for the purpose of treatment to the party, without consent.

### C. Dismissals:

The Charter School **must** dismiss a complaint:

- That does not describe conduct that meets the definition of sexual harassment;
- That alleges sexual harassment that did not occur in the Charter school's educational program or activity;
- That alleges sexual harassment that did not occur in the United States.

The Charter School **may** dismiss a complaint:

- If the complainant notifies the Title IX Coordinator in writing that the complainant wishes to withdraw the formal complaint or some of its allegations;
- If the respondent is no longer enrolled or employed by the Charter school;
- If specific circumstances prevent the Charter school from gathering specific evidence sufficient to reach a determination about the allegation.

When the Charter School dismisses a formal complaint, or any allegations in it, the Charter School must promptly send written notice of the dismissal to the parties. That notice must also clearly state the reasons. The Charter School can still address dismissed Title IX complaints under the Student Code of Conduct, even if the misconduct is not sexual harassment under Title IX.

### D. Conducting Investigations

The Title IX Coordinator receiving a complaint, including a Title IX complaint, shall take the details of the complaint in writing and have the complainant sign it. All Title IX complaints against a student shall be received, investigated and disposed of in accordance with the procedures set forth in this Policy.

- Upon receipt of the complaint, the Title IX Coordinator must provide the parties with written notice including the names of the parties, the date and location of the alleged misconduct, and a description of the alleged misconduct. The notice must further:
  - Provide the allegations and facts that would constitute sexual harassment
  - State the presumption of innocence
  - A statement that the parties are entitled to an advisor of their choice
  - A statement that the parties can request to inspect and review certain evidence
  - Provide information regarding the Charter School's Code of Conduct and penalties for false statements.
  - If additional allegations come to light, notice must be supplemented.
- The Title IX Coordinator shall meet with every complainant and respondent. The complainant may have his or her Parent(s) present during any such meeting. The respondent, if he or she is a student, shall also have the right to have his or her parent(s) present at any meetings with the Title IX Coordinator as well.
- The Charter School shall provide written notice of the date, time, location, participants, and purpose of all interviews, or other meetings, with sufficient time for the party to prepare.
- The Respondent is presumed not responsible during the investigation.
- From these meetings, the Title IX Coordinator will conduct an adequate, reliable, and impartial investigation of complaint(s), which includes interviewing and obtaining statements from any witnesses of both the complainant and alleged perpetrator, and the review of all evidence presented. Parties will be provided updates until a determination is made in writing.
- No information protected by a legal privilege, such as the attorney-client privilege, or the doctor-patient privilege, can be used during an investigation unless the person holding that privilege has waived it.
- After gathering evidence, the Charter School must prepare an investigative report on the allegations of the formal complaint. The report, along with physical evidence (including written witness statements), must be provided to the parties. The Charter School will give each party ten (10) days to respond to the evidence in writing. The Charter School will review and consider the response of any party before making a final determination. After allowing time for a response, the Charter School will then finalize the report and submit it to the parties at least ten (10) days prior to any determination of responsibility or a hearing.



## E. Hearings/Final Determination of Responsibility

- Final Determinations of Responsibility will only be provided after a Hearing.
- For the purposes of this Policy, a Hearing is defined as either a live hearing or the opportunity for both parties to submit written questions prior to the issuance of a Final Determination.
- The Charter School has the option to hold a live hearing. If a live hearing is held, the complainant can request that he/she be in a separate room from the respondent, with technology allowing everyone to see/hear each other. A court reporter will be present at a live hearing and a transcript will be provided to all parties at the conclusion of the hearing.
- The Charter School shall provide written notice of the date, time, location, participants, and purpose of the hearing, with sufficient time for the party to prepare.
- If a live hearing is held, the Charter School must provide each party with an advisor, of the Charter school's own choosing, free of charge, solely for the purpose of conducting cross examination on that party's behalf. **No party is ever allowed to personally cross examine anyone.** Live cross examination must only be done through an attorney or advisor provided by the Charter School.
- In the absence of a live hearing, the Charter School will provide the parties equal opportunity to submit relevant, written questions to each other, before the Charter School reaches a determination of responsibility. If a party refuses to answer any questions, the party must state the reasons why.
  - Questions and evidence about the complainant's prior sexual history are not relevant, except:
    - Where such information is offered to prove that someone other than the respondent committed sexual harassment
    - Where it relates to sexual behavior between the complainant and respondent and if offered to prove consent.
- If a party or witness chooses not to appear at a live hearing, or not to answer cross examination questions, the decision-maker excludes that party or witness's statements and evaluates any evidence that does not include those statements.
- A neutral decision maker, who did not prepare the investigatory report, will preside over the hearing and make the final determination of responsibility.
- The neutral decision maker will not make inferences about the determination regarding responsibility based on the fact that a party or witness did not come to the hearing or submit answers to cross examination.
- The neutral decision maker will make a determination on whether the respondent is responsible within sixty (60) days of the receipt of a complaint unless good cause is shown. Good cause can include law enforcement activities, the absence of a party or witness, the absence of a party's advisor of choice, or the need to provide language assistance or accommodation of a disability.
- The complaint will be decided using a preponderance of the evidence standard (*i.e.*, it is more likely than not that sexual harassment or violence occurred).
- The determination will be in writing, and include:
  - The Charter School Policies that were violated
  - Standard of proof used
  - A description of the procedural steps that were taken by the Charter school
  - A findings of fact section
  - A section that draws conclusions after applying the facts to the applicable portions of the Charter school's policies
  - A statement and rationale for the ultimate determination of responsibility
  - Disciplinary sanctions that the Charter school will impose on the respondent
  - Possible remedies for the complainant (see supportive measures above)
  - A statement of the remedies provided to the complainant and rationale, addressing how those remedies will restore or preserve equal access
  - The right and procedure for each party to file an appeal.
- The determination will be provided to both parties simultaneously.

- Both parties have ten (10) days to file an appeal.
- Discipline for a respondent found responsible for sexual harassment can include but not be limited to in-school suspension, out-of-school suspension, or expulsion. If the Title IX Coordinator or the CEO believes that expulsion against an accused student may be appropriate, then a formal hearing shall be held pursuant to the Pennsylvania Code of Regulations, 22 Pa.Code §12.6 and §12.8. The formal disciplinary procedures contained in the Charter School's Code of Conduct shall be followed for such hearings to assure due process protection for the respondent.
- Even though FERPA limits disclosure of certain information in disciplinary proceedings, the Charter School will disclose information to the complainant about the sanction imposed on the perpetrator when the sanction directly relates to the complainant. This could include an order that the perpetrator stay away from the complainant, or that the perpetrator is prohibited from attending the Charter School for a period of time, or is transferred to other homeroom/classes in the Charter School building.
- The Title IX Coordinator is responsible for carrying out the remedies contained in the written decision.

#### **F. Appeals**

- Both the complainant and respondent are permitted to appeal a determination of responsibility.
- Appeals can be taken:
  - After a dismissal before the grievance process, whether mandatory or discretionary
  - At the end of the grievance process
- Grounds for Appeal
  - A procedural irregularity affected the outcome of the matter
  - New evidence has been discovered that was not reasonably available at the time of the determination on responsibility or dismissal
  - A conflict of interest on the part of a Title IX Coordinator, an investigator who compiled evidence, or a decision maker, and the conflict of interest affected the outcome
- Appeals will be referred to the Charter School Board of Trustees, unless the Board has or is scheduled to preside over a formal disciplinary hearing pursuant to 22 Pa.Code §12.6 and §12.8. In those cases, the Charter School Board of Trustees will appoint a neutral hearing officer to hear appeals of a determination of responsibility who is 1) not an employee of the Charter school, 2) not the investigator of the complaint, and 3) not the neutral decision-maker who made the initial determination.
- Both parties will have equal opportunities to submit a written statement supporting or challenging the outcome to the Board of Trustees or neutral hearing officer
- After considering the parties' written statements, the Board of Trustees or neutral hearing officer must issue a written decision and send it to the parties simultaneously. This decision is final.



|              |                    |
|--------------|--------------------|
| Book         | Policy Manual      |
| Section      | 2000 Students      |
| Title        | Title IX           |
| Code         | 2065               |
| Status       | Active             |
| Adopted      | May 29, 2020       |
| Last Revised | September 12, 2023 |

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*, protects students from discrimination based on sex in educational programs or activities that receive Federal financial assistance. Title IX states that:

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by a recipient, which receives Federal financial assistance.

This policy reaffirms the commitment of the 21st Century Cyber Charter School ("Charter School") to comply with Title IX. This policy covers student on student as well as employee on student sexual harassment.

### **When Does Title IX Apply?**

Title IX covers sexual harassment that happens in a school's "education program or activity." This includes locations, events, and circumstances where a school exercises substantial control over the context of the alleged harassment and the person accused of committing the sexual harassment.

### **Sexual Harassment**

Title IX prohibits the following conduct on the basis of sex that satisfies one or more of the following:

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity.
- School employee conditioning educational benefits on participation in unwelcome sexual conduct, otherwise known as "Quid pro Quo" harassment.
- "Sexual assault," as defined in 20 U.S.C. 1092(f)(6)(A)(v) "dating violence," as defined in 34 U.S.C. 12291(a)(10) "domestic violence," as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30)

### **Charter School's Response to Allegations/Knowledge of Sexual Harassment**

Once the Charter School has actual knowledge of sexual harassment or allegations of sexual harassment, the Charter school must respond or take action.

The Charter School has "actual knowledge" when it has been given notice that a person may have been victimized by sexual harassment. Any person, whether the alleged victim or a parent, friend, or bystander, has the right to report sexual harassment to put the Charter school on notice. A report to any school employee will result in the Charter School having "actual knowledge." Further, Charter School personnel who personally witness sexual harassment can mean that the Charter School has "actual knowledge."

The Charter School cannot be “deliberately indifferent” in responding to a complaint of sexual harassment. That means that it cannot be “clearly unreasonable” in light of the known circumstances. Upon receipt of a complaint, the Title IX Coordinator must act promptly, and must provide the following information to the complainant:

- The availability of supportive measures
- The right to file a complaint
- How to file a complaint

### **Supportive Measures:**

Supportive measures are free, individualized services designed to restore or preserve equal access to education, protect or preserve equal access to education, protect safety, or deter sexual harassment. A complainant does not need to file a formal complaint for him/her to receive supportive measures. Supportive measures are intended to support a student and are not punitive or disciplinary with respect to another student. These measures do not unreasonably burden any other person. Each student, the complainant and respondent, must have equal access to education prior to any determination of responsibility.

Examples of supportive measures include:

- Counseling
- Extension of deadlines
- Modification of work or class schedules
- Escort services
- Mutual restrictions on contact between individuals

The Title IX Coordinator is responsible for implementing these supportive measures and must consider the alleged victim’s wishes when it comes to requests for supportive measures. Generally, these measures must remain confidential.

### **Title IX Coordinator:**

Per Title IX federal funding mandates, the Charter School shall designate a Title IX Coordinator whose duties will include:

- a. receiving reports from victims and third parties of sexual discrimination or sexual harassment in person or by mail, telephone, email, or any other means that results in the Title IX Coordinator receiving the report at any time, including nonbusiness hours;
- b. oversee mandated (seven-year) recordkeeping regarding investigations, appeals, informal resolutions, and training for Coordinator, investigators and decision-makers on the definition of sexual harassment in the Final Rule, the application of the Title IX policy, how to make relevancy determinations (including how to apply rape shield protections for complainants), the Charter School’s education program or activity, and the grievance process, including how to conduct investigations, hearings (including technology for live hearings), appeals, informal resolution processes, how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
- c. maintaining current contact information in Charter School’s nondiscrimination notices and website;
- d. ensuring Charter School is compliant with Title IX, coordinating the investigation and disciplinary process and looking for patterns or systematic problems with compliance to ensure Charter School fulfills federal obligations;
- e. signing formal complaints alleging sexual harassment;
- f. receiving notice of sexual harassment or allegations of sexual harassment (or authorized Charter School representative authorized to institute corrective measures), triggering actual knowledge designation;
- g. upon receipt of a complaint, providing prompt info to complainants about availability of supportive measures, the right to file a complaint and how to file a complaint and consideration of complainant’s wishes regarding supportive measures;
- h. ensuring the Charter School grievance process and the Title IX Coordinator, investigator, decision-maker and facilitator of an informal resolution process is free of conflicts of interest or bias against a party;
- a. dismissing a complaint (1) when complainant provides written notice to the Title IX Coordinator to do so, (2) when allegations do not constitute sexual harassment, (3) if the allegations did not occur in the Charter School’s educational program or activity, (4) if the allegations did not occur in the United States, (5) if respondent is no longer enrolled or employed by the Charter School, or (6) when specific circumstances prevent the gathering of evidence sufficient to reach a determination;
- j. coordinating Charter School efforts to comply with Title IX; and
- k. respecting a complainant’s wishes regarding whether the Charter School investigates, unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances;

The Charter School's Title IX Coordinator's duties do not include:

- a. the ability to be named the decision-maker tasked with issuing a written determination regarding responsibility with findings of fact, conclusion about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent and whether remedies will be provided to the complainant (Title IX Coordinator or the investigator cannot be named decision-maker);
- b. the ability to be named as the decision-maker on any appeal (cannot be the same person as the initial decision-maker on the formal complaint, the investigator, or the Title IX Coordinator);
- c. any other job responsibility that creates a conflict of interest with responsibilities under Title IX;
- d. becoming a complainant or a party during the grievance process upon the signing of a formal complaint; and
- e. a requirement that the Title IX Coordinator file a formal complaint any time the Charter School received notice of multiple reports against a particular respondent and corresponding safe harbor.

### **Grievance Procedures**

Procedures outlining the Title IX Grievance Process that are consistent with this policy and final rules from the United States Department of Education are attached to this policy.

The Charter School will follow a grievance process that complies with the Final Rule before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

The Charter School will not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with Title IX. The Charter School will investigate sexual harassment allegations in any formal complaint, which can be filed by a complainant, or signed by a Title IX Coordinator.

It is the policy of the Charter School during the grievance process to treat complainants and respondents equitably. That includes providing remedies to a complainant if a respondent is found responsible, and by following these policies in imposing discipline on the respondent.

The Title IX Coordinator shall be capable of conducting a thorough and complete investigation and shall seek advice and assistance from the Board of Trustees if the Title IX Coordinator believes that he or she lacks the capacity to conduct a thorough and complete investigation of the alleged misconduct. If the Title IX Coordinator or the CEO is the one accused of sexual harassment, or the Title IX Coordinator has bias or a conflict of interest, the Board will appoint a qualified individual who is not employed by the Charter School to conduct the investigation.

If the Title IX Coordinator submits the complaint, the Title IX Coordinator must recuse him/herself from the investigation and allow the Board to appoint a qualified individual who is not employed by the Charter School to conduct the investigation.

Once the Title IX Coordinator completes his/her investigatory report, the case will be turned over to a neutral decision maker for the hearing process. A neutral decision maker must be a person(s) who is free from all conflicts of interest or bias for or against complainants or respondents and must receive special training about how to be impartial and how to decide what evidence is relevant.

A school can remove a respondent from the Charter school's educational programs or activities on an emergency basis if the respondent poses an immediate threat to anyone's physical health or safety. If the respondent is an employee, the Charter school may place the employee on administrative leave pending the investigation.

No one will be forced, threatened, coerced, or discriminated against for choosing not to be a part of this grievance process.

Both complainant and respondent have equal rights throughout the entire investigation and hearing process, including, but not limited to, the opportunity to present witnesses and evidence, including expert witnesses, as well as inculpatory and exculpatory evidence. The Charter School will further comply with all disability laws to ensure that all participants are appropriately accommodated.

The Charter School will maintain and make publicly available on its website all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process (or available in response to a request from the public if it does not maintain a website).

The Charter School shall designate an individual as its Title IX Coordinator and publish the Coordinator's name, title, office address, email address and phone number on its website, notifying applicants for admission or employment, students, parents, legal guardians, employees, and unions of this designation. Designating one employee as the Title IX Coordinator ensures that students and employees know that notifying the Title IX Coordinator triggers the Charter School's legal obligations to respond to sexual harassment under the regulations.

## **Training**

Title IX mandates that Charter School employees that address sexual violence complaints have appropriate training. The U.S. Department of Education (ED) recommends that teachers, campus security, administrators, counselors, nurses, cleaning staff, coaches, and others likely to receive reports be trained on how to identify and report sexual harassment and violence.

Per the Department of Education, the Charter School will:

1. Ensure that responsible employees with the authority to address sexual violence know how to respond appropriately to reports of sexual violence;
2. That other responsible employees know that they are obligated to report sexual violence to appropriate school officials; and
3. That all other employees understand how to respond to reports of sexual violence.

The Charter School will ensure that counselors and advocates understand the extent to which they may and will keep a report confidential.

The Charter School will provide training to all employees likely to witness or receive reports of sexual violence, including teachers, campus security, school administrators, school counselors, general counsels, athletic coaches, and nurses.

The Charter School will train responsible employees to inform students of:

1. The reporting obligations of responsible employees;
2. Students' option to request confidentiality and available confidential advocacy, counseling, or other support services; and
3. Their right to file a Title IX complaint with the Charter School and to report a crime to campus security or local law enforcement.

The Charter School will ensure that the Title IX Coordinator, investigator, decision-maker, and/or facilitator of an informal resolution process be free of conflicts of interest or bias against a party and that such Charter School Title IX personnel be trained on the application of the Title IX Policy, the definition of sexual harassment in the Final Rule, the scope of the Charter School's education program or activity, how to conduct an investigation and grievance process, including hearings (and technology to be used at a live hearing), appeals, and informal resolution processes, as applicable, and how to make relevancy determinations (and applying rape shield protections for complainants) and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The Charter School shall maintain and make publicly available on its website all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process (or available in response to a request from the public if it does not maintain a website).

The training materials must be impartial and not rely on sex stereotypes.

Additionally, the Charter School will ensure that staff members are capable of providing culturally competent counseling to all complainants. It will ensure that its counselors and other staff who are responsible for receiving and responding to complaints of sexual violence, including investigators and hearing board members, receive appropriate training about working with Lesbian/Gay/Bi-sexual/Transgender and gender-nonconforming students and same-sex sexual violence.

The Charter School will also ensure that any reporting forms, information, or training about sexual violence be provided in a manner that is accessible to students and employees with disabilities, for example, by providing electronically-accessible versions of paper forms to individuals with print disabilities, or by providing a sign language interpreter to a deaf individual attending a training.

To ensure that students understand their rights under the laws cited herein, the Charter School will provide age-appropriate training to its students regarding Title IX and sexual violence. Training may be provided separately or as part of the Charter School's broader training on sex discrimination and sexual harassment.

The Charter School may include these education programs in its orientation programs for new students, faculty, staff, and employees, training for student athletes and coaches, and assemblies and "back to school nights." These programs will include a discussion of what constitutes sexual harassment and sexual violence, the Charter School's policies and disciplinary procedures, and the consequences of violating these policies.

The Charter School also will include such information in their employee handbook and any handbooks that student athletes and members of student activity groups receive. These materials will include where and to whom students should go if they are victims of sexual violence. These materials also will tell students and Charter School employees what to do if they learn of an incident of sexual violence.

#### **Other Reporting Requirements in Compliance with Local and State Laws:**

If the complaint involves sexual assault, rape or conduct of a criminal nature, the local Police Department shall be contacted and a report of the incident made by the Charter School, in accordance with law enforcement. A report must also be made by the mandatory reporter to ChildLine and the Department of Public Welfare in accordance with the Charter School's Board approved Mandatory Reporter Policy. If there is any question of whether the conduct complained of constituted criminal activity, the Charter School's Board Solicitor should be contacted immediately. Knowledge of a law enforcement investigation does not relieve the Charter School of its independent obligation to investigate the misconduct.

Documents regarding substantiated charges of sexual harassment shall be placed in the accused student's file. Documents regarding unsubstantiated charges shall not be placed in student files, but shall be maintained by the Board of Trustees in a confidential file established expressly for retaining Title IX complaints against students.

#### **Retaliation:**

Charging an individual with code of conduct violations that do not involve sexual harassment, but arise out of the same facts or circumstances as a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX constitutes retaliation.

The Charter School will keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding.

Complaints alleging retaliation may be filed according to the Charter school's prompt and equitable grievance procedures. The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX grievance proceeding does not constitute retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

#### **CONCLUSION**

If any section of this procedure is declared invalid, the remaining sections shall remain valid and unaffected.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|              |                                           |
|--------------|-------------------------------------------|
| Book         | Policy Manual                             |
| Section      | 2000 Students                             |
| Title        | Transgender and Gender Conforming Student |
| Code         | 2066                                      |
| Status       | Active                                    |
| Adopted      | November 10, 2020                         |
| Last Revised | November 8, 2022                          |

Pursuant to Section 9-1133(2)(a) of the Philadelphia Fair Practices Ordinance, the following uniform policy of non-discrimination shall apply.

**DEFINITIONS:**

"Institutions Serving Youth" Entities or organizations that provide educational, recreational, residential, or similar services to youth, in a setting in which the Institution is responsible for the care of a youth population and for adopting and enforcing general rules of conduct.

"Sex assigned at birth" The classification, either male or female, that a doctor assigns to an individual at birth. This differs from biological sex, which encompasses sex traits, both external and internal, including genitals, hormones, chromosomes, internal reproductive organs, etc.

"Gender identity" An individual's deeply held sense or psychological knowledge of their own gender, regardless of the sex they were assigned at birth. Individuals determine their own gender identity and gender identity may change over time.

"Cisgender" Individuals whose gender identity is consistent with their sex assigned at birth.

"Transgender" Individuals whose self-determined gender identity is different from sex classification assigned to them at birth.

"Gender expression" The way a person expresses gender to others, such as through behavior, clothing, hairstyles, activities, voice or mannerisms.

"Gender nonconforming" Individuals whose gender expression and/or gender identity falls outside the traditional male-female definitions.

"Gender-neutral pronouns" Pronouns used by some transgender and gender nonconforming people, such as they/them/their (singular).

"Social Transition" a change in any combination of the following: name, pronouns, gender identity, or gender expression. Social transition does not necessarily involve any legal name change or medical intervention and does not need to be certified by a doctor or therapist.

"Youth" A collective term applied to individuals who are less than 18 years of age.

"Questioning" The process of self-exploration and self-discovery about one's gender identity, often involving unlearning one's assigned gender and learning a new one. There is no timetable for this process.



**GUIDANCE:**

This policy covers conduct that takes place in the Institution serving youth ("Institution"), on Institution property, at Institution-sponsored functions and activities. This policy also pertains to usage of electronic technology and electronic communication that occurs in the Institution, on Institution property, at Institution-sponsored functions and activities, and on Institution computers, networks, forums, and mailing lists. This policy applies to entire Institution community, including educators, Institution staff, youth, parents, and volunteers.

**Names/Pronouns**

A youth has the right to be addressed by a name and pronoun that corresponds to the youth's gender identity. The name and pronouns with which the youth identifies shall be used in all interactions between them and Institution staff and youth, as well as on written records including class rosters, report cards, letters from the Institution, transfer forms, and photo ID. A court-ordered name or gender change is not required, nor is evidence of therapy or medical transition. The intentional or persistent refusal to respect a youth's gender identity (for example, intentionally referring to the youth by a name or pronoun that does not correspond to the youth's gender identity) is a violation of this policy.

**Privacy and Confidentiality**

All persons, including youth, have a right to privacy, and this includes the right to keep one's transgender identity private at the Institution. Information about a youth's transgender identity, legal name, or sex assigned at birth also may constitute confidential medical information. Institution personnel should not disclose information that may reveal a youth's transgender identity or gender nonconformity to others, including parents and other Institution personnel, unless the youth has authorized such disclosure. Transgender and gender nonconforming youth have the right to discuss and express their gender identity and expression openly and to decide when, with whom, how much and whether to share private information.

**Gender-Segregated Activities**

To the extent possible, the Institution shall reduce or eliminate the practice of segregating youth by gender. In situations where youth are segregated by gender, youth will be included in the group that corresponds to their gender identity. As a general matter, the Institution should evaluate all gender-based activities, rules, policies, and practices, including classroom activities, Institution ceremonies, and Institution photos and maintain only those that have a clear and sound pedagogical purpose. Youth shall be permitted to participate in any such activities or conform to any such rule, policy, or practice consistent with their gender identity.

**Gender-Neutral Language**

To the extent possible, the Institution should use gender-neutral language in written communication with all youth and families, regardless of youth's gender identity. This included employing "they" (singular) instead of "he/she."

**Restroom Access**

Youth shall have access to the restroom that corresponds to their gender identity. Any youth who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a single stall restroom, but no youth shall be required to use such a restroom.

**Locker Room Access**

Youth shall have access to the locker room that corresponds to their gender identity. Any youth who has a need or desire for increased privacy, regardless of the underlying reason, should be provided with a reasonable alternative changing area such as the use of a private area. Any alternative arrangement should be provided in a way that protects the youth's ability to keep their transgender identity confidential.

**Physical Education Classes & Intramural Sports**

Transgender and gender nonconforming youth shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity.

**Interscholastic Competitive Sports Teams**

Participation in competitive athletic activities and contact sports will be resolved on a case-by-case basis.

**Dress Codes**

Transgender and gender nonconforming youth have the right to dress in a manner consistent with their gender identity or gender expression. Institutions may not adopt dress codes that restrict youth clothing or appearance on the basis of gender. In describing dress codes, Institutions serving youth should employ gender-neutral language rather than specify separate "girl" and "boy" uniforms.

**Training Requirement**

All Institution personnel shall be trained regarding this policy.

Discrimination/Harassment

It is the responsibility of the Institution to ensure that transgender and gender nonconforming youth have a safe environment. This includes ensuring that any incident of discrimination, harassment, or violence is given immediate attention, including investigating the incident, taking appropriate corrective action, and providing youth and staff with appropriate resources. Complaints alleging discrimination or harassment based on a person's actual or perceived transgender identity or gender nonconformity are to be handled in the same manner as other discrimination or harassment complaints.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|         |                           |
|---------|---------------------------|
| Book    | Policy Manual             |
| Section | 2000 Students             |
| Title   | Official Name Change Form |
| Code    | 2066-AR-1                 |
| Status  | Active                    |
| Adopted | November 8, 2022          |

The 21st Century Cyber Charter School ("21CCCS") recognizes that members of its community use names other than their legal or official names first provided to the school to identify themselves. For some students and employees, a chosen first name may be an important component of their identity. Therefore, 21CCCS has established a guideline that allows students and employees to indicate their first name 21CCCS community even if they have not changed their official/legal names.

ID Number: \_\_\_\_\_

If the chosen first name of the student/employee is not the same first name as recorded on the birth certificate and it has not been changed by a legal procedure as prescribed by state law, please complete the following:

First name as shown on birth certificate: \_\_\_\_\_

First name chosen: \_\_\_\_\_

Gender as shown on birth certificate: \_\_\_\_\_

Chosen gender identification: \_\_\_\_\_

Date of birth: \_\_\_\_\_

I/We hereby state that I/we have not changed the name through any court or other legal procedure. I/we further state that I/we prefer to have myself/student known in 21CCCS as, and school records reflect, the name stated on line b above.

*Exceptions will be on the permanent record, all state testing records and the health card which contains legal names.*

Date: \_\_\_\_\_

Parent(s) / Guardian(s) signature (needed for student first name change):

\_\_\_\_\_

**INSTRUCTIONS:**

1. Form should be completed at Building Level Counseling Office (for students) and Personnel Office (for employees).
2. Parent signature for student first name change is required.
3. Keep a copy of this form, another copy to Registration and original to Student Services or Personnel Office.
4. NOTE: If either legal parent objects to the use of chosen first name by a student under age 18 (through written notification with school), the legal name will be used.

By making the above request, I am aware of the following:

Students:

- All school attendance forms will have the chosen first name.
- All school schedules will have the chosen first name.
- All state testing (PSSA, Keystone), PA secure ID, state reporting for funding and accountability will have the legal birth name and gender until official court documents are made available to change permanent records.
- Graduation program and diploma can be issued in legal birth name and/or chosen first name.
- The official transcript will show as the chosen first name assigned within the 21CCCS student management system.



|         |                                                                  |
|---------|------------------------------------------------------------------|
| Book    | Policy Manual                                                    |
| Section | 2000 Students                                                    |
| Title   | Dual Enrollment Agreements with Institutions of Higher Education |
| Code    | 2067                                                             |
| Status  | Active                                                           |
| Adopted | November 8, 2022                                                 |

The Board of Trustees ("Board") recognizes the importance of providing students with the opportunity to succeed in both secondary and post-secondary educational pursuits. Accordingly, it shall be the Policy of 21st Century Cyber Charter School (the "Charter School") pursuant to 24 P.S. §15-1525, that the Charter School enter into a Dual Enrollment Agreement ("Agreement") with an Institution of Higher Education approved to operate in the Commonwealth of Pennsylvania in order to allow students to attend the Institution of Higher Education while the students are enrolled in the Charter School.

Coverage:

This Policy shall cover any Agreement between the Charter School and an Institution of Higher Education approved to operate in the Commonwealth of Pennsylvania ("Commonwealth") which satisfies the requirements of 24 P.A. §15-1525 and which allows for dual enrollment of secondary school students enrolled in the Charter School in an Institution of Higher Education for the purpose of receiving credit(s).

Agreements:

The Charter School Administration is tasked with seeking out and obtaining proposals for Agreements for presentation and approval by the Board.

Any Agreement covered by this Policy shall be between the Charter School and an Institution of Higher Education approved to operate in the Commonwealth.

Any Agreement covered by this Policy shall be structured so that secondary school students receive credit at or through an Institution of Higher Education approved to operate in the Commonwealth.

The Charter School shall enter into and/or renew at least one (1) such Agreement on or before July 31, 2023, and each school year thereafter.

The Charter School, upon Board approval may enter into additional Agreements with additional Institutions of Higher Education approved to operate in the Commonwealth.

An Agreement covered by this Policy shall outline, with specificity, ALL requirements for a secondary school student seeking enrollment and/or admission to the Institution of Higher Education including, but not limited to, the deadlines for application, any and all required documentation to accompany an application, and/or any applicable GPA and/or grade-level requirements for admission.

An Agreement covered by this Policy shall outline, with specificity, ALL costs and fees for a secondary school student attending an Institution of Higher Education, including, but not limited to: application costs, tuition, fees, transportation costs, cost of supplies and/or related materials. The Agreement shall provide which portion of the outlined costs will be covered by the Institution of Higher Education, the Charter School and/or the secondary school student.

An Agreement covered by this Policy shall outline, with specificity, any and all steps to be taken by the Institution of Higher Education, the Charter School and/or the secondary school student to ensure the safety of the secondary school student while attending the Institution of Higher Education including, but not limited to, the means of transportation to and from the Institution of Higher Education, the facilities which the secondary student may be permitted to access, and/or the supports, and/or services available to the secondary school student.

#### Courses and Credits:

The Credits earned under an Agreement covered by this Policy shall be the same credits offered to postsecondary school students enrolled at the Institution of Higher Education.

Under an Agreement covered by this Policy, secondary school students may also receive credits toward the completion of courses required by the Charter School for graduation.

An Agreement covered by this Policy shall allow secondary school students to attend courses at an Institution of Higher Education in-person, online, or a combination of in-person and online.

When possible, the courses for which a secondary school student receives credit under an Agreement covered by this Policy shall be aligned to the graduation requirements of the Charter School.

Credits received by a secondary school student attending an Institution of Higher Education under an Agreement covered by this Policy shall be weighed in a manner similar to Advanced Placement Program credits, International Baccalaureate Diploma Program credits, or Cambridge advanced course credits in the Charter School's grading system for both academic and technical courses.

When possible, the courses offered by an Institution of Higher Education through an Agreement covered by this Policy shall supplement and not supplant courses offered by the Charter School to secondary school students.

The secondary school student shall be responsible for complying with the requirements of the Institution of Higher Education for transfer of credits to the Charter School upon successful course completion.

#### Admissions and Enrollment:

A secondary school student seeking to enroll in a course at an Institution of Higher Education under an Agreement covered by this Policy must obtain prior approval from the Charter School before beginning the application and/or enrollment process.

A secondary school student seeking to enroll in a course at an Institution of Higher Education under an Agreement covered by this Policy must meet the specific requirements of the Institution of Higher Education as set forth in the Agreement, including, but not limited to timeliness requirements for submission of applications, enrollment forms, letters of recommendation and/or transcripts, GPA requirements and/or grade-level requirements.

The Charter School reserves the right to prohibit a secondary school student from enrolling in a course at an Institution of Higher Education under an Agreement covered by this Policy for any reason, including, but not limited to, failure to meet the specific requirements of the Institution of Higher Education, previous failure of the course, failure to obtain prior approval from the Charter School for enrollment, and/or previous failure to complete required coursework.

#### Reporting:

No later than July 31, 2023, and every school year thereafter, the Charter School shall provide to the Pennsylvania Department of Education the number and form of Agreements entered into under this Policy, the number of secondary school students participating in Agreements covered by this Policy, and the total number of credits earned.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|         |                                                                      |
|---------|----------------------------------------------------------------------|
| Book    | Policy Manual                                                        |
| Section | 2000 Students                                                        |
| Title   | Parent and Family Members Engagement Policy for Title I Requirements |
| Code    | 2068                                                                 |
| Status  | Active                                                               |
| Adopted | September 12, 2023                                                   |

#### **PURPOSE:**

The 21<sup>st</sup> Century Cyber Charter School ("Charter School") will develop, jointly with teachers, principals, program administrators, and parents and family members of participating children, a Title I Parent and Family Members Engagement Policy. This policy shall be incorporated into any Charter School consolidated application for selected programs funded under Every Student Succeeds Act (ESSA).

The ESSA serves as the latest reauthorization of the Elementary and Secondary Education Act of 1965 (ESEA) which was last reauthorized in 2002 as the No Child Left Behind Act (NCLB). Since its inception, the intent of the law has been to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps. Parent and family engagement and consultation have always been a key piece of the law, focused on the low-income parents of "Title I-participating" children.

Title I is a 100% federally funded supplemental education program that provides financial assistance to local educational agencies ("LEAs") to improve educational opportunities for educationally deprived children. Title I programs are designed to help children meet the state content and performance standards in reading, language arts, and mathematics. For LEAs with 40% or more of their students designated as coming from poverty, the Title I funds may be used to upgrade the entire curriculum of the Charter School as Schoolwide Programs. For LEAs with less than 40% poverty rates, programs are designed to help specific children and are targeted assisted programs. LEAs and district schools are subject to consequences of school choice and supplemental education services if they do not meet adequate yearly progress as determined by the State Educational Agency.

In order to receive Title I funds, LEAs must conduct outreach to parents and family members and must implement programs, activities and procedures for the involvement of parents and families in Title I-funded activities. Each LEA must jointly develop with and distribute to families, in a language they can understand, a written Parent and Family Engagement Policy. This policy must be periodically updated to reflect the needs of families and be incorporated into the LEA's school improvement plan.

The Charter School, as an LEA, welcomes the participation of parents and family members in support of student learning and recognizes that parental and familial engagement increases the opportunities for student success. It is the policy of the Charter School to foster and maintain ongoing communications with parents and family members concerning their opportunities for involvement, their child's eligibility for special programs, their child's educational progress, the professional qualifications of their child's teachers, and the status of their child's school. The Charter School strives to provide such information in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language that parents can understand. To the extent practicable, the Charter School shall also provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and Charter School reports required under Section 1116 in a format and, to the extent practicable, in a language such parents understand. Communications with parents shall, at all times, respect the privacy of students and their families.

## **RATIONALE UNDERLYING PLAN AND SPECIFIED PLAN PROVISIONS (20 U.S.C. §6312(b)(1-13))**

To ensure that all children receive a high-quality education, and to close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards, each LEA, such as Charter School, shall develop a plan to describe:

- (1)** how the Charter School will monitor students' progress in meeting the challenging State academic standards by—
  - (A)** developing and implementing a well-rounded program of instruction to meet the academic needs of all students;
  - (B)** identifying students who may be at risk for academic failure;
  - (C)** providing additional educational assistance to individual students the Charter School determines need help in meeting the challenging State academic standards; and
  - (D)** identifying and implementing instructional and other strategies intended to strengthen academic programs and improve Charter School conditions for student learning;
- (2)** how the Charter School will identify and address any disparities that result in low-income students and minority students who may be taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers;
- (3)** how the Charter School will carry out its responsibilities if identified by the State for comprehensive support and improvement by meeting in partnership with stakeholders (including principals and other Charter School leaders, teachers, and parents), to locally develop and implement a comprehensive support and improvement plan for the Charter School to improve student outcomes.
- (4)** the services the local educational agency will provide homeless children and youths, including services to support the enrollment, attendance, and success of homeless children and youths, in coordination with the services the local educational agency is providing under the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11301 et seq.);
- (5)** the strategy the local educational agency will use to implement effective parent and family engagement as set forth in this Policy pursuant to 20 U.S.C. §6318;
- (6)** how teachers and Charter School leaders, in consultation with parents, administrators, paraprofessionals, and specialized instructional support personnel, in schools operating a targeted assistance school program will identify the eligible children most in need of services under this part;
- (7)** how the Charter School will implement strategies to facilitate effective transitions for students from middle grades to high school and from high school to postsecondary education including, if applicable—
  - (A)** through coordination with institutions of higher education, employers, and other local partners; and
  - (B)** through increased student access to early college or career counseling to identify student interests and skills;
- (8)** how the Charter School will support efforts to reduce the overuse of discipline practices that remove students from the classroom;
- (9)** any other information on how the Charter School proposes to use funds to meet the purposes of this part, and which may include how to develop effective Charter School library programs to provide students an opportunity to develop digital literacy skills and improve academic achievement.

### **WRITTEN POLICY:**

**A.** Each LEA that receives funds under this part shall develop jointly with, agree on with, and distribute to, parents and family members of participating children, a written parent and family engagement policy. The policy shall be incorporated into the local educational agency's plan developed under 20 U.S.C. § 6312, establish the agency's expectations and objectives for meaningful parent and family involvement, and describe how the Charter School will:

- 1) Involve parents and family members in the joint development of the Title I Plan (20 U.S.C. §6318(a)(2)(A)).
- 2) Involve parents and family members in the process of Charter School review and improvement (20 U.S.C. §6318(a)(2)(A)).



- 3) Provide technical assistance and support in planning and implementing effective parent and family engagement activities to improve student academic achievement and Charter School performance (20 U.S.C. §6318(a)(2)(B)).
- 4) Coordinate and integrate parent and family engagement strategies with other Federal, State, and local laws and programs (20 U.S.C. §6318(a)(2)(C)).
- 5) Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and the effectiveness of the parent and family engagement policy in improving the academic quality of the Charter School, including identifying:
- barriers to greater participation by parents and family members, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
  - the needs of parents and family members to assist with the learning of their children, including engaging with Charter School personnel and teachers; and
  - strategies to support successful Charter School and family interactions (20 U.S.C. §6318(a)(2)(D)).
- 6) Use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family involvement, and revise, if necessary, the Parent and Family Engagement Policy (20 U.S.C. §6318(a)(2)(E)).
- 7) Involve parents and family members in the activities of the Charter School, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members to adequately represent the needs to the population; revising; and reviewing the Parent and Family Engagement Policy (20 U.S.C. §6318(a)(2)(F)).

The Charter School will be governed by the following statutory definition of parental involvement/engagement, and will carry out programs, activities and procedures in accordance with this definition found under 20 USCS § 7801(32):

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other Charter School activities, including ensuring—

- (A) that parents play an integral role in assisting their child's learning;
- (B) that parents are encouraged to be actively involved in their child's education at the Charter School;
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) the carrying out of other activities, such as those described in 20 U.S.C. §6318.

## **B. Reservation of Funding**

### **In general**

The Charter School shall reserve at least one (1) percent of its allocation to carry out the activities described in this section, except that this subparagraph shall not apply if one (1) percent of such agency's allocation for the fiscal year for which the determination is made is \$5,000 or less. This shall not be construed to limit the LEA from reserving more than 1 percent of its allocation to carry out activities described in this section. (20 U.S.C. §6318(a)(3)(A)).

### **Parent and family member input**

Parents and family members of children receiving services under this part shall be involved in the decisions regarding how funds reserved are allotted for parental involvement activities. (20 U.S.C. §6318(a)(3)(B)).

### **Use of funds**

Funds reserved shall be used to carry out activities and strategies consistent with the Charter School's parent and family engagement policy, including not less than one (1) of the following:

- Providing professional development for LEA personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other Charter School leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.

- Supporting programs that reach parents and family members at home, in the community, and at the Charter 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 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 Charter School determines are appropriate and consistent with the Charter School's parent and family engagement policy. (20 U.S.C. §6318(a)(3)(D))

#### **Parental comments**

- If the Plan is not satisfactory to the parents of participating children, the Charter School shall submit any parent comments with such plan when the Plan is submitted to the State.

### **C. Policy involvement**

The Charter School shall:

- (1)** convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of the LEA's participation under this part and to explain the requirements of this part, and the right of the parents to be involved (20 U.S.C. §6318(c)(1));
- (2)** offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement (20 U.S.C. §6318(c)(2));
- (3)** involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the LEA parent and family engagement policy (20 U.S.C. §6318(c)(3));
- (4)** provide parents of participating children--
  - (A)** timely information about programs under this part;
  - (B)** a description and explanation of the curriculum in use at the Charter School, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and
  - (C)** 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 such suggestions as soon as practicably possible (20 U.S.C. §6318(c)(4)); and
- (5)** if the Plan is not satisfactory to the parents of participating children, submit any parent comments on the Plan when the Charter School makes the Plan available (20 U.S.C. §6318(c)(5)).

### **D. Shared responsibilities for high student academic achievement**

As a component of the parent and family engagement policy, a Charter School-parent compact shall be jointly developed that outlines how parents, the entire Charter School staff, and students will share the responsibility for improved student academic achievement and the means by which the Charter School and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall--

- (1)** describe the Charter School's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging 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 (20 U.S.C. §6318(d)(1)); and
- (2)** address the importance of communication between teachers and parents on an ongoing basis through, at a minimum--
  - (A)** 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;
  - (B)** frequent reports to parents on their children's progress;
  - (C)** reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and

**(D)** ensuring regular two-way, meaningful communication between family members and Charter School staff, and, to the extent practicable, in a language that family members can understand (20 U.S.C. §6318(d)(2)).

#### **E. Building capacity for involvement**

To ensure effective involvement of parents and to support a partnership among the Charter School, parents, and the community to improve student academic achievement, the Charter School:

- (1)** shall provide assistance to parents of children served by the Charter School, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children (20 U.S.C. §6318(e)(1));
- (2)** shall provide materials and training to help parents to work with their children to improve their children's achievement, such as: literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement (20 U.S.C. §6318(e)(2));
- (3)** shall educate teachers, specialized instructional support personnel, principals, and other Charter School leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the Charter School (20 U.S.C. §6318(e)(3));
- (4)** shall, 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, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children (20 U.S.C. §6318(e)(4));
- (5)** shall ensure that information related to Charter School parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand (20 U.S.C. §6318(e)(5));
- (6)** may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training (20 U.S.C. §6318(e)(6));
- (7)** may provide necessary literacy training from funds received under this part if the Charter School has exhausted all other reasonably available sources of funding for such training (20 U.S.C. §6318(e)(7));
- (8)** may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and childcare costs, to enable parents to participate in Charter School-related meetings and training sessions (20 U.S.C. §6318(e)(8));
- (9)** may train parents to enhance the involvement of other parents (20 U.S.C. §6318(e)(9));
- (10)** may arrange Charter School meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at the Charter School, in order to maximize parental involvement and participation (20 U.S.C. §6318(e)(10));
- (11)** may adopt and implement model approaches to improving parental involvement (20 U.S.C. §6318(e)(11));
- (12)** may establish a parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section (20 U.S.C. §6318(e)(12));
- (13)** may develop appropriate roles for community-based organizations and businesses in parent involvement activities (20 U.S.C. §6318(e)(13)); and
- (14)** shall provide such other reasonable support for parental involvement activities under this section as parents may request (20 U.S.C. §6318(e)(14)).

#### **F. Accessibility**

In carrying out the parent and family engagement requirements of this part, the Charter School, to the extent practicable, shall 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), including providing student information in a format and, to the extent practicable, in a language such parents understand (20 U.S.C. §6318(f)).

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.



|                     |                                           |
|---------------------|-------------------------------------------|
| Book                | Policy Manual                             |
| Section             | 3000 Employees                            |
| Title               | Code of Professional Practice and Conduct |
| Code                | 3000                                      |
| Status              | Active                                    |
| Adopted             | May 12, 2015                              |
| Last Revised        | November 5, 2019                          |
| Prior Revised Dates | April 16, 2019                            |

### **Background**

The Professional Standards and Practices Commission (PSPC) was required under Act 71 of 1989 to develop a code which would establish statewide standards for professional practice. The code affects all professional educators as defined in the Public School Code, including teachers, administrators, and certified guidance counselors, school nurses, home and school visitor liaison, psychologists, dental hygienists, instructional media specialists, and nutrition specialists.

### **Mission**

The Professional Standards and Practices Commission is committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification, practice and ethical conduct in the teaching practice.

### **Introduction**

Professional conduct defines interactions between the individual educator and students, the employing agencies and other professionals. Generally, the responsibility for professional conduct rests with the individual professional educator. However, in this Commonwealth, a Code of Professional Practice and Conduct for certificated educators is required by statute and violation of specified sections of the Code may constitute a basis for verbal warnings, written warnings, private reprimands, public reprimands, suspension, dismissal, or civil and/or criminal sanctions. Violations of the Code may also be used as supporting evidence, though may not constitute an independent basis, for the suspension or revocation of a certificate.

### **Purpose**

A. Professional educators in this Commonwealth believe that the quality of their services directly influences the nation and its citizens. Professional educators recognize their obligation to provide services and to conduct themselves in a manner which places the highest esteem on human rights and dignity. Professional educators seek to ensure that every student receives the highest quality of service and that every professional maintains a high level of competence from entry through ongoing professional development. Professional educators are responsible for the development of sound educational policy and obligated to implement that policy and its program to the public.

B. Professional educators recognize their primary responsibility to the student and the development of the student's potential. Central to that development is the professional educator's valuing the worth and dignity of every person, student and colleague alike; the pursuit of truth; devotion of excellence; acquisition of knowledge; and democratic principles. To those ends, the educator engages in continuing professional development and keeps current with research and technology. Educators encourage and

support the use of resources that best serve the interests and needs of students. Within the context of professional excellence, the educator and student together explore the challenge and the dignity of the human experience.

C. In accordance with applicable state regulations, including Title 22 Pa. Code Chapter 235, the 21st Century Cyber Charter School ("Charter School") Board of Trustees ("Board") has established this policy to create high standards in ethical conduct for the teachers at the Charter School.

### **Practices**

- A. Professional practices are behaviors and attitudes that are based on a set of values that the professional education community and Charter School believe in and accept. These values are evidenced by the professional educator's conduct toward students, colleagues, the Charter School and community.
- B. Professional educators at the Charter School are expected to abide by the following:
1. Pennsylvania's Charter School Law, 24 PS 17-1701-A, other applicable school laws of the Commonwealth, all applicable state and federal law, including sections of the Public Employee Relations Act and the Pennsylvania Code of Professional Practice and Conduct for Educators.
  2. Professional educators shall be prepared and legally-certified in their areas of assignment. Educators may not be assigned or willingly accept assignments they are not certified to fulfill. Educators may be assigned to or accept assignments outside their certification area on a temporary, short-term emergency basis.
  3. Professional educators shall maintain high levels of competence throughout their careers.
  4. Professional educators shall exhibit consistent and equitable treatment of students, fellow educators and parents. They shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, or disabling condition of vocational interest. This list of bases of discrimination is not all-inclusive.
  5. Professional educators shall accept the value of diversity in educational practice. Diversity requires educators to have a range of methodologies and to request the necessary tools for effective teaching and learning.
  6. Professional educators shall impart to their students principles of good citizenship and societal responsibility.
  7. Professional educators shall exhibit acceptable and professional language and communication skills. Verbal and written communication with parents, students and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy and respect.
  8. Professional educators shall be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to an issue within the educational environment.
  9. Professional educators shall keep in confidence information obtained in confidence in the course of professional service unless required to be disclosed by law or by clear and compelling professional necessity as determined by the professional educator.
  10. Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety.

### **Ethical Conduct**

The professional educator at the Charter School shall not:

- A. Intentionally, knowingly or recklessly engage in deceptive practices regarding official policies of the Charter School or the rules and regulations of the Pennsylvania Department of Education.
- B. Make threats of violence against the Charter School employees, Board members, students or parents/guardians of students.
- C. Falsify records or direct or coerce others to do so.
- D. Use or distribute illegal controlled substances and/or engage in the abuse of prescription drugs and toxic inhalants.

- E. Intentionally or knowingly misrepresent their employment history, criminal history and/or disciplinary record when applying for subsequent employment.
- F. Consume alcoholic beverages on Charter School property or during activities when students are present.

### **Legal Obligations**

The professional educator shall not engage in conduct prohibited by:

- A. The Teacher Certification Law (24 P.S. Sec. 12-1251 through 12-1268).
- B. The Pennsylvania Charter School Law and other laws relating to the schools or the education of children.
- C. The applicable laws of the Commonwealth establishing ethics of public officials and public employees, including the Public Official and Employee Ethics Law.

### **Certification**

The professional educator may not:

- A. Accept employment, when not properly certificated, in a position for which certification is required.
- B. Assist entry into or continuance in the education profession of an unqualified person.
- C. Employ, or recommend for employment, a person who is not certificated appropriately for the position.

### **Civil Rights**

The professional educator may not:

- A. Discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, or disabling condition or vocational interest against a student or fellow professional. This list of discrimination is not all-inclusive. This discrimination shall have been found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.
- B. Interfere with a student's or colleague's exercise of political and civil rights and responsibilities.

### **Improper Personal or Financial Gain**

The professional educator may not:

- A. Accept gratuities, gifts or favors that might impair or appear to impair professional judgment. This shall not restrict the acceptance of gifts or tokens offered and accepted only from students, parents of students or other persons or organizations in recognition or appreciation of service.
- B. Exploit a professional relationship for personal gain or advantage.
- C. Knowingly misappropriate, divert or use monies, personnel, property or equipment committed to their charge for personal gain or advantage.
- D. Submit fraudulent request for reimbursement, expenses or pay.
- E. Use institutional or professional privileges for personal or partisan advantage.

### **Relationships with Students**

The professional educator may not:

- A. Knowingly and intentionally distort or misrepresent evaluations of students.
- B. Knowingly and intentionally misrepresent subject matter or curriculum.
- C. Sexually harass or engage in sexual relationships with students.
- D. Knowingly and intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined within this section.

- E. Reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- F. Intentionally, knowingly or recklessly treat a student in a manner that adversely affects or endangers the learning, physical health, mental health or safety of the student.
- G. Intentionally, knowingly, or recklessly misrepresent facts regarding a student.
- H. Engage in physical mistreatment, neglect or abuse of a student.
- I. Furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age or knowingly allow any person under 21 years of age to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
- J. Engage in inappropriate professional educator-student relationships. The professional education shall create boundaries based on a reasonably prudent educator standard.
- K. Engage in inappropriate communications with a student or minor, which may include, but is not limited to, electronic communication such as cell phone, text messaging, e-mail, instant messaging, blogging, or other social network communication, such as Facebook or MySpace. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:
  - (1) the nature, purpose, timing and amount of the communication;
  - (2) the subject matter of the communication;
  - (3) whether the communication was made openly or the educator attempted to conceal the communication;
  - (4) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
  - (5) whether the communication is sexually explicit; and
  - (6) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

### **Professional Relationships**

The professional educator may not:

- A. Knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.
- B. Knowingly and intentionally distort evaluations of colleagues.
- C. Unlawful harassment of a fellow employee.
- D. Use coercive means or promise special treatment to influence professional decisions of colleagues.
- E. Threaten, coerce or discriminate against any colleague who in good faith reports or discloses to a governing agency actual or suspected violations of law, agency regulations or standards.
- F. Reveal confidential health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
- G. Harm others by knowingly making false statements about a colleague or the Charter School.
- H. Violate Charter School policies and state and federal laws regarding the hiring, evaluation and dismissal of personnel.

### **Violations**

Individual professional conduct reflects upon the practices, values, integrity and reputation of the profession and of the Charter School. Violations of this policy may include, but not be limited to, verbal warnings, written warnings, reprimands, suspension, dismissal, or civil and criminal sanctions. All discipline reprimands or criticism by the Board of Trustees of a professional employee shall be done only when the Board is in executive session.



Individual Board members shall not make any statement to the news media concerning the disciplining, reprimanding or criticizing of a professional employee which may have taken place during the time the Board met in executive session.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|              |                     |
|--------------|---------------------|
| Book         | Policy Manual       |
| Section      | 3000 Employees      |
| Title        | Creating a Position |
| Code         | 3001                |
| Status       | Active              |
| Adopted      | May 12, 2015        |
| Last Revised | April 16, 2019      |

#### **Authority**

Positions for administrative, professional and support employees shall be established by the Board of Trustees (Board) in order to provide the effective leadership and management necessary to operate the Charter School and to provide quality educational programs and services, consistent with the needs and resources of the Charter School.<sup>[1]</sup>

The need for creating positions shall be determined by the Board, based on the recommendation of the Chief Executive Officer, in accordance with the Charter School application and written Charter.

The initial salary or salary range for a new position shall be determined by the Board when creating the position, based upon the recommendation of the Chief Executive Officer and supporting documentation.

In the exercise of its authority to create a new position, the Board shall give primary consideration to the Chief Executive Officer who shall be responsible for recommending a new or additional administrative, professional or support position. Also, the Board shall give proper consideration to the most effective management of the affairs of the Charter School, the number of students enrolled, the special needs of students, the financial resources, and, above all, the educational goals of the Charter School.

#### **Delegation of Responsibility**

Recommendations for a new or additional position shall include:

Job description clearly stating the duties for which the position was created.

Rationale relevant to the recommendation.

#### **Recommendations for New or Additional Positions**

A title that conforms with the appropriate State certification, if such certification is required.

The Board may, through the Chief Executive Officer or designee, seek the advice of administrative staff when creating a new position or increasing the number of employees in existing positions.

The Chief Executive Officer or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the Charter School. Job descriptions shall be prepared in accordance with all applicable federal and state laws and regulations.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 24 P.S. 1716-A](#)

[24 P.S. 1724-A](#)



|         |                           |
|---------|---------------------------|
| Book    | Policy Manual             |
| Section | 3000 Employees            |
| Title   | Staffing Needs Assessment |
| Code    | 3001-AR-1                 |
| Status  | Active                    |
| Adopted | September 8, 2020         |

It is the goal of the school to provide quality education programs for all students enrolled in school. To achieve that goal, a staffing needs assessment will be conducted annually, and when needed to address a specific situation.

The CEO and designated administrators will review staffing requirements for the successive school year in relationship to:

1. Attritional losses.
2. Curriculum changes.
3. Relevant federal and state mandates.
4. Student demographics.
5. Assessment results for selected grade levels.
6. Requirements for special programs and student needs.
7. Building changes.
8. School needs and specific concerns.

The CEO will be responsible for submitting an Annual Needs Assessment Report on Staffing to the Board no later than the last Board Meeting of each school year.

Using the findings of the report and consulting with the CEO, the Board will make the necessary decisions regarding staffing and budgetary considerations, in accordance with applicable law, regulations and Board policy, prior to the adoption of the preliminary budget for the subsequent school year.



|              |                                           |
|--------------|-------------------------------------------|
| Book         | Policy Manual                             |
| Section      | 3000 Employees                            |
| Title        | Employment of the Chief Executive Officer |
| Code         | 3002                                      |
| Status       | Active                                    |
| Adopted      | May 12, 2015                              |
| Last Revised | November 13, 2018                         |

### **Purpose**

The Board of Trustees (Board) places the primary responsibility and authority for the administration of the Charter School in the Chief Executive Officer. Therefore, selection of a Chief Executive Officer is critical to the effective leadership and management of the Charter School.

### **Definition**

**Chief Executive Officer** - an individual appointed by the Board of Trustees to oversee and manage the operation of the Charter School, but who shall not be deemed a professional staff member in accordance with law. [\[1\]](#)[\[2\]](#)

### **Authority**

When the position of Chief Executive Officer becomes vacant, the Board shall appoint a Chief Executive Officer by a majority vote of all Trustees then in office. [\[2\]](#)[\[3\]](#)[\[4\]](#)

Whenever the Board finds it impossible or impractical to immediately fill a vacancy in the position of Chief Executive Officer, the Board may appoint an interim Chief Executive Officer to serve not longer than one (1) year from the time of appointment.

### **Guidelines**

#### **Recruitment and Assessment of Candidates**

The Board shall actively seek candidates who meet the qualifications for the position of Chief Executive Officer. It may be aided in this task by a committee of Board members and/or the services of professional consultants and/or the counsel of the retiring Chief Executive Officer.

When undertaking a search to fill the position of the Chief Executive Officer, recruitment procedures shall be prepared and may include the following:

1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations.
2. Preparation of written qualifications, in addition to any applicable state requirements, for all applicants. [\[2\]](#)  
[\[4\]](#)
3. Preparation of informative materials describing the Charter School, the position as Chief Executive Officer, and the Charter School's educational goals.

4. Opportunity for selected applicants to visit the Charter School, and meet with internal staff and external stakeholders at the Board's invitation.

Recruitment, screening and evaluation of candidates shall be conducted in accordance with Board policy, Board established leadership criteria and state and federal laws and regulations.

The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by the Charter School.

A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

#### Pre-Employment Requirements

The Charter School shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The Charter School may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.<sup>[5]</sup>

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the Charter School has evaluated the results of that screening process.<sup>[4][6][7]</sup>

Each candidate shall report, on the designated form, all arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.<sup>[7]</sup>

After receiving a conditional offer of employment but prior to beginning employment, the candidate shall undergo medical examinations, as required by law and as the Board may require at the candidate's expense.

The Chief Executive Officer shall abide by the provisions of the Public Officials and Employee Ethics Act, and file a statement of financial interests in accordance with law and regulations.<sup>[2][8][9]</sup>

#### Employment Contract

An individual shall not be employed as Chief Executive Officer unless they have signed an employment contract expressly stating the terms and conditions of employment.

Such contract may include, but not be limited to:

1. Term for which employment is contracted, including beginning and ending dates.
2. Salary contracted and the intervals at which it will be paid.
3. Benefits to which the employee is entitled.
4. Statement of mutually agreeable evaluation procedures.
5. Duties, responsibilities, job description and performance expectations.
6. Termination, buyout and severance provisions, including all post-employment compensation and the period of time in which the compensation shall be provided.
7. Provisions relating to outside work that may be performed, if any.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [1. 24 P.S. 1703-A](#)

[2. 24 P.S. 1715-A](#)

[3. 24 P.S. 1716-A](#)

[4. 24 P.S. 1724-A](#)

[5. 24 P.S. 111.1](#)

[6. 23 Pa. C.S.A. 6344](#)

[7. 24 P.S. 111](#)

[8. 51 PA Code 15.2](#)

[9. 65 Pa. C.S.A. 1101 et seq](#)

[24 P.S. 108](#)

[24 P.S. 1418](#)

[24 P.S. 1719-A](#)

[28 PA Code 23.43](#)

[28 PA Code 23.44](#)

[28 PA Code 23.45](#)

[18 Pa. C.S.A. 9125](#)

[23 Pa. C.S.A. 6301 et seq](#)

[42 U.S.C. 12101 et seq](#)



|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 3000 Employees    |
| Title   | Use of Consultant |
| Code    | 3002-AR-1         |
| Status  | Active            |
| Adopted | September 8, 2020 |

The Board may choose to hire a consultant to assist with the employment of a CEO. In such case, the following procedures will be utilized:

1. The Board selects a consultant.
2. The entire Board may participate throughout the process or may appoint a Board committee.
3. The Board and consultant determine the professional and personal criteria, skills and experience required for the position, in accordance with applicable law and regulations.
4. The consultant develops marketing materials and an application form.
5. The consultant advertises the position in media resources chosen by the consultant, with the input of the Board.
6. The consultant prints and/or distributes application materials to all prospective candidates.
7. The consultant receives and reviews applications from candidates, and answers their questions.
8. The consultant conducts preliminary background checks to ensure the eligibility of applicants.
9. The consultant presents completed files of all eligible applicants to the Board for its consideration.
10. Based on the stated criteria, skills and experience requirements, the Board selects applicants to be interviewed.
11. The consultant develops a schedule of interviews.
12. The Board conducts the initial interviews and ranks all candidates at the conclusion of all interviews.
13. The Board selects several candidates and conducts final interviews.
14. The consultant completes reference checks on the finalist candidates.
15. The Board, and designated administrators if applicable, conducts reference checks of the finalists.
16. The Board reviews all reference checks, interview notes, and related documents and selects the nominee for the position.
17. The Board Chairperson or Committee Chair, after consultation with the school's solicitor, notifies the recommended candidate.



18. The Board negotiates a contract with the nominee.



|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 3000 Employees    |
| Title   | Commissions       |
| Code    | 3002-AR-2         |
| Status  | Active            |
| Adopted | September 8, 2020 |

The School Code states that a school CEO will be commissioned by the Secretary of Education. A commission will be issued under the following circumstances:

1. Election of a properly qualified person.
2. Re-election of a properly qualified person.
3. Extension of an incumbent's term.

Elections may be held when a position is established or a vacancy exists. A resignation, dismissal, retirement or death of the incumbent would create a vacancy.

Re-elections may be held in the last year of an incumbent's term. In this situation, the Board may retain the incumbent for a further term of three (3) to five (5) years. Notice of such retention must occur at a regular meeting of the Board at least 150 days prior to the end of the incumbent's term.

### Changes

All changes concerning commissioned officers and officials in acting or substitute status require written notice, which is a copy of the Board resolution, to the School Services Unit. When changes occur, the following procedures will be followed:

1. New/Renewal of CEO – When the Board appoints a CEO, the Board will promptly complete the required application, and include a copy of the CEO's Letter of Eligibility. If the change occurred prior to the fulfillment of the previous officer's term, the Board must submit evidence of the vacancy, which is a copy of the Board resolution.
2. Acting CEO – When the Board appoints an Acting CEO, the Board will promptly forward written notification to the School Services Unit. The notification will include: the appointment, its effective date, its termination date, and copy of Board resolution. If an incumbent's resignation, retirement or death required the appointment, the notification will state that.

The term of an Acting CEO will be no longer than one (1) year from the time of appointment. A commission is not issued and a Letter of Eligibility is not required.

3. Substitute CEO – When the Board appoints a Substitute CEO, the Board will promptly forward written notification to the School Services Unit. The notification will include: the appointment, its effective date, its termination date, and copy of Board resolution.

The Board may appoint a Substitute CEO to serve for such period of time as the regular CEO is absent on leave. The notification must include a copy of the appointee's Letter of Eligibility. A commission is not issued.



|              |                    |
|--------------|--------------------|
| Book         | Policy Manual      |
| Section      | 3000 Employees     |
| Title        | Whistleblower Act  |
| Code         | 3003               |
| Status       | Active             |
| Adopted      | September 28, 2010 |
| Last Revised | September 10, 2019 |

**Purpose**

All employees of the 21st Century Cyber Charter School ("21CCCS") are subject to the obligations and protections of the Pennsylvania Whistleblower Law, 43 P.S. § 1421-1428. 21CCCS will not discharge, threaten or otherwise discriminate or retaliate against an employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee or a person acting on behalf of the employee makes a good faith report or is about to report to 21CCCS or an appropriate authority an instance of wrongdoing, which is not merely technical or minimal, or an instance of substantial waste, abuse, misuse, destruction or loss of 21CCCS funds or resources.

21CCCS will not discharge, threaten or otherwise discriminate or retaliate against an employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee is requested by an appropriate authority to participate in an investigation, hearing or inquiry held by an appropriate authority or in a court action.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|         |                                  |
|---------|----------------------------------|
| Book    | Policy Manual                    |
| Section | 3000 Employees                   |
| Title   | Whistle Blowing / No Retaliation |
| Code    | 3003-AR-1                        |
| Status  | Active                           |
| Adopted | September 8, 2020                |

Employees are required to immediately report to the CEO any suspicion of fraud, financial improprieties or irregularities, and instances of wrongful conduct.

Wrongful conduct will be defined to include:

1. Mismanagement of school resources.
2. Theft of school money, property or resources.
3. Fraud and financial improprieties and irregularities.
4. Violations of applicable federal or state laws and regulations, Board policy and/or school administrative procedures or procedures.
5. Abuse of authority for personal gain or other non-school purpose.

The school will not tolerate any form of reprisal, retaliation or discrimination against any employee or applicant for employment because they:

1. Opposed any practice that they reasonably believed to be unlawful according to federal or state laws or regulations or inconsistent with Board policy prohibiting employment discrimination on the basis of sex, race, color, sexual orientation, national origin, age, ancestry, genetic information, religion, marital status, handicap or disability.
2. Filed a charge or testified, assisted or participated in any manner in an investigation, proceeding or hearing under federal or state laws or regulations prohibiting employment discrimination on the basis of sex, race, color, national origin, age, religion, marital status, handicap or disability, or because they reported a suspected violation of such laws in accordance with Board policy and/or administrative procedures.
3. Reported, or was about to report, a suspected violation of any federal or state laws or regulations to a public body, unless the employee knew that the report was false.
4. Was requested by a public body to participate in an investigation, hearing or inquiry held by that public body or a court.

Any employee or applicant for employment who believes that they have suffered reprisal, retaliation or discrimination in violation of Board policy and administrative procedures will report the incident to Human Resources.

The school guarantees that no employee or applicant for employment who makes such a report will suffer any form of reprisal, retaliation or discrimination for making the report.

The school considers violations of applicable Board policy and administrative procedures governing whistle blowing and no retaliation by an employee to be a major offense that will result in disciplinary action against the offender, regardless of the offender's position within the school.

#### Filing A Complaint

An employee who feels they have been subject to an adverse employment action based on their prior disclosure of alleged or actual wrongful conduct may contest the action by filing a written complaint of reprisal with the Board Chairperson of the Board of Trustees. The Board will appoint a designee to promptly review the complaint to determine whether:

1. Complainant made a disclosure of alleged wrongful conduct before an adverse employment action was taken.
2. Responding party could reasonably have been construed to have had knowledge of the disclosure and the identity of the disclosing employee.
3. Complainant has in fact suffered an adverse employment action after having made the disclosure.
4. Complainant alleges that adverse employment action occurred as a result of the disclosure.

If the designee determines that all of the above factors are present, the Board will appoint a Review Officer or Review Panel to investigate the claim and make a recommendation for action to the Board. At the time of appointment, the designee will inform the complainant and respondent in writing of the:

1. Intent to proceed with an investigation.
2. Specific allegations to be investigated.
3. Appointment of the Review Officer or Review Panel.
4. Opportunity of each party to support or respond, in writing, to the allegation.

Once the Review Officer or Review panel has conducted a review and considers the investigation to be complete, the Officer or Panel will notify the Board and its designee regarding completion of the review.

From the date of notice, the Review Officer or Review Panel has thirty (30) days to submit to the Board and designee a written report of the findings and any recommendations deemed appropriate.

The Board will direct the designee, in conferral with the appropriate administrator, to issue a letter describing the findings to both the complainant and the respondent.

The finding of the Review Officer or Review Panel is binding.

A copy of applicable Board policy and administrative procedures will be annually distributed to all school employees with fiscal accounting and/or money handling responsibilities.



|                     |                     |
|---------------------|---------------------|
| Book                | Policy Manual       |
| Section             | 3000 Employees      |
| Title               | Employment of Staff |
| Code                | 3004                |
| Status              | Active              |
| Adopted             | May 12, 2015        |
| Last Revised        | November 5, 2019    |
| Prior Revised Dates | April 16, 2019      |

#### **Authority**

The Board of Trustees (Board) places substantial responsibility for the effective management and operation of the Charter School and the quality of the educational program with its employees.

The CEO shall establish the procedure to ensure that well qualified individuals are recommended to the Board for employment, subject to the following conditions:

- a. With regard to Cabinet-level vacancies:
  - i. One School Board representative, and/or any other interested School Board Member as observer(s), if available;
  - ii. The Director of Human Resources, in coordination with the CEO, shall schedule School Board interviews with candidates;
  - iii. Preferably two or three candidates per position shall be referred to the School Board with appropriate background information and references. If less than two or three well qualified candidates are available, the CEO may bring one candidate forward with committee justification.

The Board shall be responsible to approve the employment; set the compensation; and establish the term of employment for each staff member employed by the Charter School.[\[1\]](#)[\[2\]](#)

Approval shall normally be given to the candidates for employment recommended by the Chief Executive Officer, who meet the requirements of Board policy.

When any recommended candidate has been rejected by the Board, the Chief Executive Officer shall make a substitute recommendation.

The Board authorizes the use of professional and support employees prior to Board approval when necessary to maintain continuity of the educational program and services or in meeting emergency conditions in the operation of the Charter School. Retroactive employment shall be recommended to the Board at the next regular Board meeting.

The Charter School shall use the Standard Application for Teaching Positions but may also establish and implement additional application requirements for professional employees.

Qualifications for positions, in addition to the requirements of law, regulations and Board policy, shall be advertised to potential applicants. An employee's or candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

No religious or political test or qualification shall be required for any candidate for employment.[\[3\]](#)

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall develop administrative procedures for employment of staff, in accordance with Board policy and state and federal laws and regulations.

Staff vacancies that represent opportunities for professional advancement or diversification shall be advertised to Charter School employees so they may apply for such positions.

The Chief Executive Officer or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.[\[4\]](#)

The Chief Executive Officer or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.

### **Guidelines**

#### **Pre-Employment Requirements**

The Charter School shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The Charter School may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[\[5\]](#)

A candidate shall not be employed until they have complied with the mandatory background check requirements for criminal history and child abuse and the Charter School has evaluated the results of that screening process.[\[7\]](#)[\[2\]](#)[\[6\]](#)

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[\[7\]](#)

#### **Medical Examinations**

After receiving a conditional offer of employment, but prior to beginning employment, the candidate shall undergo medical examinations, as required by law and as the Board may require.[\[8\]](#)

#### **Administrator Responsibilities**

**Administrator** - includes a staff member who by virtue of their position exercises management or operational oversight responsibilities for the Charter School.[\[9\]](#)

Charter School administrators are considered to be public officials under the Public Officials and Employee Ethics Act and shall comply with the requirements and file a Statement of Financial Interest in accordance with law and applicable regulations.[\[9\]](#)[\[10\]](#)[\[11\]](#)

#### **Certification**

A candidate for employment shall not receive a recommendation for employment without evidence of their certification when such certification is required.[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)

Each certificated administrative and professional staff member employed by the Charter School shall be responsible for maintaining a valid certificate when such certificate is required.[\[12\]](#)[\[13\]](#)[\[15\]](#)

#### ***Professional Staff –***

At least seventy-five percent (75%) of the professional staff members employed by the Charter School shall hold appropriate state certification for the area in which they are working.[\[13\]](#)[\[14\]](#)[\[2\]](#)

Professional employees who do not hold appropriate state certification must present evidence that they meet the qualifications in sections 1109 and 1209 of the School Code, and have demonstrated satisfactorily a combination of experience, achievement and qualifications as defined in the Charter School Application in basic skills, general knowledge, professional knowledge and practice, and subject matter knowledge in the subject area where the individual will teach.[\[13\]](#)[\[16\]](#)[\[2\]](#)

#### *Principals –*

Staff members serving as a principal in a Charter School building or program, who devote one-half (1/2) or more of their time to supervision and administration, shall hold appropriate state administrative certification, in accordance with law, regulations and Pennsylvania Department of Education guidance.[\[13\]](#)[\[17\]](#)[\[18\]](#)

#### *Special Education Staff –*

All individuals providing special education or related services to students with disabilities shall hold appropriate state certification in the special education area in which they are working.[\[19\]](#)

Staff members responsible for supervising special education programs and services shall hold appropriate state supervisory or administrative certification for special education programs, in accordance with state regulations and Pennsylvania Department of Education guidance.[\[17\]](#)[\[18\]](#)[\[20\]](#)

#### *Hiring Relations -*

Any employee who is related to any member of the Board shall receive the affirmative vote of a majority of all members of the Board other than the member related to the applicant. Relatives shall include: father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister/brother-in-law, uncle or aunt.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

#### Legal

- [1. 24 P.S. 1716-A](#)
- [2. 24 P.S. 1724-A](#)
- [3. 24 P.S. 108](#)
- [4. 42 U.S.C. 12112](#)
- [5. 24 P.S. 111.1](#)
- [6. 23 Pa. C.S.A. 6344](#)
- [7. 24 P.S. 111](#)
- [8. 24 P.S. 1418](#)
- [9. 24 P.S. 1715-A](#)
- [10. 51 PA Code 15.2](#)
- [11. 65 Pa. C.S.A. 1101 et seq](#)
- [12. 22 PA Code 49.1 et seq](#)
- [13. 24 P.S. 1109](#)
- [14. 24 P.S. 1201](#)
- [15. 24 P.S. 2070.2](#)
- [16. 24 P.S. 1209](#)
- [17. 22 PA Code 49.121](#)
- [18. PA Dept. of Education Certification Staffing Policies](#)
- [19. 22 PA Code 711.5](#)
- [20. 22 PA Code 49.111](#)



[21. 20 U.S.C. 6312](#)

[22. 20 U.S.C. 6321](#)

[24 P.S. 1205.3](#)

[24 P.S. 1732-A](#)

[28 PA Code 23.43](#)

[28 PA Code 23.44](#)

[28 PA Code 23.45](#)

[18 Pa. C.S.A. 9125](#)

[23 Pa. C.S.A. 6301 et seq](#)

[42 U.S.C. 12101 et seq](#)



|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 3000 Employees    |
| Title   | Reference Check   |
| Code    | 3004-AR-1         |
| Status  | Active            |
| Adopted | September 8, 2020 |

**The Reference Check Form is attached below.**

[Reference Check.pdf \(67 KB\)](#)

**REFERENCE CHECK**

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Verification of Employment: \_\_\_\_\_ (Candidate Name)

Dates of Employment: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Employment verified by: \_\_\_\_\_ (Name/Title)

Reference Name/Title: \_\_\_\_\_

1. How long have you known the candidate, & in what capacity?
  
2. Can you tell me what you consider the candidate's greatest strengths to be? *(you can probe here, related to the position being hired for)*
  
3. Do you consider the candidate to be dependable?
  
4. How does the candidate get along with others?
  
5. Does the candidate communicate well?
  
6. How does the candidate handle conflict?
  
7. Would you hire/re-hire this person?
  
8. Is there anything you feel we should be aware of before we make an offer of employment to this candidate?
  
9. Is there anything else you would care to add?



|         |                                 |
|---------|---------------------------------|
| Book    | Policy Manual                   |
| Section | 3000 Employees                  |
| Title   | Sample Rubric - Teacher Round 1 |
| Code    | 3004-AR-2                       |
| Status  | Active                          |
| Adopted | September 8, 2020               |

**The Sample Rubric - Teacher Round 1 is attached below.**

[3004-AR-2.pdf \(90 KB\)](#)

Unified Talent

# Applicant Tracking

Welcome to TalentEd Hire [Sign Out](#)

## INTERVIEW SURVEY

**1. Tell us about yourself, your relevant teaching experience and education.**

**What inspired you to become a teacher? \***

Score \*

**2. Tell us what you know about charter and/or cyber schools**

*(does the candidate have any knowledge of 21CCCS, school choice, complexity/controversy, etc.) \**

Score \*

**3. Pick a topic or skill in your content area that is often difficult for students to understand.**

**How do you teach it?**

**How might you adapt the instruction for our online environment?**

*(Clear process and examples? Differentiated strategies? Cross Curricular connections? Assessments used? Pre/Post evaluation strategies? Varied use of tech?) \**

Score \*

**4. Following up from the prior question - How do you know if learning is taking place?**

**What do you do if it isn't? \***

Score \*

**5. How are you going to reach out to and connect (establish rapport) with a student who you do not see in front of you every day?**

*(we are looking for clear and engaging communication skills; innovative approaches to creating rapport, especially in an online environment; using instructional techniques as part of the process; is the candidate engaging well with the panel?) \**

Score \*

**6. What content area do you consider to be the most important - Math, English, Social Studies, Science, and why?**

*(is the candidate able to identify a common denominator, and speak to cross-curricular impact or connections?) \**



Score \*

**7. How "techie" are you?**

**Please describe your experience with technology and/or software.**

**How do you go about learning new applications? \***

Score \*

**8. How do you prioritize and handle multiple tasks or projects? \***

Score \*

**What questions do you have for us?**

*What questions did the candidate ask of us? \**

Insert any additional panel observations regarding the position and the candidate's relevant experience or skill-related factors that support successful (or unsuccessful) candidacy

Rate the candidate \*



|         |                       |
|---------|-----------------------|
| Book    | Policy Manual         |
| Section | 3000 Employees        |
| Title   | Personnel Action Form |
| Code    | 3004-AR-3             |
| Status  | Active                |
| Adopted | September 8, 2020     |

**The Personnel Action Form is attached below.**

[Personnel Action Form.pdf \(75 KB\)](#)





PERSONNEL ACTION

| NEW HIRE        |               | INTERNAL TRANSFER |     |
|-----------------|---------------|-------------------|-----|
| EMPLOYEE        |               | EMPLOYEE          |     |
| DEPT            |               | FROM (DEPT)       |     |
| POSITION        |               | POSITION          |     |
| FTE / DAYS/YR   | 1.0 / 195 FTE | FTE / DAYS/YR     | FTE |
| CONTRACT        | Support       | CONTRACT          |     |
| POSITION STATUS | OPEN          | POSITION STATUS   |     |
| REPLACING       |               | FILL POSITION?    |     |
| EFFECTIVE DATE  |               | TO (DEPT)         |     |
|                 |               | POSITION          |     |
|                 |               | FTE / DAYS/YR     | FTE |
|                 |               | CONTRACT          |     |
|                 |               | POSITION STATUS   |     |
|                 |               |                   |     |
|                 |               | EFFECTIVE DATE    |     |

|                   |  |                   |  |
|-------------------|--|-------------------|--|
| BUDGET CODE       |  | BUDGET CODE       |  |
| SALARY GRADE/STEP |  | SALARY GRADE/STEP |  |

|                   |  |                   |  |
|-------------------|--|-------------------|--|
| BOARD ACTION DATE |  | BOARD ACTION DATE |  |
|-------------------|--|-------------------|--|

| REQUESTOR | SIGNATURE | DATE |
|-----------|-----------|------|
|           |           |      |

JUSTIFICATION: (REQUIRED for all NEW positions, attach additional sheets if needed)

| APPROVAL                      | APPROVAL                                                                                                                                                                                                                            | DATE | SIGNATURE |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------|
| IT Director                   | <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved                                                                                                                                                             |      |           |
| Dir. Special Education        | <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved                                                                                                                                                             |      |           |
| Dir. Curriculum & Instruction | <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved                                                                                                                                                             |      |           |
| Business Administrator        | <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved                                                                                                                                                             |      |           |
| CEO                           | <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved                                                                                                                                                             |      |           |
| Human Resources               | <input type="checkbox"/> Job Posting<br><i>Post Hire -</i><br><input type="checkbox"/> SIS <input type="checkbox"/> CSIU<br><input type="checkbox"/> PPI<br><input type="checkbox"/> Frontline <input type="checkbox"/> SafeSchools |      |           |



|         |                                              |
|---------|----------------------------------------------|
| Book    | Policy Manual                                |
| Section | 3000 Employees                               |
| Title   | Employees on Leave From Other Public Schools |
| Code    | 3004.1                                       |
| Status  | Active                                       |
| Adopted | March 12, 2019                               |

### **Authority**

Employees granted leave from a public school entity to work in the Charter School shall be subject to all Board of Trustees policies, administrative procedures, rules and the employee handbook.

### **Guidelines**

#### Tenure/Service

No temporary professional employee or professional employee shall have tenure rights against the Charter School.[\[1\]](#)

Professional employees on leave from a public school entity who hold a first level teaching or administrative certificate may have the time completed in satisfactory service in the Charter School applied to the length of service requirements for the next level of certification.[\[1\]](#)

#### Dismissal of Teachers on Leave From Another Public School

When a teacher has been dismissed by the Charter School, the Charter School shall provide the following information to the school entity which granted the leave of absence:[\[1\]](#)

1. The reasons for such dismissal at the time such dismissal occurs;
2. A list of any witnesses who were relied upon by the Charter School in moving for dismissal;
3. A description of and access to any physical evidence used by the Charter School in moving for dismissal;  
and
4. A copy of any record developed at any dismissal proceeding conducted by the Charter School.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [1. 24 P.S. 1724-A](#)



|              |                           |
|--------------|---------------------------|
| Book         | Policy Manual             |
| Section      | 3000 Employees            |
| Title        | Employment of Substitutes |
| Code         | 3005                      |
| Status       | Active                    |
| Adopted      | April 1, 2004             |
| Last Revised | April 16, 2019            |

#### **Authority**

The Charter School shall employ qualified and competent substitutes for professional and support employees in order to provide continuity in the educational programs, operations and services of the Charter School.

The Board of Trustees (Board) shall approve [\[1\]](#) the names of potential substitute employees and the positions in which they may substitute.

Approval shall normally be given to the candidates for employment as substitutes recommended by the Chief Executive Officer.

Utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program and services of the Charter School and the candidate has satisfied legal pre-employment requirements. Retroactive approval shall be recommended to the Board at the next regular Board meeting.

A candidate's misstatement of fact material to qualifications for employment or determination of compensation shall constitute grounds for dismissal by the Board.

#### **Pre-Employment Requirements**

The Charter School shall conduct an employment history review in compliance with state law prior to issuing an offer of substitute employment to a candidate. The employment history review shall remain valid as long as the substitute continues to be employed by the Charter School or remains on the approved substitute list. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The Charter School may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[\[2\]](#)

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the Charter School has evaluated the results of that screening process.[\[1\]](#)[\[3\]](#)[\[4\]](#)

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[\[4\]](#)

#### **Compensation**

Substitutes shall be compensated on a per diem basis at a rate set periodically by the Board for the various classes of employees.

**Delegation of Responsibility**

The Chief Executive Officer or designee shall develop administrative procedures regarding employment of substitutes.

The administration may seek recommendations from former employers and others to assess the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.

The Chief Executive Officer or designee shall prepare a written statement for all approved substitutes informing them of their pay rate, employee status, work schedule, and other matters that enable them to perform their duties to the best of their ability. A copy of this statement shall be placed in the employee's personnel file.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 24 P.S. 1724-A](#)

[2. 24 P.S. 111.1](#)

[3. 23 Pa. C.S.A. 6344](#)

[4. 24 P.S. 111](#)

[23 Pa. C.S.A. 6301 et seq](#)

[24 P.S. 108](#)

[24 P.S. 1109](#)

[24 P.S. 1716-A](#)



|         |                          |
|---------|--------------------------|
| Book    | Policy Manual            |
| Section | 3000 Employees           |
| Title   | Student Teachers/Interns |
| Code    | 3007                     |
| Status  | Active                   |
| Adopted | November 13, 2018        |

### **Authority**

The Board of Trustees (Board) encourages cooperation with colleges and universities within the state to assist in the training of student teachers and interns.

The Board establishes that the Charter School shall accept student teachers and interns from accredited institutions with which the Charter School has a cooperative agreement approved by the Board.

The Board directs that student teachers and interns shall not be accepted into Charter School programs unless they have complied with the mandatory background check requirements for criminal history and child abuse and the Charter School has evaluated the results of those screening processes.[\[1\]](#)[\[2\]](#)[\[3\]](#)

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall be responsible to assign student teachers and interns within the Charter School.

Recommendations for selection of cooperating teachers shall be made by the administrator or program supervisor with the agreement of the college or university supervisor.

The Chief Executive Officer or designee shall ensure distribution of student teachers throughout the Charter School so that no single group of students or teachers will be subject to excessive student teacher classroom hours.

Student teachers and interns shall comply with the health examination requirements of the state and Board policy applicable to Charter School staff.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

While serving at the Charter School, student teachers and interns shall be responsible for their conduct to the Chief Executive Officer or designee.

### **Arrest or Conviction Reporting Requirements**

Prior to being accepted into Charter School programs, student teachers and interns shall report, on the designated form, arrests and convictions as specified on the form. Student teachers and interns shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form.[\[2\]](#)

While serving at the Charter School, student teachers and interns shall use the designated form to report to the Chief Executive Officer or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[\[2\]](#)

While serving at the Charter School, a student teacher or intern shall be required to report to the Chief Executive Officer or designee, in writing, within seventy-two (72) hours of notification, that they have been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.[\[8\]](#)

A student teacher or intern shall be required to submit a current criminal history background check report if the Chief Executive Officer or designee has a reasonable belief that the student teacher or intern was arrested or has been convicted of an offense required to be reported by law, and the student teacher or intern has not notified the Chief Executive Officer or designee.[\[2\]](#)

Failure to accurately report such arrests and convictions may subject the student teacher or intern to disciplinary action up to and including dismissal from the program and criminal prosecution.[\[2\]](#)[\[8\]](#)

### **Guidelines**

#### Observers

Student teachers, interns and faculty of other educational institutions shall be offered the opportunity to visit the Charter School and observe classes. Such observers must be treated as any other visitor and shall be under the direct supervision of the administrator or designee.

**[Note: 24 P.S. 111.1. Employment History Review does not apply to student teachers.]**

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

#### Legal

- [1. 23 Pa. C.S.A. 6344](#)
- [2. 24 P.S. 111](#)
- [3. 24 P.S. 1724-A](#)
- [4. 24 P.S. 1418](#)
- [5. 28 PA Code 23.43](#)
- [6. 28 PA Code 23.44](#)
- [7. 28 PA Code 23.45](#)
- [8. 23 Pa. C.S.A. 6344.3](#)
- [23 Pa. C.S.A. 6301 et seq](#)



|                     |                                                |
|---------------------|------------------------------------------------|
| Book                | Policy Manual                                  |
| Section             | 3000 Employees                                 |
| Title               | Authorization to Make Administrative Decisions |
| Code                | 3008                                           |
| Status              | Active                                         |
| Adopted             | May 24, 2005                                   |
| Last Revised        | November 9, 2021                               |
| Prior Revised Dates | September 10, 2019                             |

The CEO is authorized to pay such bills, employ such personnel and take such actions, as are necessary to provide for the orderly operation of the 21st Century Cyber Charter School ("Charter School") between Board meetings.

In the situations which arise within the Charter School where the Charter School Board of Trustees ("Board") has provided no guides for administrative action, the CEO shall have the power to act, but their decisions shall be subject to review by action of the Board at its regular meeting. It shall be the duty of the CEO to inform the Board promptly of such action and of the need for policy.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|                     |                       |
|---------------------|-----------------------|
| Book                | Policy Manual         |
| Section             | 3000 Employees        |
| Title               | Employee Resignations |
| Code                | 3008-AR-1             |
| Status              | Active                |
| Adopted             | September 8, 2020     |
| Last Revised        | April 20, 2022        |
| Prior Revised Dates | November 5, 2021      |

All school employees must submit a written, dated and signed resignation, with required prior notice, to the Director of Human Resources in order to terminate an employment contract with the school. The resignation must specify the date upon which the resignation will be effective.

Resignations must be submitted to the Human Resource's office.

All resignations submitted by school employees must comply with the terms specified in the applicable employment contracts.

21CCCS Administration reserves the right to ask an employee to leave the organization earlier than that employee's planned resignation date.

The Director of Human Resources is authorized to accept all school employee resignations on behalf of the Board. The Director of Human Resources will report all employee resignations and their acceptance at the next regular Board meeting.

A resignation received and accepted by the Director of Human Resources is irrevocable.

### **Required Notice**

Professional employees, as defined in the School Code, must submit a resignation notice at least sixty (60) days prior to the date the resignation becomes effective.

Non-certificated administrative and support employees must submit a resignation notice at least two (2) weeks prior to the date the resignation becomes effective.

### **Exit Meeting**

All individuals resigning from employment with the school will meet with the Director of Human Resources to discuss final details regarding the employee's departure and applicable benefits, and to close out the employee's personnel file.

This meeting will include answers for the employee's questions and information about the following:

1. Final paycheck.
2. Medical/Dental/Vision/Life insurance, including COBRA requirements.



3. Social Security.
4. Retirement information, when applicable.
5. Annuity information, when applicable.

**Final Paycheck**

A resigning employee's final paycheck will be adjusted for any unused, earned vacation credit.

A resigning employee will receive their final paycheck on the next regular payday following the date of termination.



|                     |                           |
|---------------------|---------------------------|
| Book                | Policy Manual             |
| Section             | 3000 Employees            |
| Title               | Acceptance of Resignation |
| Code                | 3008-AR-2                 |
| Status              | Active                    |
| Adopted             | September 8, 2020         |
| Last Revised        | September 12, 2023        |
| Prior Revised Dates | 11/5/2021                 |

Upon receipt and acceptance of an employee resignation, the Director of Human Resources will provide to the resigning employee, either in person or by certified mail, the following statement:

**Acceptance of Resignation**

I, the Director of Human Resources of 21st Century Cyber Charter School, acknowledge receipt this date of the resignation from employment signed by *(Employee Name)* from the position of *(position employee is resigning from)* which will be effective on *(employee's last date of employment)*.

This resignation will be reflected on the Board agenda on *(Meeting Date)*.

Paid personal or vacation leave requests during the final two-weeks prior to the last day of employment will not be approved. Any request for personal or vacation leave that was previously approved prior to notice of resignation having been submitted to the School may or may not be permitted, after resignation is submitted, depending on operational needs of the School. During the final two weeks prior to the last day of employment, sick leave will only be granted for exigent circumstances and as required in accordance with applicable law.

The Pennsylvania School Code requires that all instructional employees provide 60 days written notice before any resignation becomes effective. However, dependent upon 21CCCS' needs, the resigning instructional employee may be held less than sixty (60) days. If an instructional employee does not give the required advance notice regarding resignation, 21CCCS may petition PDE to hold that instructional employee's PA certificate. 21CCCS Administration reserves the right to ask an employee to leave the organization earlier than that employee's planned resignation date.

An employee who resigns or terminates their employment must return to 21CCCS Administration all school property (school keys, entry fobs, equipment, laptops, credit cards and all school, student or staff-related documents in the employee's possession) by that employee's last day at 21CCCS. Property of 21CCCS cannot be accessed or used after termination of employment.

My signature constitutes acceptance of the resignation and releases the School from all further obligations upon the effective date of the resignation. This resignation is irrevocable.

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Director of Human Resources



|         |                         |
|---------|-------------------------|
| Book    | Policy Manual           |
| Section | 3000 Employees          |
| Title   | Assignment and Transfer |
| Code    | 3009                    |
| Status  | Active                  |
| Adopted | November 13, 2018       |

### **Authority**

The assignment and transfer of employees within the Charter School shall be determined by the management, supervisory, instructional and operational needs of the Charter School.

The Board of Trustees (Board) shall approve the initial assignment of all employees at the time of employment and when such assignments [1] involve a transfer from one building or supervisor to another or involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.

The need for new or updated criminal history record checks, reporting forms and child abuse clearances as a result of a transfer shall be determined in accordance with law and regulations.[1][2][3][4]

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall provide a system of assignment or reassignment for Charter School employees that includes consideration of requests for voluntary transfers.

The Chief Executive Officer, in considering any assignment or transfer, shall assure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers.[5]

Vacancies shall be publicized to all appropriate employees.

Before new employees are sought, requests for transfer to a vacant position will be considered.

Employees shall be informed of their assignments as early as possible preceding the school year in which the assignment will be effective.

This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Chief Executive Officer and/or Board.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

|       |                                         |
|-------|-----------------------------------------|
| Legal | <a href="#">1. 23 Pa. C.S.A. 6344.3</a> |
|       | <a href="#">2. 23 Pa. C.S.A. 6344.4</a> |
|       | <a href="#">3. 24 P.S. 1724-A</a>       |
|       | <a href="#">4. 24 P.S. 111</a>          |
|       | <a href="#">5. 20 U.S.C. 6312</a>       |



|              |                                        |
|--------------|----------------------------------------|
| Book         | Policy Manual                          |
| Section      | 3000 Employees                         |
| Title        | Procedures for Assignment and Transfer |
| Code         | 3009-AR-1                              |
| Status       | Active                                 |
| Adopted      | September 8, 2020                      |
| Last Revised | September 12, 2023                     |

The CEO and administrators will determine the school's personnel needs for the coming school year in accordance with the budget timeline established by the Board. Recommendations will include any additional staff positions, realignments, reductions and suspensions of positions in accordance with applicable law, regulations, Board policy, collective bargaining agreements and administrative compensation plan.

The CEO is responsible for all final decisions relative to the assignment and transfer of all school employees, in consultation with designated administrators.

Decisions relative to individual staff assignments will be communicated to assigned employees by the designated administrator prior to the last day of the current school year, when possible. Later notifications will occur only when circumstances require such.

The CEO and administrators will base the assignment and transfer of school employees on the following factors, when applicable:

1. Recommendations of administrative supervisors.
2. Administrative and operational efficiency and benefits advanced by the proposed assignment.
3. Student populations and grade levels within the school.
4. Need to satisfy specific certifications, expertise and skills among the grade levels and schools.
5. Requirements of applicable federal and state laws and applicable collective bargaining agreement, administrative compensation plan, individual contract or Board resolution.
6. Impact of proposed assignment on the educational program.
7. Individual employee's background, experience and preparation for a position.
8. Employee's success in former positions.
9. Employee's length of service in school and position previously held.
10. Employee's expressed desire for personal professional growth in a different environment.
11. Opportunity for an employee with a marginal rating to improve under different conditions.

In order to assure that students are taught by teachers working within their areas of competence, teachers will not be assigned outside the scope of their teaching certificates.

#### Notice Of Transfer

An employee may be transferred by the CEO to another assignment or school building.

An employee who is being transferred from one position to another or to a different building will be notified by the principal, program supervisor or CEO. The notification of transfer may be done orally or in writing and will provide the following information:

1. Assignment or building to which the transfer is being made.
2. Effective date of transfer.
3. Reasons for transfer.
4. Employee's right to a conference with the CEO or designee.

A transferred employee will have the right to request a conference with the CEO or a designee to discuss the assigned transfer within ten (10) days after receipt of the notification.

#### Requests For Transfer

The CEO or designee will be responsible to ensure that all staff vacancies are publicized to current employees within the school in compliance with applicable collective bargaining agreements or administrative compensation plan.

Requests for a voluntary transfer to a different subject, class, building or position by employees must be submitted to the CEO. Such request must include the following:

1. Current assignment.
2. Subject, class, building or position requested.
3. Reason for transfer request.
4. Applicant's qualifications and experience.

Decisions regarding an employee's transfer request will be based on the factors listed above and in accordance with an applicable agreement, administrative compensation plan, individual contract or Board resolution.

The CEO or designee will inform the employee about the decision regarding the transfer request as soon as possible after the decision is determined.



|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 3000 Employees    |
| Title   | Telework          |
| Code    | 3009.1            |
| Status  | Active            |
| Adopted | November 10, 2020 |

### **Purpose**

The Board of Trustees (Board) recognizes that in certain limited circumstances it may be necessary to allow or require school employees to work remotely in order to maintain continuity of the Charter School's educational programs and operations.

The Board adopts the following policy to establish rules for Charter School employees who telework from a remote work location.

### **Definitions**

**Remote work location** – a worksite other than an employee's regularly assigned place of work, typically the employee's residence.

**Telework/Teleworking** – the performance of the assigned essential functions of an employee's job at a remote work location via electronic means in accordance with the employee's usual expected standards of performance and other approved or agreed-upon terms.

**Teleworking agreement** – a written agreement that details the terms and conditions to permit an employee to engage in teleworking.

**Teleworking employee** – a Charter School employee who can perform all of their assigned essential job duties at a remote work location. The employee must have a suitable designated workspace at the remote work location and access to any computer and telecommunications equipment necessary for the completion of tasks.

### **Delegation of Responsibility**

The Board directs the Chief Executive Officer or designee to develop procedures that detail circumstances under which employees may telework and the expectations for such employees while teleworking.

### **Guidelines**

Employees may be required to sign a teleworking agreement, prior to working in a remote work location, which may be waived under emergency conditions at the Board's discretion or as specified in this policy.

Such an agreement may include, but is not limited to, the following considerations:

1. Acknowledgement that the employee's compensation, benefits, work hours, and performance expectations shall not change while teleworking.
2. The employee shall be subject to and shall comply with the same Board policies, administrative procedures, and standards of conduct as are expected at the employee's regularly assigned place of work.

3. A teleworking employee's performance shall be monitored and assessed in the same manner as employees working from their regularly assigned place of work.
4. The employee shall work from a dedicated workspace that is free from health or safety hazards, undue distractions, or undue risk that confidential or private information will be discovered, or that Charter School equipment permitted to be brought to the remote work location will be stolen or damaged.
5. The employee shall be personally responsible for any Charter School equipment brought to the remote work location, shall be fully liable for any damage or loss occurring to the equipment during the period of use, and shall be responsible for its safe return.
6. The employee does not have a right to telework and the teleworking arrangement may be revoked and/or terminated by the Board or Charter School administration at any time.
7. The employee shall notify their supervisor if the employee is not able to perform all assigned job duties, essential or nonessential, at the remote work location.

#### General Conditions

Employees whose physical presence at their regularly assigned place of work is essential to the performance of their duties may not be permitted to telework.

An employee may not telework as a replacement for leave.

Attendance at the employee's regularly assigned place of work for onsite meetings, conferences, training sessions, and other Charter School business activities may be required on scheduled telework days.

While teleworking, nonexempt employees shall not be permitted to work overtime or during non-working hours without authorization from the employee's immediate supervisor, in accordance with law and Board policy. All overtime must be pre-approved by the Business Administrator.

All teleworking employees shall be subject to and shall comply with the same Board policies, administrative procedures, and standards of conduct as are expected under normal working conditions.

#### Emergency Conditions

In the event that local, state or federal officials, or any similar authority with appropriate jurisdiction, declare an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, or closes school buildings, the Board authorizes individual employees or designated classifications of employees with administration approval to be permitted to telework, in accordance with established procedures, or as otherwise directed.

For Charter School employees unable to perform their assigned essential job duties while teleworking, such employees may be required to take any available accrued leave, whether paid or unpaid, in accordance with applicable Board policies or provisions of an individual contract, collective bargaining agreement or Board resolution, where applicable.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.





|              |                    |
|--------------|--------------------|
| Book         | Policy Manual      |
| Section      | 3000 Employees     |
| Title        | Cellular Telephone |
| Code         | 3010               |
| Status       | Active             |
| Adopted      | March 8, 2005      |
| Last Revised | May 29, 2020       |

### **Purpose**

The Board of Trustees ("Board") of the 21<sup>st</sup> Century Cyber Charter School ("Charter School") adopts this policy is to establish guidelines for appropriate use of cellular telephones by the Charter School employees.

### **Responsibilities**

Cellular telephones provided to employees by the Charter School shall be used for authorized business purposes only. Personal use of the cellular telephone provided by the Charter School is prohibited unless authorized by the CEO or designee. Any expenses incurred by the Charter School as a result of an employee's personal use of the Charter School provided cellular telephone call shall be reimbursed to the Charter School by the employee. Repeated unauthorized use of a Charter School provided cellular telephone for an employee's personal use may result in discipline.

Employees do not have an expectation of privacy in cellular telephones provided by the Charter School. The Charter School may reclaim and search the cellular telephone provided to an employee at its discretion.

If an employee wishes to use their personal cellular telephone for personal reasons during the work day, they shall do so during their own personal time (breaks or off-school hours). An employee's use of their personal cellular telephone to communicate with students and parents is prohibited.

The use of cellular telephones (provided or personal) by employees in violation of Board policy, administrative regulations and/or federal state laws may result in discipline, including termination.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|         |                                         |
|---------|-----------------------------------------|
| Book    | Policy Manual                           |
| Section | 3000 Employees                          |
| Title   | Telephone Standards and Cellular Phones |
| Code    | 3010-AR-1                               |
| Status  | Active                                  |
| Adopted | September 8, 2020                       |

### **Telephone Standards and Cellular Phones**

Excessive use of phones for personal use during the workday causes interruptions in your work and sometimes the work of others. Staff should take every precaution necessary to limit the use of personal calls and/or texts during the workday. In addition, use appropriate volume when on the phone at work. The use of speakerphones should be limited to private offices or conference rooms.



|         |                    |
|---------|--------------------|
| Book    | Policy Manual      |
| Section | 3000 Employees     |
| Title   | Reduction of Staff |
| Code    | 3011               |
| Status  | Active             |
| Adopted | November 13, 2018  |

### **Authority**

The Board of Trustees (Board) is responsible for providing the administrative, professional and support staff necessary for implementation of the educational program and the effective operation of the Charter School, and to do so efficiently and economically.

In the exercise of its authority to reduce staff or abolish positions, the Board shall give primary consideration to staffing needs, financial stability, the overall effect upon the Charter School's educational program, and shall ensure compliance with individual contracts.[\[1\]](#)

Abolishment of positions may occur due to such factors as:

1. Substantial decline in student enrollment.
2. Changes in the Charter School's organizational structure.
3. Changes in the Charter School's facilities or technology.
4. Changes in the Charter School's economic resources.
5. Curriculum.

### **Delegation of Responsibility**

The Chief Executive Officer shall continuously review the efficiency and effectiveness of the Charter School's organization and staff, and shall present recommendations for reduction of staff for Board consideration when such actions are deemed in the best interests of the Charter School.

The Chief Executive Officer shall consult with the solicitor as necessary.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

|       |                                   |
|-------|-----------------------------------|
| Legal | <a href="#">1. 22 PA Code 4.4</a> |
|       | <a href="#">24 P.S. 1716-A</a>    |
|       | <a href="#">24 P.S. 1732-A</a>    |



|              |                                   |
|--------------|-----------------------------------|
| Book         | Policy Manual                     |
| Section      | 3000 Employees                    |
| Title        | Procedures for Reduction of Staff |
| Code         | 3011-AR-1                         |
| Status       | Active                            |
| Adopted      | September 8, 2020                 |
| Last Revised | September 12, 2023                |

The Board is responsible for providing the administrative, professional and support staff necessary for the implementation of the educational program and the effective operation of the School, and to do so efficiently and economically.

In the exercise of its authority to reduce staff or abolish positions, the Board shall give primary consideration to staffing needs, financial stability the overall effect upon the School's educational program, and shall ensure compliance with individual contracts.

Abolishment of positions may occur due to such factors as:

1. Substantial decline in student enrollment.
2. Changes in the School's organizational structure.
3. Changes in the School's facilities or technology.
4. Changes in the School's economic resources.
5. Curriculum



|         |                                       |
|---------|---------------------------------------|
| Book    | Policy Manual                         |
| Section | 3000 Employees                        |
| Title   | Evaluation of Chief Executive Officer |
| Code    | 3012                                  |
| Status  | Active                                |
| Adopted | November 13, 2018                     |

#### **Authority**

The Board of Trustees (Board) is responsible for the regular, periodic evaluation of the Chief Executive Officer's performance. In carrying out this responsibility, the Board recognizes that the Chief Executive Officer is entitled to such a review in an objective and straightforward manner, so that their leadership of the Charter School may be as effective as possible.

The Board shall evaluate the performance of the Chief Executive Officer annually in accordance with the terms of the Chief Executive Officer's employment contract.

#### **Guidelines**

Prior to the beginning of the period under evaluation, the Board and Chief Executive Officer shall agree upon the criteria to be used for evaluation purposes.

Evaluation criteria may include Leadership/Administrative skills.

As an outcome of the Chief Executive Officer's evaluation, the Board shall:

1. Recognize strengths and assist the Chief Executive Officer in capitalizing on them.
2. Identify areas for improvement and establish a course of action that will assist the Chief Executive Officer in improving performance in these areas.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [24 P.S. 1716-A](#)  
[24 P.S. 1724-A](#)



|         |                               |
|---------|-------------------------------|
| Book    | Policy Manual                 |
| Section | 3000 Employees                |
| Title   | Performance Assessment of CEO |
| Code    | 3012-AR-1                     |
| Status  | Active                        |
| Adopted | September 8, 2020             |

All aspects of the evaluation process will be conducted in executive session, unless otherwise agreed to by the parties.

Objective performance standards must be mutually agreed upon by the Board and CEO.

#### **Process**

Annually, in accordance with the timeframes specified in the CEO's 's employment contract, the Board will complete a formal written performance assessment of the CEO's performance and present to the CEO the completed performance assessment including any recommended actions or plans.

The CEO will be provided an opportunity to respond to the ratings and comments on the performance assessment.

The Board Chairperson will sign and date the final assessment form to document the Board's action.

The CEO will sign and date the final assessment form to acknowledge receipt of the assessment. The CEO may attach their comments to the completed and signed assessment form.

The CEO will receive a copy of the final assessment, and the signed assessment form will be filed in the CEO's personnel folder.



|         |                              |
|---------|------------------------------|
| Book    | Policy Manual                |
| Section | 3000 Employees               |
| Title   | Performance Evaluation Forms |
| Code    | 3012-AR-2                    |
| Status  | Active                       |
| Adopted | September 8, 2020            |

These forms are electronically accessed through Frontline, our professional learning management and employee evaluation management system.



|              |                         |
|--------------|-------------------------|
| Book         | Policy Manual           |
| Section      | 3000 Employees          |
| Title        | Evaluation of Employees |
| Code         | 3013                    |
| Status       | Active                  |
| Adopted      | January 25, 2005        |
| Last Revised | November 13, 2018       |

### **Purpose**

Evaluation is a continuing process in which administrative, professional and support employees and the respective supervisors cooperatively identify strengths and areas for improvement in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of Charter School goals and objectives.

### **Authority**

The Board of Trustees (Board) shall approve plans for regular, periodic evaluations of administrative, professional and support employees.[\[1\]](#)[\[2\]](#)

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall develop plans and administrative procedures for the evaluation of Charter School employees.

The Chief Executive Officer shall ensure that evaluation plans and administrative procedures are reviewed periodically and updated as necessary.

Evaluations shall be conducted by administrators and supervisors designated by the Chief Executive Officer.

### **Guidelines**

Evaluators shall provide employees with a signed copy of the evaluation report.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [1. 24 P.S. 1716-A](#)  
[2. 24 P.S. 1724-A](#)





|                     |                      |
|---------------------|----------------------|
| Book                | Policy Manual        |
| Section             | 3000 Employees       |
| Title               | Physical Examination |
| Code                | 3014                 |
| Status              | Active               |
| Adopted             | May 12, 2015         |
| Last Revised        | November 10, 2020    |
| Prior Revised Dates | April 16, 2019       |

### **Purpose**

In order to certify the fitness of Charter School employees to efficiently discharge the duties they will be performing and to protect the health of students and staff from the transmission of communicable diseases, the Board of Trustees (Board) requires physical examinations of all Charter School employees prior to beginning employment and may require health monitoring to prevent the transmission of communicable diseases in the school setting.

### **Definition**

A physical examination, for purposes of this policy, shall mean a general examination by a licensed physician, certified registered nurse practitioner or a licensed physician assistant.

Health monitoring, for purposes of this policy, shall mean screening or monitoring an employee for specific symptoms that may indicate the presence of a communicable disease, in accordance with guidance from state and local health officials, including the Centers for Disease Control and Prevention ("CDC") the Pennsylvania Department of Health and the Pennsylvania Department of Education.

### **Authority**

After receiving an offer of employment but prior to beginning employment, all candidates shall undergo physical examinations, as required by law and as the Board may require, [\[1\]](#)[\[2\]](#)[\[3\]](#) the expense for which shall be paid by the applicant.

The Board requires that all employees undergo a tuberculosis examination upon initial employment, in accordance with regulations of the Pennsylvania Department of Health.[\[1\]](#)[\[4\]](#)

The Board may require an employee to undergo a physical examination at the expense of the Board of Trustees. [\[1\]](#)

An employee who presents a signed statement that a physical examination is contrary to the employee's religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the employee if the employee is not examined for those conditions.[\[5\]](#)[\[6\]](#)

### **Health Monitoring and Communicable Diseases**

The Board may require employees to participate in health monitoring by designated Charter School staff to monitor for signs and symptoms of communicable diseases, in accordance with guidance issued by state and local health officials and the Board-approved health and safety plan. An employee may request an alternative method of monitoring per a religious accommodation, and designated Charter School staff shall assess and respond to such request in accordance with applicable law, regulations and Board policy. A request for an accommodation that would unreasonably impair workplace safety or cause undue hardship will not be granted.[7]

An employee with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered.[7]

Employees exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated Charter School staff for further assessment, and may be excluded from Charter School facilities in accordance with regulations of the PA Department of Health or guidance from state or local health officials for specified diseases and infections conditions. Employees may return to Charter School facilities when the criteria for readmission following a communicable disease has satisfied, in accordance with law, regulations or guidance from state or local health officials.[8][9][10][11]

### **Delegation of Responsibility**

The results of all required physical examinations shall be made known to the Chief Executive Officer on a confidential basis and discussed with the employee.

Medical records and other health information of an employee shall be kept in a file separate from the employee's personnel file.[3][7]

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

### Legal

[1. 24 P.S. 1418](#)

[2. 28 PA Code 23.43](#)

[3. 42 U.S.C. 12112](#)

[4. 28 PA Code 23.44](#)

[5. 24 P.S. 1419](#)

[6. 28 PA Code 23.45](#)

[8. 28 PA Code 27.71](#)

[9. 28 PA Code 27.72](#)

[12. 42 U.S.C. 2000ff et seq](#)

[24 P.S. 1416](#)

[24 P.S. 1732-A](#)

[42 U.S.C. 12101 et seq](#)

[U.S. Equal Employment Opportunity Commission – Guidance on COVID-19, ADA, Rehabilitation Act and Other Equal Employment Opportunity Laws](#)

[U.S. Equal Employment Opportunity Commission – Questions and Answers on Religious Discrimination in the Workplace](#)



|         |                                |
|---------|--------------------------------|
| Book    | Policy Manual                  |
| Section | 3000 Employees                 |
| Title   | School Personnel Health Record |
| Code    | 3014-AR-1                      |
| Status  | Active                         |
| Adopted | September 8, 2020              |

**The School Personnel Health Record Form is attached below.**

[3014-AR-1 School Personnel Health Record Form.pdf \(122 KB\)](#)

**COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA DEPARTMENT OF HEALTH  
SCHOOL PERSONNEL HEALTH RECORD**

**I. Patient Information**

|                              |                  |         |                |               |
|------------------------------|------------------|---------|----------------|---------------|
| Last Name                    | First            | MI      | Sex            | Date of Birth |
| Social Security Number       | Home Telephone   |         | Work Telephone |               |
| Mailing Address              | Street           | City    |                | State Zip     |
| Usual Source of Medical Care | Physician's Name | Address |                | Telephone     |
| Emergency Contact – Nam      | Relationship     | Address |                | Telephone     |

**II. Immunization History**

| VACCINE                 | Enter Month, Day, and Year Each Immunization was Given |             |    | BOOSTERS & DATES |    |
|-------------------------|--------------------------------------------------------|-------------|----|------------------|----|
|                         | DOSES                                                  |             |    |                  |    |
| Diphtheria and Tetanus* | 1.                                                     | 2.          | 3. | 4.               | 5. |
| Hepatitis B             | 1.                                                     | 2.          | 3. |                  |    |
| Measles, Mumps, Rubella | 1.                                                     | 2.          |    |                  |    |
| Other _____             | 1.                                                     | Other _____ | 1. |                  |    |

\* Tetanus and Diphtheria are usually received in combined vaccines such as DTP, DtaP, DT, or Td

**III. Required Tuberculosis Test Results (as per Regulations of the Department of Health)**

| DATE APPLIED | ARM          | METHOD | ANTIGEN   | MANUFACTURER | SIGNATURE |
|--------------|--------------|--------|-----------|--------------|-----------|
|              |              |        |           |              |           |
| DATE READ    | RESULTS (mm) |        | SIGNATURE |              |           |
|              |              |        |           |              |           |

For previously known/new positive reactors: \_\_\_\_\_

Chest X-ray: Date: \_\_\_\_\_ Results: \_\_\_\_\_ Other: Date: \_\_\_\_\_ Results: \_\_\_\_\_  
 (Attach a copy of the report.) (Attach a copy of the report.)

Preventive Anti-Tuberculosis Chemotherapy ordered:  No  Yes Date: \_\_\_\_\_

IF SIGNIFICANT REACTION WAS REPORTED, THE PHYSICIAN REPORT MUST STATE THAT THE APPLICANT IS FREE FROM CURRENT TUBERCULOSIS DISEASE OR IS UNDER ADEQUATE CHEMOTHERAPY FOR TUBERCULOSIS DISEASE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IV. Significant Medical Conditions (✓)**

|                                 | Yes                      | No                       | If Yes, Explain: |
|---------------------------------|--------------------------|--------------------------|------------------|
| Allergies .....                 | <input type="checkbox"/> | <input type="checkbox"/> | _____            |
| Asthma .....                    | <input type="checkbox"/> | <input type="checkbox"/> | _____            |
| Cardiac .....                   | <input type="checkbox"/> | <input type="checkbox"/> | _____            |
| Chemical Dependency .....       | <input type="checkbox"/> | <input type="checkbox"/> | _____            |
| Drugs.....                      | <input type="checkbox"/> | <input type="checkbox"/> | _____            |
| Alcohol.....                    | <input type="checkbox"/> | <input type="checkbox"/> | _____            |
| Diabetes Mellitus .....         | <input type="checkbox"/> | <input type="checkbox"/> | _____            |
| Gastrointestinal Disorder ..... | <input type="checkbox"/> | <input type="checkbox"/> | _____            |
| Hearing Disorder.....           | <input type="checkbox"/> | <input type="checkbox"/> | _____            |
| Hypertension .....              | <input type="checkbox"/> | <input type="checkbox"/> | _____            |
| Neuromuscular Disorder.....     | <input type="checkbox"/> | <input type="checkbox"/> | _____            |
| Orthopedic Condition.....       | <input type="checkbox"/> | <input type="checkbox"/> | _____            |
| Respiratory Illness.....        | <input type="checkbox"/> | <input type="checkbox"/> | _____            |
| Seizure Disorder.....           | <input type="checkbox"/> | <input type="checkbox"/> | _____            |
| Skin Disorder .....             | <input type="checkbox"/> | <input type="checkbox"/> | _____            |
| Vision Disorder.....            | <input type="checkbox"/> | <input type="checkbox"/> | _____            |
| Other (Specify).....            | <input type="checkbox"/> | <input type="checkbox"/> | _____            |

**V. Report of Physical Examination (✓)**

|                                     | NORMAL | ABNORMAL | NOT EXAMINED | COMMENTS |
|-------------------------------------|--------|----------|--------------|----------|
| Height (inches) _____               |        |          |              |          |
| Weight (pounds) _____               |        |          |              |          |
| Pulse _____                         |        |          |              |          |
| Blood Pressure _____                |        |          |              |          |
| Hair/Scalp                          |        |          |              |          |
| Skin                                |        |          |              |          |
| Eyes – Visual Acuity: R ____ L ____ |        |          |              |          |
| Eyes – Color Vision                 |        |          |              |          |
| Ears – Hearing (dB) R ____ L ____   |        |          |              |          |
| Nose and Throat                     |        |          |              |          |
| Teeth and Gingiva                   |        |          |              |          |
| Lymph Glands                        |        |          |              |          |
| Heart – Murmur, etc...              |        |          |              |          |
| Lungs – Adventitious Findings       |        |          |              |          |
| Abdomen                             |        |          |              |          |
| Genitourinary                       |        |          |              |          |
| Neuromuscular System                |        |          |              |          |
| Extremities                         |        |          |              |          |

Are there any special medical problems or chronic diseases which require restriction of activity, medication or which might affect his/her work role? If so, specify \_\_\_\_\_

\_\_\_\_\_  
Physician Name (Print)

\_\_\_\_\_  
Signature of Examiner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician Address

The statements and answers as recorded above are full, complete and true to the best of my knowledge and belief. I understand that any false or misleading statements may cause termination of my employment.

I authorize the physician or other person to disclose any knowledge or information pertaining to my health to the employing authority for whom this examination is performed.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



|         |                                      |
|---------|--------------------------------------|
| Book    | Policy Manual                        |
| Section | 3000 Employees                       |
| Title   | Disqualification by Reason of Health |
| Code    | 3015                                 |
| Status  | Active                               |
| Adopted | November 5, 2019                     |

**Purpose**

In accordance with Board policies regarding equal opportunity and nondiscrimination in its employment practices, it is the policy of the Board to ensure that the programs and operations of the school are administered by individuals physically and mentally fit for the duties assigned.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|              |                                                     |
|--------------|-----------------------------------------------------|
| Book         | Policy Manual                                       |
| Section      | 3000 Employees                                      |
| Title        | Procedures for Disqualification by Reason of Health |
| Code         | 3015-AR-1                                           |
| Status       | Active                                              |
| Adopted      | September 8, 2020                                   |
| Last Revised | September 12, 2023                                  |

### **Guidelines**

When an employee is unfit to work in this school by reason of a physical or mental condition, the following procedures should be followed:

1. The CEO and/or designee shall meet with the employee privately to review the concerns about the employee's condition.
2. The CEO shall present to the Board reasons for questioning in the condition of the employee, not in a public forum, but in a manner appropriate for the exchange of potentially sensitive medical data.
3. Upon the recommendation of the CEO, the employee may be transferred to an available position for which the employee is qualified.
4. Should the Board determine that the reasons given constitute sufficient cause to order the employee to be examined, said employee shall be given written notice of the need for such examination and an opportunity to appear before the Board, or a committee of the Board, within ten (10) days to explain why such an order will not be followed.
5. The Board may offer a hearing which, if accepted by the employee, shall be conducted in accordance with school rules.
6. Should the Board, following a hearing, order an examination, said examination shall be conducted within ten (10) days following the hearing by a physician designated by the Board and compensated by the Board.
7. If, as a result of such examination, the employee is found to be unfit to perform assigned duties, the employee shall be placed on mandatory sick leave for such period as may be indicated and with such compensation to which they are entitled until proof of recovery, satisfactory to the Board, is furnished.
8. Should an employee refuse to submit to examination following the exhaustion of proper appeals, the Board shall consider such refusal as cause for dismissal.



|              |                                 |
|--------------|---------------------------------|
| Book         | Policy Manual                   |
| Section      | 3000 Employees                  |
| Title        | Conduct/Disciplinary Procedures |
| Code         | 3017                            |
| Status       | Active                          |
| Adopted      | November 17, 2015               |
| Last Revised | November 13, 2018               |

### **Purpose**

All Charter School employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of the Charter School requires the cooperation of all employees working together and complying with a system of policies, administrative procedures and rules, applied fairly and consistently.

### **Authority**

The Board of Trustees (Board) requires employees to maintain professional, moral and ethical relationships with students at all times.[\[1\]](#)

The Board directs that all Charter School employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative procedures and rules.[\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Delegation of Responsibility**

All Charter School employees shall comply with state and federal laws and regulations, Board policies, administrative procedures and rules. Charter School employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.

When engaged in assigned duties, Charter School employees shall not participate in activities that include but are not limited to the following:

1. Carrying onto or possessing a weapon on Charter School grounds without authorization from the appropriate administrator or supervisor.[\[5\]](#)
2. Physical or verbal abuse, or threat of harm, to anyone.
3. Nonprofessional relationships with students.
4. Causing intentional damage to Charter School property, facilities or equipment.
5. Forceful or unauthorized entry to or occupation of Charter School facilities, buildings or grounds.
6. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.



7. Use of profane or abusive language.
8. Breach of confidential information.
9. Failure to comply with directives of Charter School officials, security officers, or law enforcement officers.
10. Violation of Board policies, administrative procedures or rules.
11. Violation of federal, state, or applicable municipal laws or regulations.
12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the Charter School, or any activity sponsored or approved by the Board. The Chief Executive Officer or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative procedures and rules, which may include progressive penalties up to and including verbal warning, written warning, reprimand, suspension, demotion, dismissal or termination of employment and/or pursuit of civil and/or criminal prosecution.

#### Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Chief Executive Officer or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[\[6\]](#)[\[7\]](#)

Employees shall also report to the Chief Executive Officer or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[\[8\]](#)

An employee shall be required to submit new criminal history background checks if the Chief Executive Officer or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Chief Executive Officer or designee.[\[6\]](#)

An employee shall be required immediately to submit a new child abuse history certification if the Chief Executive Officer or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.[\[8\]](#)

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.[\[6\]](#)[\[8\]](#)

#### Reporting Requirements - Dismissal of Teacher on Leave From Another Public School Entity

When a teacher has been dismissed by the Charter School, the Chief Executive Officer or designee shall provide the following information to the school entity which granted the leave of absence:[\[3\]](#) the reasons for such dismissal at the time such dismissal occurs.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

- [1. 22 PA Code 235.10](#)
- [2. 24 P.S. 1716-A](#)
- [3. 24 P.S. 1724-A](#)
- [4. 24 P.S. 510](#)
- [5. 18 Pa. C.S.A. 912](#)
- [6. 24 P.S. 111](#)
- [7. 24 P.S. 2070.9a](#)
- [8. 23 Pa. C.S.A. 6344.3](#)
- [23 Pa. C.S.A. 6301 et seq](#)
- [24 P.S. 1732-A](#)

[24 P.S. 2070.1a et seq](#)

[24 P.S. 777](#)

[22 PA Code 235.1 et seq](#)



|         |                            |
|---------|----------------------------|
| Book    | Policy Manual              |
| Section | 3000 Employees             |
| Title   | Employee Conduct Standards |
| Code    | 3017-AR-1                  |
| Status  | Active                     |
| Adopted | September 8, 2020          |

Please reference the Administrator or Employee Handbook signed at the beginning of the current school year for this procedure.



|         |                                  |
|---------|----------------------------------|
| Book    | Policy Manual                    |
| Section | 3000 Employees                   |
| Title   | Employee Disciplinary Procedures |
| Code    | 3017-AR-2                        |
| Status  | Active                           |
| Adopted | September 8, 2020                |

Please reference the Administrator or Employee Handbook signed at the beginning of the current school year for this procedure.



|                     |                     |
|---------------------|---------------------|
| Book                | Policy Manual       |
| Section             | 3000 Employees      |
| Title               | Educator Misconduct |
| Code                | 3017.1              |
| Status              | Active              |
| Adopted             | November 17, 2015   |
| Last Revised        | November 10, 2020   |
| Prior Revised Dates | November 13, 2018   |

### **Purpose**

The Board of Trustees (Board) adopts this policy to promote the integrity of the education profession and to create a climate within the Charter School that fosters ethical conduct and practice.

### **Authority**

The Board requires Charter School educators and contracted providers to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act.[\[1\]](#)[\[2\]](#)

### **Definitions**

Educator - shall mean a person who holds a certificate or a person employed by the Charter School in a position for which certification would be required in a public school other than a charter school, but who is not required to hold certification under the Charter School Law. The term includes a Charter School administrator, including the Chief Executive Officer.[\[3\]](#)[\[4\]](#)

The term also includes a contracted educational provider staff member.

Certificate - shall mean any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code.[\[4\]](#)

Contracted educational provider - shall mean an individual or an entity with which the Charter School has contracted to provide direct educational services to its students; this shall include contracted educational provider staff members who:[\[4\]](#)

1. Serve in a position for which certification would be required in a public school; and
2. Are employed by a contracted educational provider, or employed by or serve in the Charter School as an individual contracted educational provider.

The term includes an individual who is an administrator, including the chief administrator or the individual with primary responsibility for the administration of a contracted educational provider.

Sexual Abuse or Exploitation - shall mean any of the following:[\[5\]](#)

1. The employment, use, persuasion, inducement, enticement and/or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
  1. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.

2. Participating in sexually explicit conversation, either in person, by telephone, by computer or by a computer-aided device, for the purpose of sexual stimulation or gratification of any individual.
3. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
4. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

Sexual Misconduct - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to: [\[4\]](#)

1. Sexual or romantic invitation.
2. Dating or soliciting dates.
3. Engaging in sexualized or romantic dialog.
4. Making sexually suggestive comments.
5. Self-disclosure or physical disclosure of a sexual or erotic nature.
6. Any sexual, indecent, romantic or erotic contact with a child or student.

#### **Delegation of Responsibility**

#### **Duty to Report**

The Chief Executive Officer or designee shall report to the Pennsylvania Department of Education on the required form, within fifteen (15) days of receipt of notice from an educator or discovery of the incident, regarding any educator, as defined in this policy: [\[6\]](#)

1. Who has been provided with notice of intent to dismiss or remove for cause, notice of nonrenewal for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause.
2. Who has been arrested or indicted for, or convicted of any crime that is graded a misdemeanor or felony.
3. Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student.
4. Where there is reasonable cause to suspect that they have caused physical injury to a child or student as the result of negligence or malice.
5. Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act.
6. Who is the subject of a report filed by the Charter School under 23 Pa. C.S. Ch. 63 (relating to child protective services).
7. Who the Charter School knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Chief Executive Officer and the educator's immediate supervisor, within fifteen (15) days of discovery of such misconduct. [\[6\]](#)

All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information, including: documentary and physical evidence in possession or control of the Charter School relating to the misconduct resulting in the report. [\[6\]](#)

An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Chief Executive Officer or designee, within seventy-two (72) hours of the occurrence, in the manner prescribed in Board policy. [\[6\]](#)  
[\[7\]](#)

Failure to comply with the reporting requirements may result in professional disciplinary action.[8]

## **Guidelines**

### Investigation

Charter School officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Department with any relevant information and documentary and physical evidence, upon request.[9]

Upon receipt of notification in writing from the Pennsylvania Department of Education, the Chief Executive Officer or designee shall investigate the allegations of misconduct as directed by the Department and may pursue the Charter School's own disciplinary procedure as established by law or Board policy.[9]

Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the Charter School to conduct an investigation (extensions may be requested), the Chief Executive Officer or designee shall report to the Department the outcome of the Charter School's investigation and whether it will pursue local employment action. The Chief Executive Officer or designee may make a recommendation to the Department concerning discipline. If the Charter School makes a recommendation concerning discipline, it shall notify the educator of such recommendation.[9]

## **Title IX Sexual Harassment and Other Discrimination**

Whenever the allegations underlying a report of educator misconduct include conduct that appears to constitute harassment or other discrimination, including Title IX sexual harassment, subject to Board policies and procedures specific to such conduct, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Board policies. Whenever an investigation by the Charter School of educator misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including Title IX sexual harassment, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such discrimination. To the extent feasible, investigations pursuant to discrimination policies shall be conducted jointly with investigations by the Charter School of educator misconduct.[13][14]

### Confidentiality Agreements

The Charter School shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.[9]

### Confidentiality

Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline shall remain confidential unless or until public discipline is imposed.[10]

### Immunity

Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability.[11]

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 22 PA Code 235.1 et seq](#)

[2. 24 P.S. 2070.1a](#)

[3. 24 P.S. 1724-A](#)

[4. 24 P.S. 2070.1b](#)

[5. 23 Pa. C.S.A. 6303](#)

[6. 24 P.S. 2070.9a](#)

[8. 24 P.S. 111](#)

[11. 24 P.S. 2070.9c](#)

[12. 24 P.S. 2070.11](#)

[15. 24 P.S. 2070.17b](#)

[16. 24 P.S. 2070.17a](#)

[23 Pa. C.S.A. 6301 et seq](#)

[24 P.S. 1715-A](#)

[24 P.S. 1743-A](#)

[24 P.S. 2070.1a et seq](#)





|              |                                    |
|--------------|------------------------------------|
| Book         | Policy Manual                      |
| Section      | 3000 Employees                     |
| Title        | Procedures for Educator Misconduct |
| Code         | 3017.1-AR-1                        |
| Status       | Active                             |
| Adopted      | September 8, 2020                  |
| Last Revised | September 12, 2023                 |

Please reference the Administrator or Employee Handbook signed at the beginning of the current school year for this procedure.



|         |                    |
|---------|--------------------|
| Book    | Policy Manual      |
| Section | 3000 Employees     |
| Title   | Outside Activities |
| Code    | 3019               |
| Status  | Active             |
| Adopted | November 13, 2018  |

### **Authority**

The Board of Trustees (Board) recognizes that Charter School employees have the right to private lives and associations with others outside of the Charter School. However, the Board has a responsibility to evaluate employees' effectiveness in discharging assigned duties and responsibilities.

Therefore, when nonschool activities directly impact upon an employee's effectiveness within the Charter School, the Board reserves the right to evaluate the effect of such activities on the individual's completion of responsibilities and assignments.[\[1\]](#)[\[2\]](#)

The Board does not endorse, support, nor assume liability for any Charter School staff member who conducts nonschool, outside activities in which Charter School students or employees may participate.

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall disseminate this policy and administrative procedures so that employees may avoid situations in which personal interests, activities, and associations may conflict with the interests of the Charter School.

### **Guidelines**

The following guidelines are provided for the direction of all employees:

1. An administrator shall not receive compensation from another Charter School or from a company that provides management or other services to another Charter School.[\[3\]](#)
2. Charter School material shall not be utilized for personal gain. Copyrights to materials or equipment developed, processed, or tested by Charter School employees when performing assigned activities in fulfillment of the terms of employment reside with and may be claimed by the Charter School.
3. Charter School property or time shall not be used to solicit or accept customers for private enterprises.
4. Charter School time shall not be used for outside activities when there is no valid reason to be excused from assigned duties.
5. Employees may receive compensation for outside employment as long as that employment does not interfere with the proper discharge of their assigned Charter School duties.
6. A teacher shall not tutor a student in their class for compensation.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 24 P.S. 1724-A](#)

[2. 24 P.S. 510](#)

[3. 24 P.S. 1715-A](#)

[24 P.S. 1732-A](#)



|              |                                   |
|--------------|-----------------------------------|
| Book         | Policy Manual                     |
| Section      | 3000 Employees                    |
| Title        | Procedures for Outside Activities |
| Code         | 3019-AR-1                         |
| Status       | Active                            |
| Adopted      | September 8, 2020                 |
| Last Revised | September 12, 2023                |

The school expects employees to comply with applicable federal and state laws and regulations. Employees must ensure that their business conduct is ethical and cannot be interpreted as in contravention of the laws and regulations governing school operations.

The following guidelines are established for the information and direction of school employees to avoid situations in which their personal interests, activities and associations may conflict with the interests of the school:

1. Do not utilize school material for personal gain. Copyrights to materials, software or equipment developed, processed or tested by school employees when performing assigned activities in fulfillment of the terms of employment reside with and may be claimed by the school.
2. Do not use school property or school time to solicit or accept customers for private enterprises.
3. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.

### **Conflict Of Interest**

Employees may not use their position in the school for personal or private advantage.

Regardless of the circumstances, if an employee determines that their course of action may result in a conflict of interest with the school, they must immediately communicate the facts of the situation to the principal or direct supervisor.

### **Tutoring**

A teacher may not arrange to tutor for a fee a student in their class.

A teacher who tutors school students for a fee will not conduct any tutoring sessions on school property and will make their own arrangements regarding a fee.

A principal may provide instructional materials for a student in the school who is receiving tutoring assistance.

### **Outside Employment**

School employees may receive compensation for outside employment as long as that employment does not interfere with the proper discharge of their assigned school duties and does not create public relations issues within the community.

**Clients And Suppliers**

School employees should avoid investing in or acquiring a financial interest in a business organization that has a contractual relationship with or provides goods or services to the school if such investment or interest could influence, or create the impression of influencing, their decisions on behalf of the school while performing their assigned duties.

**Consultants**

School employees may serve as a consultant to other schools, educational entities or other organizations, or engage in writing or speaking activities.

Preparation of materials to be used for consulting activities and the actual conduct of these activities must be completed only on the employee's personal time and without the use of school time, staff or supplies.

Any monetary remuneration derived from consulting activities is retained by the employee.



|         |                                          |
|---------|------------------------------------------|
| Book    | Policy Manual                            |
| Section | 3000 Employees                           |
| Title   | Freedom of Speech in Non-School Settings |
| Code    | 3020                                     |
| Status  | Active                                   |
| Adopted | November 13, 2018                        |

**Authority**

The Board of Trustees (Board) acknowledges the right of Charter School employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the Charter School and its programs, however, the employee's freedom of expression must be balanced against the interests of this Charter School.

The Board adopts this policy to clarify situations in which an employee's expression could conflict with the Charter School's interests.[\[1\]](#)[\[2\]](#)

In situations in which a Charter School employee is not engaged in the performance of assigned duties, they shall:

1. Refrain from making comments that would interfere with the maintenance of student discipline.
2. Refrain from making public statements about the Charter School known to be false or made without regard for truth or accuracy.
3. Refrain from making threats against co-workers, supervisors or Charter School officials.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [1. 24 P.S. 1724-A](#)  
[2. 24 P.S. 510](#)



|         |                      |
|---------|----------------------|
| Book    | Policy Manual        |
| Section | 3000 Employees       |
| Title   | Political Activities |
| Code    | 3021                 |
| Status  | Active               |
| Adopted | November 13, 2018    |

#### **Authority**

The Board of Trustees (Board) recognizes and encourages the right of Charter School employees, as citizens, to engage in political activity. However, Charter School time, resources, property or equipment may not be used for political purposes by Charter School employees when performing assigned duties.

#### **Guidelines**

During assigned work hours on Charter School property, employees shall not: [\[1\]](#)[\[2\]](#)

1. Engage in political activities.
2. Collect or solicit campaign funds or campaign workers.
3. Use students or employees for writing, addressing, or distributing partisan political materials.
4. Distribute campaign literature for a specific candidate.

The following situations are exempt from the provisions of this policy:

1. Discussion and study of politics and political issues when applicable to the curriculum and appropriate to classroom studies.
2. Conduct of student elections and connected campaigning.
3. Conduct of employee representative elections.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [1. 24 P.S. 1724-A](#)  
[2. 24 P.S. 510](#)



|              |                                     |
|--------------|-------------------------------------|
| Book         | Policy Manual                       |
| Section      | 3000 Employees                      |
| Title        | Procedures for Political Activities |
| Code         | 3021-AR-1                           |
| Status       | Active                              |
| Adopted      | September 8, 2020                   |
| Last Revised | September 12, 2023                  |

School employees are encouraged to exercise their constitutional rights as citizens, but school employees will not involve their schools in political activities. Employees will not participate in political or campaign activities during hours of official employment.

When school employees engage in political activities they should:

1. Realize their obligation to their work as school employees.
2. Help others understand that the employee's opinions and actions are expressed as an individual and not as representatives of the school.

The following guidelines are established to clarify what activities are not appropriate during work hours on school property:

1. Employees will not use school time, resources, property or equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate, or the advocacy of any political issue.
2. Collection and solicitation of campaign funds or campaign workers by employees on school property during assigned work hours are prohibited.
3. Use of students or employees for writing, addressing or distributing partisan political materials is prohibited.
4. Campaign literature, including but not limited to electronic mail, that supports a specific candidate will not be distributed within school or property during work hours.
5. Employees will not poll students to determine how their parents/guardians will be voting, and they will not attempt to indoctrinate students with personal political or social philosophy.
6. Employees will not attempt to coerce, either directly or indirectly, political activity or support from other school employees.

Issues concerning the political activity of an employee will be reported to the principal or direct supervisor, who will follow-up and take appropriate action.

#### Political Materials As Part Of Instructional Program



Teachers are responsible for providing students with an opportunity to investigate various sides of the topics presented in their courses, particularly in relation to controversial subjects, within the limits imposed by relevance to the course, maturity level and intellectual ability of students, and the time available.

Teachers are encouraged to conduct appropriate classroom activities that will encourage students to become involved in the political processes of the party of the student's choice.

Teachers may use political materials as part of the instructional program, provided the material is germane to the instructional objective of the course.

Any classroom presentation of political materials, issues or expression of views must be balanced and fair.

Teachers will strive to promote tolerance for the opinions of others and respect for the right of all individuals to hold and express differing opinions.



|              |                   |
|--------------|-------------------|
| Book         | Policy Manual     |
| Section      | 3000 Employees    |
| Title        | Gifts             |
| Code         | 3022              |
| Status       | Active            |
| Adopted      | March 10, 2015    |
| Last Revised | November 13, 2018 |

#### **Authority**

The Board of Trustees (Board) considers the acceptance of gifts by Charter School employees an undesirable practice.

It is the policy of the Board that staff members shall not accept gifts of significant value, as determined by the [\[1\]](#)[\[2\]](#) Chief Executive Officer or designee.

The Board prohibits any Charter School employee from demanding or requesting, directly or indirectly, any gift, donation or contribution of any kind from any parent/guardian, teacher, employee or any other person affiliated with the Charter School as a condition for employment or enrollment in the Charter School, and/or continued attendance of any student.[\[3\]](#)

#### **Delegation of Responsibility**

The Chief Executive Officer or designee may approve acts of generosity to individual Charter School employees in unusual situations.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [1. 24 P.S. 1724-A](#)  
[2. 24 P.S. 510](#)  
[3. 24 P.S. 1725-A](#)



|              |                      |
|--------------|----------------------|
| Book         | Policy Manual        |
| Section      | 3000 Employees       |
| Title        | Procedures for Gifts |
| Code         | 3022-AR-1            |
| Status       | Active               |
| Adopted      | September 8, 2020    |
| Last Revised | September 12, 2023   |

School employees will not encourage personal receipt of gifts for services rendered as a school employee.

Recognizing that gifts are often given to employees to express appreciation and are often given to school staff at holidays, at the conclusion of special projects or the end of special seasons, such gifts to staff will be permitted. However, gifts should not be in cash and should not exceed \$25.00 in value.

School employees may not accept gifts that could influence, or appear to influence, school business decisions in favor of an individual, group or organization with which the school conducts business dealings.



|                     |                             |
|---------------------|-----------------------------|
| Book                | Policy Manual               |
| Section             | 3000 Employees              |
| Title               | Tobacco and Vaping Products |
| Code                | 3023                        |
| Status              | Active                      |
| Adopted             | November 13, 2018           |
| Last Revised        | November 10, 2020           |
| Prior Revised Dates | January 14, 2020            |

### **Purpose**

The Board of Trustees ("Board") recognizes that tobacco, nicotine and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users and nonusers and the safety and environment of the Charter School. The purpose of this policy is to regulate use of tobacco and vaping products, including Juuls and other electronic cigarettes, by Charter School employees and contracted personnel.

### **Definitions**

State law defines the term tobacco product to broadly encompass not only tobacco, but also vaping products, including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:[\[1\]](#)[\[2\]](#)

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine, flavor and/or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, vape-pen, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
  - a. Tobacco, whether in its natural or synthetic form; or
  - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:[\[1\]](#)[\[2\]](#)

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.

2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. *Federal law requires the Charter School to maintain a drug-free workplace, at which marijuana of any kind is prohibited.*[3][4]

### **Authority**

The Board prohibits the use of tobacco, nicotine and vaping products, including the product marketed as Juul and other e-cigarettes, by Charter School employees and contracted personnel at any time in a Charter School building and on any property, buses, vans and vehicles that are owned, leased or controlled by the Charter School; or on property owned, leased or controlled by the Charter School.[1][2]

The Board may designate specific areas for use of tobacco, nicotine and vaping products, including the product marketed as Juul and other e-cigarettes by Charter School employees on property owned, leased or controlled by the Charter School that is at least fifty (50) feet from the Charter School buildings, stadiums and bleachers.[1]

The Board also prohibits use of tobacco, nicotine and vaping products, including the product marketed as Juul and other e-cigarettes, by Charter School employees at any time while responsible for the supervision of students during school-sponsored activities that are held off Charter School property.

This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by Charter School employees and contracted personnel of legal age.

The Board deems it to be a violation of this policy for any Charter School employee or contracted personnel to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a student.[1]

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall notify employees and contracted personnel about the Board's tobacco and vaping policy by publishing information through the employee handbook.[1]

### **Reporting**

#### **Office for Safe Schools Report -**

The Chief Executive Officer shall annually, by July 31, report incidents of prohibited possession, use or sale of nicotine and vaping products, including Juuls or other e-cigarettes, on school property to the Office for Safe Schools on the required form.[3]

#### **Law Enforcement Incident Report -**

The Chief Executive Officer or designee may report incidents involving the sale of tobacco and vaping products, including Juuls and other e-cigarettes, to minors by employees on school property, at any school-sponsored activity or on a conveyance providing transportation to or from the school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[3][4][5][6][7]

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

|       |                                         |
|-------|-----------------------------------------|
| Legal | <a href="#">1. 18 Pa. C.S.A. 6305</a>   |
|       | <a href="#">2. 18 Pa. C.S.A. 6306.1</a> |
|       | <a href="#">5. 20 U.S.C. 7973</a>       |
|       | <a href="#">7. 24 P.S. 1303-A</a>       |
|       | <a href="#">9. 24 P.S. 1302.1-A</a>     |
|       | <a href="#">10. 22 PA Code 10.2</a>     |
|       | <a href="#">11. 22 PA Code 10.22</a>    |
|       | <a href="#">24 P.S. 1724-A</a>          |

[20 U.S.C. 7971 et seq](#)



|         |                                 |
|---------|---------------------------------|
| Book    | Policy Manual                   |
| Section | 3000 Employees                  |
| Title   | Smoking, Drug & Substance Abuse |
| Code    | 3023-AR-1                       |
| Status  | Active                          |
| Adopted | September 8, 2020               |

### **Smoking**

Tobacco (which as defined by Board Policy #3023 includes a lighted or unlighted cigarette, electronic cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form) presents a health and safety hazard that can have serious consequences for the user, non-user and the safety of the School. All 21CCCS school buildings and grounds are designated as non-smoking facilities as required by state law. Tobacco use by 21CCCS employees is prohibited on 21CCCS property, buses, vans and vehicles that are owned, leased or controlled by the School. Incidents of possession, use or sale of tobacco on school property will be reported to the Office for Safe Schools. All employees are required to comply with this policy.

### **Drug & Substance Abuse**

The misuse of drugs can be a serious problem with legal, physical, and social implications for the whole school community, specifically relating to employee safety, efficiency and productivity. Unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the School environment. All employees will, as a condition of employment, abide by Board Policy #3051 and follow the required reporting guidelines. Violations of the Policy shall be subject to disciplinary action up to and including termination, and referral for prosecution.



|         |                 |
|---------|-----------------|
| Book    | Policy Manual   |
| Section | 3000 Employees  |
| Title   | Personnel Files |
| Code    | 3024            |
| Status  | Active          |
| Adopted | March 12, 2019  |

### **Authority**

Orderly operation of the Charter School requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as a Charter School employee.

The Board of Trustees (Board) requires that sufficient records be maintained to ensure an employee's qualifications for the job held; compliance with federal and state requirements and local benefit programs; conformance with Board policies, administrative procedures, and rules; and evidence of completed evaluations.

[1][2]

### **Delegation of Responsibility**

The Board delegates the establishment and maintenance of official personnel records to the Chief Executive Officer or designee, who shall prepare administrative procedures defining the material to be incorporated into personnel files.

### **Guidelines**

A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.

Medical records shall be kept in a file separate from the employee's personnel file.[3][4]

Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file.

Personnel records [5] shall not normally be available to individual Trustees.

Personnel files shall be reviewed at intervals established by the Charter School, and material no longer required shall be destroyed.

### **Employee Access**

Charter School employees shall have access to their own file. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.[6][7]

Employees who wish to review their own records shall:[7][8]

1. Request access in writing.
2. Review the record in the presence of the administrator responsible to maintain personnel records.
3. Make no alterations to the record, nor remove any material.
4. Sign a log attached to the file indicating the date and person reviewing.

### **Appeals**



To appeal material in their personnel file, employees shall submit a written request to the administrator delegated to maintain the records

1. Name and date.
2. Material to be appealed.
3. Reason for the appeal.

The responsible administrator shall hear the appeal and make a determination and permit the addition of employee comments.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

- [1. 24 P.S. 1724-A](#)
- [2. 24 P.S. 510](#)
- [3. 42 U.S.C. 12112](#)
- [4. 42 U.S.C. 2000ff et seq](#)
- [5. 15 Pa. C.S.A. 5512](#)
- [6. 43 P.S. 1321](#)
- [7. 43 P.S. 1322](#)
- [8. 43 P.S. 1323](#)
- [23 Pa. C.S.A. 6301 et seq](#)
- [24 P.S. 111](#)
- [42 U.S.C. 12101 et seq](#)
- [43 P.S. 1321 et seq](#)
- [8 CFR 274a.2](#)



|         |                          |
|---------|--------------------------|
| Book    | Policy Manual            |
| Section | 3000 Employees           |
| Title   | Personnel File Checklist |
| Code    | 3024-AR-1                |
| Status  | Active                   |
| Adopted | September 8, 2020        |

**The Personnel File Checklist is attached below.**

[Personnel File Checklist.pdf \(146 KB\)](#)

**OFFICE OF HUMAN RESOURCES – PERSONNEL FILE SETUP**

**Employee Name:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
**Start Date:** \_\_\_\_\_

**EMPLOYMENT**

- Offer of Employment Letter
- Job Description
- Employee Handbook Acknowledgement

**EDUCATION**

- |                                                                      |                                                          |
|----------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Certification                               | <input type="checkbox"/> Not applicable to Position Held |
| <input type="checkbox"/> Prior PA Teacher Induction Cert             | <input type="checkbox"/> Not applicable to Position Held |
| <input type="checkbox"/> Official Transcript                         | <input type="checkbox"/> Not applicable to Position Held |
| <input type="checkbox"/> Mandatory Training Assignments - SafeSchool |                                                          |
| <input type="checkbox"/> Training Schedule                           |                                                          |

**HR**

- |                                                                                                  |                                                     |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Original New Employee Information Checklist                             |                                                     |
| <input type="checkbox"/> I-9 Employment Eligibility Verification + ID                            | <input type="checkbox"/> Moved to I9 Filing         |
| <input type="checkbox"/> FBI Rap Sheet                                                           | <input type="checkbox"/> Copied to Clearance Binder |
| <input type="checkbox"/> Act 151 – Child Abuse History Clearance                                 | <input type="checkbox"/> Copied to Clearance Binder |
| <input type="checkbox"/> Act 34 – PA State Police                                                | <input type="checkbox"/> Copied to Clearance Binder |
| <input type="checkbox"/> Act 24/82 – Arrest/Conviction                                           | <input type="checkbox"/> Copied to Clearance Binder |
| <input type="checkbox"/> Act 168 – Sexual Misconduct - Last/Final Forms Received: _____          |                                                     |
| <input type="checkbox"/> Acceptable Use and Internet Safety Policy Acknowledgement               |                                                     |
| <input type="checkbox"/> Confidentiality Statement & Intellectual Property Rights Acknowledgment |                                                     |
| <input type="checkbox"/> Workers' Compensation Information & Employee Notification               |                                                     |

**OTHER**

- |                                                          |                                                          |
|----------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Benefit Enrollment Completed    | <input type="checkbox"/> Not applicable to Position Held |
| <input type="checkbox"/> Application                     |                                                          |
| <input type="checkbox"/> Resume                          |                                                          |
| <input type="checkbox"/> Reference Checks                |                                                          |
| <input type="checkbox"/> Pre-Interview Information Sheet |                                                          |
| <input type="checkbox"/> Interview Notes                 |                                                          |
| <input type="checkbox"/> Physical                        | <input type="checkbox"/> Moved to Medical File           |

**PROVIDED TO PAYROLL:**

- |                                                                  |                                         |
|------------------------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> W-4                                     |                                         |
| <input type="checkbox"/> Local Tax Form                          |                                         |
| <input type="checkbox"/> PSERS Form                              |                                         |
| <input type="checkbox"/> Opt-Out Form                            | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Entered Information into CSIU by: _____ |                                         |
| <input type="checkbox"/> Personnel File Review: _____            |                                         |

\_\_\_\_\_  
*Sharee McGibboney, Business Administrator*



|         |                    |
|---------|--------------------|
| Book    | Policy Manual      |
| Section | 3000 Employees     |
| Title   | Dress and Grooming |
| Code    | 3025               |
| Status  | Active             |
| Adopted | November 13, 2018  |

### **Authority**

Charter School employees set an example in dress and grooming for students and the Charter School community. Employees' dress should reflect their professional status and encourage respect for authority in order to have a positive influence on the Charter School's programs and operations.

The Board of Trustees (Board) has the authority to specify reasonable dress and grooming requirements, within law, for all Charter School employees to prevent an adverse impact on the educational programs and Charter School operations. [\[1\]](#)[\[2\]](#)

When assigned to Charter School duties, employees shall be physically clean, neat, well-groomed and dressed in a manner consistent with assigned job responsibilities.

Employees shall be groomed so that their hairstyle does not cause a safety or health hazard.

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall have the authority to designate special days when some departure from the dress code shall be allowed.

If an employee feels that an exception to this policy would enable them to carry out assigned duties more effectively, a request should be made to the immediate supervisor.

The Chief Executive Officer or designee shall annually distribute this policy and the rules regarding dress and grooming to employees, and shall include this information in employee handbooks.

### **Guidelines**

Violations of this policy shall result in disciplinary action, in accordance with Board policy, administrative procedures and Charter School rules.

### **Identification Badges**

The Charter School shall prepare and distribute identification badges for all employees.

Badges shall display a picture of the employee, employee's name and title, and the name of the Charter School.

All Charter School employees are required to wear identification badges during the school day. Identification badges must be easily visible at all times.

Replacement badges may be purchased by the employee at a cost determined by the Charter School.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 24 P.S. 1724-A](#)

[2. 24 P.S. 510](#)



|              |                                   |
|--------------|-----------------------------------|
| Book         | Policy Manual                     |
| Section      | 3000 Employees                    |
| Title        | Procedures for Dress and Grooming |
| Code         | 3025-AR-1                         |
| Status       | Active                            |
| Adopted      | September 8, 2020                 |
| Last Revised | September 12, 2023                |

In order to provide a learning environment consistent with the purpose of educating children, all school employees will dress appropriately and professionally according to their assigned positions and related job descriptions.

Employees should be aware that they set a powerful example for all students with regard to proper dress and grooming and reflect an image of the school to the community.

Staff dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health or safety.

### **Enforcement**

Principals and immediate supervisors are responsible to ensure that school employees present a professional appearance in dress and grooming and to do so in an equitable, consistent and fair manner.

Principals and immediate supervisors may permit employees who require specific attire to dress according to the needs of their assigned job responsibilities, such as specialty teachers, custodians, maintenance workers, etc.

Principals have the authority to designate special days when some departure from the dress code will be allowed. Principals will announce these days.

### **Penalties**

In order to be consistent in dealing with employees who do not adhere to the established standards for dress and grooming, administrators will follow these procedures for employee violations:

1. First Offense – Employee receives a verbal warning, followed up by written documentation of the date and events of the violation and the warning.
2. Second Offense – Employee is sent home to change and return to work, docked pay for the time lost, followed up with written documentation of date and events of the violation.
3. Third Offense – Employee is sent home for the day, docked one (1) day's pay, followed up with written documentation of the date and events of the violation. Employee is required to meet with the CEO. Upon the third offense, the employee will be informed that their evaluation will reflect these violations in the appropriate category.



|         |                                   |
|---------|-----------------------------------|
| Book    | Policy Manual                     |
| Section | 3000 Employees                    |
| Title   | Unacceptable Attire for Employees |
| Code    | 3025-AR-2                         |
| Status  | Active                            |
| Adopted | September 8, 2020                 |

The following items are considered disruptive to the school environment or to the maintenance of a safe and orderly school and are not acceptable attire for employees in school buildings, on school grounds or at school activities:

1. Shorts, dresses, skirts or similar clothing shorter than mid-thigh length.
2. Sunglasses worn inside buildings, unless prescription with a verifiable medical order.
3. Hats worn inside buildings.
4. Denim and chambray jeans, with exceptions for approved activities allowing for such.
5. T-shirts, tight-fitting or body-hugging tops or slacks, midriff tops, tank tops, muscle tops.
6. Flip-flops, beach shoes, hiking boots, over-the-knee boots, sneakers (except for activities requiring such attire).
7. Beach wear.
8. Sweatpants/tops.
9. Sweatshirts.
10. Grunge attire.
11. Inappropriately sheer, tight or low-cut clothing that bares or exposes traditionally private parts of the body, including but not limited to the stomach, buttocks, back and breasts.
12. Clothing or accessories that contain any advertisement, symbols, words, slogans, patches or pictures that:
  - a. Refer to drugs, tobacco, alcohol or weapons.
  - b. Are of a sexual or sexually suggestive nature.
  - c. Denote membership in gangs.
  - d. Are obscene, profane, vulgar, lewd or legally libelous.
  - e. Threaten the safety or welfare of any individual.
  - f. Promote any activity prohibited by the Code of Student Conduct.

g. Otherwise disrupts the educational atmosphere.

The principal or immediate supervisor may permit exceptions to this list for certain employment positions.





|         |                       |
|---------|-----------------------|
| Book    | Policy Manual         |
| Section | 3000 Employees        |
| Title   | Identification Badges |
| Code    | 3025-AR-3             |
| Status  | Active                |
| Adopted | September 8, 2020     |

The school will prepare identification badges for all school employees, which will be distributed by the Facilities Manager.

Badges will display a picture of the employee, employee's name and title, and the name of the school in which the employee is based.

All school employees are required to wear identification badges during the school day and regular working day. Identification badges must be easily visible at all times.

Replacement badges must be purchased by the employee at a cost determined by the school.



|                     |                   |
|---------------------|-------------------|
| Book                | Policy Manual     |
| Section             | 3000 Employees    |
| Title               | Complaint Process |
| Code                | 3026              |
| Status              | Active            |
| Adopted             | November 27, 2006 |
| Last Revised        | April 16, 2019    |
| Prior Revised Dates | November 17, 2015 |

#### **Authority**

It is the intent of the Board of Trustees (Board) to establish reasonable and effective means of resolving conflicts among employees to reduce potential areas of complaints, and to establish and maintain clear two-way channels of communication between supervisory personnel and Charter School employees.

The Board adopts this policy to facilitate proper and equitable solutions to complaints by employees at the lowest appropriate level, and to establish an orderly procedure for pursuing solutions.

If a concern or issue arises regarding a term or condition of employment, disciplinary action and/or employment decision or if an employee disagrees with the implementation of 21CCCS policies or procedures, the employee should refer to the Complaint Procedure in the Employee Handbook.

There shall be no reprisals or retaliation of any kind taken against any employees or their representatives because of support of or participation in a complaint.

All complaints will be kept confidential, and will not be disclosed except on a need basis, consistent with the resolution of the issue.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [24 P.S. 1716-A](#)  
[24 P.S. 1724-A](#)



|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 3000 Employees    |
| Title   | Making Complaints |
| Code    | 3026-AR-1         |
| Status  | Active            |
| Adopted | September 8, 2020 |

The Charter School is committed to resolving these complaints as quickly and efficiently as possible. Individuals who believe they are/have been the victims of or have knowledge or have witnessed harassment, discrimination and/or retaliation should report such incidents, in writing, as promptly as possible, to the CEO. Should the CEO be the person accused of the harassment, discrimination and/or retaliation or should the complainant feel that the CEO is in some way responsible for the harassment, discrimination or retaliation, the complainant may bring their concerns directly to the attention of the Board Chairperson who will follow the procedures outlined below.

Any alleged incident involving an employee and another employee, administrator, Board member or vendor shall be investigated by the CEO or their designee. After completing any such investigation, the CEO shall determine appropriate remediation and/or discipline and shall report to the Board of Trustees.

The reporting of an alleged incident shall remain strictly confidential, within the bounds of any legal and investigative requirements. The confidentiality and rights of the accused shall be similarly respected.

To the extent possible and as permissible by law, the Charter School shall maintain full and confidential records of all such investigation, remediation and discipline (if imposed).

Any retaliation by a Charter School employee found guilty of harassment, discrimination and/or retaliation (or friend/supporter(s) of such an individual) shall be handled as a most serious offense by the appropriate level of jurisdiction, including possible referral to the appropriate law enforcement agencies. Equally serious is a complaint that is not made in good faith or based upon false information. Disciplinary action, including unpaid suspension or termination, may be taken against an employee who files such a complaint.

All students and employees shall be made aware of this policy and their rights to protection against harassment and against any type of retaliation for reporting alleged harassment or discrimination. They also shall be informed of counseling services, where appropriate.

The employee may seek either an informal or formal resolution to their complaint:

#### A. Informal (Employee)

The employee may request that the CEO intervene, after a full investigation by the CEO or their designee, by notifying the alleged offender that the specific offensive behavior(s) will not be tolerated in the work place. In such case, the CEO must discuss the matter with the alleged offender, and, if warranted, require that they participate in non-disciplinary counseling. The CEO shall document responsive actions taken in writing. Copies will also be forwarded to the Chairperson of the Board. If a student, the accused shall have the right to have their parent/guardian present during their interview.

#### B. Informal (Student)

The student or their parent/guardian may request CEO to intervene by notifying the alleged offender that the specific offensive behavior(s) will not be tolerated. In such case, the CEO must discuss the matter with the alleged offender, and, if warranted, require that they participate in non-disciplinary counseling. The CEO shall document actions taken in writing. Copies will also be forwarded to the Board Chairperson. The accused, if they are a student, shall have the right to have their parent present during the interview.

### C. Formal

An individual who believes that they have been harassed, discriminated, or retaliated against (or a witness to any such conduct) should make a written complaint to the CEO requesting an investigation into the allegation. Formal complaints shall be taken in writing and signed by the complainant. A thorough and complete investigation shall be conducted by the CEO or their designee with results provided to the Board of Trustees. To the extent possible and allowed by law, confidentiality shall be maintained within the confines of the investigation of the alleged prohibited behavior. All parties will be treated with dignity and due process.

## Procedures for Investigating and Resolving Complaints

### A. Equal Employment Opportunity Officer ("EEO")

The CEO or their designee shall be designated as the EEO Officer, capable of conducting a thorough and complete investigation. This EEO Officer shall seek advice and assistance from the Board of Trustees if it is believed that they lack the capacity to conduct a thorough and complete investigation of the alleged misconduct. If the CEO is the alleged harasser or is alleged to have been responsible for the harassment/discrimination/retaliation, the Chairperson of the Board will conduct the investigation.

### B. Conducting Investigations

The EEO Officer, receiving a complaint of harassment, discrimination or retaliation, shall take the details of the complaint in writing and have the complainant sign it. Copies of this document will be provided to the Board. All complaints of harassment, discrimination or retaliation against a Charter School employee shall be received, investigated and disposed of in accordance with the procedures set forth in this policy, and complainants shall be notified of the final disposition/action taken.

If the complaint involves sexual assault, rape or conduct of a potentially criminal nature, the local police department or law enforcement agency shall be contacted and a report of the incident made. If there is any question whether the conduct complained of constituted criminal activity, the Charter School's solicitor should be contacted and consulted.

The EEO Officer shall attempt to secure statements from all participants in, and witnesses to the alleged incident. The accused, if they are a student, shall have the right to have their parent or guardian present.

All investigations shall be completed by the EEO Officer within ten (10) school days from the date of the written complaint.

A substantiated charge of harassment, discrimination or retaliation shall result in appropriate disciplinary action, including, but not limited to, potential employee discharge or suspension without pay, or student suspension or expulsion. Any disciplinary action shall be subject to the requirements of the Charter School's Code of Conduct, the Public School Code, Charter School Law, Department of Education Regulations and other applicable law. All complainants shall be guaranteed protection from reprisals of any type, including, but not limited to, continued employment, promotion, work assignment, grades awarded, etc., unless it can be proved such accusations were known to be false and malicious in their intent. If such malicious intent is proved, the complainant shall be subject to appropriate disciplinary action.

Documents regarding substantiated charges of harassment, discrimination or retaliation shall be maintained by the Charter School. Documents regarding unsubstantiated charges shall not be placed in employee personnel files, but shall be maintained by the Board of Trustees in a confidential EEO file established expressly for retaining complaints of harassment, discrimination and/or retaliation against students and/or employees.

### C. Training

It is the responsibility of the Charter School Board of Trustees to ensure that all administration, staff and Board receive the appropriate training to enforce this Policy.



|              |                                                                                              |
|--------------|----------------------------------------------------------------------------------------------|
| Book         | Policy Manual                                                                                |
| Section      | 3000 Employees                                                                               |
| Title        | Notice to Individuals Complaining of Improper Conduct, Unlawful Harassment or Discrimination |
| Code         | 3026-AR-2                                                                                    |
| Status       | Active                                                                                       |
| Adopted      | September 8, 2020                                                                            |
| Last Revised | February 9, 2022                                                                             |

**The Notice to Individuals Complaining of Improper Conduct, Unlawful Harassment or Discrimination is attached below.**

[3026-AR-2.pdf \(297 KB\)](#)



**NOTICE TO INDIVIDUALS COMPLAINING OF  
IMPROPER CONDUCT, UNLAWFUL HARASSMENT OR DISCRIMINATION**

**TO:**

**DATE:**

**FROM:**

The elimination of improper conduct, including unlawful harassment or discrimination, is a high priority for the 21<sup>st</sup> Century Cyber Charter School (21CCCS). It is the established policy of 21CCCS to prohibit *all* forms of improper conduct, including sexual harassment or discrimination. The Employee Handbook addresses Mutual Respect and Prohibition of Workplace Harassment, and we urge you to read it and become familiar with the provisions contained therein. We would, however, like to use this notice to highlight certain information.

1. 21CCCS will investigate the allegations of improper conduct that you have brought to its attention. The investigation will be conducted by the CEO, Human Resources/Civil Rights Coordinator, or designee. If you have any questions of 21CCCS's investigator, you may contact them at the following address and telephone number:  

1245 Wrights Lane, West Chester, PA 19380  
484-875-5400
2. During the investigation, you have the right to (a) provide 21CCCS with information and documentation concerning the alleged improper conduct; (b) advise 21CCCS of the identity and location of any possible witnesses, and (c) all other rights set forth in law or in 21CCCS policy.
3. 21CCCS is interested in knowing what action you are seeking in response to the harassment or discrimination. Although the law does not require that 21CCCS to comply with requested action in order to eliminate unlawful harassment or discrimination, a collaborative dialogue may be a useful tool in ensuring that such harassment or discrimination is eliminated throughout 21CCCS.
4. 21CCCS will take reasonable steps to preserve confidentiality and will make every effort to prevent public disclosure of the names of the parties involved except to the extent necessary to carry out the investigation. 21CCCS is interested in knowing your views about confidentiality issues and will try to accommodate them subject to 21CCCS being able to fulfill its commitment to eliminate unlawful harassment or discrimination.
5. 21<sup>st</sup> Century Cyber Charter School employees and students who are alleged to be perpetrators of misconduct and unlawful harassment or discrimination are entitled to due process and are protected by certain confidentiality rights. Subject to the rights of students and/or employees, 21CCCS will make an effort to keep you apprised of the progress of its investigation and of any decisions it renders concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by 21CCCS to remediate any harassment or discrimination that may have occurred, please feel free to contact the CEO, Human Resources/Civil Rights Coordinator or the Investigator identified previously in this notice.

6. If you are dissatisfied with the progress of the investigation or have any concerns, you may submit your concerns in writing to the Board of Trustees Chairperson at the following address. The Board will then consider the written concerns and determine what responsive action, if any, is appropriate.

21CCCS Board of Trustees Chairperson  
21st Century Cyber Charter School  
1245 Wrights Lane  
West Chester, PA 19380

7. If, after investigating your complaint, it is concluded that the allegations have merit and that action will be taken to remediate the situation, 21CCCS will follow-up with you to make sure that there is not a recurrence of the improper conduct. If there is any repeat of any improper conduct, we ask that you immediately notify Human Resources/Civil Rights Coordinator.
8. 21CCCS has a policy of correcting the discriminatory effects of any improper conduct, including sexual harassment or discrimination. Please feel free to advise of the things that you believe that 21CCCS should do to correct the discriminatory effects of the improper conduct.
9. Retaliation by anyone against any individual who has reported improper conduct, including sexual harassment or discrimination, is strictly forbidden. If you believe that anyone is retaliating against you in any way, please notify Human Resources/Civil Rights Coordinator immediately.

Thank you for your assistance and cooperation.

I hereby acknowledge receipt of this notice.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Cc: Complainant  
CEO  
Human Resources/Civil Rights Coordinator  
Investigator





|              |                   |
|--------------|-------------------|
| Book         | Policy Manual     |
| Section      | 3000 Employees    |
| Title        | Complaint Form    |
| Code         | 3026-AR-3         |
| Status       | Active            |
| Adopted      | September 8, 2020 |
| Last Revised | February 9, 2022  |

**The Complaint Form is attached below.**

[3026-AR-3.pdf \(146 KB\)](#)



**COMPLAINT FORM**  
(Use separate forms for each Complainant)

Date:

1. The person filing this complaint is: \_\_\_\_\_ *(Name/Title)*
2. The complaint is being filed against: \_\_\_\_\_ *(Name/Title)*
3. Incident/incidents:
  - Took place on or about \_\_\_\_\_ *(date)*
  - Is of a continuing nature, which has persisted up to and including the present
4. Please describe your complaint: \_\_\_\_\_
5. Explain how you would like this resolved: \_\_\_\_\_
6. Identify any witnesses or other persons / information you believe may be relevant about the complaint: \_\_\_\_\_

To the best of my knowledge, the above statement is true and correct. I further understand that knowingly making a false report of discrimination / harassment may subject me to discipline, up to and including termination of employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Investigator



|              |                          |
|--------------|--------------------------|
| Book         | Policy Manual            |
| Section      | 3000 Employees           |
| Title        | Investigation Fact Sheet |
| Code         | 3026-AR-4                |
| Status       | Active                   |
| Adopted      | September 8, 2020        |
| Last Revised | February 9, 2022         |

**The Investigation Fact Sheet is attached below.**

[3026-AR-4.pdf \(202 KB\)](#)



**Re: Complaint of Unlawful Harassment, Discrimination or Improper Conduct**

By:

Against:

Date:

Dear \_\_\_\_\_,

After an investigation of the above referenced matter, including interviews of identified witnesses and a review of any documentary evidence submitted for review, the results of the investigation are:

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If you are dissatisfied with the progress of the investigation or have any concerns, you may submit your concerns in writing to the Board of Trustees Chairperson at the following address. The Board will then consider the written concerns and determine what responsive action, if any, is appropriate.

21CCCS Board of Trustees Chairperson

21st Century Cyber Charter School

1245 Wrights Lane

West Chester, PA 19380

Sincerely,

Human Resources Director

cc: Personnel file



|              |                     |
|--------------|---------------------|
| Book         | Policy Manual       |
| Section      | 3000 Employees      |
| Title        | Compensation/Salary |
| Code         | 3028                |
| Status       | Active              |
| Adopted      | January 25, 2005    |
| Last Revised | November 13, 2018   |

**Authority**

The Board of Trustees (Board) shall approve compensation plans or schedules, individual contracts, and/or salary lists or schedules for administrative, professional and support employees.[\[1\]](#)

Salary lists or schedules shall be used to set compensation for new and inexperienced employees and for experienced employees new to the Charter School, and salary adjustments that result from earning advanced degrees while employed by the Charter School.

**Delegation of Responsibility**

Implementation of compensation plans or schedules, individual contracts, and/or salary lists or schedules shall be the responsibility of the Chief Executive Officer, the Personnel Director and the Business Administrator.

The Chief Executive Officer or designee is authorized to credit the past experience of a candidate when determining salary.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [1. 24 P.S. 1724-A](#)



|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 3000 Employees    |
| Title   | Compensation      |
| Code    | 3028-AR-1         |
| Status  | Active            |
| Adopted | September 8, 2020 |

All school employees will be paid annually in twenty-four (24) equal semi-monthly installments.

Employees working less than twelve (12) months may elect to have their salaries paid in full upon the last pay date following completion of their assignments or may annualize their pay.

Salary payments will be made by check or bank deposit, in compliance with Board policy and applicable collective bargaining agreements or individual contract.

Supplemental salaries will be paid at the conclusion of the activity or on January 30 or June 15, in compliance with Board policy and applicable collective bargaining agreements or individual contract.

#### Extended Employment

**Extended employment** is defined as the number of days certificated employees are contracted to work in addition to the normal school term.

Extended employment must be approved by the Board and will be recommended by the CEO only for those activities necessary to improve the educational programs in the schools.

The length of the workday for extended employees will be established by the Board.



|         |                         |
|---------|-------------------------|
| Book    | Policy Manual           |
| Section | 3000 Employees          |
| Title   | Salary Election Options |
| Code    | 3028-AR-2               |
| Status  | Active                  |
| Adopted | September 8, 2020       |

The school will provide salary election options for employees who work less than twelve (12) months but receive their salary over all twelve (12) months, and the school will annually notify employees regarding their options.

Ten-month employees will be given the option to be paid over a ten-month period, a twelve-month period, or a twelve-month period with a lump sum payment at the end of the school year.

The school will provide the Salary Election Form for all eligible employees.

To qualify for the twelve-month option, an employee must complete and submit the Salary Election Form to the Business Office by 2<sup>nd</sup> week in May.

If an employee does not submit the Salary Election Form by the due date, they will be paid in twenty-four (24) equal installments.

For an employee electing to be paid in twenty (20) installments with a lump sum payment in June, the school will retain full discretion to pay the lump sum amount in the form of equal installments every two (2) weeks through the end of summer.

The salary election option chosen by the employee is irrevocable and cannot be changed after the due date of the Salary Election Form (2<sup>nd</sup> week in May).



|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 3000 Employees    |
| Title   | Overtime          |
| Code    | 3030              |
| Status  | Active            |
| Adopted | November 13, 2018 |

### **Authority**

The Board of Trustees (Board) adopts this policy in order to ensure consistent treatment of all affected employees and compliance with applicable law regarding payment of overtime.

In accordance with federal and state law and this policy, [\[1\]](#)[\[2\]](#) overtime shall be paid for work in excess of the established workday or workweek for non-exempt Charter School employees.

The Charter School shall determine an employee's exempt or non-exempt status in accordance with law, and shall inform the employee of the designated status.

No overtime shall be scheduled or worked without prior approval of the Business Administrator.

Overtime shall be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of forty (40) hours per week (including the difference between the normal workweek and forty (40) hours).[\[1\]](#)[\[2\]](#)

The Charter School may use compensatory time off in accordance with state and federal laws and regulations.[\[1\]](#)[\[3\]](#)

### **Guidelines**

For purposes of computing overtime, credit shall be given only for hours worked, as recorded in Charter School records and as provided by law.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

|       |                                        |
|-------|----------------------------------------|
| Legal | <a href="#">1. 29 U.S.C. 207</a>       |
|       | <a href="#">2. 43 P.S. 333.104</a>     |
|       | <a href="#">3. 34 PA Code 231.42</a>   |
|       | <a href="#">29 CFR Part 778</a>        |
|       | <a href="#">29 U.S.C. 201 et seq</a>   |
|       | <a href="#">34 PA Code 231.41</a>      |
|       | <a href="#">34 PA Code 231.43</a>      |
|       | <a href="#">43 P.S. 333.101 et seq</a> |





|         |                              |
|---------|------------------------------|
| Book    | Policy Manual                |
| Section | 3000 Employees               |
| Title   | Overtime / Compensatory Time |
| Code    | 3030-AR-1                    |
| Status  | Active                       |
| Adopted | September 8, 2020            |

Exempt employees are not eligible for overtime or overtime pay (i.e. time and one half pay). Exempt employees are expected to work as many hours or days that it takes to get the job done without additional compensation.

Based upon operational constraints, a non-exempt employee may be offered the opportunity to work more than 7.5 hours in a given day, with the expectation that subsequent days in the same work week would reflect an equal reduction in hours to meet the standard 37.5 hour work week.

Hours worked by a non-exempt employee in excess of 37.5 up to 40 in a workweek will be compensated through payroll at the regular hourly rate of pay (or through equivalent compensatory hours added to the employee's available balance if so elected by the employee and approved by the supervisor).

Non-exempt employees working more than 40 hours in a workweek will be compensated through payroll at the overtime rate of one and one-half times the employee's regular hourly rate of pay (or through the addition of equivalent compensatory time to the employee's available balance if so elected by the employee and approved by the supervisor).

No overtime shall be scheduled or worked without prior approval of the Business Administrator (Board Policy #3030).

When submitting for overtime or compensatory time, non-exempt staff members must complete and submit a weekly timesheet reflecting actual time worked for the entire week, both on and off work premises. The employee's supervisor must approve the timesheet and is responsible for verifying the actual time worked.

Failure to submit and/or submitting inaccurate timesheets will result in disciplinary action up to and including termination. The substitution of compensatory time off in lieu of monetary compensation for the time worked over 37.5 and up to 40 hours must be agreed upon in advance by the staff member and supervisor. In the absence of a timely election, staff members will be paid straight time for time worked in excess of their regular schedule up to 40 hours.

Non-exempt employees cannot receive a combination of both compensatory time and overtime pay for actual time worked in the same pay period.

#### a) Compensatory Time

No more than 20 hours of earned compensatory time may be accumulated in an employee's current balance at any time during the school year. An employee must schedule compensatory time off in advance with their supervisor. Compensatory time must be taken or processed for payment through Payroll by June 30 of the school year in which it is earned. If a staff member changes status or terminates employment, compensatory time is to be paid at the staff member's current rate of pay on or before the next regular payday following the effective date of change of status or termination.

b) Overtime Pay

All payments for overtime must be authorized by the supervisor and processed through payroll within the pay period in which the overtime hours are worked. If the employee is away from work due to sickness, job-related injury, holiday, personal time off, bereavement, jury duty or other days off, whether paid or non-paid, these hours are not counted as hours worked for the purpose of computing overtime pay.



|                     |                      |
|---------------------|----------------------|
| Book                | Policy Manual        |
| Section             | 3000 Employees       |
| Title               | Job Related Expenses |
| Code                | 3031                 |
| Status              | Active               |
| Adopted             | November 13, 2018    |
| Last Revised        | August 8, 2023       |
| Prior Revised Dates | November 10, 2020    |

#### **Authority**

The Board of Trustees (Board) shall reimburse Charter School employees for the actual and necessary job related expenses which have been approved in advance, including travel expenses, they incur in the course of performing services for the Charter School, in accordance with Board policy and administrative procedures.

#### **Delegation of Responsibility**

The validity of payments for job related expenses for Charter School employees shall be determined by such employees' immediate supervisors and the Charter School Business Administrator.

The Chief Executive Officer or designee shall develop administrative procedures for approval and reimbursement of job related expenses, including travel expenses, which shall require employees to provide adequate documentation of expenses.

Charter school officials and employees shall comply with all applicable board policies and administrative procedures established for reimbursement of travel and other expenses.

The validity of payments for job related expenses for all Charter School employees and Charter School officials in accordance with this policy shall be determined by the CEO or designee or the Business Administrator.

#### **Guidelines**

Actual and necessary expenses incurred when attending functions away from the Charter School shall be reimbursed to an employee if approval has been obtained in advance from the employee's immediate supervisor and the Charter School's Business Administrator.

Attendance at approved events away from the Charter School shall be without loss of regular pay, unless otherwise stipulated prior to attendance.

All job related expenses must be presented with itemized receipts prior to reimbursement.

#### **Staff Travel**

The Board of Trustees (Board) shall reimburse Charter School employees and Charter School officials for travel costs incurred in the course of performing services related to official business.

School employees are not eligible for travel reimbursement for return to school for any activities beyond the school day, such as parent conference, open house, etc.

For the purposes of this policy, travel costs shall mean expenses for transportation, subsistence, and related items incurred by employees and Charter School officials who are in travel status on official business.

Use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned buildings, but not regarding travel between home and the assigned building, and is authorized in advance by the employee's immediate supervisor and the Charter School's Business Administrator.

Use of a personal vehicle for approved purposes is reimbursable at the rate per mile approved by the IRS.

Use of a personal vehicle requires that liability insurance be provided by the employee.

Travel costs shall be reimbursed on a mileage basis for travel when using an employee's personal vehicle. Use of a personal vehicle for approved purposes is reimbursable at the rate per mile approved by the IRS. Use of a personal vehicle requires that liability insurance be provided by the employee.

Ground transportation when pre-approved, parking and other allowable expenses consistent with those normally allowed in like circumstances in the Charter School's non-federally funded activities and in accordance with board policies and administrative procedures shall be reimbursed only to the extent they are reasonable and with supervisor and Business Administrator approval.

Lodging arrangements shall be made in advance and prepaid by the Charter School. Employees will be required to provide a credit card to the hotel to cover incidentals/damages during their stay.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[24 P.S. 1724-A](#)



|              |                             |
|--------------|-----------------------------|
| Book         | Policy Manual               |
| Section      | 3000 Employees              |
| Title        | Job Related Travel Expenses |
| Code         | 3031-AR-1                   |
| Status       | Active                      |
| Adopted      | September 8, 2020           |
| Last Revised | August 8, 2023              |

### **Travel Expenses for Attendance at Meetings/Conventions/Conferences/Testing Sites**

Employees are encouraged to pool transportation with other school employees, when possible.

Travel will be by the most direct and economical route. Employees should select the most efficient mode of transportation when traveling, considering the most economical use of time and school funds. The length of time involved in travel and lodging and meal expenses should be considered. Locations beyond normal driving distance, approximately 300 miles or five (5) hours, may be reached more economically by air travel.

When an employee is assigned use of a school owned or rental vehicle, the employee will use a school issued gas card for fuel expenses. The school issued gas card is not permitted for use in a personal vehicle.

Use of a personal vehicle for authorized travel between school by an employee will be reimbursed at the mileage rate established by the IRS. Use of a personal vehicle requires that liability insurance be provided by the employee.

Use of a personal vehicle for special emergency purposes by an employee will be reimbursed if it is a recognized part of the employee's job responsibilities.

Employees will complete and submit to the immediate supervisor at the end of each month the Employee's Monthly Expense Form to receive reimbursement for travel connected to the job description. The supervisor will approve the form and submit it to the Business Office for approval by the Business Administrator.

Employees traveling for school business should exercise the same care when incurring expenses as they would when traveling on personal business. Employees are expected to be accurate when reporting expenses.

It is the general practice that all expenses are paid by the employee and reimbursed according to the stated procedure.

When traveling overnight, the actual cost for meals supported by itemized receipts (dates and costs must be clearly visible) will be within the General Service Administration (GSA) per diem. Where receipts are unavailable, a menu with itemized costs totaling the requested reimbursements supported by a credit card statement, may be accepted. Employees will be reimbursed no more than \$60 per day (recommended as follows: \$14 - Breakfast, \$16 - Lunch, \$30 - Dinner). Gratuities will not be reimbursed over twenty percent (20%). Sales tax will be reimbursable for travel related expenses.

Each employee will include only meals for reimbursement. On the return day, the meal allowance will end upon arrival at the school or employee's home. On the travel day, the meal allowance will begin upon departure from the school. Meals in lieu of meals covered by a conference registration fee will not be reimbursed.

Requests for reimbursement in a name other than the employee will not be permitted without a Statement or Verification Form.

Reimbursement requests that are not timely and are older than 3 months will not be processed for reimbursement.

### **Procedures**

1. All requests for travel to and attendance at meetings, conventions or conferences must have been budgeted in the current operating budget, although the CEO can exercise discretion for final approval of a proposed request outside the budget allocation.
2. The completed Meeting/Convention/Conference/Workshop Request Form must be submitted to the principal or immediate supervisor at least three (3) weeks prior to the requested date of attendance.
3. If the principal or supervisor approves the request, they will ensure that the expenses for the request are covered in the budget. The original is submitted to the CEO and the Business Administrator for final approval.
4. The CEO makes the final determination of approval or denial. If the request is denied, the reasons will be noted on the form.
5. The request is returned to the employee with approval or denial noted.
6. The employee attends the meeting, conference or convention and keeps a copy of all receipts paid for meals, tolls and mileage.
7. Within five (5) days of the end of the month, the employee completes the Report of Conference Attendance and the Monthly Expense Form, attaches all receipts, and submits it to the principal or immediate supervisor.
8. The principal or supervisor reviews the form and submitted expenses, approves them and submits them to the Business Administrator for approval and payment.
9. The employee's expenses will be approved with the accounts payable bills for that month.

### **Unallowable Expenses**

Listed below are examples of expenditures that are not eligible for reimbursement. This is not a complete list but can be used as a guideline when traveling:

1. Personal air travel insurance.
2. Travel, lodging, and meals for family members or friends.
3. Room or meal charges for personal stay-over.
4. Late check out charges.
5. Fines for traffic violations or parking violations.
6. Fees for traveler's checks.
7. Credit card membership fees.
8. Personal purchases, i.e., newspaper, snacks, etc.
9. Property that is lost or stolen.
10. Alcoholic beverages.
11. Entertainment.
12. Movies in hotels.
13. Tips for baggage handling or maid service.
14. Personal telephone calls
15. Delivery fees, surcharges or convenience fees.

### **Credit Cards**

Employees who are assigned credit cards by the school may not use such to purchase any personal items or services, even if the expenses are reimbursed to the Board.

**The Expense Voucher can be located in the shared Human Resources Drive.**



|                     |                   |
|---------------------|-------------------|
| Book                | Policy Manual     |
| Section             | 3000 Employees    |
| Title               | Working Periods   |
| Code                | 3032              |
| Status              | Active            |
| Adopted             | November 13, 2018 |
| Last Revised        | November 10, 2020 |
| Prior Revised Dates | May 14, 2019      |

### **Authority**

Work schedules required for administrative, professional and support employees shall be clearly specified to ensure regular attendance by employees and consistent operation of the Charter School.

The Board of Trustees has the authority and responsibility to determine the hours and days during which Charter School programs and services shall be available to students.[\[1\]](#)[\[2\]](#)

The Board, in accordance with the written Charter, has the authority to make modifications to the school calendar and the school schedule as necessary to meet the instructional and health and safety needs of students and staff. Modifications to staff working periods shall be addressed in accordance with individual contracts, Board resolutions and/or Board-approved health and safety plans.[\[1\]](#)[\[3\]](#)[\[4\]](#)

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall develop administrative procedures to ensure Charter School employees are informed of and adhere to their assigned work schedules.

During the times students are in attendance, staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the employees' administrator/immediate supervisors, and Chief Executive Officer or designee.

All staff members are expected to attend required meetings unless specifically excused by the employees' immediate supervisors.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

|       |                                   |
|-------|-----------------------------------|
| Legal | <a href="#">1. 24 P.S. 1716-A</a> |
|       | <a href="#">2. 24 P.S. 1724-A</a> |



|              |                                |
|--------------|--------------------------------|
| Book         | Policy Manual                  |
| Section      | 3000 Employees                 |
| Title        | Procedures for Working Periods |
| Code         | 3032-AR-1                      |
| Status       | Active                         |
| Adopted      | September 8, 2020              |
| Last Revised | September 12, 2023             |

Teaching schedules, workday and work year will be determined annually by the Board, in accordance with applicable board policy or contracts, and will be communicated to relevant staff.

The Board reserves the right to alter teaching schedules and/or the school calendar in cases of emergency or unexpected school closures, including the length of workdays or designation of which days will constitute instructional days in the school year, in accordance with applicable law, Board policy, administrative compensation plan and individual contracts.

### **Administrative Employees**

Each administrator will inform a secretary or designee of the administrator's whereabouts at all times during the school day. The administrator will state the destination, approximate time of return, and method of contact when assigned to work in a school building.

### **Professional Employees**

Professional employees are required to be present at their assigned work locations, and to make themselves available to students, prior to the time prescribed for the beginning of the school day.

The preparation/planning period is contractually provided to teachers for preparing instruction. Administrators will ensure that preparation/planning time is not infringed upon by other assignments, but when necessary it will occur only under the conditions of the agreement.

### **Support Employees**

Support employees who travel among buildings will inform a secretary or designee of the employee's whereabouts at all times during the school day. The employee will state destination, approximate time of return, and method of contact.

### **Discretionary Early Release**

Principals and immediate supervisors have the authority to grant permission for an employee to leave prior to the end of the workday if the following conditions are met:

1. The principal or supervisor has granted permission in advance.
2. The early release does not intrude upon completion of the employee's assigned responsibilities.



3. The reason for the request is a doctor or dentist appointment, emergency, or employee is returning that same evening for a parent conference, open house, or similar activity and is not receiving remuneration.

The principal or supervisor will maintain a log of the requests made and the reasons for granting or denying the requests.



|                     |                          |
|---------------------|--------------------------|
| Book                | Policy Manual            |
| Section             | 3000 Employees           |
| Title               | Professional Development |
| Code                | 3033                     |
| Status              | Active                   |
| Adopted             | October 3, 2005          |
| Last Revised        | November 10, 2020        |
| Prior Revised Dates | November 13, 2018        |

### **Authority**

Continuing professional study and in-service training for Charter School employees are prerequisites for professional development, enhanced ability to complete responsibilities and maintaining certification.

The Board of Trustees (Board) directs Charter School employees to further their professional and personal advancement through graduate study, in-service training, conference attendance and professional development activities. [\[1\]](#)[\[2\]](#)

An uncertified teacher or administrator employed full-time by the Charter School shall comply with the applicable continuing professional education requirements of the School Code to maintain employment in the Charter School. The Charter School shall maintain the professional development records of an uncertified teacher or administrator who is employed full-time. [\[1\]](#)[\[2\]](#)[\[3\]](#)

### **Guidelines**

#### Graduate/Special Courses

Only courses of study that are preapproved as to a specific employee shall be eligible for reimbursement by the Charter School.

Documentary evidence of satisfactory completion of all study programs shall be required for reimbursement purposes.

Reimbursement for credits for approved graduate study or special courses shall be provided in accordance with the Staff Handbook subsequent to preapproval when preapproved by the Chief Executive Officer or designee.

#### ***Trauma-Informed Approach Education -***

The professional education plan shall include a minimum of one (1) hour of required training in trauma-informed approaches, in accordance with the law. [\[1\]](#)[\[11\]](#)

The Charter School shall provide certificated Charter School employees with training on trauma-informed approaches, in accordance with the law and the Charter School professional education plan. Training shall address, but shall not be limited to: [\[11\]](#)[\[12\]](#)

1. Recognition of the signs of trauma in students.

2. Best practices for schools and classrooms regarding trauma-informed approaches, including utilizing multi-tiered systems of support.
3. Recognition of the signs of impact of secondary trauma on Charter School employees and appropriate resources for employees experiencing secondary trauma.
4. The Charter School's policies regarding trauma-informed approaches.[13]

5. The Charter School's policies regarding connecting students with appropriate services.[14][15][16]  
Training shall be based on evidence-based or evidence-informed programs that meet the needs of the Charter School's community and reflect current best practices related to trauma-informed approaches.[11][17]

#### Special Education Paraprofessionals, Educational Interpreters and Personal Care Assistants

Special education instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.[4]

Educational interpreters shall provide evidence of a minimum of twenty (20) hours of staff development activities relating to interpreting or transliterating services annually, in accordance with law and Board policy.[4]

Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the School-Based Access Program.[4]

22 Pa. Code Sec. 49.16 states that induction plans are required for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, and educational specialists; school entities may require teachers new to the school entity to participate in the induction program also.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

#### Legal

- [1. 24 P.S. 1205.1](#)
- [2. 24 P.S. 1205.2](#)
- [3. 24 P.S. 1205.3](#)
- [4. 22 PA Code 49.16](#)
- [5. 22 PA Code 4.13](#)
- [7. 24 P.S. 1109](#)
- [8. 24 P.S. 1205.5](#)
- [9. 24 P.S. 1217](#)
- [10. 22 PA Code 49.17](#)
- [11. 24 P.S. 1205.7](#)
- [12. 24 P.S. 102](#)
- [17. 20 U.S.C. 7801](#)
- [18. 22 PA Code 711.5](#)
- [24 P.S. 1205.6](#)
- [24 P.S. 1719-A](#)
- [24 P.S. 1724-A](#)
- [24 P.S. 1732-A](#)



|              |                                         |
|--------------|-----------------------------------------|
| Book         | Policy Manual                           |
| Section      | 3000 Employees                          |
| Title        | Procedures for Professional Development |
| Code         | 3033-AR-1                               |
| Status       | Active                                  |
| Adopted      | September 8, 2020                       |
| Last Revised | September 12, 2023                      |

### **Professional Development And Induction Plans**

The school will follow the requirements of law and regulations in the development of the professional education plan and induction plan.

Pennsylvania Department of Education guidelines and recommendations for development of these plans may be found at:

[http://www.education.state.pa.us/portal/server.pt/community/act\\_48\\_-\\_continuing\\_professional\\_education/8622](http://www.education.state.pa.us/portal/server.pt/community/act_48_-_continuing_professional_education/8622)

### **Attendance At Out of District Conferences/Workshops**

The school encourages employees to attend professional meetings, conventions and conferences that address current issues in education and the workplace. Approvals will be granted on the basis of the beneficial effects on the school's educational programs and operational needs.

Employees who request attendance at a meeting, convention or conference must receive prior approval from the principal or immediate supervisor and CEO. The employee must complete the Conference/Workshops Form at least three (3) weeks prior to the event and follow the established procedure for requesting attendance.

Principals and immediate supervisors will discuss the request with the employee and will consider the following when determining whether to approve a request for professional development:

1. Value to the school.
2. Cost to the school.
3. Relation of the program to the employee's assignment.
4. Expected participation of the employee.
5. Length of absence from duty.
6. Possible conflicts, personnel needs as a result of the absence.
7. Number of employees requesting attendance at the same meeting/convention/conference.
8. Number of previous opportunities attended by the employee.

Normally one (1) employee per building and two (2) employees from the school will be permitted to attend a meeting, convention or conference, unless initiated by the administration.

One (1) meeting, convention or conference of up to three (3) days will generally be the annual maximum for granting an employee request.

Special consideration will be given for professional development in areas of priority emphasis, as determined by the Board.

### **Employee Reports**

An employee will complete the Report Of Attendance Form and submit it to the principal or supervisor who approved the request.

The principal or supervisor will approve the report and forward it to the CEO. The CEO will provide copies of the employee's report to the Board for its information. A copy will be placed in the employee's personnel file.

### **College/University Courses**

The school encourages employees to enroll in courses that will provide professional development for employees and will benefit the school's educational program.

Employees must receive pre-approval before enrolling in any college or university course to be eligible for tuition reimbursement and/or salary credit. Only courses included in the professional education plan or specifically approved by the Board will be eligible.

The employee must submit a completed Pre-Approval Of College/University Credits Form, with an attached copy of the course description, to the CEO for approval.

The CEO will approve or deny the request and return the signed form to the employee. A copy will be placed in the employee's personnel file.

Upon completion of a course, the employee will submit an official transcript, tuition payment receipts, and a completed Application For Credit Reimbursement Form to the Business Office for processing. A copy will be placed in the employee's personnel file.



|              |                   |
|--------------|-------------------|
| Book         | Policy Manual     |
| Section      | 3000 Employees    |
| Title        | Sick Leave        |
| Code         | 3034              |
| Status       | Active            |
| Adopted      | March 12, 2019    |
| Last Revised | November 10, 2020 |

### **Purpose**

The Board of Trustees (Board) adopts this policy to ensure that Charter School employees receive paid sick leave days in accordance with the employee handbook and terms of an individual employment contract.

### **Authority**

The Board reserves the right to require any employee claiming paid or unpaid sick leave to submit sufficient proof, including documentation from a licensed physician, certified registered nurse practitioner or a licensed physician assistant, of the employee's illness, disability or need to quarantine.

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.[1] Any evidence of misuse of sick leave shall be maintained in the employee's confidential file and shall be made part of the evaluation of the employee's service.

The Board shall consider the written request of any eligible employee for an extension of sick leave, with or without pay, when the employee's own accumulated sick leave or other paid or unpaid leave has been exhausted.

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall report to the Board the names of employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified.

### **Guidelines**

Charter School employees shall be entitled to sick leave as specified in the handbook provisions applicable to each employee classification and/or individual employment contract.

Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

### **Proof of Disability**

An employee absent on sick leave may be required to submit a physician's written statement certifying their disability.

An employee absent for 3 or more consecutive working days may be required to submit a physician's statement.

A physician's statement may not be presumed to conclusively establish the employee's disability.

#### Records

The Charter School's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reasons for such absences noted.

A record shall be made of the unused sick leave days accumulated by each Charter School employee, which shall be reported to the employee.

It is the policy of the Board not to make payment for unused sick leave upon discharge, resignation, or retirement, except as referenced in the employee handbooks and/or individual employment contract.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[24 P.S. 1724-A](#)



|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 3000 Employees    |
| Title   | Sick Time         |
| Code    | 3034-AR-1         |
| Status  | Active            |
| Adopted | September 8, 2020 |

### **Sick Time**

All full time employees will accrue paid sick time at the rate of one (1) day per month of employment. Sick time is added to available balances in the Employee Portal the first of the month. There is no maximum accrual for sick time balances. Employees hired after the start of the school year will earn sick leave on a pro-rated basis.

### **Employment Basis Sick Time Accrual**

260 Days (12 Months) 12 days per year  
 221-259 days (11 Months) 11 days per year  
 180-220 days (10 Months) 10 days per year

With the approval of the CEO, part-time employees (0.5FTE or higher) are eligible to earn sick time on a prorated basis. Absences due to sickness lasting more than two consecutive days must be substantiated with a doctor's note. Any employee who is expected to be at work but is absent on days considered "critical days" must provide a doctor's note upon their return to work. Sick days used to extend a non-work day/break or taken on a "critical day" will require a doctor's note. Critical days are defined as full professional development days, first/last day of the quarter, transition days and during standardized testing weeks. This restriction will apply to employees in the following positions: Teachers, Counselors, School Nurse, Developers, Academic Advisor, ISD department and Administrators.

After an employee has used half of their sick day accrual for the year, they may be required to supply Administration with a doctor's note for subsequent sick days. Unused sick time will not be paid out at termination of employment unless eligibility requirements are met (refer to Retirement and Severance). Misuse of sick leave shall be considered a serious infraction subject to disciplinary action (Board Policy #3034).





|                     |                           |
|---------------------|---------------------------|
| Book                | Policy Manual             |
| Section             | 3000 Employees            |
| Title               | Family and Medical Leaves |
| Code                | 3035                      |
| Status              | Active                    |
| Adopted             | March 12, 2019            |
| Last Revised        | November 10, 2020         |
| Prior Revised Dates | January 14, 2020          |

#### **Authority**

The Board of Trustees (Board) shall provide eligible Charter School employees with unpaid leaves of absence in accordance with the Family and Medical Leave Act, hereinafter referred to as FMLA.[\[1\]](#)[\[2\]](#)

Employee requests for FMLA leave shall be processed in accordance with the law, Board policy and administrative procedures.

#### **Delegation of Responsibility**

The Chief Executive Officer or designee shall develop and disseminate administrative procedures to implement FMLA leave for eligible employees.

The Charter School shall post, in conspicuous places in the Charter School customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and the procedure for filing a complaint.[\[3\]](#)

Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a designated form to Human Resources.

#### **Guidelines**

Employees' eligibility for FMLA leave shall be based on the criteria established by law.[\[4\]](#)[\[5\]](#)

Eligible employees shall be provided up to twelve (12) workweeks of unpaid leave in a twelve-month period for the employee's own serious health condition; for the birth, adoption, foster placement or first-year care of a child; to care for a seriously ill spouse, child or parent; or to address specific qualifying exigencies pertaining to a member of the Armed Forces alerted for foreign deployment or during foreign deployment.[\[5\]](#)

Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered service member.[\[5\]](#)

The Charter School shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted their FMLA leave in any twelve-month period.[\[6\]](#)

When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee is required to utilize such paid leave concurrent with the FMLA leave.[\[5\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 29 CFR Part 825](#)

[2. 29 U.S.C. 2601 et seq](#)

[3. 29 U.S.C. 2619](#)

[4. 29 U.S.C. 2611](#)

[5. 29 U.S.C. 2612](#)

[6. 29 CFR 825.200](#)

[3035-Attach1-FFCRA\\_Poster\\_English.pdf \(180 KB\)](#)

[3035-Attach2-FFCRA\\_Poster\\_Spanish.pdf \(185 KB\)](#)

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ▶ PAID LEAVE ENTITLEMENTS

**Generally, employers covered under the Act must provide employees:**

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

### ▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### ▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
1-866-487-9243  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



# DERECHOS DEL EMPLEADO

## LICENCIA POR ENFERMEDAD PAGADA Y EXPANSION DE LICENCIA FAMILIAR Y POR ENFERMEDAD BAJO LEY FAMILIAS PRIMERO DE RESPUESTA AL CORONAVIRUS

La **Ley Familias Primero de Respuesta al Coronavirus (FFCRA o Ley)** requiere que ciertos empleadores den a empleados licencias laboral pagadas o expansión de licencia familiar y por enfermedad por razones relativas al COVID-19. Estas provisiones aplicarán desde abril 1 hasta diciembre 31 del 2020.

### ► DERECHOS A LICENCIA LABORAL PAGADA

**En general, los empleadores cubiertos bajo la Ley deben proveer a empleados:**

Hasta 2 semanas (80 horas, o el equivalente de dos semanas de un empleado a tiempo parcial) de licencia por enfermedad pagada en base a su mayor tasa regular de pago, o el salario mínimo estatal o federal aplicable, de la siguiente manera:

- 100% para razones calificables #1-3 (ver abajo), hasta \$511 por día y \$5,110 total;
- $\frac{2}{3}$  para razones calificables #4 and 6, hasta \$200 por día y \$2,000 total; y
- Hasta 12 semanas de licencia por enfermedad pagada y expansión de licencia familiar y por enfermedad pagada a  $\frac{2}{3}$  para razones calificables #5 de hasta \$200 por día y \$12,000 total.

Un empleado a tiempo parcial es elegible a licencia por las horas que trabajaría durante ese periodo.

### ► EMPLEADOS ELEGIBLES

En general, empleados de empleadores del sector privado con menos de 500 trabajadores, y de ciertos empleadores del sector público, son elegibles a hasta dos semanas de licencia pagada total o parcialmente por enfermedad por razones de COVID-19 (ver abajo). *Empleados que hayan estado en nómina al menos 30 días anteriores a su solicitud de licencia podrán ser elegibles a hasta 10 semanas adicionales de expansión pagada parcialmente de licencia familiar y por enfermedad por razón #5.*

### ► RAZONES CALIFICABLES A LICENCIA RELACIONADA A COVID-19

Un empleado tiene derecho a tomar licencia laboral relacionada a COVID-19 si no le es posible trabajar, incluyendo imposibilidad de hacer **teletrabajo**, porque el empleado:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"><li>1. está sujeto a orden de cuarentena o aislamiento Federal, Estatal, o local relacionada al COVID-19;</li><li>2. ha sido instruido por un proveedor de salud que se ponga en auto-cuarentena por COVID-19;</li><li>3. está experimentando síntomas de COVID-19 y está solicitando diagnóstico médico;</li><li>4. está cuidando a una persona sujeta a una orden descrita en (1) o en auto-cuarentena descrita en (2);</li></ol> | <ol style="list-style-type: none"><li>5. está cuidando a un hijo cuya escuela o lugar de cuidados está cerrado (o cuidados infantiles no están disponibles) por razones de COVID-19; o</li><li>6. está experimentando otras condiciones sustancialmente similares a las especificadas por el Secretario de Salud y Servicios Humanos.</li></ol> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

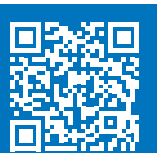
### ► CUMPLIMIENTO

La División de Horas y Salarios (WHD) del Departamento de Trabajo de EE.UU. tiene la autoridad de investigar y hacer que se cumpla la FFCRA. Los empleadores no podrán expulsar, disciplinar, o discriminar de ningún modo a un empleado que legalmente hace uso de su derecho a licencia laboral pagada o a extensión de licencia familiar y por enfermedad bajo FFCRA, presenta una queja, o inicia un procedimiento bajo o relativo a esta Ley. Los empleadores que violen las provisiones de la FFCRA serán objeto de multas y medidas de cumplimiento por la WHD.



**DIVISION DE HORAS Y SALARIOS**  
DEPARTAMENTO DE TRABAJO DE ESTADOS UNIDOS

Para información adicional  
o para presentar una queja:  
1-866-487-9243  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)





|              |                                          |
|--------------|------------------------------------------|
| Book         | Policy Manual                            |
| Section      | 3000 Employees                           |
| Title        | Procedures for Family and Medical Leaves |
| Code         | 3035-AR-1                                |
| Status       | Active                                   |
| Adopted      | September 8, 2020                        |
| Last Revised | September 12, 2023                       |

All regulatory notices / posters are available through the HR Shared Drive.

All regulatory notices / posters are also displayed in all locations:

- West Chester
- Murrysville
- Downingtown



|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 3000 Employees    |
| Title   | FMLA Eligibility  |
| Code    | 3035-AR-2         |
| Status  | Active            |
| Adopted | September 8, 2020 |

**The FMLA Info Sheet - Employee Rights and Responsibilities is attached below.**

[FMLA - Info Sheet Employee Rights and Responsibilities.pdf \(263 KB\)](#)

# EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

## Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

## Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

## Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

## Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months\*, and if at least 50 employees are employed by the employer within 75 miles.

**\*Special hours of service eligibility requirements apply to airline flight crew employees.**

## Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

## Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

## Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

## Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

## Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

## Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.**



**For additional information:**  
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
[WWW.WAGEHOUR.DOL.GOV](http://WWW.WAGEHOUR.DOL.GOV)

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 · Revised February 2013



|              |                           |
|--------------|---------------------------|
| Book         | Policy Manual             |
| Section      | 3000 Employees            |
| Title        | FMLA - Employee Condition |
| Code         | 3035-AR-3                 |
| Status       | Active                    |
| Adopted      | September 8, 2020         |
| Last Revised | April 20, 2022            |

**The FMLA Form for Employee Condition is attached below.**

[3035-AR-3 - FMLA - Certification Form Employee Condition.pdf \(291 KB\)](#)



**Certification of Health Care Provider for  
Employee's Serious Health Condition  
under the Family and Medical Leave Act**

**U.S. Department of Labor  
Wage and Hour Division**



DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR.  
RETURN TO THE PATIENT.

OMB Control Number: 1235-0003  
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

**SECTION I – EMPLOYER**

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308.** Additionally, you **may not** request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

- (1) Employee name: \_\_\_\_\_  
*First Middle Last*
- (2) Employer name: \_\_\_\_\_ Date: \_\_\_\_\_ (mm/dd/yyyy)  
*(List date certification requested)*
- (3) The medical certification must be returned by \_\_\_\_\_ (mm/dd/yyyy)  
*(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)*
- (4) Employee's job title: \_\_\_\_\_ Job description (  is /  is not) attached.  
Employee's regular work schedule: \_\_\_\_\_  
Statement of the employee's essential job functions: \_\_\_\_\_

*(The essential functions of the employee's position are determined with reference to the position the employee held at the time the employee notified the employer of the need for leave or the leave started, whichever is earlier.)*

**SECTION II - HEALTH CARE PROVIDER**

Please provide your contact information, complete all relevant parts of this Section, and sign the form. Your patient has requested leave under the FMLA. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of the employee. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves *inpatient care* or *continuing treatment by a health care provider*. For more information about the definitions of a serious health condition under the FMLA, see the chart on page 4.

You may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Employee Name: \_\_\_\_\_

Health Care Provider's name: (Print) \_\_\_\_\_

Health Care Provider's business address: \_\_\_\_\_

Type of practice / Medical specialty: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**PART A: Medical Information**

Limit your response to the medical condition(s) for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) State the approximate date the condition started or will start: \_\_\_\_\_ (mm/dd/yyyy)

(2) Provide your **best estimate** of how long the condition lasted or will last: \_\_\_\_\_

(3) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

**Inpatient Care:** The patient ( has been /  is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): \_\_\_\_\_

**Incapacity plus Treatment:** (e.g. outpatient surgery, strep throat)  
Due to the condition, the patient ( has been /  is expected to be) incapacitated for *more than* three consecutive, full calendar days from \_\_\_\_\_ (mm/dd/yyyy) to \_\_\_\_\_ (mm/dd/yyyy).

The patient ( was /  will be) seen on the following date(s): \_\_\_\_\_  
\_\_\_\_\_

The condition ( has /  has not) also resulted in a course of continuing treatment under the supervision of a health care provider (e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment)

**Pregnancy:** The condition is pregnancy. List the expected delivery date: \_\_\_\_\_ (mm/dd/yyyy).

**Chronic Conditions:** (e.g. asthma, migraine headaches) Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

**Permanent or Long Term Conditions:** (e.g. Alzheimer's, terminal stages of cancer) Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

**Conditions requiring Multiple Treatments:** (e.g. chemotherapy treatments, restorative surgery) Due to the condition, it is medically necessary for the patient to receive multiple treatments.

**None of the above:** If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

Employee Name: \_\_\_\_\_

- (4) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. (e.g., use of nebulizer, dialysis) \_\_\_\_\_

**PART B: Amount of Leave Needed**

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as “lifetime,” “unknown,” or “indeterminate” may not be sufficient to determine FMLA coverage.

- (5) Due to the condition, the patient ( had /  will have) **planned medical treatment(s)** (scheduled medical visits) (e.g. psychotherapy, prenatal appointments) on the following date(s): \_\_\_\_\_

- (6) Due to the condition, the patient ( was /  will be) **referred to other health care provider(s)** for evaluation or treatment(s).

State the nature of such treatments: (e.g. cardiologist, physical therapy) \_\_\_\_\_

Provide your **best estimate** of the beginning date \_\_\_\_\_ (mm/dd/yyyy) and end date \_\_\_\_\_ (mm/dd/yyyy) for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery (e.g. 3 days/week)

- (7) Due to the condition, it is medically necessary for the employee to work a **reduced schedule**.

Provide your **best estimate** of the reduced schedule the employee is able to work. From \_\_\_\_\_ (mm/dd/yyyy) to \_\_\_\_\_ (mm/dd/yyyy) the employee is able to work: (e.g., 5 hours/day, up to 25 hours a week)

- (8) Due to the condition, the patient ( was /  will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date \_\_\_\_\_ (mm/dd/yyyy) and end date \_\_\_\_\_ (mm/dd/yyyy) for the period of incapacity.

- (9) Due to the condition, it ( was /  is /  will be) medically necessary for the employee to be absent from work on an **intermittent basis** (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur \_\_\_\_\_ times per ( day /  week /  month) and are likely to last approximately \_\_\_\_\_ ( hours /  days) per episode.

Employee Name: \_\_\_\_\_

**PART C: Essential Job Functions**

If provided, the information in Section I question #4 may be used to answer this question. If the employer fails to provide a statement of the employee’s essential functions or a job description, answer these questions based upon the employee’s own description of the essential job functions. An employee who must be absent from work to receive medical treatment(s), such as scheduled medical visits, for a serious health condition is considered to be *not able* to perform the essential job functions of the position during the absence for treatment(s).

(10) Due to the condition, the employee ( was not able /  is not able /  will not be able) to perform *one or more* of the essential job function(s). Identify at least one essential job function the employee is not able to perform:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Health Care Provider \_\_\_\_\_ Date \_\_\_\_\_ (mm/dd/yyyy)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Definitions of a Serious Health Condition</b> (See 29 C.F.R. §§ 825.113-.115)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Inpatient Care</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <ul style="list-style-type: none"><li>• An overnight stay in a hospital, hospice, or residential medical care facility.</li><li>• Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Continuing Treatment by a Health Care Provider (any one or more of the following)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b><u>Incapacity Plus Treatment:</u></b> A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either:</p> <ul style="list-style-type: none"><li>○ Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or,</li><li>○ At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.</li></ul> |
| <p><b><u>Pregnancy:</u></b> Any period of incapacity due to pregnancy or for prenatal care.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b><u>Chronic Conditions:</u></b> Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b><u>Permanent or Long-term Conditions:</u></b> A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer’s disease or the terminal stages of cancer.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b><u>Conditions Requiring Multiple Treatments:</u></b> Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT**

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

**DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.**



|              |                                |
|--------------|--------------------------------|
| Book         | Policy Manual                  |
| Section      | 3000 Employees                 |
| Title        | FMLA - Family Member Condition |
| Code         | 3035-AR-4                      |
| Status       | Active                         |
| Adopted      | September 8, 2020              |
| Last Revised | April 20, 2022                 |

**The FMLA Form for Family Member Condition is attached below.**

[3035-AR-4 - FMLA - Certification Form Family Condition.pdf \(366 KB\)](#)

**Certification of Health Care Provider for  
Family Member's Serious Health Condition  
under the Family and Medical Leave Act**

**U.S. Department of Labor  
Wage Hour Division**



**DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR.  
RETURN TO THE PATIENT.**

OMB Control Number: 1235-0003  
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave to care for a family member with a serious health condition to submit a medical certification issued by the family member's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

**SECTION I - EMPLOYER**

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308.** Additionally, you **may not** request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees or employees' family members created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

- (1) Employee name: \_\_\_\_\_  
*First Middle Last*
- (2) Employer name: \_\_\_\_\_ Date: \_\_\_\_\_ (mm/dd/yyyy)  
*(List date certification requested)*
- (3) The medical certification must be returned by \_\_\_\_\_ (mm/dd/yyyy)  
*(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)*

**SECTION II - EMPLOYEE**

Please complete and sign Section II before providing this form to your family member or your family member's health care provider. The FMLA allows an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of your family member. If requested by your employer, your response is required to obtain or retain the benefit of the FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). **You are responsible for making sure the medical certification is provided to your employer within the time frame requested, which must be at least 15 calendar days.** 29 C.F.R. §§ 825.305-825.306. Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA leave request. 29 C.F.R. § 825.313.

- (1) Name of the family member for whom you will provide care: \_\_\_\_\_
- (2) Select the relationship of the family member to you. The family member is your:
- Spouse                       Parent                       Child, under age 18  
 Child, age 18 or older and incapable of self-care because of a mental or physical disability

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

Employee Name: \_\_\_\_\_

(3) Briefly describe the care you will provide to your family member: *(Check all that apply)*

- Assistance with basic medical, hygienic, nutritional, or safety needs       Transportation  
 Physical Care       Psychological Comfort       Other: \_\_\_\_\_

(4) Give your **best estimate** of the amount of leave needed to provide the care described: \_\_\_\_\_

(5) If a **reduced work schedule** is necessary to provide the care described, give your **best estimate** of the reduced schedule you are able to work. From \_\_\_\_\_ *(mm/dd/yyyy)* to \_\_\_\_\_ *(mm/dd/yyyy)*, I am able to work \_\_\_\_\_ *(hours per day)* \_\_\_\_\_ *(days per week)*.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ *(mm/dd/yyyy)*

### SECTION III - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form below. A family member of your patient has requested leave under the FMLA to care for your patient. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave to care for a family member with a serious health condition. For FMLA purposes, a “serious health condition” means an illness, injury, impairment, or physical or mental condition that *involves inpatient care or continuing treatment by a health care provider*. For more information about the definitions of a serious health condition under the FMLA, see the chart at the end of the form.

You also may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient’s serious health condition, such as providing the diagnosis and/or course of treatment.

Health Care Provider’s name: *(Print)* \_\_\_\_\_

Health Care Provider’s business address: \_\_\_\_\_

Type of practice / Medical specialty: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

#### **PART A: Medical Information**

Limit your response to the medical condition for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, “incapacity” means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee’s family members, 29 C.F.R. § 1635.3(b).

(1) Patient’s Name: \_\_\_\_\_

(2) State the approximate date the condition started or will start: \_\_\_\_\_ *(mm/dd/yyyy)*

(3) Provide your **best estimate** of how long the condition lasted or will last: \_\_\_\_\_

(4) For FMLA to apply, care of the patient must be medically necessary. Briefly describe the type of care needed by the patient *(e.g., assistance with basic medical, hygienic, nutritional, safety, transportation needs, physical care, or psychological comfort)*.

\_\_\_\_\_  
\_\_\_\_\_

Employee Name: \_\_\_\_\_

(5) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

**Inpatient Care:** The patient ( has been /  is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): \_\_\_\_\_

**Incapacity plus Treatment:** (e.g. outpatient surgery, strep throat)

Due to the condition, the patient ( has been /  is expected to be) incapacitated for *more than three* consecutive, full calendar days from \_\_\_\_\_ (mm/dd/yyyy) to \_\_\_\_\_ (mm/dd/yyyy).

The patient ( was /  will be) seen on the following date(s): \_\_\_\_\_

The condition ( has /  has not) also resulted in a course of continuing treatment under the supervision of a health care provider (e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment)

**Pregnancy:** The condition is pregnancy. List the expected delivery date: \_\_\_\_\_ (mm/dd/yyyy).

**Chronic Conditions:** (e.g. asthma, migraine headaches) Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

**Permanent or Long Term Conditions:** (e.g. Alzheimer's, terminal stages of cancer) Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

**Conditions requiring Multiple Treatments:** (e.g. chemotherapy treatments, restorative surgery) Due to the condition, it is medically necessary for the patient to receive multiple treatments.

**None of the above:** If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

(6) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. (e.g., use of nebulizer, dialysis) \_\_\_\_\_

### **PART B: Amount of Leave Needed**

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine if the benefits and protections of the FMLA apply.

(7) Due to the condition, the patient ( had /  will have) **planned medical treatment(s)** (scheduled medical visits) (e.g. psychotherapy, prenatal appointments) on the following date(s): \_\_\_\_\_

(8) Due to the condition, the patient ( was /  will be) **referred to other health care provider(s)** for evaluation or treatment(s).

State the nature of such treatments: (e.g. cardiologist, physical therapy) \_\_\_\_\_

Provide your **best estimate** of the beginning date \_\_\_\_\_ (mm/dd/yyyy) and end date \_\_\_\_\_ (mm/dd/yyyy) for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery \_\_\_\_\_ (e.g. 3 days/week)



Employee Name: \_\_\_\_\_

- (9) Due to the condition, the patient ( was /  will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date: \_\_\_\_\_ (mm/dd/yyyy) and end date \_\_\_\_\_ (mm/dd/yyyy) for the period of incapacity.

- (10) Due to the condition it, ( was /  is /  will be) medically necessary for the employee to be absent from work to provide care for the patient on an **intermittent basis** (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur \_\_\_\_\_ times per ( day /  week /  month) and are likely to last approximately \_\_\_\_\_ ( hours /  days) per episode.

Signature of Health Care Provider \_\_\_\_\_ Date \_\_\_\_\_ (mm/dd/yyyy)

**Definitions of a Serious Health Condition (See 29 C.F.R. §§ 825.113-.115)**

**Inpatient Care**

- An overnight stay in a hospital, hospice, or residential medical care facility.
- Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.

**Continuing Treatment by a Health Care Provider (any one or more of the following)**

**Incapacity Plus Treatment:** A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either:

- Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or,
- At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.

**Pregnancy:** Any period of incapacity due to pregnancy or for prenatal care.

**Chronic Conditions:** Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.

**Permanent or Long-term Conditions:** A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.

**Conditions Requiring Multiple Treatments:** Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.

**PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT**

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

**DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.**



|         |                           |
|---------|---------------------------|
| Book    | Policy Manual             |
| Section | 3000 Employees            |
| Title   | FMLA - Designation Notice |
| Code    | 3035-AR-5                 |
| Status  | Active                    |
| Adopted | September 8, 2020         |

**The FMLA Designation Notice is attached below.**

[FMLA Designation Notice.pdf \(159 KB\)](#)

Designation Notice  
(Family and Medical Leave Act)

U.S. Department of Labor  
Wage and Hour Division



OMB Control Number: 1235-0003  
Expires: 8/31/2021

Leave covered under the Family and Medical Leave Act (FMLA) must be designated as FMLA-protected and the employer must inform the employee of the amount of leave that will be counted against the employee's FMLA leave entitlement. In order to determine whether leave is covered under the FMLA, the employer may request that the leave be supported by a certification. If the certification is incomplete or insufficient, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. While use of this form by employers is optional, a fully completed Form WH-382 provides an easy method of providing employees with the written information required by 29 C.F.R. §§ 825.300(c), 825.301, and 825.305(c).

To: \_\_\_\_\_

Date: \_\_\_\_\_

We have reviewed your request for leave under the FMLA and any supporting documentation that you have provided. We received your most recent information on \_\_\_\_\_ and decided:

**Your FMLA leave request is approved. All leave taken for this reason will be designated as FMLA leave.**

**The FMLA requires that you notify us as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against your leave entitlement:**

Provided there is no deviation from your anticipated leave schedule, the following number of hours, days, or weeks will be counted against your leave entitlement: \_\_\_\_\_

Because the leave you will need will be unscheduled, it is not possible to provide the hours, days, or weeks that will be counted against your FMLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

**Please be advised (check if applicable):**

You have requested to use paid leave during your FMLA leave. Any paid leave taken for this reason will count against your FMLA leave entitlement.

We are requiring you to substitute or use paid leave during your FMLA leave.

You will be required to present a fitness-for-duty certificate to be restored to employment. If such certification is not timely received, your return to work may be delayed until certification is provided. A list of the essential functions of your position  **is**  **is not** attached. If attached, the fitness-for-duty certification must address your ability to perform these functions.

**Additional information is needed to determine if your FMLA leave request can be approved:**

The certification you have provided is not complete and sufficient to determine whether the FMLA applies to your leave request. You must provide the following information no later than \_\_\_\_\_, unless it is not practicable under the particular circumstances despite your diligent good faith efforts, or your leave may be denied.  
(Provide at least seven calendar days)

(Specify information needed to make the certification complete and sufficient)

We are exercising our right to have you obtain a second or third opinion medical certification at our expense, and we will provide further details at a later time.

Your FMLA Leave request is Not Approved.

The FMLA does not apply to your leave request.

You have exhausted your FMLA leave entitlement in the applicable 12-month period.

**PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT**

It is mandatory for employers to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA. 29 U.S.C. § 2617; 29 C.F.R. §§ 825.300(d), (e). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 – 30 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.**



|         |                           |
|---------|---------------------------|
| Book    | Policy Manual             |
| Section | 3000 Employees            |
| Title   | Personal / Vacation Leave |
| Code    | 3036                      |
| Status  | Active                    |
| Adopted | March 12, 2019            |

### **Authority**

The Board of Trustees (Board) shall provide personal leave, bereavement leave and vacation days for eligible employees, in accordance with the employee handbook. The Chief Executive Officer shall continually evaluate the effectiveness of this policy, particularly in light of situations that may arise, and make appropriate recommendations to the Board of Trustees for any needed revision or addition.

Records of attendance shall be maintained for each employee. Absences and reasons for the absences shall be noted. These records shall be part of the evaluation of the employee's service and maintained in the employee's confidential file.

### **Guidelines**

#### **Personal Leave**

The Board has the authority to specify reasonable conditions under which personal leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used by an employee in any school year for personal leave.

The total number of days granted for personal leave in any school year may not exceed the number specified in the employee or administrator handbooks or individual contract.

Personal leave days shall be prorated based on the employee's date of hire and separation.

The Chief Executive Officer shall be responsible to make final determinations on whether an employee's requested leave meets the requirements for personal leave.

#### **Bereavement Leave**

The total number of days granted for bereavement leave in any school year may not exceed the number specified in the employee or administrator handbooks or individual contract.

#### **Vacation Leave**

The total number of days granted for vacation leave in any school year may not exceed the number specified in the employee or administrator handbooks or individual contract.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[24 P.S. 1724-A](#)



|              |                     |
|--------------|---------------------|
| Book         | Policy Manual       |
| Section      | 3000 Employees      |
| Title        | Uncompensated Leave |
| Code         | 3037                |
| Status       | Active              |
| Adopted      | January 25, 2005    |
| Last Revised | November 13, 2018   |

#### **Authority**

The Board of Trustees (Board) recognizes that in certain situations, a Charter School employee may request a leave of absence without pay for personal reasons, and the Charter School could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.

The Board reserves the right to specify the conditions under which uncompensated leave may be taken.

All applications for uncompensated leave require approval by the Board, upon recommendation of the Chief Executive Officer.

#### **Guidelines**

Uncompensated leave shall be granted in accordance with the employee handbook, terms of an applicable collective bargaining agreement and terms of an individual contract.

Uncompensated leave may be granted for the following purposes:

1. Childrearing/Parental.
2. Medical condition of immediate family member.
3. Restoration of health.
4. Personal emergency.

#### **Application**

Requests for uncompensated leave shall be made in writing to the Chief Executive Officer or designee.

Special consideration may be given to emergencies.

#### **Period of Leave**

An uncompensated leave may be granted for a period of one (1) semester.

Extensions for one (1) semester shall be considered upon proper application.

#### **Commitment of Employee**

The employee granted an uncompensated leave of absence shall inform the Chief Executive Officer or designee of their intentions within six (6) weeks of the scheduled return date.

If notification is not received, the Charter School shall assume that the employee has terminated employment with the Charter School.

Commitment of Employer

At the expiration of uncompensated leave, the employee shall be offered the first open position for which they are qualified or a like position to that previously held.

Time on uncompensated leave shall not count as time on the job, and fringe benefits shall not be provided.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[24 P.S. 1724-A](#)



|         |                                                 |
|---------|-------------------------------------------------|
| Book    | Policy Manual                                   |
| Section | 3000 Employees                                  |
| Title   | Request for Uncompensated Leave of Absence Form |
| Code    | 3037-AR-1                                       |
| Status  | Active                                          |
| Adopted | September 8, 2020                               |

**The Request for Uncompensated Leave of Absence Form is attached below.**

[3037-AR-1.pdf \(59 KB\)](#)



# REQUEST FOR UNCOMPENSATED LEAVE OF ABSENCE (BOARD POLICY 3037)

## SECTION I – EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_  
Work Location: \_\_\_\_\_

## SECTION II – LEAVE INFORMATION

- All eligible accrued paid time off must be used prior to requesting an unpaid leave of absence.
- Staff members will be responsible for submitting requests for unpaid leave to Human Resources. HR will be responsible for reviewing the leave request, reviewing the employee's attendance and performance record, history of leave requests and forwarding it on to the CEO.
- The CEO will approve or deny requests.
- Unpaid leave requests submitted after the leave date(s) may result in disciplinary action up to and including termination.
- Employees will not continue to accrue paid time off while on an unpaid leave of absence.
- Unpaid days will not be considered as service credit for the Public School Employees' Retirement System.
- Employees on an approved uncompensated leave will have the option to elect benefit coverages through COBRA for the duration of their unpaid leave. Upon return to work, the employee is eligible to re-enroll in benefit coverages offered by 21CCCS, the 1<sup>st</sup> of the month following the employee's return to work.
- The employee must confirm the return to work date six (6) weeks in advance.
- Failure to report to work in the absence of an approved leave of absence shall be considered abandonment of employment. 21CCCS reserves the right to terminate employment.
- Uncompensated leave requests are not guaranteed and must be submitted in advance, except in bonafide emergency situations.
- Any request for an extension of a leave must be submitted on a new Request for Uncompensated Leave of Absence form, the request is subject to approval by the CEO and the 21CCCS School Board, and is not guaranteed.

Dates of Requested Leave of Absence: \_\_\_\_\_

Total number of scheduled workdays requested: \_\_\_\_\_

Reason for Leave: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_

## SECTION III – HUMAN RESOURCES REVIEW

Date Received: \_\_\_\_\_

Absence History Attached \_\_\_\_\_

HR Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## SECTION IV – CEO REVIEW

Approval Recommended:  Yes  No

\_\_\_\_\_  
\_\_\_\_\_

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

Date \_\_\_\_\_

## SECTION V – BOARD ACTION

Included in Personnel Actions:  Yes  No  N/A Board Agenda Date: \_\_\_\_\_



|              |                                                                |
|--------------|----------------------------------------------------------------|
| Book         | Policy Manual                                                  |
| Section      | 3000 Employees                                                 |
| Title        | Request for Unpaid Leave of Absence - Not Qualified Under FMLA |
| Code         | 3037-AR-2                                                      |
| Status       | Active                                                         |
| Adopted      | September 8, 2020                                              |
| Last Revised | March 2, 2023                                                  |

**The Request for Unpaid Leave of Absence Form (Not Qualified Under FMLA) is attached below.**

[Request for Unpaid Leave of Absence - Not Qualified Under FMLA.pdf \(96 KB\)](#)

# REQUEST FOR UNPAID LEAVE OF ABSENCE (NOT QUALIFIED UNDER FMLA)

## SECTION I – EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_  
Work Location: \_\_\_\_\_

## SECTION II – LEAVE INFORMATION

- All eligible accrued paid time off must be used prior to requesting an unpaid leave of absence.
- Staff members will submit requests for unpaid leave to their supervisor who will review the leave request, the employee's attendance and performance record, history of leave requests.
- Supervisors will be responsible for approving or recommending denial of requests and submitting to the HR Generalist.
- The HR Generalist will review and attach the attendance record to the form and route to the CEO for final approval.
- Unpaid leave of absence requests are not guaranteed and must be submitted to your supervisor a minimum of two weeks prior to the first date of leave, except in bonafide emergency situations.
- Unpaid leave requests submitted after the leave date(s) may result in disciplinary action up to and including termination.
- Employees will not continue to accrue paid time off while on an unpaid leave of absence.
- Unpaid days will not be considered as service credit for the Public School Employees' Retirement System.
- Employees on an approved unpaid leave of absence will have the option to elect benefit coverages through COBRA for the duration of their unpaid leave. Upon return to work, the employee is eligible to re-enroll in benefit coverages offered by 21CCCS.
- Any person on an approved leave of absence shall not accept any employment with another employer, nor be self-employed during the course of leave, unless the employment pre-existed under the same conditions immediately prior to the leave or unless such employment is pre-authorized by Human Resources.
- Failure to report to work in the absence of an approved leave of absence shall be considered abandonment of employment. 21CCCS reserves the right to terminate employment.
- If a staff member is unable to return to work as scheduled, they must notify their supervisor and the HR Generalist, in writing, 10 days prior to the scheduled return date, except in bonafide emergency situations. Any request for an extension of a leave of absence must be submitted in writing and is subject to approval by the supervisor, the CEO and the 21CCCS School Board, and is not guaranteed.

Dates of Requested Leave of Absence: \_\_\_\_\_

Total number of scheduled workdays requested: \_\_\_\_\_

Reason for Leave: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

## SECTION III – SUPERVISOR REVIEW

Supervisor Comments \_\_\_\_\_

Approval Recommended:  Yes  No

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

## SECTION IV – HUMAN RESOURCES REVIEW

Date Received: \_\_\_\_\_ Absence History Attached \_\_\_\_\_

HR Comments \_\_\_\_\_

## SECTION V – CEO REVIEW

Approval Recommended:  Yes  No

CEO Signature: \_\_\_\_\_ Date \_\_\_\_\_

## SECTION VI – BOARD ACTION

Included in Personnel Actions:  Yes  No  N/A Board Agenda Date \_\_\_\_\_



|                     |                                    |
|---------------------|------------------------------------|
| Book                | Policy Manual                      |
| Section             | 3000 Employees                     |
| Title               | Responsibility for Student Welfare |
| Code                | 3040                               |
| Status              | Active                             |
| Adopted             | January 12, 2016                   |
| Last Revised        | November 10, 2020                  |
| Prior Revised Dates | November 13, 2018                  |

#### **Authority**

The Board of Trustees (Board) adopts this policy to ensure appropriate oversight of and responsibility for student welfare by Charter School employees.[\[1\]](#)[\[2\]](#)

Charter School employees are responsible for the safety of students in their charge within Charter School buildings, on Charter School property, and during school-sponsored activities.

Each employee is responsible for supervision, control and protection of students, commensurate with assigned duties and directives.

Each employee is responsible to ensure that students are supervised by a teacher or other Charter School staff member at all times while engaged in Charter School activities.

Each teacher must be in the classroom or assigned station, or ensure another staff member is present, when students are in the classroom or at the assigned station.

An employee should not voluntarily assume responsibility for duties they cannot reasonably perform. Voluntary assumption of duties carries the same responsibilities as assigned duties.

Teachers and designated staff shall provide proper instruction in and enforcement of the safety rules and procedures included in the Board-approved health and safety plan and the approved curriculum.

Each employee has the responsibility to report immediately to their immediate supervisor, administrator or Chief Executive Officer or designee, an accident, safety hazard, unsafe dangerous situation, or to immediately address observed violations of Charter School safety rules.

Employees may not send students on any personal errands.

Employees may not transport students in employee's personal vehicles, except when specifically authorized in advance by the Chief Executive Officer or designee.

Employees shall not require a student to perform work and/or services that may be detrimental to the student's health.

#### **Delegation of Responsibility**

The Chief Executive Officer and immediate supervisors shall monitor employees' adherence to this policy to ensure the maintenance of standards that protect student welfare.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 24 P.S. 1724-A](#)

2. Pol. 5005

3. Pol. 6005



|              |                                                  |
|--------------|--------------------------------------------------|
| Book         | Policy Manual                                    |
| Section      | 3000 Employees                                   |
| Title        | Employee Anti-Harassment and Anti-Discrimination |
| Code         | 3041                                             |
| Status       | Active                                           |
| Adopted      | March 8, 2005                                    |
| Last Revised | May 29, 2020                                     |

The 21st Century Cyber Charter School ("Charter School") shall provide an environment free from harassment of any kind, including sexual harassment, or harassment because of one's gender. Sexual harassment has been defined by the Equal Employment Opportunity Commission (EEOC), as well as by federal, state and local laws, and for the purpose of this policy, Charter School has adopted this definition. This policy covers employee on student and employee on employee harassment.

A key aspect of such an environment is protection from harassment or discrimination based on sex, race, religion, age, marital status, ethnicity, disability, ancestry, sexual orientation, gender and/or any other legally-protected class for every employee. Such harassment will not be tolerated by or from any Board member, employee, student or vendor doing business with the Charter School.

Harassment or discrimination is defined herein as discriminatory treatment on the basis of race, color, sex, religion, national origin, age, disability, or any other protected activity or class under applicable law or statutes. An action may not rise to the level of harassment pursuant to federal law if it consists of simple teasing, offhand comments, or isolated incidents that are not "extremely serious." Rather, the conduct must be "so objectively offensive as to alter the 'conditions' of the victim's employment." The conditions of employment are altered if the harassment or discrimination culminated in a tangible employment action or was sufficiently severe or pervasive to create a hostile work environment.

Further, sexual harassment is defined as: unwanted sexual advances, including request for sexual favors, and/or inappropriate verbal or physical contact of a sexual nature when made by a member of the Charter School staff, administration or Board of Trustees ("Board"). Sexual advances, request for sexual favors, or other verbal or physical acts of a sexual nature constitute sexual harassment when:

- A) submission to such conduct is made either explicitly or implicitly a term or condition of a student's success in school;
- B) submission to or rejection of such conduct by a school employee is used as the basis for the employee's success in their employment with the Charter School or threatens their employment with the Charter School in any way;
- C) submission to or rejection of such conduct by a student is used as the basis for school decisions affecting such student;
- D) such conduct has the purpose or effect of unreasonably interfering with a student's work performance or creating an intimidating, hostile, or offensive school environment; or
- E) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile work environment.

Recent court cases have recognized acts of harassment directed at a person because of gender to be sexual harassment, despite the intent behind the act. The Charter School adopts this interpretation as part of its policy. Sexual harassment is a violation of federal and state laws and may expose not only the Charter School, but also individuals to significant liability under the law.

Any student or employee who feels they are being subjected to harassing or discriminatory behavior of any kind is encouraged to object to the behavior and report the behavior to their Chief Executive Officer ("CEO") or other appropriate officials as indicated in the "Procedures for Making Complaints," which is incorporated herein. It is a violation of this policy to retaliate or engage in any form of reprisal because a student or employee has raised a concern, filed a complaint of, or been a witness to sexual harassment.

It shall also be the policy of the Charter School that the basic rights of all concerned must be respected at all times.

### **Prohibited Sexually Harassing Conduct**

The following are examples of acts that violate the Charter School's Anti-Harassment policy and position. These examples are not to be construed as an all-inclusive list of prohibited acts under the policy.

- A) Physical assaults of a sexual nature, such as:
  - 1) rape, sexual battery, molestation or attempts to commit those offenses, or committing an act with intent to cause fear in another of immediate bodily harm or death; and
  - 2) intentional physical contact which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against or poking a person's body, or touching of the clothing covering the immediate area of the complainant's intimate body parts.
- B) Unwelcome sexual advances, propositions or other sexual comments such as:
  - 1) sexually-oriented gestures, sounds, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any student;
  - 2) preferential treatment or promise of preferential treatment for submitting to sexual conduct, including soliciting or attempting to solicit any student to engage in sexual activity for compensation or reward; and
  - 3) subjecting, or threatening to subject, an individual to unwelcome sexual attention or conduct, or intentionally making success in school more difficult because of the individual's gender.
- C) Display of publications anywhere within the Charter School's control such as:
  - 1) Displaying pictures, posters, cartoons, calendars, graffiti, objects, promotional materials, reading materials, music or other materials that are sexually suggestive, sexually demeaning, or pornographic;
  - 2) displaying or publicizing, in the classroom environment, materials that are sexually revealing, sexually suggestive, sexually demeaning or pornographic;
  - 3) displaying signs or other materials purporting to segregate a student by gender in any area of the school (other than the restrooms and similar semi-private lockers/changing rooms); or
  - 4) possession of such material in a manner that is reasonably foreseeable that it might be seen by others.

Exceptions will be considered in situations where nudity or sexually explicit language is necessary to convey a message important to public health and/or safety or pedagogically appropriate.

Subject to the foregoing exceptions, visual material will be presumed to be sexually suggestive if it depicts a person of either sex who is nude or seminude and/or who is posed for the obvious purpose of displaying or drawing attention to private portions of their body.

D) Sexual Favoritism: The granting or withholding of school opportunities and benefits, including, but not limited to, evaluation, salary, etc., constitutes sexual harassment when it is based on sexual favoritism, and is prohibited.

E) Other Forms of Prohibited Sexual Harassment: Other conduct that has the purpose or effect of unreasonably interfering with work performance on the basis of gender may also constitute sexual harassment, and therefore, is prohibited.

**Prohibited Retaliation**

The following are examples of retaliatory acts that violate the Charter School's Anti-Harassment and Anti-Discrimination Policy. These examples are not to be construed as an all-inclusive list of prohibited retaliatory acts. Examples of such retaliation may include:

- 1) Arbitrary discipline, threats, unwarranted change of assignments, providing inaccurate information, or failing to cooperate or discuss school-related matters with an employee because that employee has complained about, been a witness to, or resisted harassment, discrimination and/or retaliation; and/or
- 2) Intentionally pressuring, falsely denying, lying about, or covering up or attempting to cover up conduct such as that described in any items above.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.





|         |                                    |
|---------|------------------------------------|
| Book    | Policy Manual                      |
| Section | 3000 Employees                     |
| Title   | Anti-Discrimination and Harassment |
| Code    | 3041-AR-1                          |
| Status  | Active                             |
| Adopted | September 8, 2020                  |

### **Administrative Procedures**

Related Policies:

1004 Nondiscrimination/Discriminatory Harassment – Employment Practices

3026 Complaint Process

The 21<sup>st</sup> Century Cyber Charter School Board of Trustees and policy expressly prohibit harassment or discrimination on the basis of race, color, religion, sex, national origin, veteran status, disability, genetic information or any other legally protected basis. In the case of employment, employers may not discriminate on the basis of a non-job related handicap or disability.

Students and employees are responsible for respecting the rights of others and for ensuring and maintaining an atmosphere free of all forms of unlawful harassment or discrimination. It is the expectation of the Board of Trustees that all employees or students who have been harassed or discriminated against will report promptly such incidents in accordance with the following procedure.

### **Complaint Procedure**

Employees who have a concern relating to a term or condition of employment, disciplinary action, employment decision, implementation of School policies and procedures should follow the complaint procedure in the Employee Handbook.

Forms used:

Notice to Complainant – Harassment and Discrimination or Improper Conduct, Form #3026-AR-2

General Complaint, Form #3026-AR-3

### **Employees Reporting Harassment or Discrimination**

An employee who believes that they have been subjected to harassment or discrimination as defined by law or Board policy shall be directed to immediately report the same, orally or in writing to their supervisor, the Director of Human Resources or designee, who shall notify the employee verbally and in writing of their rights and of the complaint process in general.

The investigator shall conduct an impartial, thorough and confidential investigation of the alleged harassment or discrimination.

Forms used:

Notice to Complainant – Harassment and Discrimination, Form #3026-AR-2

Complaint – Anti-Harassment and Discrimination, Form #3041-AR-2

### **Investigation**

The investigator shall use the appropriate form to conduct the investigation and shall keep in mind the following protocols:

- Abbreviate names to maintain confidentiality
- Attempt to understand the remedy sought by the complainant
- All notes and documents created/obtained during the investigation are part of an internal investigation and are NOT to be shared with or reviewed by the victim or any party other than designated School representatives

Form used:

Investigative Fact Sheet, Form #3026-AR-4

### **Investigative Process:**

1. Obtain a written statement from the complainant providing specific information with regard to the incident.
2. Advise the complainant that the investigation is confidential, they must not discuss the facts of the investigation or other such details with peers. Advise the complainant that they will not receive any details of any outcome or discipline due to the confidential nature of the matter
3. Interview the complainant and obtain specific information about exactly what occurred (i.e. alleged perpetrator, behavior or actions in questions, date, time, location and the circumstances surrounding the actions). Detailed notes should be taken during the interview. Ask the following questions:
  - a. Who harassed you?
  - b. What did they do? (keep in mind that you should consider how this is related to the protected categories/class)
  - c. When did they do it?
  - d. Where did it happen?
  - e. What did you do or say in response?
  - f. Were there any witnesses?
  - g. Who else did you tell?
  - h. Are you aware of any other incidents involving the alleged harasser?
    - i. Would you like to see a counselor (recommend EAP services)
  - j. Obtain from the complainant the names of any witnesses as well as any related evidence, including letters or records. Copies should be made of all related evidence.
  - k. Review any evidence the complainant can provide.
  - l. Obtain witness statements from each witness. Interview each witness using the same questions used with the complainant. Advise all witnesses of the confidential nature of the investigation.
  - m. Interview other employees in the area to obtain a more accurate picture of the range of the harassment or discrimination and the extent to which the overall work atmosphere has been affected.
  - n. Obtain a statement from the accused. Extend the accused employee the right to be accompanied by a representative (NOT a lawyer), if they choose. Inform the accused the investigation is confidential. Interview the accused harasser and provide them an opportunity to defend or explain the actions in question as well as present any evidence. Advise the accused that they are not to retaliate in any way against the complainant.
  - o. Review all information presented by the complainant and accused.
  - p. Determine the validity of the complainant's charges.
  - q. Make recommendation with regard to the appropriate disposition, as necessary.
4. The Director of Human Resources, or designee, will determine if an informal meeting between the complainant and accused may be appropriate in an attempt to amicably remedy the situation. All parties must agree to participate in such a meeting. Neither the complainant or the accused has a right to be represented by counsel at this meeting. A written record of the meeting, including the subject thereof and the names of those present shall be prepared and become part of the complete investigative record. A summary of this written record should also be included in the written report prepared by the investigator at the conclusion of their investigation.
5. The totality of the circumstances, the nature of the conduct and the context in which it occurred shall be considered in determining whether the alleged conduct constitutes harassment or discrimination.

### **Written Report**

The investigator shall prepare a written report within 5 business days of the conclusion of the investigation and submit same to the CEO or designee. The report should contain a chronology listing dates and a summary of actions taken during the course of the investigation and a recommendation for disposition. The report shall be marked "Confidential."

The investigator, with input from the CEO/designee, will separately advise the complainant and the accused of the outcome of the investigation. (do NOT release information regarding disciplinary action taken against another employee). Simply advise "probable cause" or "no probable cause" of discrimination.

An investigative file will contain the following information:

1. The Investigative Fact Sheet
2. Copy of the Notice to Individuals Complaining of Unlawful Harassment, SIGNED by the complainant.
3. Copy of statements from the complainant, accused and all witnesses.
4. Chronology of steps taken during the investigation, dates, times and actions taken on the listed dates and times
5. Copies of separate, confidential correspondence to complainant and accused regarding the outcome of the investigation. The correspondence in each case should note the appeal process to be utilized if the complainant or accused is not satisfied with the final disposition.

### **Appeals Process**

The complainant and accused will be informed that they may file a written appeal to the CEO within ten (10) business days if they are not satisfied with the disposition of the complaint. The CEO (or designee) shall review the investigative file and report, at their discretion further investigation may be undertaken which may include an administrative conference with both parties. Written notice will be provided for administrative conferences.

At the conclusion of the CEO review/investigation, the CEO shall prepare a written response to the appeal and copies provided to the appropriate parties.

### **Disciplinary Action**

Should the matter be resolved in favor of the accused, no disciplinary action will be necessary. Interactions between the complainant and the accused should be occasionally and informally monitored for negative interaction or retaliatory conduct. The complainant should be reminded of the ability to report any further misconduct as provided in school policy, and/or handbooks. The investigative file and report shall be sealed and retained by the HR Director.

A probable cause finding of discrimination or harassment against a 21CCCS employee shall subject said staff member to disciplinary action which may include, but shall not be limited to, discharge consistent with the law and any applicable employment agreements.

If it is concluded that an employee has knowingly made a false accusation, said employee shall be subject to disciplinary action which may include, but shall not be limited to, discharge consistent with the law and any applicable employment agreements.

### **Miscellaneous**

An individual hired to fill a position created as a result of staff discipline procedures shall be considered a "substitute" employee until such time as the disciplinary procedures and any appeals thereof are resolved.

Nothing in this administrative procedure shall be construed to deny any person any rights they may possess under applicable employment agreements or state or federal law.



|         |                                                            |
|---------|------------------------------------------------------------|
| Book    | Policy Manual                                              |
| Section | 3000 Employees                                             |
| Title   | Anti-Harassment / Discrimination / Bullying Complaint Form |
| Code    | 3041-AR-2                                                  |
| Status  | Active                                                     |
| Adopted | September 8, 2020                                          |

**The Anti-Harassment / Discrimination / Bullying Complaint Form is attached below.**

[3041-AR-2.pdf \(157 KB\)](#)



**ANTI-HARRASSMENT / DISCRIMINATION / BULLYING COMPLAINT FORM**  
(Use separate forms for each Complainant)

Date:

1. The person filing this complaint is: \_\_\_\_\_ (*Name/Title*)
2. The complaint is being filed against: \_\_\_\_\_ (*Name/Title*)
3. The discrimination / harassment / bullying:  
 Took place on or about \_\_\_\_\_ (*date*)  
 Is of a continuing nature, which has persisted up to and including the present
4. Please describe your complaint: \_\_\_\_\_
5. Explain how you would like this resolved: \_\_\_\_\_
6. Identify any witnesses or other persons / information you believe may be relevant about the complaint: \_\_\_\_\_

To the best of my knowledge, the above statement is true and correct. I further understand that knowingly making a false report of discrimination / harassment may subject me to discipline, up to and including termination of employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Investigator

cc. Personnel file



|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 3000 Employees    |
| Title   | Jury Duty         |
| Code    | 3042              |
| Status  | Active            |
| Adopted | November 13, 2018 |

**Authority**

Regularly employed Charter School employees shall be protected against loss of employment for time served on jury duty. [\[1\]](#)

**Guidelines**

When an employee is notified of jury duty, they shall inform their immediate supervisor and the Director of Human Resources.

Employees called for jury duty shall be permitted to serve and will not be penalized in any way. They shall receive normal pay for the period of jury duty, but any compensation received from jury duty in excess of actual expenses shall be credited against such pay. Time spent on jury duty shall not be charged against personal leave and shall count as time on the job. Employees shall submit a record from the court of the number of days served to their immediate supervisor and the Director of Human Resources.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [1. 42 Pa. C.S.A. 4563](#)



|              |                          |
|--------------|--------------------------|
| Book         | Policy Manual            |
| Section      | 3000 Employees           |
| Title        | Procedures for Jury Duty |
| Code         | 3042-AR-1                |
| Status       | Active                   |
| Adopted      | September 8, 2020        |
| Last Revised | September 12, 2023       |

When an employee receives notice of impending jury duty, the following procedures should be followed:

1. The employee completes the Leave Request For Jury Duty and submits it, along with a copy of the notice, to the principal or immediate supervisor.
2. The principal or supervisor will review the request and forward it to the Director of Human Resources.
3. The Director of Human Resources will review and approve the request.
4. One (1) copy of the approved request will be placed in the employee's personnel file, one (1) copy will be sent to the principal or supervisor, and one (1) copy will be given to the employee.

After the employee has served the jury duty, the following procedures should be followed:

1. The employee is responsible to supply written documentation, dated and signed, stating the days served and the amount of money received, minus expenses, from the party requesting the employee's participation in jury duty.
2. The employee submits the documentation and the check for jury duty to the principal or supervisor.
3. The principal or supervisor dates and initials the statement and forwards the statement and check to the Business Office.
4. If the statement and check are in order, the Business Office staff will date, sign and process the check.

Time spent on jury duty will not be charged against personal leave and will count as time on the job.



|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 3000 Employees    |
| Title   | Paid Holidays     |
| Code    | 3043              |
| Status  | Active            |
| Adopted | November 13, 2018 |

**Authority**

The Board of Trustees (Board) shall approve paid holidays for regularly employed Charter School employees in accordance with Board policy.

Holidays are established for eligible employees in accordance with the calendar adopted annually by the Board, the employee handbook, the terms of an applicable collective bargaining agreement and the terms of individual employment contracts.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [24 P.S. 1724-A](#)





|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 3000 Employees    |
| Title   | Holidays          |
| Code    | 3043-AR-1         |
| Status  | Active            |
| Adopted | September 8, 2020 |

### **Holidays**

The following paid holidays shall be observed on the school calendar for all full time, 12-month employees:

- 1 day Independence Day (plus preceding day if holiday falls on a Tuesday or day following if holiday falls on a Thursday)
- 1 day Labor Day
- 2 days Thanksgiving Day (and day following)
- 2 Days Christmas
- 1 day New Year's Day
- 1 day Martin Luther King's Birthday
- 1 day Mid-Winter Break
- 1 day Good Friday
- 1 day Memorial Day

Employees who are hired on less than a 12-month/260-day basis will not receive the paid holidays and are required to work the specific number of days for which they are employed between July 1 and June 30. If an employee is required by their department to work on a holiday, the employee will be paid for that day at their normal rate of pay and receive an alternative day off.

### **Floating Holiday**

One Floating Holiday will be included on the annual school calendar. This day is available to all full-time employees hired on a 10-month (195-215 day) basis. Employees who elect to use the Floating Holiday will be required to work the designated make-up date on the calendar to ensure the required days are worked for the school year. If the floating holiday is unused within the school year, the day will not carry forward into the next year. The Floating Holiday may not be used on "critical days." Critical days are defined as full professional development days, first/last day of the quarter, transition days and during standardized testing weeks. This restriction will apply to employees in the following positions: Teachers, Counselors, School Nurse, Teaching Assistants and Administrators.

A maximum of 10% of full-time employees in the position of Teachers, Counselors, School Nurse, and Teaching Assistants may use a personal day to extend a non-work day or break. These days will be approved on a first-come, first-served basis. (For example, Martin Luther King Day is a Monday. The number of floating holidays that will be approved for the Friday prior or the Tuesday following will be restricted to 10% of the employee

classification requesting the time off.) \* The CEO reserves the right to make exceptions to this policy. In the event that an employee who has used the floating holiday separates from employment prior to working the required make-up day, the calculation for the final pay will reflect actual days worked for the year.



|              |                |
|--------------|----------------|
| Book         | Policy Manual  |
| Section      | 3000 Employees |
| Title        | Retirement     |
| Code         | 3044           |
| Status       | Active         |
| Adopted      | March 8, 2005  |
| Last Revised | May 29, 2020   |

The Board of Trustees ("Board") of 21 ST Century Charter School ("Charter School") adopts this policy to establish that the Charter School participates in the Public School Employees' Retirement System ("PSERS") and shall comply with all laws and regulations pertaining to PSERS. The Board may make such other provisions related to severance, insurance and advisory services as it deems necessary within the confines of PSERS and state and federal law.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 3000 Employees    |
| Title   | PSERS             |
| Code    | 3044-AR-1         |
| Status  | Active            |
| Adopted | September 8, 2020 |

### **PSERS - Pennsylvania School Employees' Retirement System**

All new hires are enrolled in PSERS if they qualify for membership. Details of the qualifications for membership in PSERS are shown <http://www.psers.state.pa.us/>

When an employee is on paid sick leave and/or using eligible paid time balances, the employee is considered to be actively working for the purpose of computing PSERS contributions. Should an employee be placed on Administrative leave (paid or unpaid), this leave will not be considered eligible for PSERS service credit per the Retirement Code.

### **Retirement and Severance**

All full-time, non-administrative, employees who resign or retire from the 21CCCS after ten consecutive years of service with the School shall receive a one-time cash payment equal to 50% of their per diem rate for each day of unused sick leave on their last day of employment to a maximum of \$7,500. To be eligible for severance, the employee must submit a letter of intent to retire or resign from service at least 60 days preceding the withdrawal from services.



|              |                                 |
|--------------|---------------------------------|
| Book         | Policy Manual                   |
| Section      | 3000 Employees                  |
| Title        | Workers' Compensation Insurance |
| Code         | 3045                            |
| Status       | Active                          |
| Adopted      | March 8, 2005                   |
| Last Revised | May 29, 2020                    |

The 21st Century Cyber Charter School ("Charter School") Board of Trustees ("Board") shall provide workers' compensation insurance for all employees in compliance with state law and in accordance with an individual contract, collective bargaining agreement, employee handbook or Board resolution.

The Pennsylvania Workers' Compensation Law, pursuant to 77 P.S. Sec. 1 et seq., provides wage loss and medical benefits to employees who cannot work or who need medical care because of a work-related injury.

Workers' Compensation benefits are required to be paid by the Charter School when self-insured and through insurance provided by the Charter School. The Charter School is required to post the name of the company responsible for paying Workers' Compensation benefits at its primary place of business and at its sites of employment in a prominent and easily accessible place, including, without limitation, areas used for the treatment of injured employees or for the administration of first aid.

Employees of the Charter School shall report immediately any injury or work-related injury to a direct supervisor and Director of Human Resources. An employee's Workers' Compensation benefits could be delayed or denied if that employee does not notify the Charter School immediately regarding a work injury. If an employee's Workers' Compensation claim is denied by the Charter School, that employee has the right to request a hearing before a Workers' Compensation judge.

When an employee reports a work-related injury to the Charter School, the Charter School shall immediately:

- (a) notify its Workers' Compensation insurance carrier about the claim;
- (b) complete an incident report regarding the work-related injury;
- (c) provide to the injured employee Workers' Compensation Employee Notification forms (including an employee's Notice of Rights and Obligations) for review and signature;
- (d) collect from the injured employee a signed Notice of Rights and Obligations for the employee's file; and
- (e) provide to the injured employee the Medical Provider List (also known as Panel Providers) and explain that the employee must obtain their medical treatment regarding the work-related injury through one of these listed doctors or the Charter School will not be responsible for the bills.

The Bureau of Workers' Compensation cannot provide legal advice. However, an employee may contact the Bureau of Workers' Compensation for additional general information at: Bureau of Workers' Compensation, 1171 S. Cameron Street, Room 103, Harrisburg, PA 17104-2501; telephone number within Pennsylvania (800) 482-

2383; telephone number outside of Pennsylvania (717) 772-4447; TTY (800) 362-4228 for hearing and speech impaired only; [www.state.pa.us](http://www.state.pa.us); PA Keyword: workers comp.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|         |                             |
|---------|-----------------------------|
| Book    | Policy Manual               |
| Section | 3000 Employees              |
| Title   | Accidental Injury Reporting |
| Code    | 3045-AR-1                   |
| Status  | Active                      |
| Adopted | September 8, 2020           |

If an employee has an accident or is injured at work or the accident or injury is related to that employee’s employment, it must be reported to that employee’s supervisor immediately. The employee or the supervisor must contact Human Resources in order to complete an injury report. Failure to report the injury immediately could result in the denial of benefits by the workers’ compensation insurance company and may result in corrective action. Absences from work due to a work-related injury will be coordinated (and run concurrently) with an employee’s eligibility for FMLA. Regarding any questions in this regard, please contact Human Resources.



|              |                                                   |
|--------------|---------------------------------------------------|
| Book         | Policy Manual                                     |
| Section      | 3000 Employees                                    |
| Title        | Workers' Compensation Transitional Return-To-Work |
| Code         | 3046                                              |
| Status       | Active                                            |
| Adopted      | March 8, 2005                                     |
| Last Revised | May 29, 2020                                      |

In fulfilling 21<sup>st</sup> Century Cyber Charter School's ("Charter School") commitment to provide a safe and healthy working environment, a Workers' Compensation Return-to-Work Program ("Return-to-Work Program") has been established for employees who have sustained an injury and are deemed disabled as defined under the state Workers' Compensation Act.

The Charter School undertakes to reasonably accommodate the injured employee through an early rehabilitation and placement where possible, to the benefit of both parties. The work that shall be offered to an eligible employee shall be productive work that will advance the interests of the Charter School.

The Charter School will work toward facilitating the injured employee to an appropriate and timely return to work in the original position where they were employed at the same time of the injury. If the original department is unable to place an employee in a suitable position, the company will try to identify an appropriate position in another department. All attempts to place the employee in another area must be done in cooperation with managers, workers, and the employee.

Nothing in this policy shall be construed as requiring that a lighter duty job be provided to an eligible employee or that the essential functions of any job be eliminated. Lighter duty jobs are intended as transitional opportunity to assist an injured employee to return to their pre-injury occupation with or without reasonable accommodation.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.





|         |                          |
|---------|--------------------------|
| Book    | Policy Manual            |
| Section | 3000 Employees           |
| Title   | Drug and Substance Abuse |
| Code    | 3051                     |
| Status  | Active                   |
| Adopted | November 13, 2018        |

### **Purpose**

The Board of Trustees (Board) recognizes that the misuse of drugs by Charter School employees is a serious problem with legal, physical and social implications for the whole Charter School community, and is concerned about the problems that may be caused by employee drug use, especially as the use relates to an employee's safety, efficiency and productivity.

The primary purpose and justification for any Charter School action shall be for the protection of the health, safety and welfare of students, staff and Charter School property.

### **Definitions**

Drugs - shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.[\[1\]](#)

Conviction - a finding of guilt, including a plea of nolo contendere, an imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.[\[2\]](#)

Criminal Drug Statute - a federal or state criminal statute involving the manufacture, distribution, dispensation, use or possession of a controlled substance.[\[2\]](#)

Drug-free Workplace - the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance.[\[2\]](#)

### **Authority**

The Board requires that each Charter School employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the Charter School of any criminal drug statute conviction for a violation occurring in the workplace immediately, but no later than seventy-two (72) hours, after such conviction.[\[3\]](#)[\[4\]](#)

Any employee convicted of delivery of a controlled substance or convicted of possession of a controlled substance with the intent to deliver shall be terminated from their employment with the Charter School.[\[1\]](#)[\[5\]](#)

### **Delegation of Responsibility**

A statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the employee's workplace shall be provided by the Staff Handbook and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination and referral for prosecution.[\[4\]](#)[\[6\]](#)

Within ten (10) days after receiving notice of the conviction of a Charter School employee, the Charter School shall notify any federal agency or department that is the grantor of funds to the Charter School.[\[4\]](#)

The Charter School shall take appropriate personnel action within thirty (30) days of receiving notice against any convicted employee, up to and including termination, or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.[\[4\]](#)[\[6\]](#)

### **Guidelines**

The Chief Executive Officer or designee shall immediately report incidents involving the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act by any employee while on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

In accordance with state law, the Chief Executive Officer shall annually, by July 31, report all incidents of possession, use or sale of controlled substances or drug paraphernalia to the Office for Safe Schools on the required form.[\[10\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 35 P.S. 780-101 et seq](#)

[2. 41 U.S.C. 8101](#)

[3. 24 P.S. 111](#)

[4. 41 U.S.C. 8103](#)

[5. 24 P.S. 527](#)

[6. 41 U.S.C. 8104](#)

[7. 22 PA Code 10.2](#)

[8. 22 PA Code 10.21](#)

[9. 24 P.S. 1302.1-A](#)

[10. 24 P.S. 1303-A](#)

[11. 35 P.S. 780-102](#)

[24 P.S. 1724-A](#)

[24 P.S. 1732-A](#)

[41 U.S.C. 8101 et seq](#)



|              |                            |
|--------------|----------------------------|
| Book         | Policy Manual              |
| Section      | 3000 Employees             |
| Title        | Drug-Free Workplace Notice |
| Code         | 3051-AR-1                  |
| Status       | Active                     |
| Adopted      | September 8, 2020          |
| Last Revised | March 14, 2022             |

Drug use in the workplace is a danger to all students and employees. School and property are designated by federal and state laws and Board policy and school administrative procedures as drug-free workplaces.

All school employees shall receive this notice in accordance with applicable law and Board policy.

You are hereby notified that Board policy prohibits all school employees from the unlawful manufacture, distribution, dispensing, possessing and/or use of controlled substances in school, facilities and property.

The school shall take appropriate disciplinary action, up to and including termination of employment and referral for prosecution, of an employee who is convicted of a drug violation. An employee who is convicted of delivery of a controlled substance or of possession of a controlled substance with the intent to deliver or sell shall be terminated from school employment.

You are further notified that as a condition of school employment, you must comply with Board policy and notify Human Resources, your principal, immediate supervisor or CEO of your conviction of a criminal drug statute violation occurring in the workplace no later than seventy-two (72) hours after such conviction.

Each employee must acknowledge that they have read the above statement and understands the provisions stated.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Employee



|                     |                                                     |
|---------------------|-----------------------------------------------------|
| Book                | Policy Manual                                       |
| Section             | 4000 Finances                                       |
| Title               | Objectives                                          |
| Code                | 4000                                                |
| Status              | Active                                              |
| Adopted             | May 24, 2011                                        |
| Last Revised        | November 8, 2022                                    |
| Prior Revised Dates | January 24, 2012, March 8, 2016, September 10, 2019 |

The 21st Century Cyber Charter School (21CCCS) Board of Trustees (Board) recognizes its responsibility to the taxpayers of the state of Pennsylvania that public monies expended by 21CCCS are utilized for the furtherance of pupil education in a manner representing total value to the taxpayers and that adequate constraints and records are established to ensure that end.

The Board recognizes that funding from local, state and federal sources can comprise the foundational support of the whole 21CCCS school program. To make that support as effective and economical as possible, the Board intends:

1. To mandate advance planning via optimal budget procedures.
2. To explore all practical and legal sources of dollar income.
3. To guide the expenditure of funds to achieve maximum educational returns.
4. To mandate maximum efficiency in accounting and reporting procedures.
5. To maintain a level of per-pupil expenditure required to provide high-quality education. As trustees of community, state, and federal funds allocated for use in cyber education, the 21CCCS Board has the responsibility to protect the funds and use them wisely.

### **Accounting and Reporting**

In accordance with the Manual of Accounting and Financial Reporting for Pennsylvania Local Educational Agencies, 21CCCS shall maintain all accounting functions on a modified accrual basis.

Encumbrances shall be recorded at the time purchases are contracted and shall be reflected and taken into consideration when available budgetary balances are analyzed.

The accounting records shall be maintained in such a way as to make information regarding 21CCCS' financial condition both readily and timely available.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|              |                 |
|--------------|-----------------|
| Book         | Policy Manual   |
| Section      | 4000 Finances   |
| Title        | Budget Planning |
| Code         | 4001            |
| Status       | Active          |
| Adopted      | March 8, 2016   |
| Last Revised | March 12, 2019  |

### **Authority**

The Board of Trustees (Board) recognizes its responsibility for oversight and operation of the Charter School, including the budgeting process, and considers preparation of an annual budget to be one of its most important responsibilities, because the budget is the financial reflection of the Charter School's educational program. The budget shall be designed to support the educational program in a comprehensive and efficient manner, and to reflect the Board's goals and objectives concerning the education of Charter School students.[\[1\]](#)

Therefore, the budget shall be organized and planned to ensure adequate understanding of the financial needs associated with program support and development. The financial requirements of Charter School programs shall be reviewed on a continual basis.

### **Delegation of Responsibility**

To meet the objectives of this policy, the Board directs the Chief Executive Officer or designee to:

1. Prepare an estimated annual cost for implementation of the Charter School's educational program, including projected staffing and curriculum expenses.
2. Establish a projected budget of expenditures and income for the current year and ensuing year.
3. Prepare an annual estimate of anticipated Charter School enrollment, including any marketing strategies.
4. Prepare a long-range plan for annual maintenance of the administrative facility.
5. Prepare a plan for current and future technology needs.
6. Maintain an inventory and replacement schedule of all Charter School equipment.
7. Report to the Board any serious financial implications arising from the budget plan.

The Chief Executive Officer or designee shall present a proposed budget to the Board for review by the Board of Trustees.

When presented for review, the proposed budget shall contain:

1. Estimated revenue and expenditures in each financial category for the previous fiscal year.
2. Estimated revenue and expenditures in each financial category for the upcoming fiscal year.

3. Projected student enrollment for the upcoming school year.
4. Explanation of each item of expense proposed, upon request.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 24 P.S. 1716-A](#)

[24 P.S. 1725-A](#)



|              |                                |
|--------------|--------------------------------|
| Book         | Policy Manual                  |
| Section      | 4000 Finances                  |
| Title        | Procedures for Budget Planning |
| Code         | 4001-AR-1                      |
| Status       | Active                         |
| Adopted      | September 8, 2020              |
| Last Revised | September 12, 2023             |

The educational program and school services that the school plans to offer its students are the foundation of the annual school budget. With input from the Board members, administration, staff and community, the school budget represents a reasonable compromise between academic and operational expectations and economic realities.

Budget planning is critical to the development of a budget likely to further the educational program and provide for efficient operation of the school.

The CEO and/or Business Administrator will establish and communicate an annual Budget Development Calendar that outlines the budget development process and includes a schedule for completion of each phase.

In recognition of the importance of the budget planning process, the CEO and/or Business Administrator will be responsible to complete the following by the time designated on the Budget Development Calendar:

1. With the Board, establish the priorities of the school, recognizing that improving student academic success will always be of paramount concern.
2. Consider the Board adopted goals and action plans developed through the comprehensive planning process when assessing the school's needs; designate those allocations that directly correlate with the approved goals and action plans; and explain how they link with the stated goals, action plans and objectives of the school.
3. Seek input from administrators, school staff and community members.
4. Examine the school's recent history of revenue and expenses to determine patterns and trends; such examination will include projected financial results for the current year.
5. Project future revenue sources based on available information and projected changes in federal, state and local funding.
6. Consider student achievement data and the classroom expenditures required to meet the established academic standards.
7. Integrate budget planning into program planning so that the budget can effectively express and implement relevant programs and activities.
8. Utilize a system of cost-effective analysis when making budget decisions.

9. Include budget requests submitted by each school building.
10. Explore all available federal, state and private sources of revenue.
11. Continually assess the needs of the school and the related revenues and expenses.

The Business Administrator will maintain accurate and comprehensive financial records on a consistent and systematic basis and will provide financial and related operational reports to the Board as required.

### **Grants/Funding**

All applications for grants or specially funded projects will be in accordance with the educational goals established by the Board.

To meet the school's educational goals and supplement school resources, the CEO or designee will be responsible to seek available public and private grants and funding for special projects.

School employees are encouraged to learn about and research special funding opportunities and to participate in the development of proposals to obtain the funding after receiving approval from the principal.

When required by the funding agency, the proposals will be presented for administrative or Board approval.

The CEO will notify the Board of all funds awarded to the school; such funding source and related expenditures will be incorporated into the budget by amendment if such award follows budget adoption. Such budget amendment will be subject to Board approval.





|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 4000 Finances     |
| Title   | Needs Assessment  |
| Code    | 4001-AR-2         |
| Status  | Active            |
| Adopted | September 8, 2020 |

### **School Needs Assessment**

Each administrator will conduct and submit an annual Needs Assessment for their assigned department. Program supervisors may be assigned to conduct an annual Needs Assessment for the specific program.

The administrators will consider the goals and action plans developed and approved through the comprehensive planning process when determining the school's needs.

The annual Needs Assessment will identify existing programs, strengths of the school, deficiencies of the school, and where needs exist. Areas to be addressed include:

1. Instructional program in relation to student achievement data.
2. Student support services such as counselors, special subject teachers, paraprofessionals.
3. Staffing levels.
4. Major equipment such as computer labs and science labs.
5. Major maintenance requirements such as security, repairs, roofing, heating, painting and door replacement.

Each administrator will submit the completed Needs Assessment to the CEO in accordance with the timeline specified in the Budget Development Calendar.

### **School Needs Assessment**

The CEO will conduct an annual Needs Assessment for the school that will include a review of the following:

1. School's goals and action plans developed and approved through the comprehensive planning process.
2. Goals and objectives established by the Board.
3. Student academic achievement data relative to established academic standards and required test scores for each school building.
4. Student non-cognitive variables such as attendance, drop-out rate and retention rates.
5. Reports and data including, but not limited to:
  - a. Special education programs.

- b. Athletic programs.
- c. Transportation.
- d. Food services.
- 6. Impact of federal and state requirements, and notable changes in those requirements.
- 7. Needs Assessments submitted by administrators.
- 8. Capital outlay needs, including major maintenance and major equipment and technology purchases.
- 9. Personnel salaries and benefits.
- 10. Staffing levels.
- 11. Estimated costs of items projected as needs.

The CEO will complete the Needs Assessment, calculate the results and present a summary report to the Board in accordance with the timeline established in the Budget Development Calendar.

The CEO may establish a committee to assist in completion of the school's Needs Assessment.

The Board will review the results of the completed Needs Assessment and will utilize the report when developing budget priorities.



|              |                                                                                                                        |
|--------------|------------------------------------------------------------------------------------------------------------------------|
| Book         | Policy Manual                                                                                                          |
| Section      | 4000 Finances                                                                                                          |
| Title        | Process for Contracts / Agreements / Proposals / Quotes / Subscriptions Placed on Board Agenda for Review and Approval |
| Code         | 4001-AR-3                                                                                                              |
| Status       | Active                                                                                                                 |
| Adopted      | March 1, 2023                                                                                                          |
| Last Revised | March 21, 2023                                                                                                         |

### **Obtaining Documentation**

1. Administrator/Manager will obtain documentation from vendor.
2. Reminder dates to obtain documentation for the next SY have been placed on administrator/manager/assistant's calendars:
  - 4th Monday of February – Each Year: Reach out to vendors for next SY.
  - 3rd Monday of March – Each Year: All documentation due to 21CCCS for next SY.
3. All documentation should be for the school year calendar (July 1 through June 30). For example, if you are obtaining mid-year from a vendor, it should be valid through June 30th of that year.
4. If you want to use a vendor for the remaining part of a school year and the next school year, they should provide one for each (i.e. March 1 through June 30 (*current school year*) **AND** July 1 through June 30 (*next school year*)).
5. If documentation is a contract or agreement, the vendor should sign their copy prior to providing to 21CCCS.
6. The 21CCCS signature line on the documentation should be filled in with all information.  
(*Example: Mr. Peter Mango, Board of Trustees Chairperson, Date*)
7. After the board meeting, Board Secretary will return the approved and signed documentation to administrator/manager/assistant so that you it can be provided to the vendor.

### **Board Agenda Decision Form (Located in Google Docs Under Template Gallery)**

This Board Agenda Decision Form is necessary to track the workflow of the contracts/agreements/proposals/quotes/subscriptions with 21CCCS and outside vendors for review by the Board, funding source and solicitor review.

1. This is for any and all contracts/ agreements/ proposals/ subscriptions/ quotes / proposals with 21CCCS.
2. If a PO (Purchase Order) is accepted in lieu of a signature, it **does NOT need** to be Board approved.
3. If Board Signature is required, it **does need** to be Board approved.

4. The Business Administrator and CEO must review all contracts/agreements/proposals/quotes/subscriptions and sign Page 1 of the form.
5. If the documentation is going to the Board for approval, the Administrator must review with the CEO and Page 2 should be completed and signed by the Administrator and CEO.
6. If the decision is made to have the solicitor review the documentation, Page 3 of the form will also need to be completed and signed by the Administrator, Business Administrator and CEO prior to providing the form and supporting documentation to the Board Secretary.
7. The Board Agenda Decision Form should be completed and signed in the following order:
  - Page 1 – Background Information, Indication of Board Approval, Reviewed by Business Administrator and CEO
  - Page 2 – CEO's Decision on Solicitor Review
  - Page 3 – Result of Solicitor Review

### **How to Access the Board Agenda Decision Form**

1. Open Google Docs.
2. Click Template Gallery.
3. Click 21<sup>st</sup> Century Cyber Charter School.
4. Scroll down to Contracts/Onboarding and Other Forms.
5. Click Board Agenda Decision Form.
6. The form then becomes yours to edit, without changing the original, and is downloaded in your drive for access and sharing when you are ready.



|                     |                                 |
|---------------------|---------------------------------|
| Book                | Policy Manual                   |
| Section             | 4000 Finances                   |
| Title               | Comprehensive Fund Balance      |
| Code                | 4003                            |
| Status              | Active                          |
| Adopted             | May 24, 2011                    |
| Last Revised        | September 10, 2019              |
| Prior Revised Dates | January 24, 2012, March 8, 2016 |

### **Purpose**

The Board recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of and is fiscally prudent for the 21<sup>st</sup> Century Cyber Charter School (21CCCS). This policy establishes goals and provides guidance concerning the desired level of year-end fund balance to be maintained by the 21CCCS.

### **Definitions**

Fund Balance is a measurement of available financial resources. Fund balance is the difference between total assets and total liabilities in each fund.

GASB Statement 54 distinguishes fund balance classification based on the relative strength of the constraints that control the purposes for which specific amounts can be spent. Beginning with the most binding constraints, fund balance amounts will be reported in the following classifications:

- A. Non-spendable – Amounts that cannot be spent because they are in an unspendable form (e.g., inventory or prepaid items) or legally or contractually required to be maintained intact (e.g., restricted cash balances).
- B. Restricted – Amounts limited by external parties, creditors, contributors or legislation.
- C. Unrestricted Fund Balances – Committed, Assigned and Unassigned Fund balances.
  1. Committed – Amounts limited by board policy or action. Once committed, it cannot be used for any other purpose unless changed by board policy or action.
  2. Assigned – Amounts that are intended for a particular purpose, such as rate stabilization fund or segregation of an amount intended to be used at some time in the future.
  3. Unassigned – Amounts available that are not restricted in any manner.

### **Guidelines**

Board policy directs the development of the following fund balances in accordance with GASB 54. The disposition of the fund balances shall include the following guidelines.

- A. Order of Use of Fund Balances - When amounts are available in the fund balances for a particular purpose, there are no restrictions on the order of the fund balances used for disbursements. Order of the fund balances used for disbursements is at the discretion of the Director/CEO and/or designee.
- B. Non-spendable Fund Balances - Portion of net resources that cannot be spent because of their form or are legally or contractually required to remain intact. The following resources will be included in the Non-spendable Fund Balance - prepaid expenses, inventory, restricted cash balances, principle portion of endowment funds and any other non-spendable resources not listed above. The amount of non-spendable funds is to be determined first and removed to determine spendable fund balances.

- C. Restricted Fund Balances - Portions of resources that are subject to limitations imposed by grantors, creditors, contributors, laws and regulations of other government agencies.
- D. Unrestricted Fund Balances - Total fund balance in the General Fund in excess of Non-spendable and Restricted fund balances.
1. Order of Use of Unrestricted Fund Balances - When amounts are available in the unrestricted fund balances for a particular purpose, there are no restrictions on the order of the unrestricted fund balances used for disbursements. Order of the unrestricted fund balances used for disbursements is at the discretion of the CEO and/or designee.
  2. Disposition of Fund Balances - 21CCCS shall establish the following specific unrestricted fund balances in accordance with GASB 54:
    - a. Committed Fund Balance - Establishment and purpose of committed fund balances shall be approved by the Board by June 30 each year in accordance with GASB 54. Specific disbursements from the committed fund balance are at the discretion of the Director/CEO and/or designee.
    - b. Assigned Fund Balances - Use of funds identified for a specific purpose but not considered restricted or committed. Expenditures from assigned fund balances are at the discretion of the CEO and/or designee.
    - c. Unassigned Fund Balance - Total fund balance in the General Fund in excess of non-spendable, restricted, and committed and assigned fund balances. Expenditures from unassigned fund balances may be used for any purpose at the discretion of the CEO and/or designee.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 4000 Finances     |
| Title   | Fund Balance      |
| Code    | 4003-AR-1         |
| Status  | Active            |
| Adopted | September 8, 2020 |

### **Fund Balance**

The Business Administrator will periodically review fund balance to discuss with the board. Any commitments and assignments will be determined and approved by the Board.



|         |                 |
|---------|-----------------|
| Book    | Policy Manual   |
| Section | 4000 Finances   |
| Title   | Budget Adoption |
| Code    | 4004            |
| Status  | Active          |
| Adopted | March 12, 2019  |

### **Purpose**

It is the philosophy of the Board of Trustees (Board) that the annual budget represents the position of the Board, and all reasonable means shall be employed to present and explain the proposed budget to all members of the Charter School community.

### **Delegation of Responsibility**

Each Trustee and the Chief Executive Officer shall be thoroughly familiar with and understand the need for each proposed expenditure so that they can answer any question directed to them.

### **Authority**

At least 30 days prior to final adoption of the budget, the Board shall review a proposed budget, which shall be set forth in detail using the forms required by the Pennsylvania Department of Education.

The proposed budget shall be available for public inspection and duplication at the Charter School administrative office at least 30 days prior to the Board's final adoption of the budget.

The Board shall give public notice of its intent to adopt the budget at least 10 days prior to the meeting at which the Board shall adopt the final budget.

The Board shall adopt the budget and the necessary appropriation measures required to put it into effect [\[1\]](#) by an affirmative vote of a majority of the quorum of the Board of Trustees then in office.

The Board shall vote to adopt the final budget by June 30, and the Charter School shall submit the budget in the form required by the Pennsylvania Department of Education within fifteen (15) days of the Board's official adoption.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

|       |                                                       |
|-------|-------------------------------------------------------|
| Legal | <a href="#">1. 24 P.S. 1716-A</a>                     |
|       | <a href="#">24 P.S. 1714-A</a>                        |
|       | <a href="#">24 P.S. 1725-A</a>                        |
|       | PA Dept. of Education Guidance on General Fund Budget |





|         |                     |
|---------|---------------------|
| Book    | Policy Manual       |
| Section | 4000 Finances       |
| Title   | General Fund Budget |
| Code    | 4004-AR-1           |
| Status  | Active              |
| Adopted | September 8, 2020   |

### **General Fund Budget**

All school districts, intermediate units, career and technology centers and charter schools must use the Consolidated Financial Reporting System (CFRS) as the "uniform form" required to be used to submit the General Fund Budget to the Pennsylvania Department of Education (PDE). Software for prior years is available on our FTP site.

### **Budget Adoption Deadlines**

Preliminary Budget/Resolution Not to Exceed Index (*school district only*)  
The timeline related to these events can be found on the Property Tax Relief page.

Final Budget (*school districts, career and technology centers, charter schools*)  
The deadline for school districts, career and technology centers and charter schools to adopt the Final General Fund Budget is June 30. The deadline for submission to PDE is no later than 15 days after final adoption. The deadline for intermediate units to adopt the Final General Fund Budget is May 1. The submission deadline is also May 1. The General Fund Budget submission within CFRS is subject to the provisions of the Section 2552.1 of the School Code.

### **Other Important Information**

The following files contain excerpts from the Pennsylvania Public School Code pertaining to the required use of the General Fund Budget, limitations on certain fund balances, and school districts located in multiple counties.

24 PS 6-687(a) School code text referencing the annual budget, including required public inspection certification.

### **Fund Balance Limitations**

Information related to limits pursuant to 24 PS 6-688, enacted by Act 48 of 2003, pertaining to school district limitations on ending unreserved undesignated fund balance (now unassigned) when raising real estate taxes (this pertains to final budget only).

Note: See Accounting Bulletin 2010-1 for information about new terminology for fund balance categories.

24 PS 6-672.1 School code section related to school districts lying in more than one county or in more than one municipality. For questions, please contact ra-GFB@pa.gov.



|              |                    |
|--------------|--------------------|
| Book         | Policy Manual      |
| Section      | 4000 Finances      |
| Title        | Budget Preparation |
| Code         | 4005               |
| Status       | Active             |
| Adopted      | March 8, 2016      |
| Last Revised | September 10, 2019 |

The Board of Trustees of 21CCCS considers the preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the educational plan for 21CCCS. The budget shall be designed to carry out that plan in a thorough and efficient manner and to maintain the facilities and honor the obligations of 21CCCS.

The existence of an adequate fund balance is essential to maintain the sound and stable financial condition of the school.

The Board is authorized to review the budget as submitted by the CEO. Each Board member may make recommendations for change prior to final adoption of the budget. Once adopted by the Board, it deserves the support of all members of the Board regardless of each Board Member's position when adoption was voted upon.

The Board recognizes its obligation to the taxpayers to approve only those expenses reasonably required to provide an educational program suitable to the needs and goals of this school and its students.

In order to ensure adequate time for the preparation and review of the proposed budget, the Board directs the CEO to present to the Board all available information associated with the budget in the month of January. The CEO, Business Administrator and the entire administrative staff, shall establish priorities for the ensuing school year. The priorities will be based upon the needs identified through the charter school's budget planning process and by the Board. The Board shall explore means to provide adequate funds and resources for their accomplishment.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**



|         |                             |
|---------|-----------------------------|
| Book    | Policy Manual               |
| Section | 4000 Finances               |
| Title   | Fiscal Management Standards |
| Code    | 4005-AR-1                   |
| Status  | Active                      |
| Adopted | September 8, 2020           |

In recognition of the trust and responsibility that is placed with the Board and administration to manage the school's financial resources in order to deliver the educational program, the school establishes the following standards:

1. The Board and all school employees will manage and use the available funds efficiently and effectively to meet the goals of the school and federal and state requirements.
2. Appropriate accounting, financial reporting and management control systems will be maintained to enable the Board and administration to have access to accurate, reliable and relevant data, and to provide annual audits and periodic reports adequate to demonstrate that those who are responsible are handling funds within legal requirements and in accordance with Board policy, administrative procedures, rules and procedures.
3. The CEO and Business Administrator will keep the Board sufficiently informed regarding the budget through periodic reports, prepared documents and other appropriate means so that the Board can deliberate and evaluate an annual budget.
4. All monies will be expended only in accordance with the Board's approved budget, amended budget, or budget as adjusted by periodic transfers, regardless of the funding source, such as federal, state, local or private sources.
5. All administrators will be familiar with federal, state and Board requirements related to managing and using fiscal resources and will comply with those requirements when developing and implementing school programs and operations.



|         |                         |
|---------|-------------------------|
| Book    | Policy Manual           |
| Section | 4000 Finances           |
| Title   | Annual Financial Report |
| Code    | 4005-AR-2               |
| Status  | Active                  |
| Adopted | September 8, 2020       |

The school will submit an annual financial report to the Secretary of Education by October 31<sup>st</sup> each year.

All financial accounting and reporting by the school to the PA Department of Education (PDE) will be in accordance with generally accepted accounting principles and reporting standards. The following schedules or statements will not be required components of the annual financial report:

1. Management discussion and analysis and related notes.
2. School-wide financial statements, including the statement of activities and the statement of net assets.
3. The reconciliation of the balance sheet – governmental funds to statement of net assets.
4. The reconciliation of the statement of revenues, expenditures and changes in fund balances – governmental funds to statement of activities.

Reporting standards for the annual financial report are established by the PDE guidelines and are available at:

<http://www.education.pa.gov/Teachers%20-%20Administrators/School%20Finances/Office%20of%20Comptroller%20Operations/Pages/Annual-Financial-Report---School-School.aspx#tab-1>

The CEO and Board Secretary will submit a signed statement to the PDE annually by December 31<sup>st</sup> certifying that the school's audited financial statements have been properly audited and that in the auditor's professional opinion, the financial information submitted in the annual financial report was materially consistent with the audited financial statements.

If the financial information submitted in the annual financial report was not materially consistent with the audited financial statements, the school will submit a revised annual financial report to the PDE not later than December 31<sup>st</sup>.



|              |                                   |
|--------------|-----------------------------------|
| Book         | Policy Manual                     |
| Section      | 4000 Finances                     |
| Title        | Procedures for Budget Preparation |
| Code         | 4005-AR-3                         |
| Status       | Active                            |
| Adopted      | September 8, 2020                 |
| Last Revised | September 12, 2023                |

Budget preparation by the school's administrators will include the following steps:

1. Building principals will solicit participation by teachers and other building staff when determining the school's budgetary requirements necessary to meet identified educational and operational needs.
2. Principals will evaluate proposed budget requests from staff and will develop a proposed budget that assures compatibility with school goals, curriculum requirements and fiscal guidelines.
3. Principals will submit proposed building budgets to the CEO and/or Business Administrator for discussion and possible modification.
4. The Business Administrator will submit required documents to the CEO.
5. The CEO and Business Administrator will work with the administration to develop a proposed budget that meets the school's needs and recognizes fiscal limitations.
6. The CEO and Business Administrator will compile a proposed budget, detailed and summary information and supporting documents.
7. The CEO and Business Administrator will present the proposed budget and related documents to the Board and will ensure that committee members have the information they need and adequate time to study the proposed budget.



|         |                      |
|---------|----------------------|
| Book    | Policy Manual        |
| Section | 4000 Finances        |
| Title   | Annual Budget Report |
| Code    | 4005-AR-4            |
| Status  | Active               |
| Adopted | September 8, 2020    |

The PA Department of Education (PDE) maintains a General Fund Budget database for all local educational agencies as the required method of completing the preliminary and final budget reporting. PDE-2028 is the uniform budget form required to be submitted to the PDE. A user manual and downloads for PDE-2028 are available at [www.education.state.pa.us/portal/server.pt/community/general\\_fund\\_budget/12777/pde-2028/606285](http://www.education.state.pa.us/portal/server.pt/community/general_fund_budget/12777/pde-2028/606285).

This information on the Pennsylvania Department of Education's website is updated annually.

#### **Penalties**

The PDE will order forfeiture penalties for failure to submit an annual budget report within thirty (30) days of the required submittal date. The PDE will deduct the amount of forfeiture from any and all state payments made to the district. The forfeiture will continue until a report that meets the established criteria is submitted.



|              |                    |
|--------------|--------------------|
| Book         | Policy Manual      |
| Section      | 4000 Finances      |
| Title        | Budget Hearing     |
| Code         | 4006               |
| Status       | Active             |
| Adopted      | March 8, 2016      |
| Last Revised | September 10, 2019 |

It is the policy of the 21CCCS Board that the annual budget proposal, once formulated, represents the position of the 21CCCS Board and all reasonable means shall be employed by the Board to present and explain that proposed budget to the public.

Each member of the 21CCCS Board and each 21CCCS school administrator shall be thoroughly familiar with, and understand the need for, each proposed expenditure so that they can answer any question directed to them.

The proposed budget as formulated by this 21CCCS Board shall be set forth in necessary detail using the forms of the State Education Department and shall be made available to the public.

### **Definitions**

**Planning** - The preliminary budget will be formulated by the CEO and the Business Administrator with the participation of teachers, department chairpersons and principals.

**Preparation of Budget Document** - The budget document will be prepared by the CEO and the Business Administrator in the format specified by the Pennsylvania Manual of Accounting and P.D.E. It will contain all supporting data needed for approval and review by the 21CCCS Board of Trustees.

**Publication of Budget** - The preliminary budget will be advertised and open for public review.

The CEO and the 21CCCS Board will be responsible for disseminating published budget data, using available sources of publication and public meetings.

**Transfer of Funds** - All administrative transfers within a specific function must be approved by the Business Administrator.

**Periodic Statements** - The Business Administrator will submit written monthly reports on the financial status of the budget to the 21CCCS Board.

**Tentative Budget** - Upon completion of the proposed tentative budget for the new fiscal year, the CEO and Business Administrator will present it along with supporting documents to the 21CCCS Board for consideration in the month of January.

After reviewing the proposed budget and making any necessary changes, the 21CCCS Board will adopt the tentative budget no later than the regular meeting in May.

Final Budget – The 21CCCS Board will make changes and modifications as deemed necessary in the tentative budget. The 21CCCS Board will then adopt the budget at the regular May meeting, or in any event, no later than June 30 of any given year.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.





|                     |                    |
|---------------------|--------------------|
| Book                | Policy Manual      |
| Section             | 4000 Finances      |
| Title               | Tuition Payment    |
| Code                | 4007               |
| Status              | Active             |
| Adopted             | May 10, 2016       |
| Last Revised        | November 5, 2019   |
| Prior Revised Dates | September 10, 2019 |

21CCCS, receiving pupils who are residents of a school district, shall assess tuition charges in accordance with 24 P.S. 17-1725-A of the Pennsylvania Charter School Law.

It shall be the responsibility of the Business Administrator to invoice the tuition for approved pupils.

Tuition rates shall be determined annually by school districts, adjusted by the Pennsylvania Department of Education ("PDE").

Tuition billings will be made monthly in advance of the billing period.

If the sending district fails or refuses to make payments, the Business Administrator shall seek payment through PDE as permitted by law.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|         |                                      |
|---------|--------------------------------------|
| Book    | Policy Manual                        |
| Section | 4000 Finances                        |
| Title   | District Payments to Charter Schools |
| Code    | 4007-AR-1                            |
| Status  | Active                               |
| Adopted | September 8, 2020                    |

A charter school will keep on file the following documents for inspection by the school district:

1. Property lease or deed.
2. Audit reports.
3. Employee certifications and background checks.
4. Insurance policies.
5. Health, fire and safety inspection reports.
6. Current list of employees and positions held.
7. Current list of enrolled students with school districts of residence and information required by the state.
8. Attendance records for each student.
9. Test scores for each student.

When the school district has resident students enrolled in a charter school, the district administration will complete the required form and submit it to PDE each year by August 31.

Charter schools enrolling students resident in the district will adhere to the following guidelines:

1. Invoices sent to the district must include the following information regarding each individual resident student enrolled in the charter school:
  - a. Name.
  - b. Address.
  - c. Birthdate.
  - d. Grade level.
  - e. Parent(s)/Guardian(s) name
  - f. Enrollment date.
  - g. Withdrawal date, if applicable.

h. Special education and start date, if applicable.

2. Included on or with the invoice must be a summary of the amount due for the entire school year through the current month, the amounts the school district has paid to the charter school to date for the current school year, and the amounts of previous PDE deductions for the current school year.
3. Invoices must be sent to the district in sufficient time for the school district either to make payments by the 5<sup>th</sup> day of the following month or to decide that payments will not be made to the requesting charter school (e.g. invoices mailed by September 10 for payment by October 5).
4. The school district is not required to pay a charter school the increased Selected Expenditures for a special education student until that student has been identified as a student with a disability in need of special education services and the front page of the IEP has been submitted to the school district with the start date. The front page of the IEP will serve as sufficient documentation that the student is eligible for special education services. Because of privacy laws such as FERPA, the charter school is not permitted to release special education records of students enrolled in the charter school without a parent's/guardian's consent. The school must keep this information secure and confidential and must destroy the IEP cover sheet when it is no longer needed.



|              |                |
|--------------|----------------|
| Book         | Policy Manual  |
| Section      | 4000 Finances  |
| Title        | Bank Accounts  |
| Code         | 4008           |
| Status       | Active         |
| Adopted      | March 8, 2016  |
| Last Revised | April 16, 2019 |

### **Authority**

The Board of Trustees (Board) shall designate one or more banks or bank and trust companies as depositories for the safeguarding of Charter School funds.

Each depository shall be required to report monthly to the Treasurer on the status of funds by a majority vote of the Board in accordance with the Bylaws.

Each designated depository shall furnish proper security for deposits in the amount designated by the Board. Each designated depository shall be federally secured and insured by the FDIC and such deposits shall also be so secured and insured in accordance with law.

### **Guidelines**

Each designated depository shall be advised not to cash checks payable to the Charter School, but to deposit said checks to the Charter School accounts. The Business Administrator or their designee shall review the monthly bank statements and report to the CEO on effectiveness and recommended improvements, and prepare administrative regulations and procedures for sound banking operations.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal                    [24 P.S. 1714-A](#)  
                               [24 P.S. 1716-A](#)



|         |                               |
|---------|-------------------------------|
| Book    | Policy Manual                 |
| Section | 4000 Finances                 |
| Title   | Cash Receipts & Bank Accounts |
| Code    | 4008-AR-1                     |
| Status  | Active                        |
| Adopted | September 8, 2020             |

### **Cash Receipts Procedures and Controls**

All mail is opened by the receptionist. She enters all cash and checks received on a spreadsheet, then gives the spreadsheet and cash/checks to Payroll Fiscal Assistant. Payroll Fiscal Assistant prepares and submits the deposit to the bank. 21CCCS uses a remote deposit function, so checks are deposited via the remote deposit, and cash is taken to the bank. The spreadsheet is then given to A/R Fiscal Assistant, who records the activity in the cash receipt module of CSIU. Support for the deposit is filed. Districts that choose to have their payment taken from the Basic Ed Subsidy pay via wires from PDE. A/R Fiscal Assistant records these receipts in the cash receipt module of CSIU when they come in. All deposits are made to the general checking account and logged by the Payroll Fiscal Assistant. The bank reconciliation for the general checking account is completed by the A/R Fiscal Assistant. Payroll Fiscal Assistant submits daily bank activity reports to the Business Administrator. The Business Administrator also logs onto online banking periodically to monitor activity.

### **Bank & Account Reconciliations**

A/R Fiscal Assistant reconciles all bank accounts monthly. All other balance sheet accounts are also reconciled monthly by various individuals in the business office, with the Business Administrator reviewing all reconciliations before monthly board reports are run. Bank reconciliations are reviewed by the Business Administrator, who initials the reconciliations as proof of her review.



|              |                     |
|--------------|---------------------|
| Book         | Policy Manual       |
| Section      | 4000 Finances       |
| Title        | Investment of Funds |
| Code         | 4009                |
| Status       | Active              |
| Adopted      | March 8, 2016       |
| Last Revised | April 16, 2019      |

### **Purpose**

It shall be the policy of the Board of Trustees (Board) to optimize its return on funds available for investment through investment of cash balances in such a way as to minimize non-invested balances and to maximize return on investments consistent with the following principles:

Legality - All investments shall be made in accordance with applicable laws.

Safety - Preservation of principal shall be of highest priority. Preservation of principal in the portfolio of investments shall be ensured by diversification and other means of minimizing credit risk, including avoidance of concentration of credit risk, market risk and interest rate risk, and by thoroughly investigating and reviewing the performance of all investment providers and professionals.

Liquidity - Investments shall remain sufficiently liquid to meet all operating requirements that are reasonably anticipated. A fiscal year operations anticipated cash flow shall be developed so that investments can be made as early as possible, with maturities consistent with anticipated cash demands.

Yield - Investments shall be made with the objective of attaining a market-average rate of return throughout the budgetary and economic cycles, taking into account investment risk constraints and liquidity needs.

### **Authority**

The Board shall annually approve an investment plan for Charter School investments in accordance with this policy and applicable laws.

### **Definitions**

Short-term – Any period thirteen (13) months or less.

Long-term – Any period exceeding forty-eight (48) months.

Mid-range – Any period between short-term and long-term.

Collateral – Security pledged by a financial institution to an entity for its deposit.

Concentration of credit risk – The risk of loss attributed to the magnitude of an entity's investment in a single issuer, pool, institution, or instrument.

Counterparty – Another party to a transaction. In the case of deposits and investments made by entities, a counterparty could be the issuer of a security, a financial institution holding a deposit, a broker-dealer selling securities, or a third party holding securities or collateral.

Credit risk – The risk that a counterparty to an investment transaction will not fulfill its obligations. Overall credit risk can be associated with the issuer of a security, with a financial institution holding deposits, or with a party holding securities or collateral. Credit risk exposure can be affected by a concentration of deposits or investments in any one (1) investment type or with any one (1) counterparty.

Custodial credit risk – The custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, an entity will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty to a transaction, an entity will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.

Foreign currency risk – The risk that changes in exchange rates will adversely affect the fair value of an investment or a deposit. Investments depending on substantial overseas activities or markets may present related foreign currency risk.

Interest rate risk – The risk that changes in interest rates will adversely affect the fair value of an investment.

Issuer – The entity that has the authority to distribute a security or other investment. A bond issuer is the entity that is legally obligated to make principal and interest payments to bond holders. In the case of mutual funds, external investment pools, and other pooled investments, issuer refers to the entity invested in, not the investment company-manager or pool sponsor.

Investment plan – The Charter School’s specifically enumerated investment strategy approved annually by the Board.

Market risk – The risk that the market value of an investment, collateral protecting a deposit, or securities underlying a repurchase agreement will decline. Market risk is affected by the length to maturity of a security, the need to liquidate a security before maturity, the extent that collateral exceeds the amount invested, and the frequency at which the amount of collateral is adjusted for changing market values.

Repurchase agreement –

- a. An agreement in which an entity (buyer-lender) transfers cash to a broker-dealer or financial institution (seller-borrower); the broker-dealer or financial institution transfers securities to the entity and promises to repay the cash plus interest in exchange for the same securities.
- b. A generic term for an agreement in which an entity (buyer-lender) transfers cash to a broker-dealer or financial institution (seller-borrower); the broker-dealer or financial institution transfers securities to the entity and promises to repay the cash plus interest in exchange for the same securities (as in definition (a) above) or for different securities.

Weighted average maturity – A weighted average maturity measure expresses investment time horizons—the time when investments become due and payable—in years or months, weighted to reflect the dollar size of individual investments within an investment type.

### **Delegation of Responsibility**

The Board shall designate the Business Administrator, who shall implement the Charter School’s investment program in accordance with this policy, related procedures, applicable laws and the annual investment plan approved by the Board.

The Business Administrator shall prepare, for approval of the Board, an annual investment plan for all general and segregated/designated funds of the Charter School, taking into account the anticipated liquidity needs of each fund.

The plan may provide for moneys from more than one (1) fund under Charter School control for the purchase of any single investment, provided that each of the funds combined for the purpose shall be accounted for separately in all respects and that the earnings from the investment are separately and individually computed and recorded, and credited to the accounts from which the investment was purchased.

The plan shall not encompass the investment of any student activity or class-related funds separately managed.

The annual investment plan shall be submitted to the Board for review and approval during the month of May.

The Business Administrator shall report at each Board Meeting to the Board the following:

1. Amount of funds invested.
2. Interest earned and received to date.
3. Types and amounts of each investment and the interest rate on each.
4. Names of the institutions where investments are placed.
5. The means by which any deposits exceeding insurance limits are collateralized.

This report may, but is not required to, include the information regarding depository balances, earnings and transactions required to be reported to the Board as set forth in Policy 4008.

The Board directs the Chief Executive Officer and Business Administrator to develop, for approval by the Board as an appendix to this policy, specific due diligence and risk mitigation measures for:

1. Evaluating and mitigating the risks associated with each investment;
2. Investigating, selecting and evaluating the performance of investment advisors and investment professionals;
3. Specifying standards for audits of investment transactions; and
4. Determining the qualifications, training, standards and disclosures required for Charter School staff performing functions relating to the Charter School's investment program.

#### **Guidelines**

Investments permitted by this policy are those permitted by law and enumerated in this policy that are appropriately collateralized in accordance with this policy and applicable laws.

#### **Permissible Investments**

1. United States Treasury bills.
2. Short-term obligations of the United States Government or its agencies or instrumentalities.
3. Deposits in savings accounts or time deposits or share accounts of institutions insured by the Federal Deposit Insurance Corporation (FDIC) or the Federal Savings and Loan Insurance Corporation (FSLIC) or the National Credit Union Share Insurance Fund (NCUSIF) to the extent that such accounts are so insured, and, for any amounts above the insured maximum, provided that approved collateral as provided by law therefore shall be pledged by the depository.
4. Obligations of the United States of America or any of its agencies or instrumentalities backed by the full faith and credit of the United States of America, the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the Commonwealth, or of any political subdivision of the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the political subdivision.
5. Shares of an investment company registered under the Investment Company Act of 1940 (54 Stat. 789, 15 U.S.C. Sec. 80a-1 et seq.), whose shares are registered under the Securities Act of 1933 (48 Stat. 74, 15 U.S.C. Sec. 77a et seq.). Provided, that the following are met:[\[1\]](#)
  - a. The only investments of that company are in the authorized investments for school entity funds listed in items 1 through 4 above and repurchase agreements fully collateralized by such investments.
  - b. The investment company is managed so as to maintain its shares at a constant net asset value in accordance with 17 CFR Sec. 270 2a-7 (relating to money market funds).
  - c. The investment company is rated in the highest category by a nationally recognized statistical rating organization.



### **Management of Investments and Collateral**

All securities or other investments in which the Charter School invests or that collateralize Charter School investments shall be managed as provided in this policy and in the Charter School's investment plan annually approved by the Board.

The plan shall require that securities purchased as investments be purchased in the name of the Charter School and held in custody for the benefit of the Charter School as provided in the investment plan and authorized custodian agreements. The plan may make exceptions to such requirements as defined in this policy, or for the purchase of shares of an investment company.

If, after purchase, the rating of any instrument is reduced and no longer in compliance with Board policy, the individual responsible for Charter School replace the investment immediately upon receipt of notice of the rating change and notify the Board of the rating change, action taken and replacement investment.

For purposes of interest rate disclosure in the annual financial report, the method of determining interest rate risk shall be based on weighted average maturity.

### **Foreign Currency and Related Risk**

Charter School funds shall not be invested in foreign currency. To the extent other permissible investments are exposed to related foreign currency risk, they shall be disclosed as required by GASB Statement 40.

### **Protection of Savings Accounts, Time Deposits, Share Accounts or Other Depository Balances in Excess of FDIC Insurance Limits**

When Charter School funds are deposited in any savings account, time deposit, share account or other authorized depository account, if the cash balance exceeds FDIC insurance limits, Charter School funds shall be collateralized in accordance with law and sound accounting practices.

It shall be the responsibility of the Business Administrator to verify with the depository the value of the collateral instrument(s) based on the instrument being "marked to market." This valuation shall occur at least monthly.

Following a review of valuation, the Business Administrator may request an additional review by the Charter School's investment advisors or financial consultant, and shall require additional collateral if the existing collateral has declined in value and exposes the Charter School to potential loss of principal. The status of the valuation review and any additional collateral shall be included in the periodic reports to the Board regarding the investment program.

### **Audit**

The Board directs that all investment records be subject to annual audit by the Charter School's independent auditors.

The audit shall include but not be limited to independent verification of amounts and records of all transactions, as deemed necessary by the independent auditors.

### **Conflict of Interest Avoidance and Disclosure**

The Business Administrator and any other Charter School employee performing functions related to the investment program shall disclose in writing to the Board any material conflict of interest or material potential conflict of interest which exists because of personal relationships or personal business activity between the Business Administrator or other employees and any depository institution, broker, dealer, investment advisor, or other investment provider or professional serving the Charter School. The Business Administrator or other employees shall refrain from any personal business activity that could impair ability to make impartial decisions in managing the annual investment plan.<sup>[2]</sup>

All depository institutions, repurchase agreement providers, brokers, and investment advisors and managers shall disclose in writing to the Charter School:

1. Any fees or other compensation paid to or received from a third party with respect to any Charter School investment; and
2. Any ownership of or by a parent corporation which owns any other depository institution, broker, dealer, investment advisor, or other investment provider or professional which does business with the Charter School.

All investment advisors shall verify in writing that they have received and reviewed a copy of this Board policy and agree to comply with this policy and all applicable laws related to Charter School investments.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 17 CFR Part 270](#)

[2. 65 Pa. C.S.A. 1101 et seq](#)

[24 P.S. 218](#)

[24 P.S. 440.1](#)

[24 P.S. 1716-A](#)

[72 P.S. 3836-1 et seq](#)

[15 U.S.C. 77a et seq](#)

[15 U.S.C. 80a-1 et seq](#)

Governmental Accounting Standards Board, Statement No. 3 (amended by Statement 40)



|                     |                                      |
|---------------------|--------------------------------------|
| Book                | Policy Manual                        |
| Section             | 4000 Finances                        |
| Title               | Purchases Subject to Bid / Quotation |
| Code                | 4010                                 |
| Status              | Active                               |
| Adopted             | March 8, 2016                        |
| Last Revised        | March 14, 2023                       |
| Prior Revised Dates | April 16, 2019, August 9, 2022       |

### **Authority**

It is the policy of the Board of Trustees (Board) to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the Charter School.[\[1\]](#)

### **Guidelines**

The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.[\[1\]](#)[\[2\]](#)

### **Competitive Bids**

When seeking competitive bids, the Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.[\[1\]](#)

After due public notice advertising for competitive bids, the Board shall be authorized to:

1. Purchase furniture, equipment, school supplies and appliances costing a base amount of \$22,500 or more, unless exempt by law.
2. Contract for construction, reconstruction, repairs, maintenance or work on any Charter School building or property having a total cost or value of more than \$22,500, unless exempt by law.[\[1\]](#)[\[3\]](#)

The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.[\[1\]](#)

With kind, quality and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids.[\[1\]](#)

The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.[\[1\]](#)

### **Price Quotations**

Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Board for:[\[1\]](#)

1. Furniture, equipment, school supplies and appliances costing a base amount of more than \$12,200 but less than \$22,500.
2. All contracts for construction, reconstruction, repairs, maintenance or work on any Charter School building or property, having a total cost or value of more than \$12,200 but less than \$22,500.[\[1\]](#)

If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for three (3) years.

### **Work Performed by Charter School Maintenance Personnel**

The Board may authorize Charter School maintenance personnel to perform construction, reconstruction, repairs or work having a total cost or value of less than \$12,200.[\[1\]](#)

### **Bid Protest**

An individual or company may protest a bid award if they believe that the award was inconsistent with Board policy or administrative procedures, the bid's specifications, or was not done in compliance with law.

The bidder must file a written protest with the Chief Executive Officer or designee within five (5) working days after receipt of notification of the bid award. The bidder must submit with the protest, all documents supporting or justifying the protest.

A bidder's failure to file the protest documents in the given time period will constitute a waiver of their right to protest the award of a bid.

The Chief Executive Officer or designee shall review the protest and supporting documents and render a written decision within thirty (30) working days. The Chief Executive Officer or designee may arrange a meeting with the protester to attempt to resolve the issue.

The bidder may submit a written appeal of the Chief Executive Officer's or designee's decision to the Board. The Board shall provide reasonable notice to the bidder of the Board's timeline for consideration of the appeal.

The decision of the Board shall be final.

### **Delegation of Responsibility**

The Board may grant the Chief Executive Officer, Board Treasurer or Purchasing Agent the authority to purchase supplies and award contracts in the amount and manner designated by applicable law.[\[1\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

- [1. 24 P.S. 751](#)
- [2. 24 P.S. 120](#)
- [3. 24 P.S. 1715-A](#)
- [24 P.S. 807.1](#)
- [24 P.S. 1714-A](#)
- [24 P.S. 1716-A](#)



|         |                          |
|---------|--------------------------|
| Book    | Policy Manual            |
| Section | 4000 Finances            |
| Title   | Purchases Subject to Bid |
| Code    | 4010-AR-1                |
| Status  | Active                   |
| Adopted | September 8, 2020        |

### **Federal Guidelines**

Check the Excluded Parties List System (EPLS) to determine if a vendor is excluded.  
<http://www.sam.gov>

Procurement Thresholds (effective January 1, 2019):

Micro Purchases – below \$10,000 – no quotes required

Small Purchases – purchase of goods \$10,000 - \$20,599 and purchase of services

\$10,000 - \$249,999 – Three (3) quotes required

Non-Competitive - \$10,000 and above – sole source justification required

Competitive/Sealed Bid Proposal – advertising RFP – purchase of goods \$20,600 and over; purchase of services \$250,000 and over – RFP and advertising required



|                     |                                |
|---------------------|--------------------------------|
| Book                | Policy Manual                  |
| Section             | 4000 Finances                  |
| Title               | Purchases Budgeted             |
| Code                | 4011                           |
| Status              | Active                         |
| Adopted             | May 10, 2016                   |
| Last Revised        | March 14, 2023                 |
| Prior Revised Dates | April 16, 2019, August 9, 2022 |

#### **Authority**

It is the policy of the Board of Trustees (Board) that when funds are available, all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the Charter School.[\[1\]](#)

#### **Delegation of Responsibility**

All purchases that are within budgetary limits may be made upon authorization of the Business Administrator, Board of Trustees Treasurer, and/or Chief Executive Officer, unless the contemplated purchase is for more than \$22,500, in which case prior approval by the Board is required, in accordance with Board policy.[\[1\]](#)

All purchase order requests must be referred to the Business Administrator and Chief Executive Officer, who shall check whether the proposed purchase is subject to bid, and whether sufficient funds exist in the budget.[\[1\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

|       |                                |
|-------|--------------------------------|
| Legal | <a href="#">1. 24 P.S. 751</a> |
|       | <a href="#">24 P.S. 1714-A</a> |
|       | <a href="#">24 P.S. 1715-A</a> |
|       | <a href="#">24 P.S. 1716-A</a> |



|         |                       |
|---------|-----------------------|
| Book    | Policy Manual         |
| Section | 4000 Finances         |
| Title   | Purchasing Procedures |
| Code    | 4011-AR-1             |
| Status  | Active                |
| Adopted | September 8, 2020     |

The purchasing, receiving, storing and distributing of necessary supplies, equipment and services for use in the school represents a significant budget expenditure. School staff recognize that these items must be procured efficiently and economically.

The Business Administrator will supervise school purchasing and may authorize school purchases that conform to the adopted budget appropriations and are not required to be bid. Such purchases will not exceed designated budget limitations, unless modified by the Board.

No contract will be entered into or bill paid without the proper documentation and affirmative vote by the Board.

All school employees are required to report to the CEO any suspected fraud, theft or misuse of school resources.

Under no circumstances may employees use school funds to make unauthorized or personal purchases. School employees may be disciplined or terminated for failing to follow Board policy or administrative procedures and for any misuse of school resources.

### **Procedures**

Items commonly used in the charter school will be standardized whenever possible.

All purchase requests must be submitted to and approved by the Business Administrator prior to the placement of the order. Unauthorized orders will be the responsibility of the individual, not the school.

Purchase of all budgeted items or items approved by an administrator or supervisor must be initiated by use of a purchase order submitted to the Business Administrator.

Purchase requests by an employee must be submitted to the building principal or immediate supervisor responsible for the budget code from which the purchase will be made. The responsible administrator will check as to the necessity of the purchase and whether the material might be available elsewhere in the school, whether sufficient funds exist in the budget, and whether the proposed purchase is subject to bid.

All purchase orders should include: clearly described instructions, exact description of material requested, estimated costs, budget code, suggested vendors, name of requestor, and signature of administrator.

The responsible administrator will submit the approved purchase order to the Business Administrator.

The Business Administrator will approve, sign, process and make copies of compliant purchase orders after:

1. Coding the request with the appropriate account numbers.
2. Determining if the request is legal and in the best interests of the school.

### 3. Reviewing all information on the purchase order for clarity and accuracy.

Upon approval of a purchase order, the Business Administrator will notify the responsible administrator and forward the purchase order for processing and encumbering the expenditure against the specific budget line item(s), to prevent the creation of liabilities in excess of appropriations.

The responsible administrator will be consulted regarding a substitution for the item specified prior to the purchase being completed.

Purchase orders denied or rejected by the Business Administrator will be returned to the responsible administrator, with the reason for the denial or rejection noted on the purchase order.

When a purchase has been completed and the materials or services have been received, the receiver will forward a copy of the applicable purchase order to Accounts Payable.

The receiving document, all shipping documents and the invoice will be matched. After entry of all invoice detail, the purchase order will be processed for payment.

No deliveries will be accepted from vendors unless identified with an approved purchase order.

Purchases will be made through available state contracts whenever such purchases are in the best interest of the school.

Opportunity to do business with the school will be provided to as many responsible suppliers as possible. The Business Administrator will maintain and update lists of potential suppliers for various types of supplies, equipment and services.

There will be no exceptions to the purchasing procedures other than extreme emergencies. **Emergencies** are defined as unscheduled, unanticipated needs that cannot wait or be restricted by the established purchasing procedures. Individuals placing emergency orders must provide the Business Administrator with written justification for such orders.





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|---------|----------------------|
| Book    | Policy Manual        |
| Section | 4000 Finances        |
| Title   | Receiving Procedures |
| Code    | 4011-AR-2            |
| Status  | Active               |
| Adopted | September 8, 2020    |

Charter school employees will follow these established procedures when receiving purchases:

1. No deliveries will be accepted from vendors without an approved purchase order identified with the product.
2. Delivery will be opened immediately upon arrival. Employee will inspect the delivery to ensure that materials have been received undamaged and in the quantities ordered.
3. Employee will immediately report in writing any damaged or incorrect deliveries to the Purchasing Requisitioner. If delivered carton appears damaged, acceptance from the delivery service should be noted "pending concealed damage."
4. If delivery is correct and undamaged, employee will note such on delivery or packing slip, sign and date purchase order, attach delivery and packing slips, and forward to the Business Administrator's office.
5. The delivery will be delivered to the responsible administrator who initially approved the request.
6. The Business Administrator will process the purchase order, charge the specific budget account for the expenditure, and approve payment of the invoice.



|              |                        |
|--------------|------------------------|
| Book         | Policy Manual          |
| Section      | 4000 Finances          |
| Title        | Purchases Not Budgeted |
| Code         | 4012                   |
| Status       | Active                 |
| Adopted      | May 10, 2016           |
| Last Revised | April 16, 2019         |

### **Purpose**

The interests of the students and Charter School community require fiscal responsibility by the Board of Trustees (Board) in the disbursement of public funds and operation of the Charter School. The Board shall adopt appropriate fiscal controls for purchases made by the Charter School.

### **Guidelines**

In the event of emergency, which exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing classes, a purchase order up to the amount of \$50,000.00 may be authorized by the Chief Executive Officer.

When budgeted funds are allocated, the total amount budgeted may not be exceeded without prior approval by the Chief Executive Officer.

Any expenditures in excess of appropriation made in conformance with this policy shall be reported to the Board at the next meeting, with a recommendation of funds to be transferred to cover said purchase.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [24 P.S. 1714-A](#)  
[24 P.S. 1716-A](#)



|              |                        |
|--------------|------------------------|
| Book         | Policy Manual          |
| Section      | 4000 Finances          |
| Title        | Cooperative Purchasing |
| Code         | 4013                   |
| Status       | Active                 |
| Adopted      | May 10, 2016           |
| Last Revised | September 10, 2019     |

The 21CCCS' Board of Trustees ("Board") recognizes the advantages of centralized purchasing. The Board, therefore, encourages the administration to seek advantages in savings that may accrue to 21CCCS through joint agreements for the purchase of supplies, equipment or services with other entities.

The Board authorizes the Business Administrator to negotiate such cooperative purchase agreements for services, supplies and equipment with other entities as may be appropriate in accordance with the Pennsylvania Charter School Law, other applicable Pennsylvania statutes and the policies of this Board.

Cooperative purchases require an agreement approved by the Board and the participating contracting body(s) which shall specify: the categories of equipment or supplies to be purchased; the manner of advertising for bids and of awarding contracts; the method of payment by each participating party; and any such other matters as may be deemed necessary to carry out the purposes of the agreement. All such agreements must conform to regulations provided in the Pennsylvania Charter School Law and other applicable Pennsylvania statutes.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|              |                                       |
|--------------|---------------------------------------|
| Book         | Policy Manual                         |
| Section      | 4000 Finances                         |
| Title        | Procedures for Cooperative Purchasing |
| Code         | 4013-AR-1                             |
| Status       | Active                                |
| Adopted      | September 8, 2020                     |
| Last Revised | September 12, 2023                    |

Cooperative purchasing allows the school to save money through volume purchasing discounts, while avoiding the time and expense of conducting competitive bidding.

The Business Administrator is authorized to negotiate cooperative purchasing agreements with other political subdivisions for supplies, equipment and services, in accordance with Board policy and applicable laws.

The Business Administrator will be responsible for reviewing the language in cooperative purchasing contracts to ensure that the contract meets the school's needs.

The Business Administrator will ensure that all cooperative purchase agreements with other political subdivisions that are approved by the Board contain the following elements:

1. Categories of equipment or supplies to be purchased.
2. Manner of advertising for bids and awarding contracts.
3. Method of payment by each participating party.
4. Assurance that the political subdivision has complied with state mandated bidding requirements.
5. Other matters deemed necessary to carry out the purposes of the agreement.

The Business Administrator will advise the Board, when joining in a cooperative venture, to adopt a resolution that includes the following items:

1. Conditions of agreement in the case of cooperation with or delegation to other local governments, the Commonwealth, other states or the federal government.
2. Duration of the term of the agreement.
3. Purpose and objectives of the agreement, including the powers and scope of authority delegated in the agreement.
4. Manner and extent of financing the agreement.
5. Organizational structure necessary to implement the agreement.
6. Manner in which real or personal property will be acquired, managed, licensed or disposed.

7. That the entity created under this section will be empowered to enter into contracts for policies of group insurance and employee benefits, including Social Security, for its employees.



|              |                       |
|--------------|-----------------------|
| Book         | Policy Manual         |
| Section      | 4000 Finances         |
| Title        | Payroll Authorization |
| Code         | 4014                  |
| Status       | Active                |
| Adopted      | May 10, 2016          |
| Last Revised | April 16, 2019        |

### **Authority**

Employment of all permanent, temporary and part-time Charter School staff must be approved by the Board of Trustees (Board). The Board shall authorize payment of salaries to employees. Actions by the Board to employ or re-employ staff on a contractual basis (i.e., for a fixed period of time) may include:

1. Name of the individual.
2. Position title.
3. Salary or rate of pay.
4. Period of employment.
5. Position classification (and whether such employment is "at will").

Actions by the Board to employ temporary or part-time personnel (i.e., by the hour or day) shall include the name of the individual, the position title and the rate of pay.

The minutes of Board meetings shall record all actions with regard to resignation, retirement, death or discharge of all employees. Each action shall include the name or identification number of the employee, date upon which salary or wages will terminate, and position formerly held.

### **Guidelines**

Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy [1] [6] may be required of all employees.

Salary or wages are withheld for unapproved time off, in accordance with established Board policy and/or administrative procedures, by the Chief Executive Officer.

Overtime can be scheduled and paid only when authorized in advance, in accordance with Board policy, by the [6] Chief Executive Officer or designee.

The payroll shall be certified by the Business Administrator.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 29 U.S.C. 201 et seq](#)

[24 P.S. 1716-A](#)

[24 P.S. 1724-A](#)



|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 4000 Finances     |
| Title   | Payroll Register  |
| Code    | 4014-AR-1         |
| Status  | Active            |
| Adopted | September 8, 2020 |

The designated Business Office staff is responsible to maintain a payroll register to support the amounts of the individual employees' payroll checks.

The payroll register will include a listing of gross pay and all applicable deductions. The totals of the deductions will determine the amount of checks drawn to depositories, taxing authorities, companies and associations for transmittal of such deductions.

The following will be listed on the payroll register:

1. List of employees approved by the Board for the current school year.
2. List of substitutes or special help assigned by the principal or immediate supervisor showing the name of substitute, date(s) of substitution, assignment, name of employee replaced by substitute, reason for the substitution and if absence is excused or there is a pay deduction, and hours of work and rate of pay when applicable.
3. List of permanent replacement employees occurring after approval of the budget.
4. List showing pay due regular employees for approved overtime.
5. List showing any pay due regular employees for special assignments, indicating the nature of the assignment and budgetary category under which assignment was made.

All lists of special pay or pay reductions will be signed by the responsible principal or immediate supervisor and submitted to the Business Office at least ten (10) days prior to the date of the next affected payroll.





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| Book         | Policy Manual      |
| Section      | 4000 Finances      |
| Title        | Payroll Deductions |
| Code         | 4015               |
| Status       | Active             |
| Adopted      | May 10, 2016       |
| Last Revised | September 10, 2019 |

The 21CCCS Board of Trustees ("Board") may, at its discretion, act on behalf of individual employees to deduct a certain amount from the employee's paycheck and remit an equal amount to an agent designated by the employee. It is the purpose of this policy to designate those purposes not otherwise mandated by law for which the Board is willing to act on behalf of the employee.

No deduction may be made from the wages of an employee, except for federal or state income tax, PA unemployment, county tax, municipal or school taxes, social security and School Employees' Retirement Fund, without proper authorization by the employee as authorized by law. The form shall be provided by 21CCCS to the employee in order to obtain proper authorization.

Deductions for annuities, employee contributions to fringe benefit plans, and other voluntary deductions will be made from two (2) pays each month. The Board authorizes other deductions from an employee's paycheck upon proper authorization on the appropriate 21CCCS form.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



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|--------------|-----------------------------------|
| Book         | Policy Manual                     |
| Section      | 4000 Finances                     |
| Title        | Procedures for Payroll Deductions |
| Code         | 4015-AR-1                         |
| Status       | Active                            |
| Adopted      | September 8, 2020                 |
| Last Revised | September 12, 2023                |

The charter school complies with all applicable federal and state laws and regulations with respect to payment of salary and benefits to employees, including the Fair Labor Standards Act.

The CEO and/or Business Administrator are responsible to annually review the types of payroll deductions authorized by the school and to make recommendations for Board approval.

### **Optional Payroll Deductions**

Board policy will determine the purposes for which the school will make deductions from employees' paychecks.

### **Medical Insurance**

Based on employment status and applicable Board resolutions, contracts, administrative compensation plan and collective bargaining agreements, employees may elect or be required to contribute through payroll deductions toward the cost of various health plans and coverages, including dental and vision plans.

Employees must submit the appropriate election of coverage forms to the Business Office by the stated date.

Employees will be notified of the amount of deductions required by applicable board resolutions, administrative compensation plan, contract or collective bargaining agreement.

### **Changes In Optional Deductions**

Authorization by employees to change an existing optional payroll deduction, such as savings bonds, credit unions, individual retirement accounts, etc., will be accepted with the submission of the applicable signed form during a school year.

A written authorization for a payroll deduction change by an employee must be submitted to the Business Office ten (10) days before the next payroll.

Actual changed payroll deductions will commence two (2) weeks following the stated deadline dates.

### **Complaint Process**

An employee who believes that the school has made an inappropriate or incorrect payroll deduction or has failed to make proper payment regarding salary or benefits is encouraged to immediately consult with the principal or immediate supervisor to resolve the issue.

Alternately, an employee may file a formal, written complaint with the Business Administrator. Within fifteen (15) business days after receipt of the complaint, they will make a determination as to whether the payroll deduction(s) was appropriate, and will provide the employee with a written response and explanation. The response may include reimbursement for any payroll deduction that was made in error.

This complaint process is available in addition to the complaint process established and available for employees.



|         |                         |
|---------|-------------------------|
| Book    | Policy Manual           |
| Section | 4000 Finances           |
| Title   | Tax Sheltered Annuities |
| Code    | 4015-AR-2               |
| Status  | Active                  |
| Adopted | September 8, 2020       |

The Tax Sheltered Annuity Plan is administered by the school under the provisions of Section 403(b) of the Internal Revenue Code for the purposes of an employee retirement or deferred compensation plan. An annuity contract authorizes the school to deduct a fixed amount from an employee's gross income for the purpose of sheltering the income from federal income taxes during the term of the contract.

The school will annually inform all employees about the tax sheltered annuity program and give notice of each employee's right to participate.

An employee can make changes to a tax sheltered annuity only one (1) time each school year, upon proper notification to the school.

The school will designate tax sheltered annuity firms to participate in a payroll deduction program.

The school's designated staff is responsible for verifying that employees are eligible to participate in the program, that contribution amounts do not exceed limits, and that distributions from the accounts are done correctly.

The employee and the company involved will indemnify, save and hold harmless the charter school from any and all claims made by an employee and/or the company as a result of the tax sheltered program. The indemnity agreement must be signed by the appropriate parties.

The CEO and/or Business Administrator may recommend to the Board for its approval independent consultants to analyze and recommend tax sheltered annuity plans, and/or independent consultants to serve as a third party administrator to carry out the day-to-day responsibilities of administering the program.

### **Written Plan**

The school will maintain and operate the tax sheltered annuity program in accordance with a written plan.

The plan will contain all the material terms and conditions for eligibility, benefits, applicable limitations, the contracts available under the plan, and the time and form under which benefit distributions may be made.

The written plan also will address any optional features, including hardship withdrawal distributions, loans, plan-to-plan or annuity contract transfers and acceptance of roll-over to the plan that are included in the school's program.

The written plan may assign responsibility for administrative functions, including those to comply with the requirements of 26 U.S.C. Sec. 493(b) and other tax requirements. Responsibilities that are not allocated to another entity remain with the school.

At least one (1) fiduciary must be named in the plan. Fiduciaries may include investment advisors, individuals exercising discretion in administration of the plan, and those who select individuals to perform services in connection with the plan.

The written plan may assign responsibilities to parties other than the school but not to participants, unless the administration of the plan is a substantial portion of the duties of the participant.

The written plan may incorporate by reference other documents which then become part of the plan. The referenced documents must not be in conflict with other documents.

The written plan may address termination of the program.



|         |                                    |
|---------|------------------------------------|
| Book    | Policy Manual                      |
| Section | 4000 Finances                      |
| Title   | Tax Sheltered Annuity Written Plan |
| Code    | 4015-AR-3                          |
| Status  | Active                             |
| Adopted | September 8, 2020                  |

**The Tax Sheltered Annuity Written Plan is attached below.**

[4015-AR-3 Tax Sheltered Annuity Written Plan.pdf \(993 KB\)](#)

**Section 403(b) Plan Document for  
Public Schools, Community Colleges, and Public Universities and Colleges**

**Article I – Purpose**

- 1.01 **Purpose:** Section 403(b) of the Code of 1986 permits contributions to be made to annuity contracts and custodial accounts under a 403(b) Plan to provide retirement benefits for employees of certain non-profit educational, charitable, humane and religious organizations. The Employer whose name and signature appear on the Adoption Agreement hereby adopts a 403(b) Plan in the form of this Volume Submitter 403(b) Plan Document for Public Schools, as modified by the information provided and selections made in the Adoption Agreement, for the exclusive benefit of Employees and their beneficiaries.

**Article II- Definitions**

The following words and terms, when used in the Plan and the Adoption Agreement, shall have the meaning set forth below.

- 2.01 **Account:** The account or accumulation maintained for the benefit of any Participant or Beneficiary under one or more Annuity Contracts or Custodial Accounts. For purposes of this Plan a separate account (including a separate bookkeeping account) shall include separate accounting.
- 2.02 **Account Balance:** The bookkeeping account maintained for each Participant which reflects the aggregate amount credited to the Participant's Account under all Accounts, including the Participant's Elective Deferrals, the earnings or loss of each Annuity Contract or a Custodial Account (net of expenses) allocable to the Participant, any transfers for the Participant's benefit, and any distribution made to the Participant or the Participant's Beneficiary. If permitted in the applicable Annuity Contract or Custodial Account Agreement, in the case where a Participant has more than one Beneficiary at the time of the Participant's death, then a separate Account Balance shall be maintained for each Beneficiary. The Account Balance includes any account established under Article VIII for rollover contributions and plan-to-plan transfers or exchanges made for a Participant, the account established for a Beneficiary after a Participant's death, and any account or accounts established for an Alternate Payee (as defined in section 414(p)(8) of the Code).
- 2.03 **Accumulated Benefit:** the sum of a Participant's or Beneficiary's Account Balances under all Funding Vehicles under the Plan.
- 2.04 **Administrative Appendix (Appendix):** Persons to whom administrative functions have been allocated and the specific functions allocated to such persons shall be identified in an Administrative Appendix to the Plan. Service agreements and other records or information pertaining to the administration of the Plan may be included or incorporated by reference in the Administrative Appendix. The Appendix will also include a list of all the Vendors of Funding Vehicles approved for use under the Plan, including sufficient information to identify the approved Funding Vehicles. This Appendix may be modified from time to time. A modification of the Appendix is not an amendment of the Plan.
- 2.05 **Administrator:** The person, committee, or other organization named in the Adoption Agreement, appointed by the Employer to administer the Plan. If no such Entity is named, the Administrator shall be the Employer. Functions of the Administrator, including those described in the Plan, may be performed by Vendors, designated agents of the Administrator, or others (including Employees a substantial portion of whose duties is administration of the Plan) pursuant to the terms of the Individual Agreements, written service agreements or other documents under the Plan. For this purpose, an Employee is treated as having a substantial portion of his or her duties devoted to administration of the Plan if the Employee's duties with respect to administration of the Plan are a regular part of the Employee's duties and the Employee's duties relate to Participants and Beneficiaries generally (and the Employee only performs those duties for himself or herself as a consequence of being a Participant or Beneficiary). Such duties shall be outlined and provided to the Employer under the Administrative Appendix.
- 2.06 **Adoption Agreement:** The instrument completed and executed by the Employer, in which the Employer adopts this Volume Submitter 403(b) Plan and selects its options under the Plan. Such Agreement may be amended by the Employer from time to time.
- 2.07 **After-Tax (Nondeductible) Employee Contribution:** Any contribution made to the Plan by a Participant as an After-Tax Employee Contribution that is included in the Participant's gross income in the year in which made and that is maintained under a separate account or separate accounting to which earnings and losses are allocated. If elected by the Employer in the Adoption Agreement, After-Tax Employee Contributions may be designated as Mandatory Employee Contributions.

- 2.08 **Alternate Payee:** A spouse, former spouse, child or other dependent of a Participant who is assigned under a qualified domestic relations order (as defined in §414(p) of the Code) a right to receive all or a portion of the benefits payable with respect to a Participant.
- 2.09 **Annuity Contract:** A nontransferable group or individual contract as defined in sections 403(b)(1) and 401(g) of the Code, established for each Participant by the Employer, or by each Participant individually, that is issued by an insurance company qualified to issue annuities under any applicable State law and that includes payment in the form of an annuity.
- 2.10 **Beneficiary:** The designated person or persons entitled to receive benefits under the Plan after the death of a Participant, subject to such additional rules as may be set forth in the Individual Agreements. If no designation has been made, or if no beneficiary is living at the time of a Participant's death, his Beneficiary shall be:
- (a) His surviving spouse; but if he has no surviving spouse, then
  - (b) His surviving children, in equal shares; but if he has no surviving children, then
  - (c) His estate.

If the Individual Agreement permits, a Beneficiary may designate a subsequent Beneficiary(ies) to receive the remaining balance in the account upon such original Beneficiary's death.

2.11 **Break in Service**

- (a) Hour of Service Method - If the Employer has specified in the Adoption Agreement that the Hour of Service method shall be used, then a Break in Service shall mean a Plan Year during which an Employee does not complete more than 500 (or less, if so elected in the Adoption Agreement) Hours of Service with the Employer. However, in determining the Break in Service referenced in this paragraph, the computation period shall be the same as that which is used to determine a Year of Service for eligibility purposes.

Solely for the purpose of determining whether a Break in Service for eligibility and vesting purposes has occurred in a computation period, an individual who is absent from work for maternity or paternity reasons shall receive credit for the Hours of Service which would otherwise have been credited to such individual but for such absence, or in any case in which such hours cannot be determined, 8 Hours of Service per day of such absence. The Hours of Service credited under this paragraph shall be credited in the computation period in which the absence begins if the crediting is necessary to prevent a Break in Service in that period, or, in all other cases, in the following computation period.

- (b) Elapsed Time Method - If the Employer has specified in the Adoption Agreement that the elapsed time method shall be used, then a Break in Service shall mean a Period of Severance of at least twelve-consecutive months.

A Period of Severance is a continuous period of time during which the Employee is not employed by the Employer. Such period begins on the date the Employee retires, quits, or is discharged, or if earlier, the 12 month anniversary of the date on which the Employee was otherwise first absent from service.

In the case of an individual who is absent from work for maternity or paternity reasons, the twelve-consecutive month period beginning on the first anniversary of the first date of such absence shall not constitute a Break in Service.

- (c) For purposes of Section 2.11(a) and (b) above, an absence from work for maternity or paternity reasons means an absence (1) by reason of the pregnancy of the individual, (2) by reason of the birth of a child of the individual, (3) by reason of the placement of a child with the individual in connection with the adoption of such child by such individual, or (4) for the purpose of caring for such child for a period beginning immediately following such birth or placement. The total number of hours of service under this Section by reason of any such pregnancy or placement shall not exceed 501 hours.

- 2.12 **Code:** The Internal Revenue Code of 1986, as now in effect or as hereafter amended. All citations to sections of the Code are to such sections as they may from time to time be amended or renumbered.

- 2.13 **Collective Bargaining Agreement:** An agreement which the Secretary of Labor finds to be a Collective Bargaining Agreement between employee representatives and one or more employers, if there is evidence that retirement benefits were the subject of good faith bargaining and if less than two percent of the Employees of the Employer who are covered pursuant to that agreement are professionals as defined in section 1.410(b)(-9)(g) of the proposed regulations. For this purpose, the term "employee representatives" does not include any organization more than half of whose members are employees who are owners, officers, or executives of the Employer.



- 2.14 **Compensation:**
- (a) All cash compensation for services to the Employer, including salary, wages, fees, commissions, bonuses, and overtime pay, that is includible in the Employee's gross income for the calendar year, plus amounts that would be cash compensation for services to the Employer includible in the Employee's gross income for the calendar year but for a compensation reduction election under section 125, 132(f), 401(k), 403(b), or 457(b) of the Code (including an election under Article III made to reduce compensation in order to have Elective Deferrals under the Plan). Such Compensation shall be determined under the most recent year of service pursuant to Section 403(b)(4) of the Code and which precedes the taxable year by no more than five years.
  - (b) Notwithstanding section 2.14(a) above, if elected in the Adoption Agreement, the Employer may exclude certain forms of compensation for purposes of determining the maximum permitted Elective Deferrals, Employer Contributions, or any other contributions being made to this Plan.
- 2.15 **Custodial Account:** The group or individual custodial account or accounts, as defined in section 403(b)(7) of the Code, established for each Participant by the Employer, or by each Participant individually, to hold assets of the Plan.
- 2.16 **Disabled:** The definition of disability provided in the applicable Individual Agreement. If not defined in the Individual Agreement, "Disabled" shall mean, pursuant to section 72(m)(7) of the Code, the inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or to be of long continued and indefinite duration. The permanence and degree of such impairment shall be supported by medical evidence.
- 2.17 **Elective Deferral:** The Employer contributions made to the Plan at the election of the Participant in lieu of receiving cash compensation. If elected by the Employer in the Adoption Agreement, Elective Deferrals may include pre-tax salary reduction contributions and Designated Roth Elective Deferrals.
- 2.18 **Employee:** Each individual, whether appointed or elected, who is a common law Employee of the Employer performing services for a Public School of the State, as an Employee of the Employer. This definition is not applicable unless the Employee's Compensation for performing services for a Public School is paid by the Employer. Further, a person occupying an elective or appointive public office is not an Employee performing services for a Public School unless such office is one to which an individual is elected or appointed only if the individual has received training, or is experienced, in the field of education. A public office includes any elective or appointive office of a State or local government.
- 2.19 **Employer:** The entity whose name appears on the Adoption Agreement executed by it, any successor which elects to continue the Plan, and any predecessor which has maintained this Plan. Such Employer must be an organization which is a State or political subdivision of a State or an agency or instrumentality of either, that has employees who perform services for an educational institution (as defined in section 170(b)(1)(A)(ii) of the Code. For purposes of eligibility to participate in and make contributions to the Plan, "Employer" also includes any Related Employer that is an eligible employer within the meaning of section 1.403(b)-2(b)(8) of the Treasury Regulations and that is designated in the Adoption Agreement.
- 2.20 **Employer Contribution:** Amounts contributed by the Employer, other than Elective Deferrals, for the Participant pursuant to Article XII of the Plan.
- 2.21 **Employer Contribution Account:** The account established and maintained for each Participant consisting of the Participant's Employer Contribution Account and certain transfers, where no accounting has been maintained with respect to principal and interest on Elective Deferrals or other unknown amounts that are part of the Employee's 403(b) account.
- 2.22 **Entry Date:** The date designated by the Employer in the Adoption Agreement.
- 2.23 **Excess Deferral:** For any taxable year, that portion of an Employee's Elective Deferrals that exceeds the limits of Section 402(g) of the Code.
- 2.24 **Funding Vehicles:** The Annuity Contracts or Custodial Accounts that satisfy the requirements of section 1.403(b)-3 of the Treasury Regulations and that are issued or established for funding amounts held under the Plan. A list of Vendors of Funding Vehicles approved for use under the Plan, including sufficient information to identify the approved Funding Vehicles, shall be maintained in an appendix to the Plan. The terms governing each Individual Agreements for the Funding Vehicles under the Plan, excluding those terms that are inconsistent with the Plan or section 403(b) of the Code, are hereby incorporated by reference in the Plan.

2.25 **Hardship (Financial Hardship):** Hardship is defined as an immediate and heavy financial need of the Employee where such Employee lacks other available resources. Unless the Employer maintains a separate Hardship Policy, the following are the only financial needs considered immediate and heavy:

- (a) expenses (within the meaning of section 213(d) of the Code) incurred or necessary for medical care of the Participant, the Participant's spouse, or dependents or the Participant's primary beneficiary (as defined in Q&A-5 of IRS Notice 2007-7);
- (b) the purchase (excluding mortgage payments) of a principal residence for the Participant;
- (c) payment of tuition and related educational fees for the next 12 months of post-secondary education for the Participant, the Participant's spouse, children or dependents or the Participant's primary beneficiary;
- (d) payments necessary to prevent the eviction of the Participant from, or a foreclosure on the mortgage of, the Participant's principal residence;
- (e) payments for burial or funeral expenses for the Participant's deceased parent, spouse, child or dependent (as defined in Section 152, and, beginning on or after August 17, 2006, without regard to Section 152(d)(1)(B)) the Participant's primary beneficiary;
- (f) expenses to repair damage to the Participant's principal residence that would qualify for the casualty loss deduction under Code section 165 (determined without regard to whether the loss exceeds 10% of adjusted gross income); or
- (g) Other definitions of immediate and heavy financial needs promulgated by the Commissioner of Internal Revenue through the publication of revenue rulings, notices, and other documents of general applicability.

The Plan must demonstrate that it satisfies section 1.401(k)-(1)(d)(3)(iv)(E) of the Treasury Regulations.

2.26 **Hour of Service:**

- (a) Each hour for which an Employee is directly or indirectly compensated, or entitled to compensation, by the Employer for the performance of duties during the applicable computation period; each hour for which an Employee is directly or indirectly compensated or entitled to compensation by the Employer (irrespective of whether the employment relationship has terminated) for reasons other than performance of duties (such as vacation, holidays, sickness, jury duty, disability, lay-off, military duty, or Authorized Leave of Absence) during the applicable computation period; and, each hour for which back pay is awarded or agreed to by the Employer without regard to mitigation of damages.
- (b) Notwithstanding the above, (1) no more than 501 Hours of Service are required to be credited to an Employee on account of any single continuous period during which the Employee performs no duties (whether or not such period occurs in a single computation period), (2) an hour for which an Employee is directly or indirectly paid, or entitled to payment, on account of a period during which no duties are performed is not required to be credited to the Employee if such payment is made or due under a plan maintained solely for the purpose of complying with applicable workers' compensation, unemployment compensation, or disability insurance laws; and (3) Hours of Service are not required to be credited to a payment which solely reimburses an Employee for medical or for medically-related expenses incurred by the Employee.
- (c) For purposes of this Section, a payment shall be deemed to be made by, or due from, the Employer regardless of whether such payment is made by, or due from, the Employer directly or indirectly through, among others, a trust fund, or insurer, to which the Employer contributes or pays premiums, and regardless of whether contributions made or due to the trust fund, insurer, or other entity are for the benefit of particular Employees or are on behalf of a group of Employees in the aggregate.
- (d) An Hour of Service must be counted for the purpose of determining a year of participation for purposes of accrued benefits and the employment (or re-employment) commencement date. The provisions of Department of Labor Regulations 2530.200b 2 are incorporated herein by reference.

2.27 **Individual Agreement(s):** The agreements between a Vendor and the Employer or a Participant that constitutes or governs a Custodial Account or an Annuity Contract.

2.28 **Nonresident Alien:** A nonresident alien who receives no earned income from the Employer which constitutes income from sources within the United States (within the meaning of section 861(a)(3) of the Code).

- 2.29 **Participant:** An individual for whom Elective Deferrals or Employer Contributions are currently being made, or for whom Elective Deferrals or Employer Contributions have previously been made, under the Plan and who has not received a distribution of his or her entire benefit under the Plan. All Employees of the Employer will be eligible to participate in the Plan except for those Employees excluded in the Adoption Agreement.
- 2.30 **Plan:** The name of the Plan, as indicated on the Employer's Adoption Agreement.
- 2.31 **Plan Year:** The calendar year, unless a different 12 month period or a short Plan Year is specified by the Employer in the Adoption Agreement.
- 2.32 **Public School:** An educational organization described in section 170(b)(1)(A)(ii) of the Code (relating to educational organizations that normally maintain a regular faculty and curriculum and normally has a regularly enrolled body of pupils or students in attendance at the place where educational activities are regularly carried out). Such definition shall also include State Departments of Education pursuant to Revenue Ruling 73-607.
- 2.33 **Qualified Employee:** For purposes of the special section 403(b) Catch-up limitation (defined under section 4.02, an Employee who has completed at least 15 Years of Service taking into account only employment with the Employer.
- 2.34 **Qualified Organization:** An organization that is an educational organization described in section 170(b)(1)(A)(ii), a hospital, a health and welfare service agency (including a home health service agency), a church related organization, or any organization described in section 414(e)(3)(B)(ii).
- 2.35 **Related Employer:** The Employer and any other entity which is under common control with the Employer under section 414(b), (c), (m) or (o) of the Code as defined in section 1.403(b)-2(b)(8) of the Treasury Regulations and that is designated in the Adoption Agreement. For this purpose, the Employer shall determine which entities are Related Employers based on a reasonable, good faith standard and taking into account the special rules applicable under Notice 89-23, 1989-1 C.B. 654.
- 2.36 **Roth Elective Deferrals:** A Roth Elective Deferral is an Elective Deferral that is: (1) designated irrevocably by the Participant at the time of the cash or deferred election as a Roth Elective Deferral that is being made in lieu of all or a portion of the pre-tax Elective Deferrals the Participant is otherwise eligible to make under the Plan; and (2) treated by the employer as includible in the Participant's income at the time the Participant would have received that amount in cash if the Participant had not made a cash or deferred election.
- 2.37 **Salary Reduction Agreement:** A legally binding agreement between the Employer and Employee whereby the Employee authorizes a reduction in the Employee's future salary or foregoes an increase in salary with respect to amounts earned after the Plan's effective date, and whereby the Employer agrees to contribute the amount of salary reduced or foregone by the Employee to the Plan. The Salary Reduction Agreement may be terminated at any time by either the Employer or the Employee with respect to amounts not yet earned by the Employee.
- 2.38 **Severance from Employment:** For purpose of the Plan, Severance from Employment means that the Employee ceases to be employed by the Employer maintaining the Plan or a Related Employer that is eligible to maintain a section 403(b) Plan. However, a Severance from Employment also occurs on any date on which an Employee ceases to be an employee of a Public School, even though the Employee may continue to be employed by a Related Employer that is another unit of the State or local government that is not a Public School or in a capacity that is not employment with a public school (e.g., ceasing to be an employee performing services for a public school but continuing to work for the same State or local government employer).
- 2.39 **Sponsor of the 403(b) Volume Submitter Plan (Sponsor):** The entity identified in the Adoption Agreement and who has received an Advisory Letter from the IRS with respect to the Plan.
- 2.40 **State:** A State, a political subdivision of a State, or any agency or instrumentality of a State. "State" includes the District of Columbia (pursuant to section 7701(a)(10) of the Code). An Indian tribal government is treated as a State pursuant to section 7871(a)(6)(B) of the Code for purposes of section 403(b)(1)(A)(ii) of the Code.
- 2.41 **Valuation Date:** The date or dates specified by the Employer and communicated to the Administrator.
- 2.42 **Vendor:** The provider of an Annuity Contract or Custodial Account. The Vendors selected by the Employer to receive ongoing payroll contributions shall be specified in the Administrative Appendix. Such Plan Vendor Attachment shall specify the Vendors who have entered into Information Sharing Agreements. Such Attachment shall be construed to be a part of the 403(b) Plan, and may be amended at any time by the Employer by re-executing such Plan Vendor Attachment.
- 2.43 **Year of Service:**

(a) For purposes of determining Includible Compensation or Special Catch-Up Contributions, "Year of Service"

means each full year during which an individual is a full-time Employee of the Employer, plus fractional credit for each part of a year during which the individual is either a full-time Employee of the Employer for a part of a year or a part-time Employee of the Employer. The Employee must be credited with a full Year of Service for each year during which the Employee is a full-time Employee and a fraction of a year for each part of a work period during which the Employee is a full-time or part-time Employee of the Employer. An Employee's number of Years of Service equals the aggregate of the annual work periods during which the Employee is employed by the Employer. The work period is the Employer's annual work period.

- (b) For purposes of determining Eligibility and Vesting for Employer Contributions, Year of Service shall be determined by one of the following methods:
- (1) Hours of Service Method: If the Employer has specified in the Adoption Agreement that service will be credited on the basis of hours, days, weeks, semi-monthly payroll periods, or months, a Year of Service is a 12-consecutive month computation period during which the Employee completes at least the number of Hours of Service (not to exceed 1,000) specified in the Adoption Agreement.
  - (2) Elapsed Time Method:
    - (A) If the Employer has specified in the Adoption Agreement (or if the Adoption Agreement default is) that service will be credited under the Elapsed Time Method, for purposes of determining an Employee's initial or continued eligibility to participate in the Plan or the nonforfeitable interest in a Participant's account balance derived from Employer Contributions, a Year of Service is a period of service of 365 days
    - (B) For purposes of determining an Employee's initial or continued eligibility to participate in the Plan or the nonforfeitable interest in the Participant's account balance derived from Employer Contributions, (except for periods of service which may be disregarded on account of the "rule of parity") an Employee will receive credit for the aggregate of all time period(s) commencing with the Employee's first day of employment or reemployment and ending on the date a Break in Service begins. The first day of employment or reemployment is the first day the Employee performs an Hour of Service. An Employee will also receive credit for any period of severance of less than 12 consecutive months. Fractional periods of a year will be expressed in terms of days.
  - (3) Except where specifically excluded under in the Adoption Agreement, all of an Employee's Years of Service shall be taken into account for eligibility and vesting purposes, including Years of Service for an employee to be aggregated with the Employer pursuant to section 414(b), (c), or (m) of the Code.

#### 2.44 **Definitions Related to Eligible Automatic Contribution Arrangements (EACAs):**

- (a) EACA: An "EACA" is an automatic contribution arrangement that satisfies the uniformity requirement in Section 3 of this Article and the notice requirement in Section 4 of this Article.
- (b) Automatic Contribution Arrangement: An "automatic contribution arrangement" is an arrangement under which, in the absence of an affirmative election by a Covered Employee, a certain percentage of the Covered Employee's Compensation will be contributed to the Plan as an Elective Deferral in lieu of being included in the Covered Employee's pay.
- (c) Covered Employee: A "Covered Employee" is a Participant identified in the Adoption Agreement as being covered under the EACA.
- (d) Default Elective Deferrals: "Default Elective Deferrals" are the Elective Deferrals contributed to the Plan under the EACA on behalf of Covered Employees who do not have an affirmative election in effect regarding Elective Deferrals.
- (e) Default Percentage: The "Default Percentage" is the percentage of a Covered Employee's Compensation contributed to the Plan as a Default Elective Deferral for the Plan Year. The Default Percentage is specified in the Adoption Agreement.

#### 2.45 **Definitions Related to Limitation on Annual Additions:**

- (a) Annual Additions: The following amounts credited to a Participant under the Plan or any other plan aggregated with the Plan under sections 5.01(b) and 5.01(c):

- (1) Employer contributions, including Elective Deferrals (other than age 50 Catch up contributions described in section 414(v) of the Code and contributions that have been distributed to the Participant as Excess Elective Deferrals);
- (2) After-tax Employee contributions;
- (3) Forfeitures allocated to the Participant's Account;
- (4) Amounts allocated to an individual medical account, as defined in section 415(l)(2) of the Code, which is part of a pension or annuity plan, and amounts derived from contributions paid or accrued which are attributable to post-retirement medical benefits, allocated to the separate account of a key employee, as defined in section 419A(d)(3) of the Code, under a welfare benefit fund, as defined in section 419(e) of the Code; and
- (5) Allocations under a simplified employee pension.

Amounts described in 2.45(a)(1), (2), (3) and (5) are annual additions for purposes of both the dollar limitation under section 2.45(d)(1) and the percentage of compensation limitation under section 2.45(d)(2). Amounts described in (d) are annual additions solely for purposes of the dollar limitation under section 2.45(d)(1).

(b) **Includible Compensation:**

- (1) An Employee's actual wages that are included in the Participant's gross income for Federal income tax purposes (computed without regard to section 911 of the Code, relating to United States citizens or residents living abroad), including differential wage payments under section 3401(h) of the Code for the most recent period that is a Year of Service. Includible Compensation also includes any Elective Deferral or other amount contributed or deferred by the Employer at the election of the Employee that would be includible in gross income but for the rules of section 125, 132(f)(4), 402(e)(3), 402(h)(1)(B), 402(k), or 457(b) of the Code. Includible Compensation does not include any compensation received during a period when the Employer was not an eligible employer within the meaning of section 1.403(b)-2(b)(8) of the Treasury Regulations. The amount of Includible Compensation is determined without regard to any community property laws. Except as provided in section 1.401(a)(17)-1(d)(4)(ii) of the Treasury Regulations with respect to eligible Participants in governmental plans, the amount of Includible Compensation of each Participant taken into account in determining contributions shall not exceed \$265,000, as adjusted for cost-of-living increases in accordance with section 401(a)(17)(B) of the Code for periods after 2016.
  - (2) For purposes of applying the limitations on Annual Additions to nonelective Employer contributions pursuant to section 415 of the Code, Includible Compensation for a Participant who is permanently and totally disabled (as defined in section 72(m)(7) of the Code) is the compensation such Participant would have received for the Limitation Year if the Participant had been paid at the rate of compensation paid immediately before becoming permanently and totally disabled.
- (c) **Limitation Year:** The Limitation Year means the Plan Year selected in the Adoption Agreement. However, if the Participant is in control of an Employer pursuant to section 5.01(c) above, the Limitation Year shall be the Limitation Year in the defined contribution plan controlled by the Participant.
- (d) **Maximum Annual Addition:** The Annual Addition that may be contributed or allocated to a Participant's account under the Plan for any Limitation Year shall not exceed the lesser of:
- (1) \$53,000, as adjusted for increases in the cost-of-living under section 415 (d) of the Code for 2015 or 2016 periods, or
  - (2) 100 percent of the Participant's Includible Compensation for the Limitation Year.
- (e) **Contributions for Medical Benefits After Separation of Service:** The Includible Compensation limit referred to in (d)(2) above shall not apply to any contribution for medical benefits after separation from service (within the meaning of section 401(h) or section 419A(f)(2) of the Internal Revenue Code) which is otherwise treated as an Annual Addition.
- (f) **Section 403(b) Prototype Plan:** A Section 403(b) Prototype Plan means a section 403(b) plan the form of which is the subject of a favorable opinion letter from the Internal Revenue Service.
- (g) **Employer:** Solely for purposes of this Article, "Employer" means the employer that has adopted the Plan and any employer required to be aggregated with that employer under section 414(b) and (c) (taking into account section 415(h)), (m), (o), of the Internal Revenue Code and section 1.414(c)-5 of the Treasury Regulations.
- (h) **Excess Annual Addition.** "Excess Annual Addition" means the excess of the Annual Additions credited to the Participant for the Limitation Year under the Plan and plans aggregated with the Plan under sections 5.01(b) (c) over the Maximum Annual Addition for the Limitation Year under section 5.01(d)

2.46 **Definitions Related to Employer Contributions:**

- (a) Vested Percentage: The nonforfeitable percentage of each Participant's Employer Contribution Account determined in accordance with the vesting formula specified in the Adoption Agreement.
- (b) For Vesting Purposes - For purposes of computing the Employee's nonforfeitable right to the account balance derived from Employer Contributions, Years of Service and Breaks in Service will be measured by the Plan Year.
- (c) If 100% vesting after 2 years of service is selected in the Adoption Agreement and if an Employee has a 1-year Break in Service before satisfying the Plan's requirement for eligibility, service before such break will not be taken into account.

**Article III - Participation and Contributions**

- 3.01 **Eligibility:** Each Employee shall be eligible to participate in the Plan and elect to have Elective Deferrals made on his or her behalf hereunder immediately upon becoming employed by the Employer, or if later, the Entry Date specified in the Adoption Agreement. If elected by the Employer in the Adoption Agreement the following Employees may also be excluded: (a) nonresident aliens who receive no earned income from the Employer which constitutes income from sources within the U.S.; (b) Employees who are participants in an eligible deferred compensation plan within the meaning of section 457 of the Code or a qualified cash or deferred arrangement of the Employer or another custodial account or annuity described in section 403(b) of the Code; (c) students performing services in the employee of a school, college, or university as described in section 3121(b)(10); and (d) an Employee who normally works fewer than 20 hours per week.

For exclusions outlined above under Section 3.01(c) and (d), if any Employee in one of these two categories is permitted to participate, then all employees in that category must be permitted to participate in the Plan.

An Employee normally works fewer than 20 hours per week if, for the 12-month period beginning on the date the Employee's employment commenced, the Employer reasonably expects the Employee to work fewer than 1,000 hours of service (as defined under section 410(a)(3)(C) of the Code) and, for each Plan Year ending after the close of that 12-month period, the Employee has worked fewer than 1,000 hours of service.

If the Employer has elected the "20 hour rule" in the Adoption Agreement as an exclusion for Employees to be eligible to defer, once the Employee is eligible they will remain eligible for future years.

3.02 **Compensation Reduction Election:**

- (a) General Rule: An Employee elects to become a Participant by executing an election to reduce his or her Compensation (and have that amount contributed as an Elective Deferral on his or her behalf) and filing it with the Administrator or its designated agent. This Compensation reduction election shall be made on the agreement provided by the Administrator under which the Employee agrees to be bound by all the terms and conditions of the Plan. The Administrator may establish an annual minimum deferral amount no higher than \$200, and may change such minimum to a different amount (but not in excess of \$200 or such lower amount so specified in the Adoption Agreement), from time to time. The participation election shall also include designation of the Funding Vehicles and Accounts therein to which Elective Deferrals are to be made. Any such election shall remain in effect until a new election is filed. Only an individual who performs services for the Employer as an Employee may reduce his or her Compensation under the Plan. An Employee shall become a Participant as soon as administratively practicable following the date applicable under the Employee's election, or if later, the Entry Date specified in the Adoption Agreement.
- (b) Compensation for Compensation Reduction Election: For purposes of the Compensation Reduction Election, unless elected otherwise in the Adoption Agreement, "Compensation" means all cash compensation for services to the Employer, including salary, wages, fees, commissions, bonuses and overtime pay, that is includible in the Employee's gross income for the calendar year and amounts that would be cash compensation includible in gross income but for a reduction election under section 125, 132(f), 401(k), 403(b), or 457(b) of the Code (including a Compensation Reduction Election under the Plan).
- (c) Leave of Absence: Unless an election is otherwise revised, if an Employee is absent from work by leave of absence, Elective Deferrals under the Plan shall continue to the extent that Compensation continues.
- (d) Timing of Elective Deferrals: Elective Deferrals must be transferred to the Plan within a period that is not longer than what is reasonable for the proper administration of the Plan. Since this Plan is not subject to ERISA, notwithstanding any policy adopted to the contrary, the applicable State laws requirements shall be used.

3.03 **Eligible Automatic Contribution Arrangement (EACA)**

(a) Rules of Application

- (1) Employer Election of EACA Option: If an EACA is permitted under the terms of an Individual Agreement and the Employer has elected the EACA option in the Adoption Agreement, the provisions of this Section 3.03 shall apply for the Plan Year and, to the extent that any other provision of the Plan is inconsistent with the provisions of this section, the provisions of this section shall govern.
- (2) Default Elective Deferrals: Default Elective Deferrals will be made on behalf of Covered Employees who do not have an affirmative election in effect regarding Elective Deferrals. The amount of Default Elective Deferrals made for a Covered Employee each pay period is equal to the Default Percentage specified in the Adoption Agreement multiplied by the Covered Employee's Compensation for that pay period. If the Employer has so elected in the Adoption Agreement, a Covered Employee's Default Percentage will increase by one percentage point each Plan Year, beginning with the second Plan Year that begins after the Default Percentage first applies to the Covered Employee. The increase will be effective beginning with the first pay period that begins in such Plan Year or, if elected by the Employer in the Adoption Agreement, the first pay period in such Plan Year that begins on or after the date specified in the Adoption Agreement.
- (3) Right to Make Affirmative Election: A Covered Employee will have a reasonable opportunity after receipt of the notice described in Section 3.03(d) of this Article to make an affirmative election regarding Elective Deferrals (either to have no Elective Deferrals made or to have a different amount of Elective Deferrals made) before Default Elective Deferrals are made on the Covered Employee's behalf. Default Elective Deferrals being made on behalf of a Covered Employee will cease as soon as administratively feasible after the Covered Employee makes an affirmative election to have no Elective Deferrals made or to have a different amount of Elective Deferrals made.

(b) Definitions: Refer to Article II, Section 2.43 for definitions related to Eligible Automatic Contribution Arrangements (EACAs).

(c) Uniformity Requirement

- (1) Non-increasing Default Percentage. Except as provided in Section 3.03(c)(2) below or if the Employer has elected an increasing Default Percentage in the Adoption Agreement, the same percentage of Compensation will be withheld as Default Elective Deferrals from all Covered Employees subject to the Default Percentage.
- (2) Required Reduction or Cessation of Default Elective Deferrals. Default Elective Deferrals will be reduced or stopped to meet the limitations under §§ 402(g), and 415 of the Code and to satisfy any suspension period required after a distribution.

(d) Notice Requirement

- (1) Timing of Notice. At least 30 days, but not more than 90 days, before the beginning of the Plan Year, the Employer will provide each Covered Employee a notice of the Covered Employee's rights and obligations under the EACA as described in section 3.03(d)(2), written in a manner calculated to be understood by the average Covered Employee. If an Employee becomes a Covered Employee after the 90th day before the beginning of the Plan Year and does not receive the notice for that reason, the notice will be provided no more than 90 days before the Employee becomes a Covered Employee but not later than the date the Employee becomes a Covered Employee.
- (2) Content of Notice: The notice must accurately describe:
  - (A) The amount of Default Elective Deferrals that will be made on the Covered Employee's behalf in the absence of an affirmative election;
  - (B) The Covered Employee's right to elect to have no Elective Deferrals made on his or her behalf or to have a different amount of Elective Deferrals made;
  - (C) How Default Elective Deferrals will be invested in the absence of the Covered Employee's investment instructions; and
  - (D) The Covered Employee's right under section 3.03(e)(1) to make a withdrawal of Default Elective Deferrals and the procedures for making such a withdrawal.

(e) Withdrawal of Default Elective Deferrals

- (1) 90-Day Withdrawal Period. No later than 90 days after a Covered Employee's pay is first reduced by Default Elective Deferrals, the Covered Employee may request a distribution of his or her Default Elective Deferrals. No spousal consent is required for a withdrawal under this Section 3.03(e).

- (2) Amount of Withdrawal. The amount to be distributed from the Plan upon the Covered Employee's request is equal to the amount of Default Elective Deferrals made through the earlier of (a) the pay date for the second payroll period that begins after the Covered Employee's withdrawal request and (b) the first pay date that occurs after 30 days after the Covered Employee's request, plus attributable earnings through the date of distribution. Any fee charged to the Covered Employee for the withdrawal may not be greater than any other fee charged for a cash distribution.
  - (3) Effect of Withdrawal on Elective Deferrals. Unless the Covered Employee affirmatively elects otherwise, any withdrawal request will be treated as an affirmative election to stop having Elective Deferrals made on the Covered Employee's behalf as of the date specified in Section 3.03(e)(2) above.
  - (4) Treatment of Withdrawn Amounts. Default Elective Deferrals distributed pursuant to this Section 3.03 are not counted towards the dollar limitation on Elective Deferrals contained in Code § 402(g). Matching Contributions that might otherwise be allocated to a Covered Employee's Account on behalf of Default Elective Deferrals will not be allocated to the extent the Covered Employee withdraws such Elective Deferrals pursuant to this Section 3.03 and any Matching Contributions already made on account of Default Elective Deferrals that are later withdrawn pursuant to this Section 3.03 will be forfeited.
- (f) Special Rule for Distribution of Excess Aggregate Contributions: If the Employer has elected in the Adoption Agreement that all Participants are Covered Employees, then the Plan has until 6 months (rather than 2½ months) after the end of the Plan Year to distribute Excess Aggregate Contributions and avoid the Code section 4979 10% excise tax.

### 3.04 **Roth 403(b) Elective Deferrals**

#### (a) General Application

- (1) If the Employer has elected in the Adoption Agreement, this Section 3.04 will apply to contributions beginning with the effective date specified in the Adoption Agreement but in no event before the first day of the first taxable year beginning on or after January 1, 2006.
- (2) As of the effective date under section 3.04(a)(1), the Plan will accept Roth Elective Deferrals made on behalf of Participants. A Participant's Roth Elective Deferrals will be allocated to a separate account maintained for such deferrals as described in section 3.04(b).
- (3) Unless specifically stated otherwise, Roth Elective Deferrals will be treated as Elective Deferrals for all purposes under the Plan.

#### (b) Separate Accounting

- (1) Contributions and withdrawals of Roth Elective Deferrals will be credited and debited to the Roth Elective Deferral account maintained for each Participant.
- (2) The Plan will maintain a record of the amount of Roth Elective Deferrals in each Participant's account.
- (3) Gains, losses, and other credits or charges must be separately allocated on a reasonable and consistent basis to each Participant's Roth Elective Deferral account and the Participant's other accounts under the Plan.
- (4) No contributions other than Roth Elective Deferrals and properly attributable earnings will be credited to each Participant's Roth Elective Deferral account.

#### (c) Direct Rollovers

- (1) Notwithstanding any provision in this Plan, a direct rollover of a distribution from a Roth Elective Deferral account under the Plan will only be made to another Roth Elective Deferral account under an applicable retirement plan described in section 402A(e)(1) or to a Roth IRA described in section 408A, and only to the extent the rollover is permitted under the rules of section 402(c).
- (2) Notwithstanding any provision in this Plan, unless otherwise provided by the Employer in the Adoption Agreement, the Plan will accept a rollover contribution to a Roth Elective Deferral account only if it is a direct rollover from another Roth Elective Deferral account under an applicable retirement plan described in section 402A(e)(1) and only to the extent the rollover is permitted under the rules of section 402(c).
- (3) The Plan will not provide for a direct rollover (including an automatic rollover) for distributions from a Participant's Roth Elective Deferral account if the amounts of the distributions that are eligible rollover distributions are reasonably expected to total less than \$200 during a year. In addition, any distribution from a Participant's Roth Elective Deferral account is not taken into account in determining whether distributions from a Participant's other accounts are reasonably expected to total less than \$200 during a year. However, eligible rollover distributions from a Participant's Roth Elective Deferral account are taken



into account in determining whether the total amount of the Participant's account balances under the Plan exceeds \$1,000 for purposes of mandatory distributions from the Plan.

- 3.05 **Information Provided by the Employee:** Each Employee enrolling in the Plan should provide to the Administrator at the time of initial enrollment, and later if there are any changes, any information necessary or advisable for the Administrator to administer the Plan, including any information required under the Individual Agreements.
- 3.06 **Change in Elective Deferrals Election:** Subject to the provisions of the applicable Individual Agreements, an Employee may at any time revise his or her participation election, including a change of the amount of his or her Elective Deferrals, his or her investment direction, and his or her designated Beneficiary. A change in the investment direction shall take effect as of the date provided by the Administrator on a uniform basis for all Employees. A change in the Beneficiary designation shall take effect when the election is accepted by the Vendor, or if applicable, the Administrator.
- 3.07 **Contributions Made Promptly:** Elective Deferrals under the Plan shall be transferred to the applicable Funding Vehicle as soon as administratively feasible. An Employer may adopt a policy and procedure that will satisfy State Law requirements or adopt the IRS safe harbor rule of depositing the amounts within 15 business days following the end of the month in which the amount would otherwise have been paid to the Participant, as long as the IRS safe harbor is not a longer period than the applicable State law.

#### **Article IV - Limitations on Amounts Deferred and Other Special Contribution Rules**

- 4.01 **Basic Annual Limitation for Elective Deferrals:** Except as provided in Sections 4.02 and 4.03, the maximum amount of the Elective Deferral under the Plan for any calendar year shall not exceed the lesser of (a) the applicable dollar amount or (b) the Participant's Includible Compensation for the calendar year. The applicable dollar amount is the amount established under section 402(g)(1)(B) of the Code, which is \$18,000 for 2015 and 2016, and is adjusted for cost-of-living after 2016 to the extent provided under section 415(d) of the Code.
- 4.02 **Special Section 403(b) Catch-up Limitation for Employees With 15 Years of Service:** If elected by the Employer in the Adoption Agreement and if the Employer is a Qualified Organization (within the meaning of § 1.403(b)-4(c)(3)(ii) of the Income Tax Regulations), the applicable dollar amount under Section 4.01 for any "Qualified Employee" is increased (to the extent provided in the Individual Agreements) by the least of:
- (a) \$3,000;
  - (b) The excess of:
    - (1) \$15,000, over
    - (2) The total special 403(b) catch-up elective deferrals made for the Qualified Employee by the Qualified Organization for prior years; or
  - (c) The excess of:
    - (1) \$5,000 multiplied by the number of years of service of the employee with the qualified organization, over
    - (2) The total Elective Deferrals made for the employee by the qualified organization for prior years.
- 4.03 **Age 50 Catch-up Elective Deferral Contributions:** If elected by the Employer in the Adoption Agreement, an Employee who is a Participant who will attain age 50 or more by the end of the calendar year is permitted to elect an additional amount of Elective Deferrals, up to the maximum age 50 catch-up Elective Deferrals for the year. The maximum dollar amount of the age 50 catch-up Elective Deferrals for a year is \$6,000 for 2015 and 2016, and is adjusted for cost-of-living after 2016 to the extent provided under the Code.
- 4.04 **Coordination of Catch-up Contributions:** Amounts in excess of the limitation set forth in Section 4.01 shall be allocated first to the special 403(b) catch-up under Section 4.02 and next as an age 50 catch-up contribution under Section 4.03. However, in no event can the amount of the Elective Deferrals for a year be more than the Participant's Compensation for the year.
- 4.05 **Special Rule for a Participant Covered by Another Section 403(b) Plan:** For purposes of this Article IV, if the Participant is or has been a participant in one or more other plans under section 403(b) of the Code (and any other plan that permits elective deferrals under section 402(g) of the Code), then this Plan and all such other plans shall be considered as one plan for purposes of applying the foregoing limitations of this Article IV. For this purpose, the Administrator shall take into account any other such plan maintained by any Related Employer and shall also take into account any other such plan for which the Administrator receives from the Participant sufficient information concerning his or her participation in such other plan. Notwithstanding the foregoing, another plan maintained by a Related Employer shall be taken into account for purposes of Section 4.02 only if the other plan is a section 403(b) plan.

4.06 **Correction of Excess Elective Deferrals in Multiple Plans:**

- (a) If any portion of an Employee's Elective Deferral exceeds the limitation on Elective Deferrals under this Article IV, such portion shall be included in the Employee's gross income and be considered an Excess Deferral. Notwithstanding any other provision of this Plan, Excess Deferrals assigned to this Plan, plus any income and minus any losses allocable thereto, shall be distributed no later than April 15 to Participants who claim Excess Deferrals for the preceding taxable year and assign them to the Plan for such preceding year.
- (b) A Participant may assign to this Plan any Excess Deferrals made during a taxable year of the Participant by notifying the Administrator on or before March 1 (unless a later date, but not after April 15th is outlined in the Individual Agreement) of the amount of the Excess Deferrals to be assigned to the Plan. The Participant's notice shall be in writing, shall specify the Participant's Excess Deferrals for the preceding taxable year, and shall be accompanied by the Participant's written statement that if such amounts are not distributed, such Excess Deferrals when added to amounts deferred under other plans or arrangements described in sections 401(k), 408(k), 408(p) or 403(b) of the Code, exceed the limit imposed on the Participant by section 402(g) of the Code for the year in which the deferral occurred. For years beginning after 2005, distribution of Excess Deferrals for a year shall be made first from the Participant's pre-tax Elective Deferral account to the extent pre-tax Elective Deferrals were made for such year, unless the Employer elects otherwise in the Adoption Agreement.
- (c) Excess Deferrals shall be adjusted for any income or loss up to the date of distribution. The income or loss allocable to Excess Deferrals is the income or loss allocable to the Participant's Employee Elective Deferral account for the taxable year multiplied by a fraction, the numerator of which is such Participant's Excess Deferrals for the year and the denominator is the Participant's account balance attributable to Elective Deferrals without regard to any income or loss occurring during such taxable year; and income or loss allocable to the Participant's Elective Deferral account from the beginning of the next Plan Year through the date of correction. If the Elective Deferral on behalf of a Participant for any calendar year exceeds the limitations described above, or the Elective Deferral on behalf of a Participant for any calendar year exceeds the limitations described above when combined with other amounts deferred by the Participant under another plan of the Employer under section 403(b) of the Code (and any other plan that permits elective deferrals under section 402(g) of the Code for which the Participant provides information that is accepted by the Administrator), then the Elective Deferral, to the extent in excess of the applicable limitation (adjusted for any income or loss in value, if any, allocable thereto), shall be distributed to the Participant.

4.07 **Return of Excess 415 Contributions:**

- (a) If, as a result of a reasonable error in estimating a Participant's annual compensation, a reasonable error in determining the amount of Elective Deferrals under Section 402(g)(3) of the Code, or any other circumstances that the Internal Revenue Service shall determine meets the requirements of Section 415 of the Code and the regulations thereunder, an excess annual addition occurs in any Participant's account, a distribution is permitted of such excess. Such corrections of 415 excesses shall also include any subsequent guidance provided by the Treasury and any correction procedure included under the Employee Plans Compliance Resolution System (EPCRS).
- (b) Excess annual addition amounts which are distributed shall not be deemed annual additions for the limitation year during which such contributions were made, and are disregarded for purposes of Section 402(g) of the Code.
- (c) Distributions made under this section 4.07 include distributions of Elective Deferrals or employee After-Tax contributions. Such distributions will also include the income attributable to the excess annual addition.

4.08 **Protection of Persons Who Serve in a Uniformed Service:** An Employee whose employment is interrupted by qualified military service under section 414(u) of the Code or who is on a leave of absence for qualified military service under section 414(u) of the Code may elect to make additional Elective Deferrals upon resumption of employment with the Employer equal to the maximum Elective Deferrals that the Employee could have elected during that period if the Employee's employment with the Employer had continued (at the same level of Compensation) without the interruption or leave, reduced by the Elective Deferrals, if any, actually made for the Employee during the period of the interruption or leave. Except to the extent provided under section 414(u) of the Code, this right applies for five years following the resumption of employment (or, if sooner, for a period equal to three times the period of the interruption or leave).

4.09 **Amounts Paid after Severance Treated as Compensation:**

- (a) Effective Date: The provisions of this Section 4.10 shall apply to limitation years beginning on or after July 1, 2007.

(b) Compensation paid after severance from employment: If elected by the Employer in the Adoption Agreement, Compensation shall be adjusted, as set forth herein and as otherwise elected in this Section 4.10, for the following types of compensation paid after a Participant's severance from employment with the Employer maintaining the Plan (or any other entity that is treated as the Employer pursuant to sections 414(b), (c), (m) or (o)). However, amounts described in subsections (1i) and (2) below may only be included in Compensation to the extent such amounts are paid by the later of 2 1/2 months after severance from employment or by the end of the limitation year that includes the date of such severance from employment. Any other payment of compensation paid after severance of employment that is not described in the following types of compensation is not considered Compensation within the meaning of section 415(c)(3), even if payment is made within the time period specified above.

(1) **Regular pay**: Compensation shall include regular pay after severance of employment if (1) the payment is regular compensation for services during the participant's regular working hours, or compensation for services outside the participant's regular working hours (such as overtime or shift differential), commissions, bonuses, or other similar payments; and (2) the payment would have been paid to the participant prior to a severance from employment if the Participant had continued in employment with the Employer.

(2) **Leave cashouts and deferred compensation**: Leave cashouts shall be included in Compensation, unless otherwise elected in the Adoption Agreement, if those amounts would have been included in the definition of Compensation if they were paid prior to the Participant's severance from employment, and the amounts are payment for unused accrued bona fide sick, vacation, or other leave, but only if the Participant would have been able to use the leave if employment had continued. In addition, deferred compensation shall be included in Compensation, unless otherwise elected in the Adoption Agreement, if the compensation would have been included in the definition of Compensation if it had been paid prior to the Participant's severance from employment, and the compensation is received pursuant to a nonqualified unfunded deferred compensation plan, but only if the payment would have been paid at the same time if the Participant had continued in employment with the Employer and only to the extent that the payment is includible in the Participant's gross income.

4.10 **Salary continuation payments for military service participants**: Compensation does not include, unless otherwise elected in the Adoption Agreement, payments to an individual who does not currently perform services for the Employer by reason of qualified military service (as that term is used in Code section 414(u)(1)) to the extent those payments do not exceed the amounts the individual would have received if the individual had continued to perform services for the Employer rather than entering qualified military service.

4.11 **Administrative delay ("the first few weeks") rule**: Compensation for a limitation year shall not include, unless otherwise elected in the Adoption Agreement, amounts earned but not paid during the limitation year solely because of the timing of pay periods and pay dates. However, if elected, Compensation for a limitation year shall include amounts earned but not paid during the limitation year solely because of the timing of pay periods and pay dates, provided the amounts are paid during the first few weeks of the next limitation year, the amounts are included on a uniform and consistent basis with respect to all similarly situated Participants, and no compensation is included in more than one limitation year.

## Article V – Limitation on Annual Additions

### 5.01 Limitations on Aggregate Annual Additions

(a) **General Limitation on Annual Additions**: A Participant's Annual Additions under the Plan for a Limitation Year may not exceed the Maximum Annual Addition as set forth in section 5.02(d) below.

(b) Aggregation of Section 403(b) Plans of the Employer: If Annual Additions are credited to a Participant under any section 403(b) plans of the Employer in addition to this Plan for a Limitation Year, the sum of the Participant's Annual Additions for the Limitation Year under this Plan and such other section 403(b) plans may not exceed the Maximum Annual Addition as set forth in section 5.02(d) below.

(c) Aggregation Where Participant is in Control of Any Employer: If a Participant is in control of any employer for a Limitation Year, the sum of the Participant's Annual Additions for the Limitation Year under this Plan, any other section 403(b) plans of the Employer, any defined contribution plans maintained by controlled employers, and any section 403(b) plans of any other employers may not exceed the Maximum Annual Addition as set forth in section 5.02(d) below. For purposes of this paragraph, a Participant is in control of an employer based upon the rules of sections 414(b), 414(c), and 415(h) of the Code; and a defined contribution plan means a defined contribution plan that is qualified under section 401(a) or 403(a) of the Code, a section 403(b) plan, or a simplified employee pension within the meaning of section 408(k) of the Code.

- (d) **Notice to Participants.** The Administrator will provide written or electronic notice to Participants that explains the limitation in section 5.01(c) in a manner calculated to be understood by the average Participant and informs Participants of their responsibility to provide information to the Administrator that is necessary to satisfy section 5.01(c). The notice will advise Participants that the application of the limitations in section 5.01(c) will take into account information supplied by the Participant and that failure to provide necessary and correct information to the Administrator could result in adverse tax consequences to the Participant, including the inability to exclude contributions to the Plan under section 403(b) of the Code. The notice will be provided annually, beginning no later than the year in which the Employee becomes a Participant.
- (e) **Coordination of Limitation on Annual Additions Where Employer Has Another Section 403(b) Prototype Plan or Participant is in Control of Employer.** The Annual Additions which may be credited to a Participant under this Plan for any Limitation Year will not exceed the Maximum Annual Addition under section 2.4, reduced by the Annual Additions credited to the Participant under any other Section 403(b) Prototype Plans of the Employer in addition to this Plan and, if the Participant is in control of an employer, any defined contribution plans maintained by controlled employers and section 403(b) plans of any other employers. Contributions to the Participant's Accounts under this Plan will be reduced to the extent necessary to prevent this limitation from being exceeded.
- (f) **Excess Annual Additions:**
- (1) If, notwithstanding sections 5.01(a) through 5.01(e), a Participant's Annual Additions under this Plan, or under this Plan and plans aggregated with this Plan under sections 5.01(b) and 5.01(c), result in an Excess Annual Addition for a Limitation Year, the Excess Annual Addition will be deemed to consist of the Annual Additions last credited, except Annual Additions to a defined contribution plan qualified under section 401(a) of the Code or a simplified employee pension maintained by an employer controlled by the Participant will be deemed to have been credited first.
  - (2) If an Excess Annual Addition is credited to a Participant under this Plan and another Section 403(b) Prototype Plan of the Employer on the same date, the Excess Annual Addition attributable to this Plan will be the product of:
    - (A) the total Excess Annual Addition credited as of such date, times
    - (B) the ratio of (1) the Annual Additions credited to the Participant for the Limitation Year as of such date under this Plan to (2) the total Annual Additions credited to the Participant for the Limitation Year as of such date under this Plan and all other Section 403(b) Prototype Plans of the Employer.
  - (3) Any Excess Annual Addition attributable to this Plan will be corrected in the manner described in section 5.01(h).
- (g) **Coordination of Limitation on Annual Additions Where Employer Has Another Section 403(b) Plan that is Not a Prototype Plan.** If Annual Additions are credited to the Participant for the Limitation Year under another section 403(b) plan of the Employer which is not a Section 403(b) Prototype Plan, the Annual Additions which may be credited to the Participant under this Plan for the Limitation Year will be limited in accordance with sections 5.01(e) and 5.01(f) as though the other plan were a Section 403(b) Prototype Plan unless the Employer provides other limitations in the Adoption Agreement.
- (h) **Correction of Excess Annual Additions.** A Participant's Excess Annual Additions for a taxable year are includible in the Participant's gross income for that taxable year. A Participant's Excess Annual Additions attributable to this Plan will be credited in the year of the excess to a separate account under the Plan for such Excess Annual Additions which will be maintained by the Vendor until the Excess Annual Additions are distributed. This separate account will be treated as a separate contract to which section 403(c) (or another applicable provision of the Code) applies. Amounts in the separate account may be distributed at any time, notwithstanding any other provisions of the Plan.

5.02 **Definitions:** Refer to Article II, Section 2.45 for definitions related to Limitation on Annual Additions.

#### **Article VI – Loans**

6.01 **Loans:** Loans shall be permitted under the Plan to the extent permitted by the Individual Agreements controlling the Account assets from which the loan is made.

6.02 **Information Coordination Concerning Loan:** Each Vendor is responsible for all information reporting and tax withholding required by applicable federal and state laws in connection with distributions and loans. To minimize the instances in which Participants have taxable income as a result of loans from the Plan, the Administrator shall take such steps as may be appropriate to coordinate the limitations on loans set forth in Section 6.03, including the collection of information from Vendors, and transmission of information requested by any Vendor, concerning the outstanding balance of any loans made to a Participant under the Plan or any other plan of the Employer. The Administrator shall also take such steps as may be appropriate to collect information from Vendors and transmission

of information to any Vendor, concerning any failure by a Participant to repay timely any loans made to a Participant under the Plan or any other plan of the Employer.

- 6.03 **Maximum Loan Amount:** No loan to a Participant under the Plan may exceed the lesser of:
- (a) \$50,000, reduced by the greater of (1) the outstanding balance on any loan from the Plan to the Participant on the date the loan is made or (2) the highest outstanding balance on loans from the Plan to the Participant during the one-year period ending on the day before the date the loan is approved by the Administrator (not taking into account any payments made during such one-year period); or
  - (b) one-half of the value of the Participant's vested Account Balance (as of the valuation date immediately preceding the date on which such loan is approved by the Administrator) or, if greater, the total accrued benefit up to \$10,000.
- For purposes of this Section 6.03, any loan from any other plan maintained by the Employer and any Related Employer shall be treated as if it were a loan made from the Plan, and the Participant's vested interest under any such other plan shall be considered a vested interest under this Plan; provided, however, that the provisions of this paragraph shall not be applied so as to allow the amount of a loan to exceed the amount that would otherwise be permitted in the absence of this paragraph.
- 6.04 **Failure to Make Loan Payment:** If a Participant fails to make a loan payment when due, such Participant will have a reasonable period as described in the loan agreement and applied on a uniform basis, (but no longer than the end of the calendar quarter following the calendar quarter in which the loan payment was due) after such loan payment due date to cure such default.
- 6.05 **Suspension of Certain Loan Payments:** Loan payments may be suspended under this Plan:
- (a) as permitted under section 414(u)(4) of the Code during participants' periods of military service; and
  - (b) during any Participants' leave of absence as defined in section 72(p) of the Code and the regulations thereunder, but in no event shall such suspension exceed one year.
- 6.06 **Term of Loan:** Any loan shall by its terms require that repayment (principal and interest) be amortized in level payments, not less frequently than quarterly, over a period not extending beyond five years from the date of the loan. If such loan is used to acquire a dwelling unit which within a reasonable time (determined at the time the loan is made) will be used as the principal residence of the Participant, the amortization period shall not extend beyond 30 years from the date of the loan.
- 6.07 **Assignment or Pledge:** An assignment or pledge of any portion of the Participant's interest in the Plan and a loan, pledge, or assignment with respect to any insurance contract purchased under the Plan, will be treated as a loan under this paragraph.
- 6.08 **Administration of Loans:** Any applicable loan will be administered based on the loan policy of the Vendor or the Employer, whichever is applicable. Such policy(ies) must satisfy section 72(p) and the regulations thereunder.
- 6.09 **Repayment of Loan:** The terms governing the applicable Investment Arrangement shall determine the method of repayment of loans.

#### **Article VII - Benefit Distributions**

- 7.01 **Benefit Distributions At Severance from Employment or Other Distribution Event:**
- (a) Except as permitted under Section 4.06 (relating to excess Elective Deferrals), Section 7.04 (relating to withdrawals of amounts rolled over into the Plan), Section 7.05 (relating to hardship), or Section 10.03 (relating to termination of the Plan), pre-1989 Elective Deferral contributions (excluding earnings thereon) to an Annuity Contract that are separately accounted for, amounts rolled over into the Plan, a qualified reservist distributions as defined in section 72(t)(2)(G) of the Code, a payment pursuant to a qualified domestic relations order, or an IRS Levy, or as may otherwise be provided by law and in regulations or other rules of general applicability published by the Department of the Treasury or the Internal Revenue Service, distributions from a Participant's Elective Deferral Account may not be made earlier than the earliest of the date on which the Participation has a Severance from Employment, dies, becomes Disabled, or attains age 59 1/2. Distributions shall otherwise be made in accordance with the terms of the Individual Agreements.

For purposes of this paragraph, a Participant shall be treated as having a Severance from Employment during any period the Participant is performing service in the uniformed services described in section 3401(h)(2)(A) of the Code.

- (b) Except for a payment pursuant to section 7.01(a) of the Plan, or as may otherwise be provided by law in regulations or other rules of general applicability published by the Department of the Treasury or the Internal Revenue Service, Employer contributions held in a Custodial Account may not be distributed earlier than the earliest of the date on which the Participant has a Severance from Employment, dies, becomes Disabled, or attains age 59 ½. The available forms of distribution will be based on the terms governing the applicable Investment Arrangement.
- (c) Except for a payment pursuant to section 7.01(a) of the Plan, or as may otherwise be provided by law in regulations or other rules of general applicability published by the Department of the Treasury or the Internal Revenue Service, Employer contributions held in an Annuity Contract may not be distributed earlier than the earliest of the date on which the Participant has a Severance from Employment or upon the prior occurrence of an event as specified in the Adoption Agreement such as after a fixed number of years, attainment of a stated age, or after the Participant becomes disabled. The available forms of distribution will be based on the terms governing the applicable Investment Arrangement.

- 7.02 **Small Account Balances:** To the extent permitted under the terms governing the applicable Funding Vehicles, and if elected in the Adoption Agreement, distributions may be made in the form of a lump-sum payment, without the consent of the Participant or Beneficiary, but not without the consent of the Participant or Beneficiary if the Participant's Accumulated Benefit (determined without regard to any separate account that holds rollover contributions) exceeds \$5,000 or any lesser amount specified in the Funding Vehicle, ("Small Account Balance"). Any such distribution shall comply with the requirements of section 401(a)(31)(B) of the Code (relating to automatic distribution as a direct rollover to an individual retirement plan for distributions in excess of \$1,000).
- 7.03 **Minimum Distributions:** The Plan shall comply with the distribution requirements of section 401(a)(9) of the Code and the regulations thereunder in accordance with the terms of each Individual Agreement, unless and to the extent otherwise permitted by law and on regulations or other rules of general applicability published by the Department of the Treasury or the Internal Revenue Service. For purposes of applying the distribution rules of section 401(a)(9) of the Code, each Individual Agreement is treated as an individual retirement account (IRA) and distributions shall be made in accordance with the provisions of §1.408-8 of the Treasury Regulations, except as provided in §1.403(b)-6(e) of the Treasury Regulations.
- 7.04 **In-Service Distributions From Rollover Account:** If a Participant has a separate account attributable to rollover contributions to the Plan, to the extent permitted by the applicable Individual Agreement, if elected by the Employer in the Adoption Agreement, the Participant may at any time elect to receive a distribution of all or any portion of the amount held in the rollover account.
- 7.05 **Hardship Withdrawals:**
- (a) Hardship withdrawals shall be permitted under the Plan to the extent elected in the Adoption Agreement and permitted by the Individual Agreements controlling the Account assets to be withdrawn to satisfy the hardship. If applicable under an Individual Agreement, no Elective Deferrals or After-Tax Employee Contributions (excluding Mandatory Employee Contributions) shall be allowed under the Plan during the 6-month period beginning on the date the Participant receives a distribution on account of hardship. A Participant who receives a distribution of Elective Deferrals on account of hardship shall be prohibited from making Elective Deferrals and/or After Tax Employee Contributions under this and all other plans of the Employer for 6 months after receipt of the distribution;
  - (b) The Individual Agreements shall provide for the exchange of information among the Employer and the Vendors or the Administrator to the extent necessary to implement the Individual Agreements, including, in the case of a hardship withdrawal that is automatically deemed to be necessary to satisfy the Participant's financial need (pursuant to section 1.401(k)-1(d)(3)(iv)(E) of the Income Tax Regulations), the Vendor or the Administrator notifying the Employer of the withdrawal in order for the Employer to implement the resulting 6-month suspension of the Participant's right to make Elective Deferrals under the Plan. In addition, in the case of a hardship withdrawal that is not automatically deemed to be necessary to satisfy the financial need (pursuant to section 1.401(k)-1(d)(3)(iii)(B) of the Income Tax Regulations), the Vendor or the Administrator, if applicable shall obtain information from the Employer or other Vendors to determine the amount of any plan loans and rollover accounts that are available to the Participant under the Plan to satisfy the financial need;
  - (c) The distribution is not in excess of the amount of the immediate and heavy financial need (including amounts necessary to pay any federal, state or local income taxes or penalties reasonably anticipated to result from the distribution); and

- (d) If required by Treasury regulations, the Participant has obtained all distributions, other than hardship distributions, and all nontaxable loans under all plans maintained by the Employer (except to the extent such actions would be counterproductive to alleviating the financial need).
- (e) In applying the overall permitted Hardship distribution, such amounts shall be limited to the aggregate dollar amount of the Participant's section 403(b) elective deferrals under the applicable custodial agreements and contracts (and may not include any income thereon), reduced by the aggregate dollar amount of Elective Deferral distributions previously made to the Participant from the custodial agreements and/or contracts.

**7.06 Rollover Distributions:**

- (a) A Participant or the Beneficiary of a deceased Participant (or a Participant's spouse or former spouse who is an Alternate Payee under a domestic relations order, as defined in section 414(p) of the Code) who is entitled to an eligible rollover distribution may elect to have any portion of an eligible rollover distribution (as defined in section 402(c)(4) of the Code) from the Plan paid directly to an eligible retirement plan (as defined in section 402(c)(8)(B) of the Code) specified by the Participant in a direct rollover. In the case of a distribution to a Beneficiary who at the time of the Participant's death was neither the spouse of the Participant nor the spouse or former spouse of the Participant who is an Alternate Payee under a domestic relations order, a direct rollover is payable only to a traditional individual retirement account or traditional individual retirement annuity (IRA) that has been established on behalf of the Beneficiary as an inherited traditional IRA (within the meaning of section 408(d)(3)(C) of the Code).
- (b) For distributions made after December 31, 2007, Participants must be given the option to directly rollover to a Roth IRA as a qualified rollover contribution pursuant to section 408A(e) of the Code.
- (c) Pursuant to section 402(c)(11) of the Code and section 108(f) of WRERA, for Plan Years after December 31, 2009, a plan must permit rollovers by nonspouse Beneficiaries and a rollover by a nonspouse Beneficiary must be made in a Direct Rollover to either a Roth IRA or traditional IRA. A surviving spouse Beneficiary who makes a rollover to a Roth IRA or a traditional IRA from this Plan may elect either to treat the Roth IRA or traditional IRA as his or her own or establish the Roth IRA or traditional IRA in the name of the decedent with the surviving spouse as the Beneficiary.
- (d) Each Vendor shall be separately responsible for providing, within a reasonable time period before making an initial eligible rollover distribution, an explanation to the Participant of his or her right to elect a direct rollover and the income tax withholding consequences of not electing a direct rollover.

**7.07 Nonspouse Beneficiary Direct Rollover**

- (a) A direct trustee-to-trustee transfer of any portion of a benefit payable upon the death of a Participant may be distributed from this Plan to an individual retirement plan described in section 408(a) or (b) of the Code (an "IRA") that is established for the purpose of receiving the distribution on behalf of a Designated Beneficiary who is a nonspouse beneficiary. The transfer is treated as a direct rollover of an eligible rollover distribution for purposes of section 402(c) of the Code.

The IRA of the nonspouse beneficiary is treated as an inherited IRA within the meaning of section 408(d)(3)(C) of the Code.

- (b) This Plan shall offer a direct rollover of a distribution to a nonspouse beneficiary who is a Designated Beneficiary within the meaning of section 401(a)(9)(E) of the Code, provided that the distributed amount satisfies all the requirements to be an eligible rollover distribution other than the requirement that the distribution be made to the participant or the participant's spouse. The direct rollover must be made to an IRA established on behalf of the Designated Beneficiary that will be treated as an inherited IRA pursuant to the provisions of section 402(c)(11) of the Code. If a nonspouse beneficiary elects a direct rollover, the amount directly rolled over is not includible in gross income in the year of the distribution.
- (c) Section 402(c)(11) of the Code provides that a direct rollover of a distribution by a nonspouse beneficiary is a rollover of an eligible rollover distribution only for purposes of section 402(c) of the Code. Therefore, the distribution is not subject to the direct rollover requirements of section 401(a)(31) of the Code, the notice requirements of section 402(f) of the Code, or the mandatory withholding requirements of section 3405(c) of the Code. If an amount distributed from a plan is received by a nonspouse beneficiary, the distribution is not eligible for rollover.
- (d) This Plan may make a direct rollover to an IRA on behalf of a trust where the trust is the named beneficiary of a decedent, provided the beneficiaries of the trust meet the requirements to be designated beneficiaries within

the meaning of section 401(a)(9)(E) of the Code. In such a case, the beneficiaries of the trust are treated as having been designated as beneficiaries of the decedent for purposes of determining the distribution period under section 401(a)(9) of the Code, if the trust meets the requirements set forth in Treasury Regulation section 1.401(a)(9)-4, Q&A-5, with respect to the IRA.

(e) Determination of Required Minimum Distributions:

*General rule.* If the Employee dies before his or her Required Beginning Date, the required minimum distributions for purposes of determining the amount eligible for rollover with respect to a nonspouse beneficiary are determined under either the 5-year rule described in section 401(a)(9)(B)(ii) of the Code or the life expectancy rule described in section 401(a)(9)(B)(iii) of the Code. Under either rule, no amount is a required minimum distribution for the year in which the Employee dies. The rule in Treasury Regulation section 1.402(c)-2, Q&A-7(b) (relating to distributions before an Employee has attained age 70½) does not apply to nonspouse beneficiaries.

*Five-year rule.* Under the 5-year rule described in section 401(a)(9)(B)(ii) of the Code, no amount is required to be distributed until the fifth calendar year following the year of the Employee's death. In that year, the entire amount to which the beneficiary is entitled under the plan must be distributed. Thus, if the 5-year rule applies with respect to a nonspouse beneficiary who is a designated beneficiary within the meaning of section 401(a)(9)(E) of the Code, for the first 4 years after the year the Employee dies, no amount payable to the beneficiary is ineligible for direct rollover as a required minimum distribution. Accordingly, the beneficiary is permitted to directly roll over the beneficiary's entire benefit until the end of the fourth year (but, the 5-year rule must also apply to the IRA to which the rollover contribution is made). On or after January 1 of the fifth year following the year in which the Employee died, no amount payable to the beneficiary is eligible for rollover.

*Life expectancy rule.* (1) *General rule.* If the life expectancy rule described in section 401(a)(9)(B)(iii) of the Code applies, in the year following the year of death and each subsequent year thereafter, there is a required minimum distribution. The amount not eligible for rollover includes all undistributed required minimum distributions for the year in which the direct rollover occurs and any prior year (even if the excise tax under section 4974 of the Code has been paid with respect to the failure in the prior years). (2) *Special rule.* If, under Treasury Regulation section 1.401(a)(9)-3, Q&A, paragraph (b) or (c) the 5-year rule applies, the nonspouse Designated Beneficiary may determine the required minimum distribution under the plan using the life expectancy rule in the case of a distribution made prior to the end of the year following the year of death. However, in order to use this rule, the required minimum distributions under the IRA to which the direct rollover is made must be determined under the life expectancy rule using the same Designated Beneficiary.

- (f) If an Employee dies on or after his or her Required Beginning Date, within the meaning of section 401(a)(9)(C) of the Code, for the year of the Employee's death, the required minimum distribution not eligible for rollover is the same as the amount that would have applied if the Employee were still alive and elected the direct rollover. For the year after the year of the Employee's death and subsequent years thereafter, see Q&A-5 of Treasury Regulation section 1.401(a)(9)-5, Q&A-5, to determine the applicable distribution period to use in calculating the required minimum distribution. As in the case of death before the Employee's Required Beginning Date, the amount not eligible for rollover includes all undistributed required minimum distributions for the year in which the direct rollover occurs and any prior year, including years before the Employee's death.
- (g) Under section 402(c)(11) of the Code, an IRA established to receive a direct rollover on behalf of a nonspouse Designated Beneficiary is treated as an inherited IRA within the meaning of section 408(d)(3)(C) of the Code. The required minimum distribution requirements set forth in section 401(a)(9)(B) of the Code and the regulations thereunder apply to the inherited IRA. The rules for determining the required minimum distributions under the Plan with respect to the nonspouse beneficiary also apply under the IRA. Thus, if the Employee dies before his or her Required beginning Date and the 5-year rule in section 401(a)(9)(B)(ii) of the Code applied to the nonspouse Designated Beneficiary under the plan making the direct rollover, the 5-year rule applies for purposes of determining required minimum distributions under the IRA. If the life expectancy rule applied to the nonspouse Designated Beneficiary under the plan, the required minimum distribution under the IRA must be determined using the same applicable distribution period as would have been used under the plan if the direct rollover had not occurred. Similarly, if the Employee dies on or after his or her Required Beginning Date, the required minimum distribution under the IRA for any year after the year of death must be determined using the same applicable distribution period as would have been used under the plan if the direct rollover had not occurred.

7.08 Qualified Reservist Distribution:

- (a) This provision applies to individuals ordered or called to active duty after September 11, 2001. The two-year period for making repayments of Qualified Reservist Distributions does not end before the date that is two years after the date of enactment.



- (b) A Qualified Reservist Distribution is a distribution (1) from an IRA or attributable to elective deferrals under a 401(k) plan, 403(b) plan, or certain similar arrangements, (2) made to an individual who (by reason of being a member of a reserve component as defined in section 101 of title 37 of the U.S. Code) was ordered or called to active duty for a period in excess of 179 days or for an indefinite period, and (3) that is made during the period beginning on the date of such order or call to duty and ending at the close of the active duty period. A 401(k) plan or 403(b) plan does not violate the distribution restrictions applicable to such plans by reason of making a Qualified Reservist Distribution.
- (c) An individual who receives a Qualified Reservist Distribution may, at any time during the two-year period beginning on the day after the end of the active duty period, make one or more contributions to an IRA of such individual in an aggregate amount not to exceed the amount of such distribution. The dollar limitations otherwise applicable to contributions to IRAs do not apply to any contribution made pursuant to the provision. No deduction is allowed for any contribution made under the provision.

#### **Article VIII - Rollovers to the Plan and Transfers from the Plan**

##### **8.01 Eligible Rollover Contributions to the Plan:**

- (a) Eligible Rollover Contributions: If elected by the Employer in the Adoption Agreement and to the extent provided in the Individual Agreements, an Employee who is a Participant who is entitled to receive an eligible rollover distribution from another eligible retirement plan may request to have all or a portion of the eligible rollover distribution paid to the Plan. The Vendor or the Administrator, if applicable, may require such documentation from the distributing plan as it deems necessary to effectuate the rollover in accordance with section 402 of the Code and to confirm that such plan is an eligible retirement plan within the meaning of section 402(c)(8)(B) of the Code. If elected by the Employer in the Adoption Agreement and permitted in the Individual Agreements, the Plan may accept a rollover contribution from a Roth elective deferral account under an applicable retirement plan described in section 402A(e)(1) of the Code.
- (b) Eligible Rollover Distribution: For purposes of Section 8.01(a), an eligible rollover distribution means any distribution of all or any portion of a Participant's benefit under another eligible retirement plan, except that an eligible rollover distribution does not include (1) any installment payment for a period of 10 years or more, (2) any distribution made as a result of an unforeseeable emergency or other distribution which is made upon hardship of the employee, or (3) for any other distribution, the portion, if any, of the distribution that is a required minimum distribution under section 401(a)(9) of the Code. In addition, an eligible retirement plan means an individual retirement account described in section 408(a) of the Code, an individual retirement annuity described in section 408(b) of the Code, a qualified trust described in section 401(a) of the Code, an annuity plan described in section 403(a) or 403(b) of the Code, or an eligible governmental plan described in section 457(b) of the Code, that accepts the eligible rollover distribution.
- (c) Eligible Retirement Plan. An Eligible Retirement Plan means a qualified trust described in section 401(a) of the Code, an annuity plan described in section 403(a) or 403(b) of the Code, an individual retirement account described in section 408(a) of the Code, an individual retirement annuity described in section 408(b) of the Code, or an eligible governmental plan described in section 457(b) of the Code.
- (d) Separate Accounts: The Vendor, or the Administrator if applicable, shall establish and maintain for the Participant a separate account for any eligible rollover distribution paid to the Plan.
- (e) Roth Rollovers: If provided by the Employer in the Adoption Agreement, the plan will accept a rollover contribution to a Roth Elective Deferral account only if it is a direct rollover from another Roth elective deferral account under an applicable retirement plan described in section 402A(e)(1) of the Code and only to the extent the rollover is permitted under the rules of section 402(c) of the Code.
- (f) Information Regarding Participant Basis Required. A rollover of an Eligible Rollover Distribution that includes after-tax employee contributions or Roth Elective Deferrals will only be accepted if the Administrator obtains information regarding the Participant's tax basis under section 72 of the Code in the amount rolled over.

##### **8.02 Plan-to-Plan Transfers to the Plan:** If elected in the Adoption Agreement, plan-to-plan transfers for a Participant shall be permitted as provided in this section.

- (a) At the direction of the Employer, for a class of Employees who are Participants or Beneficiaries in another plan under section 403(b) of the Code, the Administrator may permit a transfer of part or all of the assets to the Plan as provided in this Section 8.02. Such a transfer is permitted only if the other plan provides for the direct transfer of each person's interest therein (entire or partial interest) to the Plan and the participant is an employee or former employee of the Employer. The Administrator and any Vendor accepting such transferred amounts may require that the transfer be in cash or other property acceptable to it. The Administrator or any Vendor accepting

such transferred amounts may require such documentation from the other plan as it deems necessary to effectuate the transfer in accordance with §1.403(b)-10(b)(3) of the Income Tax Regulations and to confirm that the other plan is a plan that satisfies section 403(b) of the Code.

- (b) The amount so transferred shall be credited to the Participant's Account Balance, so that the Participant or Beneficiary whose assets are being transferred has an accumulated benefit immediately after the transfer at least equal to the accumulated benefit with respect to that Participant or Beneficiary immediately before the transfer.
- (c) To the extent provided in the Individual Agreements holding such transferred amounts, the amount transferred shall be held, accounted for, administered and otherwise treated in the same manner as an Elective Deferral by the Participant under the Plan, except that (1) the Individual Agreement which holds any amount transferred to the Plan must provide that, to the extent any amount transferred is subject to any distribution restrictions required under section 403(b) of the Code, the Individual Agreement must impose restrictions on distributions to the Participant or Beneficiary whose assets are being transferred that are not less stringent than those imposed on the transferor plan and (2) the transferred amount shall not be considered an Elective Deferral under the Plan in determining the maximum deferral under Article IV. The Employer reserves the right to establish procedures with respect to former employees.
- (d) Plan-to-Plan transfer may not be made between this Plan and a qualified plan or a 457(b) Plan. Notwithstanding the previous sentence if the Plan Sponsor is a church, or church related organization transfers and mergers may be made between a qualified plan and a 403(b) or vice versa.

8.03 **Plan-to-Plan Transfers from the Plan:** If elected in the Adoption Agreement, plan-to-plan transfers for a Participant shall be permitted as provided in this section.

- (a) At the direction of the Employer, the Administrator may permit a class of Participants and Beneficiaries to elect to have all or any portion of their Account Balance transferred to another plan that satisfies section 403(b) of the Code in accordance with §1.403(b)-10(b)(3) of the Income Tax Regulations. A transfer is permitted under this Section 8.03(a) only if the Participants or Beneficiaries are employees or former employees of the employer (or the business of the employer) under the receiving plan and the other plan provides for the acceptance of plan-to-plan transfers with respect to the Participants and Beneficiaries and for each Participant and Beneficiary to have an amount under the other plan immediately after the transfer at least equal to the amount transferred.
- (b) The other plan must provide that, to the extent any amount transferred is subject to any distribution restrictions required under section 403(b) of the Code, the other plan shall impose restrictions on distributions to the Participant or Beneficiary whose assets are transferred that are not less stringent than those imposed under the Plan. In addition, if the transfer does not constitute a complete transfer of the Participant's or Beneficiary's interest in the Plan, the other plan shall treat the amount transferred as a continuation of a pro rata portion of the Participant's or Beneficiary's interest in the transferor plan (e.g., a pro rata portion of the Participant's or Beneficiary's interest in any after-tax employee contributions).
- (c) Upon the transfer of assets under this Section 8.03, the Plan's liability to pay benefits to the Participant or Beneficiary under this Plan shall be discharged to the extent of the amount so transferred for the Participant or Beneficiary. The Administrator may require such documentation from the receiving plan as it deems appropriate or necessary to comply with this Section 8.03 (for example, to confirm that the receiving plan satisfies section 403(b) of the Code and to assure that the transfer is permitted under the receiving plan) or to effectuate the transfer pursuant to § 1.403(b)-10(b)(3) of the Income Tax Regulations.

8.04 **Contract and Custodial Account Exchanges:**

- (a) A Participant or Beneficiary is permitted to change the investment of his or her Account Balance among the Vendors under the Plan, subject to the terms of the Individual Agreements. However, an investment change that includes an investment with a Vendor that is not eligible to receive contributions under Article III (referred to below as an exchange) is not permitted unless the conditions in paragraphs (b) through (d) of this Section 8.04 are satisfied.
- (b) The Participant or Beneficiary must have an Account Balance immediately after the exchange that is at least equal to the Account Balance of that Participant or Beneficiary immediately before the exchange (taking into account the Account Balance of that Participant or Beneficiary under both section 403(b) contracts and custodial accounts immediately before the exchange).
- (c) The Individual Agreement with the receiving Vendor has distribution restrictions with respect to the Participant that are not less stringent than those imposed on the investment being exchanged.

- (d) The Employer or the Administrator enters into an agreement with the receiving Vendor for the other contract or custodial account under which the Employer and the Vendor will from time to time in the future provide each other with the following information:
- (1) Information necessary for the resulting contract or custodial account, or any other contract or custodial accounts to which contributions have been made by the Employer, to satisfy section 403(b) of the Code, including the following: (1) the Employer providing information as to whether the Participant's employment with the Employer is continuing, and notifying the Vendor when the Participant has had a Severance from Employment (for purposes of the distribution restrictions in Section 7.01); (2) the Vendor notifying the Employer of any hardship withdrawal under Section 7.05 if the withdrawal results in a 6-month suspension of the Participant's right to make Elective Deferrals under the Plan; and (3) the Vendor providing information to the Employer or other Vendors concerning the Participant's or Beneficiary's section 403(b) contracts or custodial accounts or qualified employer plan benefits (to enable a Vendor to determine the amount of any plan loans and any rollover accounts that are available to the Participant under the Plan in order to satisfy the financial need under the hardship withdrawal rules of Section 7.05); and
  - (2) Information necessary in order for the resulting contract or custodial account and any other contract or custodial account to which contributions have been made for the Participant by the Employer to satisfy other tax requirements, including the following: (1) the amount of any plan loan that is outstanding to the Participant in order for a Vendor to determine whether an additional plan loan satisfies the loan limitations of Section 603, so that any such additional loan is not a deemed distribution under section 72(p)(1); and (2) information concerning the Participant's or Beneficiary's after-tax employee contributions in order for a Vendor to determine the extent to which a distribution is includible in gross income.
- (e) If any Vendor ceases to be eligible to receive Elective Deferrals under the Plan, the Employer or the Administrator will enter into an information sharing agreement as described in Section 8.04(d) to the extent the Employer's contract with the Vendor does not provide for the exchange of information described in Section 8.04(d)(1) and (2).
- (f) Notwithstanding anything to the contrary in this section, if the Employer does not permit Exchanges under this Plan, an invalid exchange (an exchange that occurs after September 24, 2007) shall be permitted to be re-exchanged into an approved Vendor under this Plan.

**8.05 Permissive Service Credit Transfers:**

- (a) If a Participant is also a participant in a tax-qualified defined benefit governmental plan (as defined in section 414(d) of the Code) that provides for the acceptance of plan-to-plan transfers with respect to the Participant, then the Participant may elect to have any portion of the Participant's Account Balance transferred to the defined benefit governmental plan. A transfer under this Section 8.05(a) may be made before the Participant has had a Severance from Employment.
- (b) A transfer may be made under Section 8.05(a) only if the transfer is either for the purchase of permissive service credit (as defined in section 415(n)(3)(A) of the Code) under the receiving defined benefit governmental plan or a repayment to which section 415 of the Code does not apply by reason of section 415(k)(3) of the Code.
- (c) In addition, if a plan-to-plan transfer does not constitute a complete transfer of the Participant's or Beneficiary's interest in the transferor plan, the Plan shall treat the amount transferred as a continuation of a pro rata portion of the Participant's or Beneficiary's interest in the transferor plan (e.g., a pro rata portion of the Participant's or Beneficiary's interest in any after-tax employee contributions).

- 8.06 Transfer by Employer.** To the extent permitted by applicable law and the underlying Individual Agreements, and subject to rules and procedures established by the Administrator, an Employer may request a transfer of all Accounts maintained under its Plan to another section 403(b) plan that it has established.

**Article IX - Investment of Contributions**

- 9.01 Manner of Investment:** All Elective Deferrals or other amounts contributed to the Plan, all property and rights purchased with such amounts under the Funding Vehicles, and all income attributable to such amounts, property, or rights shall be held and invested in one or more Annuity Contracts or Custodial Accounts. Each Custodial Account shall provide for it to be impossible, prior to the satisfaction of all liabilities with respect to Participants and their Beneficiaries, for any part of the assets and income of the Custodial Account to be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries.
- 9.02 Investment of Contributions:** Each Participant or Beneficiary shall direct the investment of his or her Account among the investment options available under the Annuity Contract or Custodial Account in accordance with the

terms of the Individual Agreements. Transfers and Exchanges among Annuity Contracts and Custodial Accounts may be made to the extent provided in the Individual Agreements, the Plan and permitted under applicable Income Tax Regulations.

- 9.03 **Current and Former Vendors:** The Administrator shall maintain a list of all Vendors under the Plan. Each Vendor and the Administrator shall exchange such information as may be necessary to satisfy section 403(b) of the Code or other requirements of applicable law. In the case of a Vendor which is not eligible to receive Elective Deferrals under the Plan (including a Vendor which has ceased to be a Vendor eligible to receive Elective Deferrals under the Plan and a Vendor holding assets under the Plan in accordance with Plan Vendor Attachment which is incorporated in the Administrative Appendix), the Employer shall keep the Vendor informed of the name and contact information of the Administrator in order to coordinate information necessary to satisfy section 403(b) of the Code or other requirements of applicable law.

#### **Article X - Amendment and Plan Termination**

- 10.01 **Termination of Contributions:** The Employer has adopted the Plan with the intention and expectation that contributions will be continued indefinitely. However, the Employer has no obligation or liability whatsoever to maintain the Plan for any length of time and may discontinue contributions under the Plan at any time without any liability hereunder for any such discontinuance.
- 10.02 **Amendment and Termination By Employer:** The Employer reserves the authority to amend or terminate this Plan at any time. An Employer that amends the Plan, other than to change the choice of options or procedures in the Adoption Agreement or to add certain sample or model amendments published by the Internal Revenue Service which specifically provide that their adoption will not cause the Plan to be treated as individually designed, will no longer participate in this section 403(b) volume submitter plan and will be considered to have an individually designed 403(b) plan.
- 10.03 **Distribution upon Termination of the Plan:** The Employer may provide that, in connection with a termination of the Plan and subject to any restrictions contained in the Individual Agreements, all Accounts will be distributed, provided that the Employer and any Related Employer on the date of termination do not make contributions to an alternative section 403(b) contract that is not part of the Plan during the period beginning on the date of plan termination and ending 12 months after the distribution of all assets from the Plan, except as permitted by the Income Tax Regulations. Upon Termination of the Plan all nonvested amounts under the Plan shall become fully vested. In addition, all accumulated benefits for a Participant must be distributed to Participants and Beneficiaries as soon as administratively feasible as described in section 1.403(b)-10(b)(1)(i) of the Treasury regulations.
- 10.04 **Amendment by Sponsor of Volume Submitter:**
- (a) The Sponsor reserves the right to amend the Plan from time to time on behalf of all adopting employers, including those Employers who have adopted the Plan prior to this amendment, for changes in the Code, regulations, revenue rulings, other statements published by the Internal Revenue Service, including model, sample or other required good faith amendments, but only if their adoption will not cause such Plan to be individually designed, and for corrections of prior approved plans. These amendments will be applied to all Employers who have adopted the plan and such amendments will comply with section 12.03 of Revenue Procedure 2013-22. The Mass Submitter, as agent for the Sponsor, shall have the right to unilaterally amend the Plan on behalf of the Sponsors of the Volume Submitter for purposes of any amendments mandated for changes in the Code, regulations, or other guidance issued from the IRS, Department of Labor or other government entity, as it may deem appropriate.
- Notwithstanding the paragraph above, if the amendment that is being made requires an election by the Employer, then the Sponsor will maintain, or have maintained on its behalf, a record of the Employers that have adopted the Plan, and the Sponsor will make reasonable and diligent efforts to ensure that adopting Employers have actually received and are aware of all Plan amendments and that such Employers adopt new documents when necessary. This amendment supersedes other provisions of the Plan to the extent those other provisions are inconsistent with this amendment.
- (b) The Sponsor may preselect options on the Adoption Agreements where necessary, from time to time. The Sponsor also reserves the right to amend the "Defaults" that are in the Adoption Agreements to reflect the administration of the plans, or to only permit certain options to be available to adopting Employers. The "Defaults" that may appear on the Adoption Agreements below certain items are not to be considered a part of the Plan and may be amended or removed at the discretion of the Employer, Sponsor, or Administrator.
- 10.05 **Amendment of Vesting Schedule:** If the Plan's vesting schedule is amended, or the Plan is amended in any way that directly or indirectly affects the computation of a Participant's nonforfeitable percentage, each Participant with at least 3 years of service with the Employer may elect, within a reasonable period after the adoption of the

amendment or change, to have the nonforfeitable percentage computed under the Plan without regard to such amendment or change. For Participants who do not have at least 1 Hour of Service in any Plan Year beginning after December 31, 1988, the preceding sentence shall be applied by substituting "5 Years of Service" for "3 Years of Service" where such language appears.

The period during which the election may be made shall commence with the date the amendment is adopted or deemed to be made and shall end on the latest of:

- (a) 60 days after the amendment is adopted;
- (b) 60 days after the amendment becomes effective; or
- (c) 60 days after the Participant is issued written notice of the amendment by the Employer or Administrator.

#### **Article XI – Miscellaneous and Administration of the Plan**

- 11.01 **Non-Assignability:** Except as provided in Section 10.02 and 10.03, the interests of each Participant or Beneficiary under the Plan are not subject to the claims of the Participant's or Beneficiary's creditors; and neither the Participant nor any Beneficiary shall have any right to sell, assign, transfer, or otherwise convey the right to receive any payments hereunder or any interest under the Plan, which payments and interest are expressly declared to be nonassignable and nontransferable.
- 11.02 **Domestic Relation Orders:** Notwithstanding Section 10.01, if a judgment, decree or order (including approval of a property settlement agreement) that relates to the provision of child support, alimony payments, or the marital property rights of a spouse or former spouse, child, or other dependent of a Participant is made pursuant to the domestic relations law of any State ("domestic relations order"), then the amount of the Participant's Account Balance shall be paid in the manner and to the person or persons so directed in the domestic relations order. Such payment shall be made without regard to whether the Participant is eligible for a distribution of benefits under the Plan. The Administrator shall establish reasonable procedures for determining the status of any such decree or order and for effectuating distribution pursuant to the domestic relations order.
- 11.03 **IRS Levy:** Notwithstanding Section 10.01, the payor or the Administrator, as applicable may pay from a Participant's or Beneficiary's Account Balance the amount that the Administrator finds is lawfully demanded under a levy issued by the Internal Revenue Service with respect to that Participant or Beneficiary or is sought to be collected by the United States Government under a judgment resulting from an unpaid tax assessment against the Participant or Beneficiary.
- 11.04 **Tax Withholding:** Contributions to the Plan are subject to applicable employment taxes (including, if applicable, Federal Insurance Contributions Act (FICA) taxes with respect to Elective Deferrals, which constitute wages under section 3121 of the Code). Any benefit payment made under the Plan is subject to applicable income tax withholding requirements (including section 3405 of the Code and the Employment Tax Regulations thereunder). A payee shall provide such information as the payor or the Administrator, if applicable may need to satisfy income tax withholding obligations, and any other information that may be required by guidance issued under the Code.
- 11.05 **Payments to Minors and Incompetents:** Subject to any State law requirements, if a Participant or Beneficiary entitled to receive any benefits hereunder is a minor or is adjudged to be legally incapable of giving valid receipt and discharge for such benefits, or is deemed so by the payor or the Administrator, if applicable, benefits will be paid to such person as the payor or the Administrator may designate for the benefit of such Participant or Beneficiary. Such payments shall be considered a payment to such Participant or Beneficiary and shall, to the extent made, be deemed a complete discharge of any liability for such payments under the Plan.
- 11.06 **Mistaken Contributions:** If any contribution (or any portion of a contribution) is made to the Plan by a good faith mistake of fact, then within one year after the payment of the contribution, and upon receipt in good order of a proper request approved by the Administrator, the amount of the mistaken contribution (not adjusted for any income but adjusted for loss in value, if any, allocable thereto) shall be returned directly to the Employer.
- 11.07 **Procedure When Distributee Cannot Be Located:** The Administrator shall make all reasonable attempts to determine the identity and address of a Participant or a Participant's Beneficiary entitled to benefits under the Plan. For this purpose, a reasonable attempt means (a) the mailing by certified mail of a notice to the last known address shown on the Employer's or the Administrator's records, (b) notification sent to the Internal Revenue Service, the Social Security Administration or the Pension Benefit Guaranty Corporation (under their respective programs to identify payees under retirement plans), and (c) the payee has not responded within 6 months. If the Administrator is unable to locate such a person entitled to benefits hereunder, or if there has been no claim made for such benefits, the funding vehicle shall continue to hold the benefits due such person.

- 11.08 **Plan Administration:** The Plan shall be administered, and the provisions of the various documents comprising the Plan shall be coordinated, in accordance with the terms of the Plan and the requirements of section 403(b) of the Code. These provisions and requirements (as outlined in the Administrative Appendix) include but are not limited to:
- (a) Determining whether an employee is eligible to participate in the Plan
  - (b) Determining whether contributions comply with the applicable limitations
  - (c) Determining whether hardship withdrawals and loans comply with applicable requirements and limitations
  - (d) Determining that any transfers, rollovers, or purchases of service credit comply with applicable requirements and limitations
  - (e) Determining that the requirements of the Plan and section 403(b) of the Code are properly applied, including whether the Employer is a member of a controlled group
  - (f) Determining the status of domestic relations orders or qualified domestic relations orders

Administrative functions, including functions to comply with section 403(b) of the Code and other tax requirements may be allocated among various persons pursuant to service agreements or other written documents, including the Administrative Appendix. However, in no case shall administrative functions be allocated to Participants (other than permitting Participants to make investment elections for self-directed accounts). Any administrative functions not allocated to other persons are reserved to the Employer.

In the event there is a conflict between the provisions of this Plan (including the Adoption Agreement) and the underlying Custodial Accounts and/or the Annuity Contracts, the provisions of this Plan shall govern.

- 11.09 **Responsibilities of Employer:** The Employer shall have the following responsibilities with respect to administration of the Plan:

- (a) The Employer shall make any Employer Contributions required under the Plan.
- (b) The Employer shall serve as Administrator of the Plan, unless the Employer designates in writing another person to administer the Plan on behalf of the Employer. The Employer may remove and reappoint a Plan Administrator from time to time in the Employer's discretion.
- (c) The Employer shall supply the Administrator in a timely manner with all information necessary for the Administrator to fulfill its responsibilities under the Plan, including Compensation of Participants and other pertinent facts.

- 11.10 **Responsibilities of Administrator:** The Administrator shall administer the Plan according to its terms for the exclusive benefit of Participants, former Participants, and their Beneficiaries in accordance with the following provisions:

- (a) The Administrator's responsibilities shall include, but shall not be limited to, the following:
  - (1) To determine all questions relating to the eligibility of Employees to participate or remain Participants hereunder.
  - (2) To maintain all records necessary for administration of the Plan.
  - (3) To interpret the provisions of the Plan and prepare and publish rules and regulations for the Plan.
  - (4) To comply with all reporting, disclosure, and notice requirements of the Code.
- (b) In order to fulfill its responsibilities, the Plan Administrator shall have all powers necessary or appropriate to accomplish its duties under the Plan, including the power to determine all questions arising in connection with the administration, interpretation, and application of the Plan. Any such determination shall be conclusive and binding upon all persons. However, all discretionary acts, interpretations, and constructions shall be done in a nondiscriminatory manner based upon uniform principles consistently applied.
- (c) In order to fulfill its responsibilities hereunder, the Administrator shall be specifically authorized to employ such agents, or attorneys, or contract for such assistance, as the Plan Administrator may from time to time deem necessary or advisable in connection with its responsibilities hereunder and to pay the fees, commission, or salaries incurred on account thereof as an expense of administration of the Plan. The Administrator is authorized to delegate administrative duties to the Custodian when not inconsistent with the terms of this Plan.
- (d) The Administrator shall serve as the designated agent for legal purposes under the Plan.

- 11.11 **Resignation and Removal of Administrator:** The Administrator may resign at any time by giving the Employer thirty (30) days prior written notice. The Employer may waive such notice. The Employer may remove the Administrator from office at any time by giving written notice to the Administrator, which removal shall be effective as of the date specified in the notice.
- 11.12 **Expenses of Administration:** All costs and expenses of administering this Plan shall be paid pursuant to the service agreement(s) entered into by the Employer. Expenses shall be paid: directly by the Employer; or where applicable, shall be paid pro rata or per capita from each Participant's Account; or where applicable shall be paid by the Vendors. Payment of such expenses shall not be considered to be Employer Contributions.
- 11.13 **Incorporation of Individual Agreements:** The Plan, together with the Individual Agreements, is intended to satisfy the requirements of section 403(b) of the Code and the Income Tax Regulations thereunder. Terms and conditions of the Individual Agreements are hereby incorporated by reference into the Plan, excluding those terms that are inconsistent with the Plan or section 403(b) of the Code.
- 11.14 **Governing Law:** The Plan will be construed, administered and enforced according to the Code and the laws of the State in which the Employer has its principal place of business.
- 11.15 **Headings:** Headings of the Plan have been inserted for convenience of reference only and are to be ignored in any construction of the provisions hereof.
- 11.16 **Gender:** Pronouns used in the Plan in the masculine or feminine gender include both genders unless the context clearly indicates otherwise.
- 11.17 **This Plan Is Not An Employment Contract:** Neither the adoption of the Plan by the Employer, nor any action of the Employer or the Administrator under this Plan, nor the establishment of any custodial account, nor the payment of any benefits, shall be construed to confer upon any person any legal right to be continued as an Employee of the Employer or any affiliated or related employer. All Employees shall be subject to discharge to the same extent as they would have been had this Plan never have been adopted.
- 11.18 **USERRA - Military Service Credit:** Notwithstanding any provision of this Plan to the contrary, contributions, benefits and service credit with respect to qualified military service will be provided in accordance with section 414(u) of the Internal Revenue Code. In addition, the survivors of any Participant who dies on or after January 1, 2007, while performing qualified military service, are entitled to any additional benefits (other than benefit accruals relating to the period of qualified military service) that would have been provided under the Plan had the Participant resumed employment and then terminated employment on account of death.

#### **Article XII – Employer Contributions**

- 12.01 **Employer Contributions:** If the Adoption Agreement provides that this Plan shall accept Employer Contributions, then the following rules shall apply.
- (a) Unless otherwise elected by the Employer in the Adoption Agreement, Employer Contributions shall be an amount, if any, determined annually in the sole discretion of the Employer.
- (b) Post-Employment Employer Contributions shall follow the rules of Section 12.03.
- (c) Optional Retirement Plan (ORP) Provisions:
- (1) **General Application.** This Section 12.01(c) shall apply only if the Employer has indicated that it offers an Optional Retirement Program (ORP) on the Adoption Agreement and only if permitted under the Adoption Agreement being completed. Not all Adoption Agreements that accompany this Plan will permit this selection.
- (2) **Incorporation of ORP.** The ORP is established and governed by separate plan documentation which may include a plan document, statutory language and/or regulatory guidance. The terms and conditions of the ORP are incorporated herein by reference. If there is a conflict between the Plan and the requirements of the ORP, the ORP shall govern with respect to those provisions that are exclusive to the ORP. The Plan shall govern in all other circumstances.
- (3) **ORP Contributions.** Employer shall make contributions under the ORP to the Accounts of Participants that are also participating in the ORP in accordance with the terms of the ORP and/or as authorized by the

Employer on the Adoption Agreement. Unless otherwise provided by the ORP, such contributions shall be treated as Employer Contributions and are therefore subject to the requirements and limitations imposed by section 415(c) of the Code.

- (4) **Separate Accounting Requirements.** ORP contributions and withdrawals, including any earnings or losses thereon, shall be credited and debited to each participating Participant's Account and shall be separately accounted for under each Employee's Account.
  - (5) **Deposit Requirements.** ORP contributions shall be deposited with the applicable Funding Vehicles as soon as practicable in conformity with any requirements established in the ORP, or if applicable by the State law.
- (d) Supplemental 403(b) Contributions:
- (1) **General Application.** This Section 12.01(d) shall apply only if the Employer has indicated that it offers a Supplemental 403(b) Program on the Adoption Agreement and only if permitted under the Adoption Agreement being completed. Not all Adoption Agreements will permit this optional provision.
  - (2) **Incorporation of Supplemental 403(b) Program.** The Supplemental 403(b) Program is established and governed by a separate plan document. The Plan includes the Adoption Agreement and the document establishing the Supplemental 403(b) Program, as identified on the Adoption Agreement. If there is a conflict between the Plan and the Supplemental 403(b) Program document, the Supplemental 403(b) Program shall govern with respect to those provisions that are exclusive to the Supplemental Program. The Plan shall govern in all other circumstances.
  - (3) **Supplemental 403(b) Contributions.** Employer shall make contributions as required under the Supplemental 403(b) Contributions to the Accounts of Participants that are participating in the Supplemental 403(b) Program in accordance with the terms of the Supplemental 403(b) Program. Such contributions shall be subject to the appropriate annual contribution limitations based on the type of contribution required under the Supplemental 403(b) Program.
  - (4) **Separate Accounting Requirements.** Supplemental 403(b) Program contributions and withdrawals, including any earnings or losses thereon, shall be credited and debited to each participating Participant's Account and shall be separately accounted for under each Employee's Account.
  - (5) **Deposit Requirements.** Supplemental 403(b) Program Contributions shall be deposited with the applicable Funding Vehicles as soon as practicable in conformity with the Supplemental 403(b) Program document, or if applicable State law.
- (e) The Employer has evidenced its intent to adopt this Plan by executing the Adoption Agreement which is a part of this 403(b) Plan document. This Plan document, the Adoption Agreement, documents governing ORPs and Supplemental 403(b) Programs, as applicable, and any underlying Annuity Contracts and Custodial Accounts provided by the Vendors authorized by the Employer, as well as necessary forms and administrative policies and procedures incorporated by the Employer, an Administrator or any Funding Vehicle shall constitute the entire Plan.

#### 12.02 **Correction of Allocations:**

- (a) In the event that the Administrator learns that Employer allocations have not been made on behalf of an Employee for whom an allocation should have been made pursuant to the terms of this Plan, the Participant's account for such Employee shall be restored to its proper balance as soon as is reasonably possible.
- (b) In the event that the Administrator learns that contributions or allocations have been made on behalf of an Employee for whom allocations should not have been made pursuant to the terms of the Plan; and if such contributions were made pursuant to a mistake of fact, such contributions shall be returned to the Employer within one year of the contributions. Earnings attributable to the mistaken contribution shall not be returned to the Employer, but losses attributable to the mistaken contribution shall reduce the amount to be returned to the Employer.

#### 12.03 **Employer Contributions for former Employees:**



- (a) Includible compensation deemed to continue for post-employment Employer Contributions - For purposes of applying paragraph (b) of this section, a former Employee is deemed to have monthly includible compensation for the period through the end of the taxable year of the Employee in which he or she ceases to be an Employee and through the end of each of the next five taxable years. The amount of the monthly Includible Compensation is equal to one twelfth of the former Employee's Includible Compensation during the former Employee's most recent year of service. Accordingly, post-employment Employer Contributions for a former Employee must not exceed the limitation of section 415(c)(1) up to the lesser of the dollar amount in section 415(c)(1)(A) or the former Employee's annual Includible Compensation based on the former Employee's average monthly compensation during his or her most recent year of service.
- (b) If a Participant who is a former Employee dies during the first 5 calendar years following the date on which the Participant ceases to be an Employee, and Employer contributions are being made pursuant to this Section 12.03, then any additional contributions made after the death of the Participant or former Employee may not exceed the lesser of –
  - (1) The excess of the former Employee's Includible Compensation for the year of death over the contributions previously made for the former Employee for that year; or
  - (2) The total contributions that would have been made on the former Employee's behalf thereafter if he or she had survived to the end of the 5-year period.

12.04 **Service:** Service will be computed on the basis designated by the Employer in the Adoption Agreement. Except where specifically excluded under this section, all of an Employee's Years of Service will be taken into account for purposes of eligibility, including:

- (a) Years of Service for employment with an employer required to be aggregated with the Employer under section 414(b), (c), (m), or (o) of the Code;
- (b) Years of Service for an employee required under section 414(n) or 414(o) of the Code to be considered an employee of any employer aggregated with the Employer under section 414(b), (c), or (m) of the Code;
- (c) Years of Service with the predecessor Employer, if the Adoption Agreement allows and the Employer so specifies; and
- (d) Years of Service with the predecessor employer during the time a qualified plan was maintained, if the Adoption Agreement allows and the Employer so specifies. If the Employer maintains the Plan of a predecessor Employer, Service with such Employer will be treated as Service for the Employer.

12.05 **Eligibility Computation Periods:**

- (a) Hours of Service Method - If the Employer has specified in the Adoption Agreement that service will be credited on the basis of hours, days, weeks, semi-monthly payroll periods, or months, the initial eligibility computation period is the 12-consecutive month period beginning on the date the Employee first performs an Hour of Service for the Employer ("employment commencement date"). Pursuant to the Employer's election in the Adoption Agreement, the succeeding 12-consecutive month periods shall commence with either:
  - (1) the first anniversary of the Employee's employment commencement date; or
  - (2) the first Plan Year which commences prior to the first anniversary of the Employee's employment commencement date regardless of whether the Employee is entitled to be credited with 1,000 Hours of Service (or any lesser number specified by the Employer in the Adoption Agreement) during the initial eligibility computation period. An employee who is credited with 1,000 Hours of Service (or such lesser number specified by the Employer in the Adoption Agreement) in both the initial eligibility computation period and the first Plan Year which commences prior to the first anniversary of the Employee's initial eligibility computation period will be credited with two Years of Service for purposes of eligibility to participate.
- (b) Elapsed Time Method - If the Employer has specified in the Adoption Agreement (or if the Adoption Agreement default is) that service will be credited under the elapsed time method, an Employee will receive credit for the aggregate of all time periods commencing with the Employee's first day of employment or reemployment and ending on the date a Break in Service begins. The first day of employment or reemployment is the first day an Employee performs an Hour of Service. An Employee shall also receive credit for any Period of Severance of less than twelve consecutive months. Fractional periods of a year will be expressed in terms of days. For purposes of this paragraph, Hour of Service shall mean each hour for which an Employee is paid or entitled to payment for the performance of duties for the Employer.

- 12.06 **Use of Computation Periods:** Years of Service and Breaks in Service shall be measured on the same eligibility computation period.
- 12.07 **Eligibility Break in Service:** In the case of any Participant who has a 1-year Break in Service, years of eligibility service before such break will not be taken into account until the Employee has completed a Year of Service after returning to employment. Pursuant to the Employer's election in the Adoption Agreement, such Year of Service will be measured by the 12-consecutive month period beginning on an Employee's reemployment commencement date and, if necessary, either:
- (a) subsequent 12-consecutive month periods beginning on anniversaries of the reemployment commencement date; or
  - (b) Plan Years beginning with the Plan Year which includes the first anniversary of the reemployment commencement date. The reemployment commencement date is the first day on which the Employee is credited with an Hour of Service for the performance of duties after the first eligibility computation period in which the Employee incurs a one year Break in Service.
- If a Participant completes a Year of Service in accordance with this provision, his or her participation will be reinstated as of the reemployment commencement date.
- 12.08 **Entry into Plan:** Each Employee who is a member of an eligible class of employees specified in the Adoption Agreement will participate on the Entry Date selected by the Employer in the Adoption Agreement after such Employee has met the minimum age and service requirements, if any, in the Adoption Agreement.
- 12.09 **Participation upon Return to Eligible Class:** In the event a Participant is no longer a member of an eligible class of employees and becomes ineligible to participate but has not incurred a Break in Service, such Employee will participate immediately upon returning to an eligible class of employees. If such Participant incurs a Break in Service, eligibility will be determined under the Break in Service rules of the Plan.
- In the event an Employee who is not a member of an eligible class of employees becomes a member of an eligible class, such Employee will participate immediately if such Employee has satisfied the minimum age and service requirements and would have otherwise previously become a Participant.
- 12.10 **Participation during an Authorized Leave of Absence:** All contributions on behalf of the Participant shall be suspended, but membership in the Plan shall be deemed to be continuous, unless otherwise terminated, for the period of any Authorized Leave of Absence, provided that the Employee returns to work for the Employer upon completion of such Authorized Leave of Absence.
- 12.11 **Eligibility upon Reemployment:**
- (a) A former Participant will become a Participant immediately upon returning to the employ of the Employer if such former Participant had a nonforfeitable right to all or a portion of his accrued benefit attributable to Employer Contributions at the time of termination from service.
  - (b) For a former Participant who did not have a nonforfeitable right to any portion of his accrued benefit attributable to Employer Contributions or for a former Employee (other than an Employee required to complete more than one Year of Service in order to become eligible to participate in the Plan) who had not yet become a Participant at the time of termination from service, the Participant's Years of Service prior to the Break(s) in Service will be disregarded if the number of consecutive 1-year Breaks in Service equal or exceed the greater of five (5) or the aggregate number of Years of Service before such Breaks in Service.
  - (c) If an Employee is required to complete more than one Year of Service for in order to become eligible to participate in the Plan, and such an Employee incurs a 1-year Break in Service before satisfying the Plan's eligibility requirements, service prior to such 1-year Break in Service shall not be taken into account in the determination of the Employee's eligibility to participate in the Plan upon reemployment.
  - (d) A former Participant who's Years of Service before termination from service cannot be disregarded pursuant to Section 12.11(b) shall participate immediately upon reemployment.
  - (e) A former Employee who had met the eligibility requirements specified in the Adoption Agreement before termination from service but who had not become a Participant and who's Years of Service before termination from service cannot be disregarded pursuant to Section 12.11(b) will become a Participant as of the later of:
    - (1) his date of reemployment; or

- (2) the Entry Date next following his date of termination from service.
- (f) A former Employee (including a former Participant) who's Years of Service before termination from service can be disregarded pursuant to Section 12.11(b) will be treated as a new Employee for eligibility purposes and will be eligible to participate once he has met the requirements under the Plan following his most recent date of employment.

**12.12 Vesting and Forfeitures**

- (a) Each type of contribution made by the Employer on behalf of a Participant that is subject to a different vesting schedule will be credited to a separate bookkeeping account. Any portion of such account in which the participant is not vested shall be accounted for separately and treated as a contract to which section 403(c) (or another applicable provision under the Internal Revenue Code) applies.
- (b) Employee Contribution Accounts: A Participant's Elective Deferral Account, After-Tax Employee Contribution Account and Rollover/Transfer Account, and all earnings, appreciations, and additions thereto, less any losses, depreciation, and distributions allocable thereto, shall be fully vested and nonforfeitable at all times.
- (c) Employer Contribution Account: A Participant's Vested Percentage in his Employer Contribution Account shall be determined as follows:
  - (1) Death or Disability: A Participant's interest in his Employer Contribution Account shall become fully vested upon his death or Disability prior to Retirement Age.
  - (2) Termination of Employment: A Participant's Vested Percentage in his Employer Contribution Account shall be determined according to the vesting formula specified in the Adoption Agreement when the Participant terminates his employment.
  - (3) Plan Termination: A Participant's interest in his Employer Contribution Account shall become fully vested in the event of termination or partial termination (but only if the partial termination applies to the Participant) of this Plan.

**12.13 Vesting at Termination:** When a Participant's employment is terminated on account of retirement, death, disability, or otherwise, the Vested Percentage of his Employer Contribution Account (after all required adjustments thereto) shall be determined in accordance with this Article and the vesting formula specified in the Adoption Agreement as of termination of employment. The difference between the balance of the Participant's Employer Contribution Account and the Participant's Vested Percentage shall be forfeiture and shall be allocated pursuant to Section 12.15 below.

**12.14 Computation of Vested Account Balance:**

- (a) Service will be computed on the basis designated by the Employer in the Adoption Agreement. Except where specifically excluded under this Article XII, all of the Employee's Years of Service will be taken into account for purposes of vesting, including:
  - (1) Years of service for employment with an employer required to be aggregated with the Employer under section 414(b), (c), (m), or (o) of the Code;
  - (2) Years of Service for an employee required under section 414(n) or 414(o) of the Code to be considered any employee of any employer aggregated with the Employer under section 414(b), (c), or (m) of the Code;
  - (3) Years of Service with the predecessor Employer, if the Adoption Agreement allows and the Employer so specifies; and
  - (4) Years of Service with the predecessor employer during the time a qualified plan was maintained, if the Adoption Agreement allows and the Employer so specifies.
- (b) The Employer shall designate in the Adoption Agreement the period described in either (1) or (2) below as the Vesting Computation Period:
  - (1) For purposes of computing the Employee's nonforfeitable right to the account balance derived from Employer Contributions, Years of Service and Breaks in Service will be measured by the Plan Year.
  - (2) For purposes of determining Years of Service and Breaks in Service for purposes of computing an Employee's nonforfeitable right to the account balance derived from Employer Contributions, the 12-consecutive month period will commence on the date the Employee first performs an Hour of Service and each subsequent 12-consecutive month period will commence on the anniversary of such date.
- (c) In the case of a Participant who has incurred a 1-year Break in Service, Years of Service before such break will not be taken into account until the Participant has completed a Year of Service after such Break in Service.

- 12.15 **Forfeitures:** Notwithstanding the Employer's election in the Adoption Agreement, Forfeitures may be allocated as follows:
- (a) to restore Participant's Employer Contribution Accounts pursuant to the buy-back provisions of Section 12.18;
  - (b) used to pay any expenses of administration of the Plan; and/or
  - (c) used to make or reduce Employer Contributions required under the terms of the Plan.
- 12.16 **Forfeitures - Withdrawal of Employee Contributions:** No Forfeitures will occur solely as a result of an Employee's withdrawal of Employee Contributions.
- 12.17 **Vesting for Pre-Break and Post-Break Account:** In the case of a Participant who has 5 or more consecutive 1-year Breaks in Service, all service after such Breaks in Service will be disregarded for the purpose of vesting the employer-derived account balance that accrued before such Breaks in Service. Such Participant's pre-break service will count in vesting the post-break employer-derived account balance only if either:
- (a) such Participant has any nonforfeitable interest in the account balance attributable to Employer Contributions at the time of separation from service; or
  - (b) upon returning to service, the number of consecutive 1-year Breaks in Service is less than the number of Years of Service.
- Separate accounts will be maintained for the Participant's pre-break and post-break employer derived account balance. Both accounts will share in the earnings and losses of the fund..
- 12.18 **Buy-back:** If a former Participant is reemployed by the Employer before the former Participant incurs five consecutive 1-year Breaks in Service, and such former Participant has received a distribution of the entire Vested Percentage of his Employer Contribution Account prior to his reemployment, any forfeited amounts shall be reinstated only if he repays the full amount of his Employer Contribution Account distributed to him before he incurs five consecutive 1-year Breaks in Service after the date of the distribution. In the event the former Participant does repay the full amount distributed to him, his Employer Contribution Account balance will be restored to the amount on the date of distribution.
- 12.19 **Missing Participants:** If a benefit is forfeited because the Participant or Beneficiary cannot be found, such benefit will be reinstated if a claim is made by the Participant or Beneficiary.
- 12.20 **Definitions:** Refer to Article II, Section 2.45 for definitions related to Employer Contributions.

### **Article XIII - Deemed IRAs**

- 13.01 **Applicability and Effective Date:** This section shall apply if elected by the Employer in the Adoption Agreement and shall be effective for Plan Years beginning after the date specified in the Adoption Agreement.
- 13.02 **Definitions**
- (a) **Deemed IRAs:** Each Participant may make voluntary employee contributions to the Participant's "traditional" or "Roth" IRA under the Plan, as elected by the Employer in the Adoption Agreement. The Plan shall establish a separate account or annuity for the designated IRA contributions of each Participant and any earnings properly allocable to the contributions, and maintain separate recordkeeping with respect to each such IRA.
  - (b) **Deemed IRA contributions:** For purposes of this section, Deemed IRA contributions means any contribution (other than a mandatory contribution within the meaning of section 411(c)(2) of the Code) that is made by the Participant and which the Participant has designated, at or prior to the time of making the contribution, as a contribution to which this section applies.
  - (c) **Deemed IRA Participant:** Any Participant or Employee or group of Employees eligible to make Deemed IRA Contributions to the Plan.
  - (d) **IRA Trustee (or Custodian or Issuer):** The entity that provides the separate trust agreement, custodial agreement or annuity contract which the Participant executes to establish the IRA account. Throughout this document where IRA Trustee is mentioned, it shall also include an IRA Custodian; or if applicable an Issuer of the IRA Annuity Contract.
- 13.03 **Separate Accounting**

- (a) IRAs established pursuant to this Article XIII shall be held in a trust, custodial account or an annuity (as evidenced by the separate trust, custodial agreement or annuity contract established by the Participant and shall be separate from the Trust established under this Plan to hold contributions other than deemed IRA contributions and shall satisfy the applicable requirements of sections 408 and 408A of the Code, which requirements are set forth in sections 13.04 through 13.16 below.
  - (b) Separate records will be maintained for the interest of each Participant or Beneficiary.
- 13.04 **Individual's Interest is Nonforfeitable:** The interest of an individual in the balance in his or her Deemed IRA account is nonforfeitable at all times.
- 13.05 **Prohibited Investments:**
- (a) If the trust acquires collectibles within the meaning of Code § 408(m) after December 31, 1981, trust assets will be treated as a distribution in an amount equal to the cost of such collectibles.
  - (b) No part of the trust funds will be invested in life insurance contracts.
- 13.06 **Reporting Duties:**
- (a) The Trustee, Custodian or Issuer of the Deemed IRA shall be subject to the reporting requirements of section 408(i) of the Internal Revenue Code with respect to all Deemed IRAs that are established and maintained under the plan.
  - (b) The Trustee, Custodian or Issuer of a Deemed IRA shall furnish annual calendar-year reports concerning the status of the account and such information concerning required minimum distributions as is prescribed by the Commissioner of Internal Revenue.
- 13.07 **Non-Bank Trustee or Custodian:** If the Deemed IRA is held by a non-bank Trustee or Custodian, the non-bank Trustee or Custodian shall substitute another trustee or custodian if the non-bank Trustee or Custodian receives notice from the Commissioner of Internal Revenue that such substitution is required because it has failed to comply with the requirements of § 1.408-2(e) of the Income Tax Regulations.
- 13.08 **Traditional IRA Maximum Permissible Annual Contributions:**
- (a) Except in the case of a rollover contribution (as permitted by Internal Revenue Code §§ 402(c), 402(e)(6), 403(a)(4), 403(b)(8), 403(b)(10), 408(d)(3) and 457(e)(16)) or a contribution made in accordance with the terms of a Simplified Employee Pension (SEP) as described in § 408(k), no contributions will be accepted unless they are in cash, and the total of such contributions shall not exceed \$5,000 for any taxable year beginning in 2008 and years thereafter. After 2008, the limit will be adjusted by the Secretary of the Treasury for cost-of-living increases under Code § 219(b)(5)(D). Such adjustments will be in multiples of \$500.
  - (b) In the case of an individual who is 50 or older, the annual cash contribution limit is increased by \$1,000 for any taxable year beginning in 2006 and years thereafter.
  - (c) In addition to the amounts described in paragraphs (a) and (b) above, an individual may make additional contributions specifically authorized by statute – such as repayments of qualified reservist distributions, repayments of certain plan distributions made on account of federally declared disasters and certain amounts received in connection with the Exxon Valdez litigation.
  - (d) No contributions will be accepted under a SIMPLE IRA plan established by any employer pursuant to § 408(p). Also, no transfer or rollover of funds attributable to contributions made by a particular employer under its SIMPLE IRA plan will be accepted from a SIMPLE IRA, that is, an IRA used in conjunction with a SIMPLE IRA plan, prior to the expiration of the 2-year period beginning on the date the individual first participated in that employer's SIMPLE IRA plan.
  - (e) If this is an inherited IRA within the meaning of § 408(d)(3)(C), no contributions will be accepted.
- 13.09 **Roth IRA Maximum Permissible Annual Contributions:**
- (a) Except in the case of a qualified rollover contribution (as defined in (g) below) or a recharacterization (as defined in (f) below), no contribution will be accepted unless it is in cash and the total of such contributions to all the

individual's Roth IRAs for a taxable year does not exceed the applicable amount (as defined in (b) below), or the individual's compensation (as defined in (h) below), if less, for that taxable year. The contribution described in the previous sentence that may not exceed the lesser of the applicable amount or the individual's compensation is referred to as a "regular contribution." However, notwithstanding the preceding limits on contributions, an individual may make additional contributions specifically authorized by statute – such as repayments of qualified reservist distributions, repayments of certain plan distributions made on account of a federally declared disaster and certain amounts received in connection with the Exxon Valdez litigation. Contributions may be limited under (c) through (e) below.

- (b) Applicable Amount: The applicable amount is determined below:
- (1) If the individual is under age 50, the applicable amount is \$5,000 for any taxable year beginning in 2008 and years thereafter. After 2008, the \$5,000 amount will be adjusted by the Secretary of the Treasury for cost-of-living increases under Code §219(b)(5)(D). Such adjustments will be in multiples of \$500.
  - (2) If the individual is 50 or older, the applicable amount under paragraph (1) above is increased by \$1,000 for any taxable year beginning in 2006 and years thereafter.
- (c) Regular Contribution Limit. The maximum regular contribution that can be made to all the individual's Roth IRAs for a taxable year is the smaller amount determined under (1) or (2) below.
- (1) The maximum regular contribution is phased out ratably between certain levels of modified adjusted gross income in accordance with the following table:

| Filing Status                        | Full Contribution | Phase-out Range             | No Contribution   |
|--------------------------------------|-------------------|-----------------------------|-------------------|
| Single or Head of Household          | \$95,000 or less  | Between \$95,000-\$110,000  | \$110,000 or more |
| Joint Return or Qualifying Widow(er) | \$150,000 or less | Between \$150,000-\$160,000 | \$160,000 or more |
| Married- Separate Return             | \$0               | Between \$0-\$10,000        | \$10,000 or more  |

An individual's modified adjusted gross income ("modified AGI") for a taxable year is defined in Code § 408A(c)(3) and does not include any amount included in adjusted gross income as a result of a qualified rollover contribution. If the individual's modified AGI for a taxable year is in the phase-out range, the maximum regular contribution determined under this table for that taxable year is rounded up to the next multiple of \$10 and is not reduced below \$200. After 2006, the dollar amounts above will be adjusted by the Secretary of the Treasury for cost-of-living increases under Code § 408A(c)(3). Such adjustments will be in multiples of \$1,000.

- (2) If the individual makes regular contributions to both Roth and non-Roth IRAs for a taxable year, the maximum regular contribution that can be made to all of the individual's Roth IRAs for that taxable year is reduced by the regular contributions made to the individual's non-Roth IRAs for the taxable year.
- (d) SIMPLE IRA Limits: No contributions will be accepted under a SIMPLE IRA plan established by any employer pursuant to §408(p). Also, no transfer or rollover of funds attributable to contributions made by a particular employer under its SIMPLE IRA plan will be accepted from a SIMPLE IRA, that is, an IRA used in conjunction with a SIMPLE IRA plan, prior to the expiration of the 2-year period beginning on the date the individual first participated in that employer's SIMPLE IRA plan.
- (e) Inherited Roth IRA. If this is an inherited Roth IRA within the meaning of § 408(d)(3)(C), no contributions will be accepted.
- (f) Recharacterization. A regular contribution to a non-Roth IRA may be recharacterized pursuant to the rules in § 1.408A-5 of the regulations as a regular contribution to this Roth IRA, subject to the limits in (c) above.
- (g) Qualified Rollover Contribution. A "qualified rollover contribution" is a rollover contribution of a distribution from an eligible retirement plan described in § 402(c)(8)(B). If the distribution is from an IRA, the rollover must meet the requirements of Code § 408(d)(3), except the one-rollover-per-year rule of § 408(d)(3)(B) does not apply if the distribution is from a non-Roth IRA. If the distribution is from an eligible retirement plan other than an IRA, the rollover must meet the requirements of Code § 402(c), 402(e)(6), 403(a)(4), 403(b)(8), 403(b)(10), 408(d)(3) or 457(e)(16), as applicable. A qualified rollover contribution also includes (1) and (2) below.

- (1) All or part of a military death gratuity or service members' group life insurance ("SGLI") payment may be contributed if the contribution is made within 1 year of receiving the gratuity or payment. Such contributions are disregarded for purposes of the one-rollover-per-year rule under § 408(d)(3)(B).
  - (2) All or part of an airline payment (as defined in § 125 of the Worker, Retiree, and Employer Recovery Act of 2008 ("WRERA"), Pub. L. 110-458) received by certain airline employees may be contributed if the contribution is made within 180 days of receiving the payment, or such other dates as provided by the Treasury Department.
- (h) Compensation. For purposes of (a) above, compensation is defined as wages, salaries, professional fees, or other amounts derived from or received for personal services actually rendered (including, but not limited to commissions paid salesmen, compensation for services on the basis of a percentage of profits, commissions on insurance premiums, tips, and bonuses) and includes earned income, as defined in Code §401(c)(2) (reduced by the deduction the self-employed individual takes for contributions made to a self-employed retirement plan). For purposes of this definition, §401(c)(2) shall be applied as if the term trade or business for purposes of §1402 included service described in subsection (c)(6). Compensation does not include amounts derived from or received as earnings or profits from property (including but not limited to interest and dividends) or amounts not includible in gross income (determined without regard to §112). Compensation also does not include any amount received as a pension or annuity or as deferred compensation. The term "compensation" shall include any amount includible in the individual's gross income under §71 with respect to a divorce or separation instrument described in subparagraph (A) of §71(b)(2). In the case of a married individual filing a joint return, the greater compensation of his or her spouse is treated as his or her own compensation, but only to the extent that such spouse's compensation is not being used for purposes of the spouse making an IRA contribution. The term "compensation" also includes any differential wage payments as defined in §3401(h)(2).

**13.10 Deemed IRA Annuity Contract Requirements for Roth and Traditional IRAs:**

- (a) This contract is nontransferable by the individual.
- (b) Any refund of premiums (other than those attributable to excess contributions) will be applied, before the close of the calendar year following the year of the refund, toward the payment of future premiums or the purchase of additional benefits.
- (c) If the premium payments are interrupted, the contract will be reinstated at any date prior to maturity upon payment of a premium to the Company, and the minimum premium amount for reinstatement shall be determined by the underlying Individual Agreement of the Annuity Contract; however, the Issuer may at its option either accept additional future payments or terminate the contract by payment in cash of the then present value of the paid up benefit if no premiums have been received for two full consecutive policy years and the paid up annuity benefit at maturity would be less than \$20 per month.

**13.11 Required Minimum Distributions from a Traditional IRA:**

- (a) Notwithstanding any provision of this IRA to the contrary,
  - (1) The distribution of the individual's interest in the Deemed IRA Custodial Account shall be made in accordance with the requirements of Code §408(a)(6) and the regulations thereunder, the provisions of which are herein incorporated by reference. If distributions are made from an annuity contract purchased from an insurance company, distributions thereunder must satisfy the requirements of Q&A-4 of § 1.401(a)(9)-6 of the Income Tax Regulations, rather than paragraphs (b), (c) and (d) below and section 13.12. The required minimum distributions calculated for this IRA may be withdrawn from another IRA of the individual in accordance with Q&A-9 of § 1.408-8 of the Income Tax Regulations.
  - (2) The distribution of the individual's interest in the Deemed IRA Annuity Contract shall be made in accordance with the requirements of Code § 408(b)(3) and the regulations thereunder, the provisions of which are herein incorporated by reference. If distributions are not made in the form of an annuity on an irrevocable basis (except for acceleration), then distribution of the interest in the IRA (as determined under section 13.13(c) must satisfy the requirements of Code §408(a)(6) and the regulations thereunder, rather than paragraphs (b), (c) and (d) below and section 13.13.
- (b) The entire value or interest of the Deemed IRA Account of the individual for whose benefit the account is maintained will commence to be distributed no later than:



|              |                  |
|--------------|------------------|
| Book         | Policy Manual    |
| Section      | 4000 Finances    |
| Title        | Payment of Bills |
| Code         | 4016             |
| Status       | Active           |
| Adopted      | May 10, 2016     |
| Last Revised | April 16, 2019   |

### **Purpose**

It is the intent of the Board of Trustees (Board) to direct prompt payment of bills, but at the same time ensure that due care has been taken in the review of Charter School bills.

### **Authority**

The Board directs that each bill or obligation of the Charter School shall be fully itemized, verified by the Business Administrator and approved by the Board.

1. The prompt payment of amounts owing under any contracts previously approved by the Board that will accrue to the Charter School's advantage.
2. Progress payments to contractors specified in a contract approved by the Board.
3. Orders to cover approved payrolls and agency account deposits.
4. Utility bills in months the Board does not meet.

### **Delegation of Responsibility**

It shall be the responsibility of the Chief Executive Officer, the Business Administrator or designee upon receipt of an invoice to verify that the purchase invoice is in order, goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the Board had budgeted for the item, and the invoice is for the amount contracted.

Should the invoice vary from the acknowledged purchase order, the Business Administrator or designee shall document on the invoice the reason for such variance.

Should funds not be available in the account to which a proposed purchase will be charged, the Business Administrator or designee shall determine the overage and request the Board make a legal transfer to cover it, in accordance with Board policy.

All claims for payment shall be submitted to the Board and recorded in the minutes of the Board meeting.

The list of bills shall include for each:

1. Check number.



2. Check date.
3. Vendor.
4. Amount of remittance.
5. Reason for remittance.
6. Account charged.

Prior to the Board's consideration of the bills for payment, each invoice shall be reviewed by the Business Administrator.

Upon approval of an order, the Board Treasurer shall prepare a check for payment and cancel the commitment placed against the appropriate account.

All checks approved by the Board shall be signed by the Board Chairperson. Those individuals signing checks should also initial the relevant invoice to indicate review of the invoice. Two signatures are required for all checks above the amount approved by the Board for Chief Executive Officer signature alone. These two signatures shall consist of the Chief Executive Officer and their designee, if applicable, and an authorized Board Trustee.

Signed checks shall be handed over to the Secretary and/or administrative assistant to be mailed out. Such checks are to be mailed without allowing them to be returned to the employee(s) responsible for accounts payable.

### **Guidelines**

Signatures of the Board Chairperson, Board Secretary, and Board Treasurer may be engraved on a signature plate or stamp.[\[1\]](#)

No check shall be made out to cash and all checks shall be executed in accordance with the Bylaws and Internal Controls Policy.

### **Sales Tax**

The Charter School is exempt from Pennsylvania sales tax on the purchase of tangible, personal property or services that are sold or used by the Charter School. The Charter School shall control use of its sales tax exemption number issued by the Department of Revenue, in compliance with established regulations. The exemption number shall be used only when buying property or services for Charter School use.[\[2\]](#)[\[3\]](#)

The Charter School shall obtain a sales tax license number for school organizations who sell any items subject to taxation.[\[3\]](#)[\[4\]](#)

In order to monitor these activities, the Chief Executive Officer, the Business Administrator, or designee shall develop administrative procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

- [1. 65 P.S. 302](#)
- [2. 72 P.S. 7204](#)
- [3. 61 PA Code 32.21](#)
- [4. 72 P.S. 7208](#)
- [24 P.S. 1714-A](#)
- [24 P.S. 1716-A](#)
- [61 PA Code 32.1](#)



Book                      Policy Manual  
 Section                 4000 Finances  
 Title                     Check Request Form  
 Code                     4016-AR-1  
 Status                  Active  
 Adopted                September 8, 2020

**CHECK REQUEST FORM**

Date of Request: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Person Requesting Check: \_\_\_\_\_

Amount (Total) of Check: \$\_\_\_\_\_

(Please make sure receipts and/or backup are attached.)

Description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Charge to Account Code: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_

**Business Office Use Only**

Account #: \_\_\_\_\_

Check Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Check #: \_\_\_\_\_



|         |                              |
|---------|------------------------------|
| Book    | Policy Manual                |
| Section | 4000 Finances                |
| Title   | Electronic Transfer of Funds |
| Code    | 4016-AR-2                    |
| Status  | Active                       |
| Adopted | September 8, 2020            |

Upon a resolution of the Board, the school may be a party to an agreement for the electronic transfer of school funds.

The CEO and/or Business Administrator will be responsible for implementing and monitoring the school's compliance with the agreement, including payment approval, accounting controls, reporting, and general oversight.

For the purpose of accountability, the CEO or Business Administrator will submit to the Board a monthly report detailing the goods and services purchased during the preceding month. The report will contain:

1. Goods and services purchased and their costs.
2. Dates of the payments.
3. Department serviced by each payment.

Accounting methods for electronic transfer of funds will follow the school's established and approved accounting procedures:

1. The Business Administrator will prepare a list of vendors authorized to be paid by an electronic transaction and will provide that list to designated employee(s).
2. The designated Business Office employee will review the transaction upon receipt of an invoice from a vendor on the approved list. The employee will sign the invoice, which then acts as the warrant.
3. The Business Administrator will present to the Board for approval a list of electronic payments which may be included in the standard bill list presented to the Board for approval. The Board will approve all transactions prior to disbursement.
4. Following Board approval, the Business Administrator will sign the warrant, initiate the electronic transfer with the vendor, and complete the actual transfer of funds.
5. The Business Office will retain all pertinent invoices, receipts and documents regarding electronic transfers for audit purposes.



|              |                                 |
|--------------|---------------------------------|
| Book         | Policy Manual                   |
| Section      | 4000 Finances                   |
| Title        | Procedures for Payment of Bills |
| Code         | 4016-AR-3                       |
| Status       | Active                          |
| Adopted      | September 8, 2020               |
| Last Revised | September 12, 2023              |

Charter school employees will adhere to all laws and regulations, Board policy and administrative procedures regarding payment of bills.

All claims for payment will be submitted to the Board for approval and recorded in the minutes of the Board meeting; however, in situations where the prompt payment of the item will accrue to the school's advantage, the Board Secretary may draw a check for payment of such item.

The Business Administrator will ensure that the list of bills contains the following information for each one:

1. Check number.
2. Check date.
3. Vendor.
4. Amount of remittance.
5. Account number.
6. Description or reason for purchase.
7. Purchase number, if applicable.

Prior to the Board's consideration of the bills for payment, the Business Administrator or designee will review each payment in excess of \$100.

### **General Fund Expenditures**

Expenditures from the General Fund Expenditure Accounts will be allocated as defined by the fiscal budget, unless a transfer of funds is authorized by the Board.

Each expenditure from the General Fund will be made after the issuance of a purchase order by authorized personnel, receipt of an invoice, and verification that the material was received and is correct.

### **Facsimile Signatures**

Board policy authorizes the use of facsimile signature machines, signature stamps or similar devices for signing checks.

The Business Administrator is responsible for the custody of the necessary machines, stamps, plates and other devices.

### **Sales Tax**

Responsible designated school employees are responsible to know that the school is exempt from sales tax on the purchase of tangible, personal property or services that are sold or used by the school.

School staff will control use of its sales tax exemption number issued by the Department of Revenue, in compliance with established regulations. The exemption number will be used only when buying property or services for school use.

The school will obtain a sales tax license for school organizations that purchase items to be resold.

In order to monitor these activities, the Business Administrator will supervise employees designated to coordinate and accumulate accurate information and to submit proper reports and remittances to the Department of Revenue.



|              |                    |
|--------------|--------------------|
| Book         | Policy Manual      |
| Section      | 4000 Finances      |
| Title        | Petty Cash         |
| Code         | 4017               |
| Status       | Active             |
| Adopted      | May 10, 2016       |
| Last Revised | September 10, 2019 |

Petty cash funds may be used for designated purposes so long as such funds are subject to adequate controls and safeguards.

The 21CCCS' Board of Trustees ("Board") authorizes the establishment of petty cash funds in the care of the CEO, the CEO's designee or other administrators charged with the responsibility for the management and administration of budgetary allocations/appropriations.

Each responsible person shall ensure that petty cash funds are spent only for designated purposes for which the funds were established. Further, no single purchase for petty cash may exceed \$500 and each request for funds must be made in writing with any confirming papers attached. Such request must be signed by the requestor. Funds are not to be used to circumvent the regular purchasing procedure and the petty cash box should be secured daily.

A responsible custodian may choose to select an employee from the 21CCCS staff to carry out the functional operations on his behalf related to the maintenance, disbursement, record-keeping and safekeeping of the imprest funds. The functional custodian is directly accountable to the responsible custodian.

The responsible custodian shall provide for the safekeeping of funds and records.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 4000 Finances     |
| Title   | Petty Cash Funds  |
| Code    | 4017-AR-1         |
| Status  | Active            |
| Adopted | September 8, 2020 |

Petty cash funds will be established annually for the West Chester and Murrysville offices. Such funds will be used for the payment of properly itemized and documented purchases of nominal amounts and under conditions calling for immediate payment or emergency.

The Business Administrator will issue all petty cash funds. Each school building will be provided a \$100.00 petty cash fund.

Petty cash funds are school funds; and administrators and responsible employees will exercise prudent management, supervision and protection of the assigned funds.

The administrator of a school or area with a petty cash fund can designate an employee as a fund custodian to conduct bookkeeping and security duties.

Petty cash funds must be secured in the building in a locked moneybag or cabinet to avoid access by unauthorized individuals.

The fund custodian will complete and maintain each month a Disbursement of Petty Cash Form.

The fund custodian will annually submit all request forms and receipts and the completed Disbursement Of Petty Cash Forms for reconciliation to the Business Administrator by June 30.

### **Procedure**

The following procedure will be used for dispensing of petty cash funds:

1. The requestor must complete a Petty Cash Request Form, along with any supporting documents, and submit it to the Business Administrator.
2. All expenditures from petty cash must be approved by the fund custodian prior to withdrawal of funds.
3. Reimbursement will be made to an employee only upon submission of a valid receipt for the expenditure and verification with the request form.
4. The responsible employee will note the expenditure on the Disbursement of Petty Cash Form.
5. The responsible employee will retain all request forms and receipts until the end of the year or all the funds are used.
6. At all times, the request forms and receipts and cash count must equal the full amount of the fund.

Petty cash funds will not be used to circumvent the regular purchasing procedure.

No single purchase using petty cash will exceed fifty dollars (\$50.00), unless it is an emergency purchase.

Petty cash funds will not be used to accommodate the cashing of personal checks.

**Request for Replenishment Of Funds**

A request to replenish a petty cash fund can be made when at least fifty percent (50%) of the funds has been expended.

Upon depletion of the monies in a petty cash fund, the fund custodian will submit receipts, along with a request for additional funds.

After review of the submitted request and supporting documents will be issued.

No petty cash funds will be replenished after June 1 of the fiscal year.





Book                      Policy Manual  
 Section                  4000 Finances  
 Title                      Petty Cash Request Form  
 Code                      4017-AR-2  
 Status                    Active  
 Adopted                 September 8, 2020

\_\_\_\_\_ Date

No.: \_\_\_\_\_

Building: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Amount: \_\_\_\_\_

Person Using Cash: \_\_\_\_\_

\_\_\_\_\_  
 Approved By

\_\_\_\_\_  
 Received By



Book Policy Manual  
 Section 4000 Finances  
 Title Disbursement of Petty Cash Form  
 Code 4017-AR-3  
 Status Active

1. Amount of authorized Petty Cash Fund \$ \_\_\_\_\_  
 2. Money on Hand (Date \_\_\_\_/\_\_\_\_/\_\_\_\_) \$ \_\_\_\_\_  
 3. Total Expenses (The sum of attached receipt slips.) \$ \_\_\_\_\_  
 Total of #2 and #3 (Must agree with authorized Petty Cash Fund value #1.) \$ \_\_\_\_\_

| <u>REQUESTER</u>                         | <u>AMOUNT</u> | <u>DATE</u> |
|------------------------------------------|---------------|-------------|
| _____                                    | \$ _____      | _____       |
| _____                                    | \$ _____      | _____       |
| _____                                    | \$ _____      | _____       |
| _____                                    | \$ _____      | _____       |
| _____                                    | \$ _____      | _____       |
| _____                                    | \$ _____      | _____       |
| TOTAL (Must be the amount for #3 above.) | \$ _____      |             |

Principal / Administrator \_\_\_\_\_  
 \_\_\_\_\_  
 Date \_\_\_\_\_



|         |                |
|---------|----------------|
| Book    | Policy Manual  |
| Section | 4000 Finances  |
| Title   | Audit          |
| Code    | 4019           |
| Status  | Active         |
| Adopted | March 12, 2019 |

### **Authority**

The Board of Trustees (Board) shall employ an independent, certified public accountant to conduct an annual financial audit of the Charter School in conformance with prescribed and legal standards. The completed audit shall be presented to the Board for its examination and approval.[\[1\]](#)[\[2\]](#)

The Board recognizes the importance of the public's right to have access to the public records of the Charter School, including public financial records. The public has the right under law to inspect and procure copies of the annual financial audit conducted by the Charter School's accountants and the audit conducted by the Auditor General's office.[\[3\]](#)

### **Delegation of Responsibility**

The Chief Executive Officer and Board Secretary shall annually, by December 31, submit a signed statement to the Pennsylvania Department of Education certifying that the financial statements of the Charter School have been properly audited pursuant to law and that in the independent auditor's opinion, the financial information submitted in the annual financial report is materially consistent with the audited financial statements. If the financial information is not deemed materially consistent, the Charter School shall submit a revised annual financial report no later than December 31.[\[4\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

|       |                                       |
|-------|---------------------------------------|
| Legal | <a href="#">1. 24 P.S. 1719-A</a>     |
|       | <a href="#">2. 24 P.S. 437</a>        |
|       | <a href="#">3. 65 P.S. 67.701</a>     |
|       | <a href="#">4. 24 P.S. 218</a>        |
|       | <a href="#">24 P.S. 1716-A</a>        |
|       | <a href="#">24 P.S. 2401 et seq</a>   |
|       | <a href="#">65 P.S. 67.101 et seq</a> |



|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 4000 Finances     |
| Title   | School Audit      |
| Code    | 4019-AR-1         |
| Status  | Active            |
| Adopted | September 8, 2020 |

The Board approves an independent, certified public accountant to conduct an annual school audit. The auditor will be employed by a written contract that specifies the terms and conditions of employment by the Board.

The auditor will conduct the audit as soon as possible after the close of the fiscal year.

The auditor will send copies of the audit report to all individual Board members, CEO and Business Administrator prior to the auditor's presentation of the report to the full Board.

The CEO and/or Business Administrator will assist the auditor in conducting an annual independent audit that meets all prescribed and legal standards.

The Business Administrator is responsible for maintaining the books and records of the school in an auditable form. They will be responsible, or will designate employees, to prepare all fiscal reports, keep necessary records to control the school's financial transactions, and prepare financial statements.

All school employees and its agents having custody of school funds or responsibility for keeping records of public financial or fiscal matters will produce all books and records requested by the auditor and provide any information relative to fiscal affairs requested by the auditor.

#### **Report To Department Of Education**

The CEO and Board Secretary will annually submit a signed statement to the Department of Education no later than December 31 certifying that the audited financial statements of the school have been properly audited as required by law and that, in the auditor's professional opinion, the financial information submitted in the school's annual financial report was materially consistent with the audited financial statements.

If the financial information submitted in the annual financial report was not materially consistent with the audited financial statements, the school will submit a revised annual financial report to the Department of Education no later than December 31.



|         |                       |
|---------|-----------------------|
| Book    | Policy Manual         |
| Section | 4000 Finances         |
| Title   | Employment of Auditor |
| Code    | 4019-AR-2             |
| Status  | Active                |
| Adopted | September 8, 2020     |

The Board is responsible for employing an independent, certified public accountant to conduct an annual school audit.

When the Board decides to seek proposals for employment as the school auditor, the CEO is responsible for initiating the process. This process should be conducted at least once every three (3) years.

In cooperation with the Board, the CEO and/or Business Administrator will develop the required qualifications and criteria for the auditor's position.

The CEO and/or Business Administrator will advertise in appropriate media the availability of the position, state the required qualifications and criteria, and clarify the process for submitting proposals, including the timeline and contact employee.

The CEO and/or Business Administrator will receive the completed proposals and review each proposal, comparing the relative merits of alternative audit approaches, the hours required by staff levels to complete the various segments of the audit, as well as the experience of the assigned staff as appropriate for the type of audit desired.

The CEO and/or Business Administrator will complete an Evaluation Form for each submitted proposal that meets the stated qualifications and criteria.

### **Oral Presentations/Interviews**

During the evaluation process, the administration has the authority to request any one or all firms to make oral presentations. Such presentations may provide firms with an opportunity to clarify issues and answer questions regarding the firm's proposal. Not all firms may be asked to make an oral presentation.

At a presentation, school administrators may pose interview questions to the firm's representative about the proposal.

### **Final Selection**

Based on the total scores on the Evaluation Form, feedback from any oral presentation or interview, information received and opinion of the Business Administrator, the CEO will recommend an auditing firm to the Board for its approval.

The Board will approve the employment of an auditor at a public Board meeting and will execute a written contract that specifies the terms and conditions of employment.



|         |                          |
|---------|--------------------------|
| Book    | Policy Manual            |
| Section | 4000 Finances            |
| Title   | Proposal Evaluation Form |
| Code    | 4019-AR-3                |
| Status  | Active                   |
| Adopted | September 8, 2020        |

Administrative Review - Proposals will be evaluated by the CEO and/or Business Administrator.

Review of Proposals - The Administrative Review will consist of a point formula during the review process to score proposals by each of the criteria described below.

Evaluation of Proposals - The evaluators will compare the relative merits of alternative audit approaches and will assess the hours required by staff level to complete the various segments of the audit, as well as determine if the experience of assigned staff is adequate for the type of audit desired.

| <b>TECHNICAL CRITERIA</b>                                                                                                                                                                                                                                                                                     | <b>POINT RANGE</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed. (0-45)                                                                                                                                                                                                     |                    |
| a. Audit Coverage.                                                                                                                                                                                                                                                                                            | 0-20               |
| Adequacy of sampling techniques.                                                                                                                                                                                                                                                                              |                    |
| Adequacy of analytical procedures.                                                                                                                                                                                                                                                                            |                    |
| b. Realistic time estimates of each major segment of the work plan and the estimated number of hours for each staff level, including consultants assigned.                                                                                                                                                    | 0-10               |
| c. Copy of an audit conducted last year for another similar school.                                                                                                                                                                                                                                           | 0-15               |
| 2. Technical experience of the firm.                                                                                                                                                                                                                                                                          | 0-40               |
| a. Auditing of the type under consideration.                                                                                                                                                                                                                                                                  | 0-15               |
| b. Auditing similar entities (size/budget).                                                                                                                                                                                                                                                                   | 0-20               |
| c. Firm or staff auditing experience with this school.                                                                                                                                                                                                                                                        | 0-5                |
| 3. Qualifications of staff, including consultants, to be assigned to the audit. Education, including continuing education courses taken during the past two (2) years, position in the firm, and years and types of experience will be considered. This will be determined from the résumés submitted. (0-30) |                    |
| a. Qualifications of the audit team.                                                                                                                                                                                                                                                                          | 0-20               |
| b. Supervision to be exercised over the audit team by the firm's management.                                                                                                                                                                                                                                  | 0-10               |
| 4. Size and structure of the firm.                                                                                                                                                                                                                                                                            | 0-10               |

|                        |       |
|------------------------|-------|
| TOTAL TECHNICAL POINTS | 0-125 |
|------------------------|-------|

**COST CRITERIA****POINT RANGE**

|                       |      |
|-----------------------|------|
| 1. Cost of the audit. | 0-25 |
|-----------------------|------|

|                   |      |
|-------------------|------|
| TOTAL COST POINTS | 0-25 |
|-------------------|------|

|                |       |
|----------------|-------|
| MAXIMUM POINTS | 0-150 |
|----------------|-------|

In the event that oral presentations/interviews are necessary, additional points will be given on a scale of 0-25. While the total score will be a significant factor, the CEO reserves the right to make a final selection for recommendation of Board approval.



|              |                           |
|--------------|---------------------------|
| Book         | Policy Manual             |
| Section      | 4000 Finances             |
| Title        | Federal Fiscal Compliance |
| Code         | 4020                      |
| Status       | Active                    |
| Adopted      | March 8, 2005             |
| Last Revised | May 29, 2020              |

The Board of Trustees (the "Board") of 21st Century Cyber Charter School ("Charter School") shall ensure federal funds received by the Charter School are administered in accordance with federal requirements, including but not limited to the federal Uniform Grant Guidance.

The Board shall review and approve all applications for federal funds submitted by the Charter School.

The Board designates the Business Administrator as the Charter School contact for all federal programs and funding.

The CEO or designee, in collaboration with the Federal Programs Coordinator and Business Administrator, shall establish and maintain a sound financial management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants, and to track costs and expenditures of funds associated with grant awards.

The Charter School's financial management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all financial management system requirements are met.

Financial management standards and procedures shall assure that the following responsibilities are fulfilled:

Identification – the Charter School must identify, in its accounts, all federal awards received and expended, and the federal programs under which they were received.

Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of the Education Department General Administrative Regulations ("EDGAR").

Accounting Records – the Charter School must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.

Internal Controls – Effective control and accountability must be maintained for all funds, real and personal property and other assets. The Charter School must adequately safeguard all such property and must assure that it is used solely for authorized purposes.

Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.

Cash Management – The Charter School shall maintain written procedures to implement the cash management requirements found in EDGAR. See Attachment.



Allowability of Costs – The Charter School shall ensure that allowability of all costs charged to each federal award is accurately determined and documented. See Attachments.

Procurement – The Charter School has outlined cost thresholds for determining when the quote or formal bidding procedures that are required by state law as reflected in the Purchases Subject to Bid Policy must be modified when making purchases for federally funded purposes to which the Uniform Grant Guidance or USDA regulations apply. See Attachment.

### **Standards of Conduct**

The Charter School shall maintain standards of conduct covering conflicts of interest and the actions of employees and school officials engaged in the selection, award and administration of contracts.

All employees shall be informed of conduct that is required for federal fiscal compliance and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.

### **Employees - Time and Effort Reporting**

All Charter School employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.

Charter School employees shall be reimbursed for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

The Charter School shall establish and maintain employee policies on hiring, benefits and leave and outside activities, as approved by the Board.

### **Record Keeping**

The Charter School shall maintain a Records Management Plan and related Board policy and administrative regulations for the retention, retrieval and disposition of manual and electronic records, including emails.

The Charter School shall ensure the proper maintenance of federal fiscal records documenting:

- a. Amount of federal funds.
- b. How funds are used.
- c. Total cost of each project.
- d. Share of total cost of each project provided from other sources.
- e. Other records to facilitate an effective audit.
- f. Other records to show compliance with federal program requirements.
- g. Significant project experiences and results.
- h. All records must be retrievable and available for programmatic or financial audit.

The Charter School shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other Charter School records which are pertinent to the federal award. The Charter School shall also permit timely and reasonable access to the Charter School's personnel for the purpose of interview and discussion related to such documents.

Records shall be retained for a minimum of five (5) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit or cognizant agency for indirect costs.

If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action taken.

As part of the Records Management Plan, the Charter School shall maintain a records retention schedule, which shall delineate the record retention format, retention period and method of disposal.

The Records Management Plan shall include identification of staff authorized to access records, appropriate training, and preservation measures to protect the integrity of records and data.

The Charter School shall ensure that all personally identifiable data protected by law or regulations is handled in accordance with the requirements of applicable law, regulations, Board policy and administrative regulations.

### **Sub-Recipient Monitoring**

In the event that the Charter School awards sub-grants, the Charter School shall establish procedures to:

- a. Assess the risk of noncompliance.
- b. Monitor grant sub-recipients to ensure compliance with federal, state, and local laws and Board policy and procedures.
- c. Ensure the Charter School's record retention schedule addresses document retention on assessment and monitoring.

### **Compliance Violations**

Employees and contractors involved in federally funded programs and sub-recipients shall be made aware that failure to comply with federal law, regulations or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.

### **Cash Management – Federal Programs**

The Charter School receives payment from the Pennsylvania Department of Education (PDE) on a reimbursement basis. The Charter School may receive an advance of federal grant funds. The Charter School shall maintain accounting methods and internal controls and procedures that assure those responsibilities are met.

#### **Payment Methods**

Reimbursements -

The Charter School will initially charge federal grant expenditures to nonfederal funds. The Business Administrator will request reimbursement for actual expenditures incurred under the federal grants monthly.

Such requests shall be submitted with appropriate documentation and signed by the requestor. Requests for reimbursements will be approved by the Business Administrator.

Reimbursement will be submitted on the appropriate form to the PDE portal. All reimbursements are based on actual disbursements, not on obligations. PDE will process reimbursement requests within the timeframes required for disbursement.

Consistent with state and federal requirements, the Charter School will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for PDE to review upon request. Reimbursements of actual expenditures do not involve interest calculations.

Advances -

When the Charter School receives advance payments of federal grant funds, it must minimize the time elapsing between the transfer of funds to the Charter School and the expenditure of those funds on allowable costs of the applicable federal program. (2 CFR Sec. 200.305(b)) The Charter School shall attempt to expend all advances of federal funds within seventy-two (72) hours of receipt.

When applicable, the Charter School shall use existing resources available within a program before requesting additional advances. Such resources include program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds. (2 CFR Sec. 305(b)(5)).

The Charter School shall hold federal advance payments in insured, interest-bearing accounts.

The Charter School is permitted to retain for administrative expense up to \$500 per year of interest earned on federal grant cash balances. Regardless of the federal awarding agency, interest earnings exceeding \$500 per year shall be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment. (2 CFR Sec. 200.305(b)(9))

Consistent with state guidelines, interest accruing on total federal grant cash balances shall be calculated on cash balances per grant and applying the actual or average interest rate earned. Remittance of interest shall be responsibility of the Business Administrator.

### **Allowability of Costs – Federal Programs**

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval from the state.

### **Delegation of Responsibility**

When determining how the Charter School will spend its grant funds, the Business Administrator will review the proposed cost to determine whether it is an allowable use of federal grant funds *before* obligating and spending those funds on the proposed good or service.

### **Allowability Determinations**

All costs supported by federal education funds must meet the standards outlined in Education Department General Administrative Regulations ("EDGAR"), 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Business Administrator must consider these factors when making an allowability determination.

Part 200 sets forth general cost guidelines that must be considered, as well as rules for specific types of items, both of which must be considered when determining whether a cost is an allowable expenditure of federal funds. The expenditure must also be allowable under the applicable program statute (e.g., Title I of the Elementary and Secondary Education Act (ESEA), or the Carl D. Perkins Career and Technical Education Act (Perkins)), along with accompanying program regulations, non-regulatory guidance and grant award notifications.

Restrictions in state and local rules or policy also must be considered. Whichever allowability requirements are stricter will govern whether a cost is allowable.

General allowability determination factors include the following:

1. Be Necessary and Reasonable for the performance of the federal award. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices.

When determining reasonableness of a cost, consideration must be given to:

- Whether the cost is a type generally recognized as ordinary and necessary for the operation of the Charter School or the proper and efficient performance of the federal award.
- The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; federal, state and other laws and regulations; and terms and conditions of the federal award.
- Market prices for comparable goods or services for the geographic area.
- Whether the individual incurring the cost acted with prudence in the circumstances considering responsibilities to the Charter School, its employees, its students, the public at large, and the federal government.
- Whether the Charter School significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the federal award's cost. (2 CFR Sec. 200.404)

Whether a cost is necessary will be determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the Charter School can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to:

- Whether the cost is needed for the proper and efficient performance of the federal award program.
  - Whether the cost is identified in the approved budget or application.
  - Whether there is an educational benefit associated with the cost.
  - Whether the cost aligns with identified needs based on results and findings from a needs assessment.
  - Whether the cost addresses program goals and objectives and is based on program data.
2. Allocable to the federal award. A cost is allocable to the federal award if the goods or services involved are chargeable or assignable to the federal award in accordance with the relative benefit received. This means that the federal grant program derived a benefit in proportion to the funds charged to the program. (2 CFR Sec. 200.405)
  3. Consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the school entity.
  4. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the federal award.
  5. Consistent treatment. A cost cannot be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
  6. Adequately documented. All expenditures must be properly documented.
  7. Be calculated in accordance with generally accepted accounting principles (GAAP), unless provided otherwise in Part 200.
  8. Not included as a match or cost-share, unless the specific federal program authorizes federal costs to be treated as such. Some federal program statutes require the nonfederal entity to contribute a certain amount of nonfederal resources to be eligible for the federal program.
  9. Be the net of all applicable credits. The term "applicable credits" refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the state relate to the federal award, they shall be credited to the federal award, either as a cost reduction or a cash refund, as appropriate. (2 CFR Sec. 200.406)

### **Selected Items of Cost**

Charter School personnel responsible for spending federal grant funds and for determining allowability must be familiar with and refer to the Part 200 selected items of cost section. These rules must be followed when charging these specific expenditures to a federal grant. When applicable, employees must check costs against the selected items of cost requirements to ensure the cost is allowable, and also check state, Charter School and program-specific rules.

Any questions related to specific costs should be forwarded to the Business Administrator who shall consult with the school solicitor for clarification as appropriate.

### **Administration of Federal Funds – Type of Costs, Obligations and Property Management**

The Charter School establishes and maintains Board policies, administrative regulations and procedures on administration of federal funds in federal programs as required by the Uniform Grant Guidance and other federal, state and local laws, regulations and requirements. The Charter School's financial management system includes internal controls and grant management standards in the following areas.

### **Direct and Indirect Costs**

Direct costs – costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

Indirect costs – costs incurred for a common or joint purpose benefiting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved.

Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect costs. (2 CFR Sec. 200.405, 200.413)

Identification with the federal award rather than the nature of the goods and services involved is the determining factor in distinguishing direct from indirect costs.

Direct and indirect costs shall be determined in accordance with law, regulations, the terms and conditions of the federal award, and the Charter School's negotiated indirect cost rate.

The Charter School shall develop an indirect cost rate proposal and cost allocation plan in accordance with law, regulations and the terms and conditions of the federal award.

### **Timely Obligation of Funds**

Obligations – orders placed for property and services, contracts and sub-awards made, and similar transactions during a given period that require payment by the Charter School during the same or a future period.

All obligations must occur between the beginning and ending dates of the federal award project, which is known as the period of performance. The period of performance is dictated by law and regulations and will be indicated in the federal award. Specific requirements for carryover funds may be specified in the federal award and must be adhered to by the Charter School. (2 CFR Sec. 200.77, 200.309)

The Charter School will handle obligations and carry over of state-administered and direct grants in accordance with state and federal law and regulations, and the terms and conditions of the federal award. Carryover will be calculated and documented by the Business Administrator.

The Charter School may exercise an extension of the period of performance under a direct grant in accordance with law, regulations and the terms and conditions of the federal award when written notice is provided to the federal awarding agency at least ten (10) calendar days prior to the end of the period of performance. (2 CFR Sec. 200.308(d)(2))

The CEO along with the Business Administrator will decide when an extension of the period of performance is necessary and will recommend that the Board approve this process.

The CEO along with the Business Administrator will develop the required written notice, including the reasons for the extension and revised period of performance; the notice will be issued no later than ten (10) calendar days prior to the end of the currently documented period of performance in the federal award.

The Charter School must seek approval from the federal awarding agency for an extension of the period of performance when the extension is not contrary to federal law or regulations, and the following conditions apply:

- a. The terms and conditions of the federal award prohibit the extension;
- b. The extension requires additional federal funds; or
- c. The extension involves any change in the approved objectives or scope of the project. (2 CFR Sec. §200.308)

The CEO along with the Business Administrator will determine when an extension must be requested for approval by the federal awarding agency, draft the written request and notify the Board of the requested extension.

## **Management of Property Acquired With Federal Funds**

### Contract and Purchasing Administration -

The Charter School maintains internal controls, administrative regulations and procedures to ensure that contractors deliver goods and services in accordance with the terms, conditions and specifications of the designated contract, purchase order or requisition.

### Property Classifications -

Property shall be classified as equipment, supplies, computing devices and capital assets as defined and specified in accordance with law, regulations and Board policy.

### Inventory Control/Management -

All property purchased with federal funds, regardless of cost, will be inventoried as a safeguard.

Inventory will be received by the department or program requesting the item; designated staff will inspect the property, compare it to the applicable purchase order or requisition, and ensure it is appropriately logged and tagged in the Charter School's property management system.

Items acquired will be physically labeled by source of funding and acquisition date.

Inventory records of equipment and computing devices must be current and available for review and audit, and include the following information:

- a. Description of the item, including any manufacturer's model number.
- b. Manufacturer's serial number or other identification number.
- c. Identification of funding source.
- d. Acquisition date and unit cost.
- e. Source of items, such as company name.
- f. Percentage of federal funds used in the purchase.
- g. Present location, use, condition of item, and date information was reported.
- h. Pertinent information on the ultimate transfer, replacement or disposition of the item and sale price of the property.

Inventory will be updated as items are sold, lost or stolen, or cannot be repaired, and new items are purchased.

### Physical Inventory -

Physical inventory of property will be completed by designated Charter School staff in accordance with applicable federal and state law and regulation and Board policy.

The physical inventory of items will be conducted annually, and the results will be reconciled with the inventory records and reported to the federal awarding agency.

### Maintenance -

The Charter School establishes adequate maintenance procedures to ensure that property is maintained in good condition in accordance with law, regulation and Board policy.

### Safeguards -

The Charter School ensures that adequate safeguards are in place to prevent loss, damage or theft of property:

- a. Any loss, damage or theft will be reported to the CEO and investigated and fully documented, and may be reported to local law enforcement.
- b. If stolen items are not recovered, the Charter School will submit copies of the investigative report and insurance claim to the federal awarding agency.
- c. The Charter School may be responsible for replacing or repairing lost, damaged, destroyed or stolen items.
- d. Replaced equipment is property of the originally funded program and should be inventoried accordingly.

- e. Charter School property may only be loaned in accordance with Board policy and administrative regulations.

#### Disposition of Property Acquired with Federal Funds –

When the Charter School determines that equipment or supplies acquired under a federal award are no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Principal will contact the federal awarding agency or pass-through entity administering the program to obtain disposition instructions, based on the fair market value of the equipment or supplies.

Generally, items with a fair market value of \$5,000 or less that are no longer effective may be retained, sold, purged, or transferred to the Charter School. For items with a fair market value greater than \$5,000, the federal awarding agency is entitled to the federal share of the current market value or sales proceeds.

If the Charter School will be replacing the equipment or supplies, the Charter School may use the existing equipment or supplies as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

The Business Administrator will be responsible for contacting the federal awarding agency and determining the process for disposition of equipment or supplies.

The Charter School may use the following methods in disposing of unnecessary equipment or supplies acquired with federal funds:

- a. Public auction and/or online sale – generally conducted by a licensed auctioneer.
- b. Salvage – scrap sold to local dealers.
- c. Negotiated sale – normally used when disposing of items of substantial value.
- d. Sealed bid – normally used for items of substantial value or unique qualities.
- e. Pre-priced sale – large quantities of obsolete or surplus equipment or supplies may be sold by this method.
- f. Donation to charitable organizations, for equipment or supplies with little to no value.
- g. Disposition to trash for equipment or supplies with no value.

The Business Administrator will be responsible for maintaining records of obsolete and surplus property disposed of, and will report to the federal awarding agency when required.

### **Procurement – Federal Programs Policy Attachment**

#### **Responsibility for Purchasing**

The Board of Trustees of the Charter School has outlined standard purchasing responsibilities, methods of purchasing, price quotations and bid requirements in the following Board policies and their accompanying administrative regulations or procedures:

Disqualification, Suspension Or Debarment Of Bidders Policy  
 Internal Controls Policy  
 Payment of Claims Policy  
 Purchases Subject to Bid Policy  
 Purchases Budgeted Policy

#### **Purchase Methods**

When a request for purchase of equipment, supplies or services has been submitted and approved as outlined below, the procurement method to be used will be determined based on the total cost of the purchase as further outlined below. This procedure outlines how the cost thresholds for determining when the quote or formal bidding procedures that are required by state law as reflected in the Purchases Subject to Bid Policy must be modified when making purchases for federally funded purposes to which the Uniform Grant Guidance or USDA regulations apply, so as to comply with both state and federal requirements. Final determination of which purchasing procedures are to be applied is delegated to the Business Administrator under the authority of the Board.

### **Standard Procurement Documents and Purchase Request Process**

The Charter School shall use purchase orders or requisition order forms for purchase requests in accordance with the applicable purchase method. The Charter School shall use paper and/or electronic purchasing records, which are pre-numbered and are accessible to designated purchasing staff in the Charter School main office.

Purchase requests by an employee must be submitted to the Principal. Purchase of all budgeted items or items approved by the CEO must be initiated by use of a purchase order or requisition submitted to the Business Administrator.

Purchase orders and requisitions shall contain information including, but not limited to:

1. Description of the services to be performed or goods to be delivered.
2. Location of where services will be performed or goods will be delivered.
3. Appropriate dates of service or delivery.

Documentation on purchase orders and requisitions shall be maintained in accordance with the Charter School's Records Management Policy and records retention schedule.

Contracts shall be reviewed by the CEO prior to submission to the Board for approval.

Contracts to which the Uniform Grant Guidance apply shall contain the clauses specified in Appendix II to 2 CFR Part 200 (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards), when applicable.

### **Micro-Purchases Not Requiring Quotes or Bidding (up to \$10,000)**

For purposes of this procedure, micro-purchase means a purchase of equipment, supplies or services for use in federally funded programs using simplified acquisition procedures, the aggregate amount of which does not exceed a base amount of \$10,000. The micro-purchase dollar threshold is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than \$10,000.

The micro-purchase method is used in order to expedite the completion of its lowest dollar small purchase transactions and minimize the associated administrative burden and cost. Procurement by micro-purchase is the acquisition of equipment, supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.

The micro-purchase maximum for federal purposes is lower than the amount below which the PA Procurement Law allows purchase for non-federal purposes to be made without obtaining at least three written or telephonic quotes or using formal competitive bidding.

To the extent practicable, the Charter School distributes micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices and other terms. The Business Administrator will be responsible to determine the equitable distribution of micro-purchases.

Micro-purchases may be awarded without soliciting competitive quotations if the Charter School considers the price to be reasonable. The Charter School will maintain evidence of this reasonableness in the records of all micro-purchases. Reasonable means that sound business practices were followed and the purchase is comparable to market prices for the geographic area. Such determinations of reasonableness may include comparison of the price to previous purchases of the same item or comparison of the price of items similar to the item being purchased.

Even if the cost of a purchase qualifies it as a micro-purchase, bidding or small purchase procedures may be used optionally when those procedures may result in cost savings.

### **Small Purchase Procedures (between \$10,000 and \$20,600)**

For purposes of this procedure, small purchase procedures are those relatively simple and informal procurement methods for securing equipment, services, or supplies that cost more than the amount qualifying as a micro-purchase and do not cost \$20,600 or more. Small purchase procedures cannot be used for purchases of equipment or supplies or for construction, repair or maintenance services costing \$20,600 or more because the School Code requires formal competitive bidding at that level of cost.



The base amount at which bidding is required under state law is adjusted for inflation annually, and the amount most recently established and published in the Pennsylvania Bulletin shall apply if other than \$20,600. (24 P.S. Sec. 120)

Because state law does not require bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost, small purchase procedures, including a request for proposal (RFP) procedure, may be used for procurement of such other services except when the estimated total cost will be at or over the federal threshold at which formal competitive bidding is required (\$250,000).

If small purchase procedures are used, written or telephonic price or rate quotations are obtained from at least three (3) qualified sources and records of quotes are maintained.

### **Formal Competitive Bidding (\$20,600 or more)**

Publicly Solicited Sealed Competitive Bids:

For purchases of equipment or supplies, or of services for construction, maintenance or repairs of school facilities, sealed competitive bids are publicly solicited and awarded to the lowest responsive and responsible bidder when the total cost is estimated to be \$20,600 or more.

State law does not require bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost. For procurement of such other services for federally funded purposes to which the Uniform Grant Guidance applies, formal competitive bidding will be used when the estimated total cost will be at or over the federal threshold of \$250,000.

The federal competitive bidding dollar threshold is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than \$150,000. (48 CFR Subpart 2.1)

For procurement of services costing at or over the \$250,000 federal threshold other than for construction, maintenance, or repairs on facilities, the use of competitive sealed bidding is considered feasible and appropriate when:

1. A complete, adequate, and realistic specification or purchase description is available;
2. Two or more responsible bidders are willing and able to compete effectively for the business; and
3. The procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of. Any or all bids may be rejected if there is a sound documented reason.

### **Competitive Proposals**

State law does not require public school entities to solicit competitive bids for services other than construction, repairs or maintenance of school facilities, for which competitive bidding is required if the cost will be a base amount of \$20,600 or more. State law allows competitive proposals relating to work on facilities in lieu of bidding only in the context of guaranteed energy savings contracts.

Federal regulations allow the use of competitive proposals as an alternative when formal bidding would otherwise be required only to procure architectural and engineering services. Other types of services for federally funded purposes to which the Uniform Grant Guidance applies, professional or otherwise, must be procured using competitive bidding when the cost would meet or exceed the federal threshold for competitive bidding (\$250,000).

In the case of services other than for construction, repairs or maintenance of school facilities costing less than that threshold, the Charter School may use small purchase procedures or micro- purchase procedures as applicable based on total cost. A request for proposal (RFP) process can also meet or exceed the small purchase competition requirements under state law and Board policy for the acquisition of services other than for construction, repairs or maintenance of school facilities, and can be used if the total cost will be less than \$250,000.

When permitted, the technique of competitive proposals is normally conducted with more than one (1) source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The Charter School shall comply with other applicable state and federal law and

regulations, Board policy and administrative regulations regarding purchasing; the Charter School may consult with the school solicitor or other qualified counsel in determining the required process for purchasing through competitive proposals when necessary.

If this method is used, the following requirements apply:

- a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.
- b. Proposals must be solicited from an adequate number of qualified sources.
- c. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

Competitive proposals shall be evaluated by the CEO based on factors including but not limited to:

- a. Cost.
- b. Experience of contractor.
- c. Availability.
- d. Personnel qualifications.
- e. Project management expertise.
- f. Understanding of Charter School needs.

Evaluations shall be completed in a timely manner, documented and shall be reviewed by the Board.

### **Contract/Price Analysis**

The Charter School performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. (2 CFR Sec. 200.323(a)).

A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the Business Administrator must come to an independent estimate prior to receiving bids or proposals. (2 CFR Sec. 200.323(a)). As part of the analysis, the Business Administrator will enact established business practices which may include evaluation of similar prior procurements and a review process.

When performing a cost analysis, the Business Administrator negotiates profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. (2 CFR Sec. 200.323(b)).

### **Negotiated Profit**

In any procurement in which there has been no price competition, or in which a cost-analysis is performed, profit must be negotiated separately as an element of price. Accordingly, solicitations of bids, proposals or quotes shall require that bids, proposals, or quotes be limited to costs other than profit, and exclude profit.

To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. (2 CFR §200.323(b)).

When profit must be negotiated as a separate element of the total price, it shall be negotiated by the CEO.

### **Noncompetitive Proposals**

Procurement by noncompetitive proposals means procurement through solicitation of a proposal from only one (1) source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source.
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. An emergency exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes.
3. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the Charter School.
4. After solicitation of a number of sources, the Charter School determines the competition is inadequate.

In addition to standard procurement policy and procedures, the Charter School will document the grounds for using the noncompetitive method in lieu of an otherwise required competitive method of procurement, which may include written confirmation from the contractor as the sole source of the item. Documentation must be submitted to and maintained by the Business Office.

All noncompetitive proposals will ultimately be approved by the Board. The Charter School may utilize legal advice from the solicitor regarding noncompetitive proposals.

A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

### **Full and Open Competition**

All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 CFR Sec. 200.319. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some situations considered to be restrictive of competition include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business.
2. Requiring unnecessary experience and excessive bonding.
3. Noncompetitive pricing practices between firms or between affiliated companies.
4. Noncompetitive contracts to consultants that are on retainer contracts.
5. Organizational conflicts of interest.
6. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement.
7. Any arbitrary action in the procurement process.

The Education Department General Administrative Regulations further requires the following to ensure adequate competition.

### **Minority Businesses, Women's Business Enterprises, Labor Surplus Area Firms**

The Charter School must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (2 CFR Sec. 200.321)

1. Placing qualified small and minority business and women's business enterprises on solicitation lists.
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
3. Dividing total purchasing requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business and women's business enterprises.
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.

5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
6. Requiring the prime contractor, if subcontracts are let, to take the affirmative steps listed above.

### **Geographical Preferences Prohibited**

The Charter School must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

### **Prequalified Lists**

The Charter School must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the Charter School must not preclude potential bidders from qualifying during the solicitation period.

### **Solicitation Language**

The Charter School must ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

### **Avoiding Acquisition of Unnecessary or Duplicative Items**

The Charter School must avoid the acquisition of unnecessary or duplicative items. Additionally, consideration must be given to consolidating or breaking out procurements to obtain a more economical purchase; and, where appropriate, an analysis must be made of leases versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

These considerations are given as part of the process to determine the allowability of each purchase made with federal funds.

### **Use of Intergovernmental Agreements and Cooperative Purchasing**

To foster greater economy and efficiency, the Charter School enters into state and local intergovernmental agreements where appropriate for cooperative purchasing or use of common or shared goods and services, as permitted by the Intergovernmental Cooperation Act and the Commonwealth Procurement Code. (53 Pa. C.S. Ch. 23; 62 Pa. C.S. Ch. 19)

When procuring supplies or services for federally funded purposes to which the Uniform Grant Guidance applies, the Charter School shall verify that the organization conducting the procurement pursuant to such agreements complies with the applicable requirements and standards of the Uniform Grant Guidance as outlined in this procedure.

### **Use of Federal Excess and Surplus Property**

The Charter School considers the use of federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

### **Debarment and Suspension**

The Charter School awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The Charter School may not subcontract with or award sub-grants to any person or company who is debarred or suspended. For all contracts over \$25,000 the Charter School verifies that the contractor with whom the Charter School intends to do business is not excluded or disqualified.

All successful contractors must provide written certification that they have not been suspended or debarred from federal projects. The Business Administrator will be responsible for verification. Such verification may include accessing the online federal System for Award Management (SAM) to determine whether any relevant party is subject to any suspension or debarment restrictions.

### **Maintenance of Procurement Records**

The Charter School must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

Maintenance of records of procurement will be governed by Board policy relating to Records Management and established administrative regulations.

### **Time and Materials Contracts**

The Charter School may use a time and materials type contract only: (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the Charter School is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

The Charter School must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

### **Settlements of Issues Arising Out of Procurements**

The Charter School alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the Charter School of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

### **Protest Procedures to Resolve Dispute**

The Charter School maintains protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency. Protest procedures will be acted on in accordance with current state law and regulations, established Charter School administrative regulations and the advice of the solicitor.

### **Food Service Program Notes**

#### *Exemption from Bidding for Perishable Food Items -*

The School Code exempts purchases of perishable food items from bidding requirements. Bidding for perishable food items is required only if the cost would be at or over the federal threshold at which formal competitive bidding is required (\$250,000). Small purchase procedures may be used for purchases below \$250,000, or micro-purchase procedures for purchases below \$10,000. Use of bidding should be considered as an option if it is feasible and likely to result in cost savings.(24 P.S. Sec. 504(d))

#### *Geographic Preferences -*

The Charter School is permitted to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. When a geographic preference is applied, the Charter School has discretion to determine the local area to which the geographic preference option will be applied.

Unprocessed locally grown or locally raised agricultural products means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two (2) or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk. (7 CFR Sec. 210.21, 215.14a, 220.16)

*Buy American -*

The Charter School shall purchase, to the maximum extent practicable, domestic commodities or products for food service purposes.

*Mandatory Contract Clauses -*

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
2. (a) The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or (b) The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
3. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
4. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
5. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
6. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

*Contracts with Food Service Management Companies -*

Procedures for selecting and contracting with a food service management company (FSMC) shall comply with guidance provided by the Pennsylvania Department of Education, Division of Food and Nutrition, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 215.14a, 220.16)

*Pre-Plated Meals -*

Procedures for selecting and contracting with contractors of pre-plated meals shall comply with guidance provided by the Pennsylvania Department of Education, Division of Food and Nutrition, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 220.16)

The above thresholds are updated as of 2018. The micro-purchase threshold and simplified acquisition threshold may be periodically adjusted for inflation. See 2 CFR §200.67. Changes in these thresholds are required to be published in the Federal Register.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|         |                                          |
|---------|------------------------------------------|
| Book    | Policy Manual                            |
| Section | 4000 Finances                            |
| Title   | Allowability of Costs - Federal Programs |
| Code    | 4020-AR-1                                |
| Status  | Active                                   |
| Adopted | November 2, 2021                         |

### **Allowability of Costs – Federal Programs**

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval from the state.

### **Delegation of Responsibility**

When determining how the school will spend its grant funds, the Federal Programs Coordinator will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service.

### **Allowability Determinations**

All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E, which are listed below. The Federal Programs Coordinator must consider these factors when making an allowability determination. A section entitled, Helpful Questions for Determining Whether Costs are Allowable, is located at the end of this document.

Part 200 sets forth general cost guidelines that must be considered, as well as rules for specific types of items, both of which must be considered when determining whether a cost is an allowable expenditure of federal funds. The expenditure must also be allowable under the applicable program statute (e.g., Title I of the Elementary and Secondary Education Act ("ESEA"), or the Carl D. Perkins Career and Technical Education Act ("Perkins"), along with accompanying program regulations, non regulatory guidance and grant award notifications.

Restrictions in state and local rules or policy also must be considered. For example, travel and other job-related expenses incurred by employees are not allowable unless they also are in compliance with Board Policy 3031 (Job Related Expenses) and related administrative regulations, including but not limited to, Board Policy 3031-AR-1 (Job Related Travel Expenses).

Whichever allowability requirements are stricter will govern whether a cost is allowable.

General allowability determination factors include the following:

1. Be Necessary and Reasonable for the performance of the federal award. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices.

When determining reasonableness of a cost, consideration must be given to:

- Whether the cost is a type generally recognized as ordinary and necessary for the operation of the school or the proper and efficient performance of the federal award.



- The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; federal, state and other laws and regulations; and terms and conditions of the federal award.
- Market prices for comparable goods or services for the geographic area.
- Whether the individual incurring the cost acted with prudence in the circumstances considering responsibilities to the district, its employees, its students, the public at large, and the federal government.
- Whether the school significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the federal award's cost. (2 CFR Sec. 200.404)

Whether a cost is necessary will be determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the school can demonstrate that the cost addresses an existing need, and can prove it. For example, the school entity may deem a language skills software program necessary for a limited English proficiency program.

When determining whether a cost is necessary, consideration may be given to:

- Whether the cost is needed for the proper and efficient performance of the federal award program.
  - Whether the cost is identified in the approved budget or application.
  - Whether there is an educational benefit associated with the cost.
  - Whether the cost aligns with identified needs based on results and findings from a needs assessment.
  - Whether the cost addresses program goals and objectives and is based on program data.
2. Allocable to the federal award. A cost is allocable to the federal award if the goods or services involved are chargeable or assignable to the federal award in accordance with the relative benefit received. This means that the federal grant program derived a benefit in proportion to the funds charged to the program. (2 CFR Sec. 200.405) For example, if fifty percent (50%) of a teacher's salary is paid with grant funds, then that teacher must spend at least fifty percent (50%) of their time on the grant program.
  3. Consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the school entity.
  4. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the federal award.
  5. Consistent treatment. A cost cannot be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
  6. Adequately documented. All expenditures must be properly documented.
  7. Be calculated in accordance with generally accepted accounting principles ("GAAP"), unless provided otherwise in Part 200.
  8. Not included as a match or cost-share, unless the specific federal program authorizes federal costs to be treated as such. Some federal program statutes require the non-federal entity to contribute a certain amount of nonfederal resources to be eligible for the federal program.
  9. Be the net of all applicable credits. The term "applicable credits" refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the state relate to the federal award, they shall be credited to the federal award, either as a cost reduction or a cash refund, as appropriate. (2 CFR Sec. 200.406)

### **Selected Items of Cost**

Subpart E of Part 200 sets forth principles to be applied in establishing the allowability of fifty-five (55) specific cost items (commonly referred to as Selected Items of Cost), at 2 CFR Sec. 200.420-200.475. These specific cost items are listed in the chart below along with the citation to the section of Subpart E addressing the allowability of that item. These principles are in addition to the other general allowability standards, and apply whether or not a particular item of cost is properly treated as direct cost or indirect (F&A) cost. Meeting the specific criteria for a listed item does not by itself mean the cost is allowable, as it may be unallowable under other standards or for

other reasons, such as restrictions contained in the terms and conditions of a particular grant or restrictions established by the state or in Board policy. If an item is unallowable for any of these reasons, federal funds cannot be used to purchase it.

School personnel responsible for spending federal grant funds and for determining allowability must be familiar with and refer to the Part 200 selected items of cost section. These rules must be followed when charging these specific expenditures to a federal grant. When applicable, employees must check costs against the selected items of cost requirements to ensure the cost is allowable, and also check state, Charter School, and program-specific rules.

The selected item of cost addressed in Part 200 includes the following (in alphabetical order):

| <b>Item of Cost</b>                                                                                 | <b>Citation of Allowability Rule</b> |
|-----------------------------------------------------------------------------------------------------|--------------------------------------|
| Advertising and public relations costs                                                              | 2 CFR § 200.421                      |
| Advisory councils                                                                                   | 2 CFR § 200.422                      |
| Alcoholic beverages                                                                                 | 2 CFR § 200.423                      |
| Alumni/ae activities                                                                                | 2 CFR § 200.424                      |
| Audit services                                                                                      | 2 CFR § 200.425                      |
| Bad debts                                                                                           | 2 CFR § 200.426                      |
| Bonding costs                                                                                       | 2 CFR § 200.427                      |
| Collection of improper payments                                                                     | 2 CFR § 200.428                      |
| Commencement and convocation costs                                                                  | 2 CFR § 200.429                      |
| Compensation – personal services                                                                    | 2 CFR § 200.430                      |
| Compensation – fringe benefits                                                                      | 2 CFR § 200.431                      |
| Conferences                                                                                         | 2 CFR § 200.432                      |
| Contingency provisions                                                                              | 2 CFR § 200.433                      |
| Contributions and donations                                                                         | 2 CFR § 200.434                      |
| Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements | 2 CFR § 200.435                      |
| Depreciation                                                                                        | 2 CFR § 200.436                      |
| Employee health and welfare costs                                                                   | 2 CFR § 200.437                      |
| Entertainment costs                                                                                 | 2 CFR § 200.438                      |
| Equipment and other capital expenditures                                                            | 2 CFR § 200.439                      |
| Exchange rates                                                                                      | 2 CFR § 200.440                      |
| Fines, penalties, damages and other settlements                                                     | 2 CFR § 200.441                      |
| Fundraising and investment management costs                                                         | 2 CFR § 200.442                      |
| Gains and losses on disposition of depreciable assets                                               | 2 CFR § 200.443                      |
| General costs of government                                                                         | 2 CFR § 200.444                      |
| Goods and services for personal use                                                                 | 2 CFR § 200.445                      |
| Idle facilities and idle capacity                                                                   | 2 CFR § 200.446                      |
| Insurance and indemnification                                                                       | 2 CFR § 200.447                      |
| Intellectual property                                                                               | 2 CFR § 200.448                      |
| Interest                                                                                            | 2 CFR § 200.449                      |

|                                                                    |                 |
|--------------------------------------------------------------------|-----------------|
| Lobbying                                                           | 2 CFR § 200.450 |
| Losses on other awards or contracts                                | 2 CFR § 200.451 |
| Maintenance and repair costs                                       | 2 CFR § 200.452 |
| Materials and supplies costs, including costs of computing devices | 2 CFR § 200.453 |
| Memberships, subscriptions, and professional activity costs        | 2 CFR § 200.454 |
| Organization costs                                                 | 2 CFR § 200.455 |
| Participant support costs                                          | 2 CFR § 200.456 |
| Plant and security costs                                           | 2 CFR § 200.457 |
| Pre-award costs                                                    | 2 CFR § 200.458 |
| Professional services costs                                        | 2 CFR § 200.459 |
| Proposal costs                                                     | 2 CFR § 200.460 |
| Publication and printing costs                                     | 2 CFR § 200.461 |
| Rearrangement and reconversion costs                               | 2 CFR § 200.462 |
| Recruiting costs                                                   | 2 CFR § 200.463 |
| Relocation costs of employees                                      | 2 CFR § 200.464 |
| Rental costs of real property and equipment                        | 2 CFR § 200.465 |
| Scholarships and student aid costs                                 | 2 CFR § 200.466 |
| Selling and marketing costs                                        | 2 CFR § 200.467 |
| Specialized service facilities                                     | 2 CFR § 200.468 |
| Student activity costs                                             | 2 CFR § 200.469 |
| Taxes (including Value Added Tax)                                  | 2 CFR § 200.470 |
| Termination costs                                                  | 2 CFR § 200.471 |
| Training and education costs                                       | 2 CFR § 200.472 |
| Transportation costs                                               | 2 CFR § 200.473 |
| Travel costs                                                       | 2 CFR § 200.474 |
| Trustees                                                           | 2 CFR § 200.475 |

It is possible for the state and/or Charter School to put additional requirements on a specific item of cost. Under such circumstances, the stricter requirements must be met for a cost to be allowable.

#### **Helpful Questions for Determining Whether Costs are Allowable -**

In addition to applying the cost principles and standards described above, school staff involved in expending federal funds should ask the following questions when assessing the allowability of a particular cost:

1. Is the proposed cost allowable under the relevant program?
2. Is the proposed cost consistent with an approved program plan and budget?
3. Is the proposed cost consistent with program specific fiscal rules? For example, the school entity may be required to use federal funds only to supplement the amount of funds available from nonfederal (and possibly other federal) sources, or only as a match for funds from non-federal sources.
4. Is the proposed cost consistent with EDGAR?
5. Is the proposed cost consistent with specific conditions imposed on the grant (if applicable)?
6. Is the proposed cost consistent with the underlying needs of the program? For example, program funds must benefit the appropriate population of students for which they are allocated. This means that, for

instance, funds allocated under Title III of the Elementary and Secondary Education Act (ESEA) governing language instruction programs for Limited English Proficient (LEP) students must only be spent on LEP students and cannot be used to benefit non-LEP students.

7. Will the cost be targeted at addressing specific areas of weakness that are the focus of the program, as indicated by available data?

Any questions related to specific costs should be forwarded to the Business Administrator who shall consult with the school solicitor for clarification as appropriate.



|         |                                    |
|---------|------------------------------------|
| Book    | Policy Manual                      |
| Section | 4000 Finances                      |
| Title   | Cash Management - Federal Programs |
| Code    | 4020-AR-2                          |
| Status  | Active                             |
| Adopted | December 14, 2021                  |

Generally, the school receives payment from the Pennsylvania Department of Education (PDE) on a reimbursement basis. In some circumstances, the school may receive an advance of federal grant funds. This attachment addresses responsibilities of the school and school staff under those alternative payment methods. In either case, the school shall maintain accounting methods and internal controls and procedures that assure those responsibilities are met.

#### Payment Methods

##### Reimbursements -

The Business Administrator will request reimbursement for actual expenditures incurred under the federal grants quarterly.

Requests shall be submitted with appropriate documentation and signed by the requestor. Requests for reimbursements will be approved by the Federal Programs Coordinator.

Reimbursement will be submitted on the appropriate form to the PDE portal. All reimbursements are based on actual disbursements, not on obligations. PDE will process reimbursement requests within the timeframes required for disbursement.

Consistent with state and federal requirements, the school will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for PDE to review upon request.

Reimbursements of actual expenditures do not involve interest calculations.

##### Advances -

When the school receives advance payments of federal grant funds, it must minimize the time elapsing between the transfer of funds to the school and the expenditure of those funds on allowable costs of the applicable federal program. (2 CFR Sec. 200.305(b)) The school shall attempt to expend all advances of federal funds within seventy-two (72) hours of receipt.

When applicable, the school shall use existing resources available within a program before requesting additional advances. Such resources include program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds. (2 CFR Sec. 305(b)(5))

The school shall hold federal advance payments in insured, interest-bearing accounts.

The school is permitted to retain for administrative expense up to \$500 per year of interest earned on federal grant cash balances. Regardless of the federal awarding agency, interest earnings exceeding \$500 per year shall be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment. (2 CFR Sec. 200.305(b)(9))

Pursuant to federal guidelines, interest earnings shall be calculated from the date that the federal funds are drawn down from the G5 system until the date on which those funds are disbursed by the district. Consistent with state guidelines, interest accruing on total federal grant cash balances shall be calculated on cash balances per grant and applying the actual or average interest rate earned.

Remittance of interest shall be responsibility of the Business Administrator.



|         |                                |
|---------|--------------------------------|
| Book    | Policy Manual                  |
| Section | 4000 Finances                  |
| Title   | Procurement - Federal Programs |
| Code    | 4020-AR-3                      |
| Status  | Active                         |
| Adopted | January 3, 2022                |

This document is intended to integrate standard school purchasing procedures with additional requirements applicable to procurements that are subject to the federal Uniform Grant Guidance regulations. The school maintains the following purchasing procedures, in accordance with federal and state laws, regulations and Board policy. (2 CFR 200.318-200.325; 7 CFR 210.16, 210.19, 210.21, 215.14a, 220.16; 24 P.S. 120, 24 P.S. 504, 24 P.S. 508, 24 P.S. 521, 24 P.S. 607, 24 P.S. 609, 24 P.S. 751, 24 P.S. 807.1; 62 Pa. C.S.A. 4601 et seq; Pol. 610, 611, 612, 613, 808)

Responsibility for Purchasing

The Board has outlined standard school purchasing responsibility, methods of purchasing, price quotations and bid requirements in the following Board policies and their accompanying administrative regulations or procedures:

|               |                                    |
|---------------|------------------------------------|
| Policy 4010.  | Purchases Subject to Bid/Quotation |
| AR 4010-AR-1. | Purchases Subject to Bid           |
| Policy 4011.  | Purchases Budgeted                 |
| Policy 4012.  | Purchases Not Budgeted Policy      |
| Policy 4013.  | Cooperative Purchasing             |

Purchase Methods

When a request for purchase of equipment, supplies or services has been submitted and approved as outlined below, the procurement method to be used will be determined based on the total cost of the purchase as further outlined below. This procedure outlines how the cost thresholds for determining when the quote or formal bidding procedures that are required by state law as reflected in Policy 4010 must be modified when making purchases for federally funded purposes to which the Uniform Grant Guidance or USDA regulations apply, so as to comply with both state and federal requirements. Final determination of which purchasing procedures are to be applied is delegated to the Business Administrator under the authority of the Board.

Standard Procurement Documents and Purchase Request Process

The school shall use purchase orders for purchase requests in accordance with the applicable purchase method.

The school shall use electronic purchasing records, which are pre-numbered and are accessible to designated purchasing staff in the Business Office.

Purchase requests by an employee must be submitted to the administrator or immediate supervisor. Purchase of all budgeted items or items approved by an administrator or supervisor must be initiated by use of a purchase order or requisition submitted to the Business Administrator.

Purchase orders and requisitions shall contain information including, but not limited to:

1. Description of the services to be performed or goods to be delivered.
2. Location of where services will be performed or goods will be delivered.
3. Appropriate dates of service or delivery.

Documentation on purchase orders and requisitions shall be maintained in accordance with the district's Records Management Policy and records retention schedule. (Pol. 6000, 6000-AR-1, 6000-AR-2, 6000-AR-3, 6000-AR-4)

Contracts shall be reviewed by the Business Administrator and school solicitor prior to submission to the Board for approval.

Contracts to which the Uniform Grant Guidance apply shall contain the clauses specified in Appendix II to 2 CFR Part 200 (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards), when applicable.

#### Micro-Purchases Not Requiring Quotes or Bidding (up to \$3,500)

For purposes of this procedure, **micro-purchase** means a purchase of equipment, supplies or services for use in federally funded programs using simplified acquisition procedures, the aggregate amount of which does not exceed a base amount of \$3,500. The micro-purchase dollar threshold is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than \$3,500.(48 CFR Subpart 2.1)

Note: The micro-purchase maximum for federal purposes is lower than the amount below which the School Code allows purchase for nonfederal purposes to be made without obtaining at least three (3) written or telephonic quotes or using formal competitive bidding.

The micro-purchase method is used in order to expedite the completion of its lowest dollar small purchase transactions and minimize the associated administrative burden and cost. Procurement by micro-purchase is the acquisition of equipment, supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.

To the extent practicable, the school distributes micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices and other terms. The Business Administrator will be responsible to determine the equitable distribution of micro-purchases.

Micro-purchases may be awarded without soliciting competitive quotations if the school considers the price to be reasonable. The school will maintain evidence of this reasonableness in the records of all micro-purchases. **Reasonable** means that sound business practices were followed and the purchase is comparable to market prices for the geographic area. Such determinations of reasonableness may include comparison of the price to previous purchases of the same item or comparison of the price of items similar to the item being purchased.

Even if the cost of a purchase qualifies it as a micro-purchase, bidding or small purchase procedures may be used optionally when those procedures may result in cost savings.

#### Small Purchase Procedures (between \$3,500 and \$19,400)

For purposes of this procedure, **small purchase procedures** are those relatively simple and informal procurement methods for securing equipment, services, or supplies that cost more than the amount qualifying as a micro-purchase and do not cost \$19,400 or more. Small purchase procedures cannot be used for purchases of equipment or supplies or for construction, repair or maintenance services costing \$19,400 or more because the School Code requires formal competitive bidding at that level of cost.



The base amount at which bidding is required under state law is adjusted for inflation annually, and the amount most recently established and published in the Pennsylvania Bulletin shall apply if other than \$19,400. (24 P.S. Sec. 120)

Because state law does not require bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost, small purchase procedures, including a request for proposal (RFP) procedure, may be used for procurement of such other services except when the estimated total cost will be at or over the federal threshold at which formal competitive bidding is required (\$150,000).

If small purchase procedures are used, written or telephonic price or rate quotations are obtained from at least three (3) qualified sources and records of quotes are maintained as provided in Policy 4010. (Pol. 4010)

#### Formal Competitive Bidding (\$19,400 or more)

#### Publicly Solicited Sealed Competitive Bids:

For purchases of equipment or supplies, or of services for construction, maintenance or repairs of school facilities, sealed competitive bids are publicly solicited and awarded to the lowest responsive and responsible bidder as provided in Policy 4010 when the total cost is estimated to be \$19,400 or more. (Pol. 4010)

Note: The amount at which formal competitive bidding is required by federal regulations is much higher than the base amount at which the School Code requires competitive bidding. Therefore, the lower base amount specified by the School Code, as annually adjusted, is used to determine when bidding will be used for purchases of equipment or supplies, or for obtaining services for construction, maintenance or repairs on school facilities. (24 P.S. Sec. 120)

State law does not require bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost. For procurement of such other services for federally funded purposes to which the Uniform Grant Guidance applies, formal competitive bidding will be used when the estimated total cost will be at or over the federal threshold of \$150,000.

The federal competitive bidding dollar threshold is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than \$150,000. (48 CFR Subpart 2.1)

Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of. Any or all bids may be rejected if there is a sound documented reason.

#### Competitive Proposals

State law does not require public school entities to solicit competitive bids for services other than construction, repairs or maintenance of school facilities, for which competitive bidding is required if the cost will be a base amount of \$19,400 or more. State law allows competitive proposals relating to work on facilities in lieu of bidding only in the context of guaranteed energy savings contracts.

Federal regulations allow the use of competitive proposals as an alternative when formal bidding would otherwise be required only to procure architectural and engineering services. Other types of services for federally funded purposes to which the Uniform Grant Guidance applies, professional or otherwise, must be procured using competitive bidding when the cost would meet or exceed the federal threshold for competitive bidding (\$150,000).

In the case of services other than for construction, repairs or maintenance of school facilities costing less than that threshold, the district may use small purchase procedures or micro-purchase procedures as applicable based on total cost. A request for proposal (RFP) process can also meet or exceed the small purchase competition requirements under state law and Policy 4010 for the acquisition of services other than for construction, repairs or maintenance of school facilities, and can be used if the total cost will be less than \$150,000.

When permitted, the technique of competitive proposals is normally conducted with more than one (1) source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and

reasonable compensation. The school shall comply with other applicable state and federal law and regulations, Board policy and administrative regulations regarding purchasing; the school may consult with the school solicitor or other qualified counsel in determining the required process for purchasing through competitive proposals when necessary.

If this method is used, the following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.
2. Proposals must be solicited from an adequate number of qualified sources.
3. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

Competitive proposals shall be evaluated by the Business Administrator based on factors including but not limited to:

1. Cost.
2. Experience of contractor.
3. Availability.
4. Personnel qualifications.
5. Financial stability.
6. Minority business, women's business enterprise, or labor surplus area firm status.
7. Project management expertise.
8. Understanding of the school's needs.
9. Prior experience with the school.

Evaluations shall be completed in a timely manner, documented and shall be reviewed by the Chief Executive Officer and Business Administrator.

Contract/Price Analysis:

The school performs a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. (2 CFR Sec. 200.323(a)).

A **cost analysis** generally means evaluating the separate cost elements that make up the total price, while a **price analysis** means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the Business Administrator must come to an independent estimate prior to receiving bids or proposals. (2 CFR Sec. 200.323(a)). As part of the analysis, the Business Administrator will enact established business practices which may include evaluation of similar prior procurements and a review process.

When performing a cost analysis, the Business Administrator negotiates profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. (2 CFR Sec. 200.323(b)).

Noncompetitive Proposals (Sole Sourcing).

**Procurement by noncompetitive proposals** means procurement through solicitation of a proposal from only one (1) source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source.
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. An **emergency** exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes.
3. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the district.

4. After solicitation of a number of sources, the district determines the competition is inadequate.

In addition to standard procurement policy and procedures, the school will document the grounds for using the noncompetitive method in lieu of an otherwise required competitive method of procurement, which may include written confirmation from the contractor as the sole source of the item. Documentation must be submitted to and maintained by the Business Office.

All noncompetitive proposals will ultimately be approved by the Board. The school may utilize legal advice from the solicitor regarding noncompetitive proposals.

A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$150,000.

#### Purchase Cards

The school approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline contractor payment.

Procurement cards may be used for purchases under federal programs. The use of procurement cards is governed by the Procurement Card Manual.

#### Full and Open Competition

All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 CFR Sec. 200.319. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business.
2. Requiring unnecessary experience and excessive bonding.
3. Noncompetitive pricing practices between firms or between affiliated companies.
4. Noncompetitive contracts to consultants that are on retainer contracts.
5. Organizational conflicts of interest.
6. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement.
7. Any arbitrary action in the procurement process.

EDGAR further requires the following to ensure adequate competition.

#### Minority Businesses, Women's Business Enterprises, Labor Surplus Area Firms

The school must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (2 CFR Sec. 200.321)

1. Placing qualified small and minority business and women's business enterprises on solicitation lists.

2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
3. Dividing total purchasing requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business and women's business enterprises.
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
6. Requiring the prime contractor, if subcontracts are let, to take the affirmative steps listed above.

#### Geographical Preferences Prohibited

The school must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

#### Prequalified Lists

The school must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school must not preclude potential bidders from qualifying during the solicitation period.

#### Solicitation Language

The school must ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

#### Avoiding Acquisition of Unnecessary or Duplicative Items

The school must avoid the acquisition of unnecessary or duplicative items. Additionally, consideration must be given to consolidating or breaking out procurements to obtain a more economical purchase; and, where appropriate, an analysis must be made of leases versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

These considerations are given as part of the process to determine the allowability of each purchase made with federal funds. Such considerations are accessible in the procedure attached to Administrative Rule 4020-AR-1 Allowability of Costs – Federal Programs.

#### Use of Intergovernmental Agreements and Cooperative Purchasing

To foster greater economy and efficiency, the school enters into state and local intergovernmental agreements where appropriate for cooperative purchasing or use of common or shared goods and services, as permitted by the Intergovernmental Cooperation Act and the Commonwealth Procurement Code. (53 Pa. C.S. Ch. 23; 62 Pa. C.S. Ch. 19)

When procuring supplies or services for federally funded purposes to which the Uniform Grant Guidance applies, the school shall verify that the organization conducting the procurement pursuant to such agreements complies with the applicable requirements and standards of the Uniform Grant Guidance as outlined in this procedure.

#### Use of Federal Excess and Surplus Property

The school considers the use of federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

#### Debarment and Suspension

The school awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The school may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the school verifies that the contractor with whom the district intends to do business is not excluded or disqualified. (2 CFR Part 200, Appendix II, and 2 CFR Sec. 180.220 and 180.300).

All successful contractors must provide written certification that they have not been suspended or debarred from federal projects. The Business Administrator will be responsible for verification. Such verification may include accessing the online federal System for Award Management (SAM) to determine whether any relevant party is subject to any suspension or debarment restrictions.

#### Maintenance of Procurement Records

The school must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

Maintenance of records of procurement will be governed by Board policy 6000 Records Management and established administrative regulations. (Pol. 6000, 6000-AR-1, 6000-AR-2, 6000-AR-3, 6000-AR-4)

#### Time and Materials Contracts

The school may use a time and materials type contract only: (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. **Time and materials type contract** means a contract whose cost to the district is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the district must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

#### Settlements of Issues Arising Out of Procurements

The school alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

#### Protest Procedures to Resolve Dispute

The school maintains protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency. Protest procedures will be acted on in accordance with current state law and regulations, established school administrative regulations and the advice of the solicitor. (Pol. 4010)



|              |               |
|--------------|---------------|
| Book         | Policy Manual |
| Section      | 4000 Finances |
| Title        | Anti-Fraud    |
| Code         | 4021          |
| Status       | Active        |
| Adopted      | March 8, 2005 |
| Last Revised | May 29, 2020  |

### **Authority**

The Board of Trustees ("Board") of 21st Century Cyber Charter School ("Charter School"), expects all Board members, Charter School employees, volunteers, consultants, vendors, contractors and other parties who maintain a relationship with the Charter School to act with integrity, due diligence, and in accordance with law in their duties involving Charter School resources. The Board is entrusted with public funds, and no one connected with the Charter School shall do anything to erode that trust.

### **Definitions**

Fraud, financial improprieties, or irregularities include but are not limited to:

- Forgery or unauthorized alteration of any document or account belonging to the Charter School.
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies, or other assets.
- Impropriety in handling money or reporting financial transactions.
- Profiteering because of insider information of Charter School information or activities.
- Disclosure of confidential and/or proprietary information to outside parties.
- Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the Charter School.
- Destruction, removal, or inappropriate use of Charter School records, furniture, fixtures, or equipment.
- Failure to provide financial records to authorized state or local entities.
- Failure to cooperate fully with any financial auditors, investigators or law enforcement.
- Other dishonest or fraudulent acts involving Charter School monies or resources.

### **Delegation of Responsibility**

The CEO or designee shall be responsible to develop and implement internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the Charter School, subject to review and approval by the Board. The Business Administrator shall be responsible for maintaining a sound system of internal controls that is designed to identify potential risks, evaluate the nature and extent of those risks, and manage them effectively. Administrators are responsible to be alert to an indication of fraud, financial impropriety, or irregularity within their areas of responsibility. The CEO shall recommend to the Board for its approval completion of a forensic audit when it is deemed necessary and beneficial to the Charter School. The CEO shall ensure the appropriate authorities are notified, pursuant to state law, when cases of fraud, embezzlement or theft have been identified.

### **Guidelines**

#### **Reporting**

An employee who suspects fraud, impropriety, or irregularity shall immediately report their suspicions to the CEO. If the report involves the CEO, the employee shall report their suspicions to the Board Chairperson.

#### **Investigation**

The CEO shall have primary responsibility for conducting necessary investigations of reported fraudulent activity. Based on their judgment, the CEO shall coordinate investigative efforts with any of the following:

1. Solicitor.
2. Auditor.
3. Insurance agent.
4. Internal departments.
5. External agencies.
6. Law enforcement officials.

If the CEO is involved in the complaint, the Board Chairperson is authorized to initiate investigation of the complaint and coordinate the investigative efforts with individuals and agencies they deem appropriate. Records shall be maintained for use in an investigation. Individuals found to have altered or destroyed records shall be subject to disciplinary action, up to or including termination. If an investigation substantiates the occurrence of a fraudulent activity, the CEO shall present a report to the Board and appropriate personnel. The Board shall determine the final disposition of the matter, if a criminal complaint will be filed, and if the matter will be referred to the appropriate law enforcement and/or regulatory agency for independent investigation.

### **Confidentiality**

The CEO shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the individuals and facts. All employees involved in the investigation are required to maintain confidentiality regarding all information about the matter during the investigation. Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know, unless and until the results are made public.

### **Retaliation Prohibited**

Retaliation against an employee who reports a legitimate concern or suspicion about potential fraud, financial improprieties, or irregularities is strictly prohibited. Those who retaliate against such an employee shall be subject to disciplinary action, up to or including termination.

### **Prevention**

In order to prevent fraud, the Board directs that a system of internal controls be followed that may include but are not limited to the following:

1. Segregation of Duties - Where possible, more than one (1) person will be involved in pieces of financial transactions. No one (1) person shall be responsible for an entire financial transaction.
2. Payments - Payments shall be made only by checks. No cash transactions shall be permitted. Check signers shall be approved annually by the Board and will consist of persons not involved in the transaction. All checks shall have at least two (2) signatures.
3. Bank Reconciliations - Bank statements and canceled checks shall be reconciled by individuals who are not authorized to sign checks, nor involved in check processing.

4. Access to Checks - Physical and electronic access to Charter School checks and accounts shall be limited to those employees with designated business functions.
5. Capital Assets - The business office shall maintain updated lists of capital assets.
6. Training - Administrators shall be responsible for insuring that employees under their supervision receive training regarding fraud prevention.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.





|         |                                                      |
|---------|------------------------------------------------------|
| Book    | Policy Manual                                        |
| Section | 4000 Finances                                        |
| Title   | Governmental Accounting Standards Board Statement 34 |
| Code    | 4022                                                 |
| Status  | Active                                               |
| Adopted | March 12, 2019                                       |

### **Purpose**

The Board of Trustees (Board) recognizes the need to implement the required accounting and financial reporting standards stipulated by the Pennsylvania Department of Education.

The primary objectives of implementing the Governmental Accounting Standards Board (GASB) Statement 34 are to assure compliance with state requirements, and properly account for both the financial and economic resources of the Charter School.

### **Authority**

Participation of the Charter School in any such activity shall be in accordance with Board policy.[\[1\]](#)[\[2\]](#)

### **Delegation of Responsibility**

The responsibility to coordinate the compilation and preparation of all information necessary to implement this policy is delegated to the Business Administrator.

The designated individual shall be responsible for implementing the necessary procedures to establish and maintain a fixed asset inventory, including depreciation schedules. Depreciation shall be computed on a straight-line basis over the useful lives of the assets, using an averaging convention. Normal maintenance and repairs shall be charged to expense as incurred; major renewals and betterments that materially extend the life or increase the value of the asset shall be capitalized. A schedule of accumulated depreciation shall be consistent from year to year. The basis for depreciation, including groups of assets and useful lives, shall be in writing and submitted for review to the independent auditors.

The Business Administrator shall prepare the required Management Discussion and Analysis (MD&A). The MD&A shall be in the form required by GASB Statement 34 and shall be submitted to the Board for approval, prior to publication.

Prior to submission of the MD&A for Board approval, the Charter School's independent auditors shall review the MD&A, in accordance with SAS No. 52, "Required Supplementary Information."

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [1. 24 P.S. 218](#)

[2. 24 P.S. 613](#)

Governmental Accounting Standards Board, Statement No. 34



|              |                                                                     |
|--------------|---------------------------------------------------------------------|
| Book         | Policy Manual                                                       |
| Section      | 4000 Finances                                                       |
| Title        | Procedures for Governmental Accounting Standards Board Statement 34 |
| Code         | 4022-AR-1                                                           |
| Status       | Active                                                              |
| Adopted      | September 8, 2020                                                   |
| Last Revised | September 12, 2023                                                  |

The charter school acquires, records, inventories, maintains and disposes of capital assets. Responsible school employees will ensure accurate capital asset reporting and compliance with governmental requirements.

Designated employees will maintain accurate records of physical assets whose value and useful life exceed the capitalization threshold.

In order to associate debt with acquired assets and to avoid net asset deficits, any asset that has been acquired with debt proceeds will be capitalized, regardless of the cost of the asset. The asset life of these assets will be considered relative to the time of the respective debt.

For all other assets not acquired by debt proceeds, the dollar value of any single item for inclusion in the fixed assets accounts will be not less than \$1,500.

The capitalization threshold will be set at a level that will capture at least eighty percent (80%) of all fixed assets.

The assets listed below do not normally individually meet capitalization threshold criteria:

1. Classroom texts.
2. Computer equipment.
3. Classroom furniture.

These asset category costs will be capitalized and depreciated as groups when that group's acquisition cost exceeds the capitalization threshold in any given fiscal year.

For group asset depreciation purposes, the estimated useful life of the group may be based on the weighted average or simple average of the useful life of the group as a whole. Periodically, the school will review the estimated life of groups of assets and adjust the remaining depreciation life of the group.

Assets that fall below the capitalization threshold for GASB 34 reporting purposes may still be significant for insurance, warranty service, and obsolescence/replacement policy tracking purposes. The school may record and maintain these non-GASB 34 asset inventories in subsidiary ledgers.

**NOTES:**

**Fixed Assets** can be purchased with money from the school's operating budget (desks, chairs, books, etc.).

**Capital Assets** are purchased with borrowed money. These items are usually larger and cause the school to borrow funds, such as buildings or a large piece of equipment.



|         |                         |
|---------|-------------------------|
| Book    | Policy Manual           |
| Section | 4000 Finances           |
| Title   | Taxable Fringe Benefits |
| Code    | 4024                    |
| Status  | Active                  |
| Adopted | March 12, 2019          |

### **Authority**

It shall be the policy of the Board of Trustees (Board) to comply with regulations of the Internal Revenue Service (IRS) regarding taxability of employee fringe benefits.

### **Definitions**

Taxable fringe benefit - a form of pay, in addition to salary, for the performance of duties; taxable wages unless excluded by the Internal Revenue Code.

Convenience of the Charter School - where the personal use was in the best interest of the Charter School.

De minimis - an amount where either the cost of determining specific value exceeds the value of the use, or the actual cost of the use was negligible at the organizational level.

### **Delegation of Responsibility**

The Business Administrator shall be responsible to ensure that employees verify the use of Charter School equipment for business purposes and report any use or fringe benefits that may be taxable as compensation.

The employee verification process shall occur monthly prior to payment of bills.

The Business Administrator shall report the value of taxable fringe benefits with the regular payroll for the payroll immediately following the determination of taxable fringe benefits.

The Business Administrator shall annually review the determinations of convenience of the Charter School and de minimis amount to ensure compliance with federal regulations. The review may include discussions with the Charter School auditor.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [26 U.S.C. 1 et seq](#)



|                     |                   |
|---------------------|-------------------|
| Book                | Policy Manual     |
| Section             | 4000 Finances     |
| Title               | Credit Cards      |
| Code                | 4025              |
| Status              | Active            |
| Adopted             | March 12, 2019    |
| Last Revised        | December 14, 2021 |
| Prior Revised Dates | May 29, 2020      |

### **Authority**

The Board of Trustees (Board) approves the use of credit cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the administration to establish safeguards to prevent misuse of such cards.[\[1\]](#)[\[2\]](#)

The CEO shall approve the list of employees authorized to use charter school credit cards.

The Board shall purchase adequate insurance coverage for credit card misuse.

### **Definition**

Credit card - a corporate charge card designed to reduce the cost and bureaucracy of small-dollar purchases.

### **Delegation of Responsibility**

A list of authorized users of credit cards shall be maintained in the charter school's business office and shall include employees in designated positions.

All use of credit cards shall be supervised and monitored on a regular basis by the Business Administrator who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.

Proper accounting procedures for the use of credit cards shall be developed, distributed, implemented, and monitored by the Business Administrator.

An employee authorized to use a credit card shall maintain adequate security of the card while it is in their possession. Under no circumstances may the card be used by another individual.

### **Guidelines**

Each employee using a Charter School credit card shall sign a card usage agreement and receive training on applicable policies and administrative procedures.

Procurement cards shall be used only for authorized charter school purchases and shall not be used for personal purchases. The Charter School retains the authority to revoke any credit card used for unauthorized or personal purposes.

Violations of this policy by an employee shall result in disciplinary action, in accordance with Board policy.

The established procedure for processing purchases by employees using credit cards shall be as follows:

1. Employee deals directly with the vendor.
2. Employee complies with all applicable laws, regulations, Board policies and administrative procedures related to purchasing for the charter school program.
3. Charter school business office receives the consolidated invoice for payment.
4. Cardholder verifies receipt of purchased items, assigns account code in Access online center, completes the payment request form and attaches receipts.

Business Administrator reviews statement and signs approval.

Purchases on their assigned credit card by an individual employee shall not exceed the amount set by the Board of Trustees on a yearly basis.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 24 P.S. 1714-A](#)

[2. 24 P.S. 1716-A](#)



|                     |                                |
|---------------------|--------------------------------|
| Book                | Policy Manual                  |
| Section             | 4000 Finances                  |
| Title               | Procurement / Credit Cards     |
| Code                | 4025-AR-1                      |
| Status              | Active                         |
| Adopted             | September 8, 2020              |
| Last Revised        | August 8, 2023                 |
| Prior Revised Dates | December 14, 2021, May 5, 2022 |

The CEO will annually submit to the Board for its approval a list of designated employees recommended to use the charter school procurement/credit cards or to pick up necessary supplies.

School employees authorized by the CEO and/or Business Administrator may make purchases with school procurement or credit cards. When authorized by the CEO, cards may be issued temporarily to an employee who is traveling to efficiently pay for and document travel expenses.

The total combined authorized credit limit of all procurement/credit cards issued by the school will not exceed a half percent (.5%) of the total school budget for the current fiscal year.

The Business Administrator will direct staff to pay the card balances in full no later than the due date so that finance charges will not be incurred.

The Business Administrator will maintain a list of all current school cardholders and will monitor the procurement card program's aggregate monthly spending relative to the aggregate established credit limit for potential required increases.

The CEO and Business Administrator will determine the need to cancel or reissue cards to employees.

School procurement/credit cards will bear the school name; cardholder name; school tax exemption number; and expiration date.

### **Use Of Charter School Cards**

The following rules apply to the use of school procurement/credit cards by employees:

1. All purchases made with a school card must be attributed to the appropriate budget category/code and must conform to the adopted budget.
2. Each employee using a school card will sign a Cardholder Agreement and receive training on applicable Board policy and administrative procedures regarding card usage. An employee who refuses to sign the agreement will not be issued a card.
3. School cards may not be used to purchase any item in excess of card limit; nor will any employee charge more than card limit a month without prior written authorization by the CEO or Business Administrator.

4. Employees must complete a Payment Request Form and attach itemized receipts for each stated purchase. All charges must be verified with itemized receipts. The employee's supervisor will approve the expenditures and submit the approved form to the Business Office by the Business Administrator.
5. School cards will not be used for purchases that would circumvent bidding required by law and Board policy and administrative procedures.
6. School cards will not be used to purchase personal items, unauthorized items or items that do not benefit the school. If a personal item is inadvertently purchased on a school card, the employee must immediately make repayment to the school.
7. Only the authorized employee to whom the card was issued can use the school card.
8. All employees issued a school card must take all reasonable measures to protect the card against damage, loss, theft or misuse. Employees must immediately report such to the Business Administrator.
9. School employees will surrender all school cards before leaving school employment and upon demand by the school.

#### Appropriate Expenditures

Examples of appropriate expenditures using school cards include:

1. Stationery, office supplies.
2. Minor repair items.
3. Computer parts and accessories.
4. Food for use in curriculum or when traveling.
5. Industrial arts supplies.
6. Authorized online purchases.
7. Approved travel expenses.
8. Approved lodging expenses.
9. Approved registration fees.

#### Inappropriate Expenditures

Examples of inappropriate expenditures using school cards include:

1. Personal items.
2. Items stocked in school inventories and buildings.
3. Capital equipment.
4. Cash advances.
5. Building repairs.
6. Telephone calls.
7. Medical services.
8. Legal services.
9. Cellular telephone charges.
10. Alcoholic beverages.
11. Tobacco products.



12. Gasoline for a privately owned vehicle.
13. Gratuities that exceed twenty percent (20%).
14. Federal or state funded projects.

### **Procurement Procedures**

1. CEO and/or Business Administrator authorizes individual employees to receive and use school cards.
2. Payment Request Form lists item name(s), item description(s), and total amount is prepared by the cardholder within 3 days of the transaction date and submitted to the cardholder's supervisor and to the Business Administrator for approvals.
3. Payment Request Form is reviewed by Business Administrator and approved with their signature.
4. Business Administrator coordinates the issuance of cards to individual employees following supervisor approval.
5. Cardholder informs vendor of the school's tax exempt status and presents school card to vendor who accepts as payment for purchase of appropriate goods or services. An exception applies to food items when a staff member is traveling, if the merchant refuses to accept once presented with PA Sales Tax Exemption documentation.
6. Vendor processes the card information to obtain payment for the purchase.
7. Banking institution receives the transaction information from the credit card company.
8. Banking institution verifies the account number and spending limits on the card.
9. Cardholder receives merchandise and the original receipt(s).
10. Business Office reconciles purchases and credit activity to the monthly statement.
11. Business Office pays the balance due from the reconciled monthly statement on or before the due date.
12. Business Office receives a consolidated monthly statement for each billing cycle in order to reconcile the statements.

### **Violations**

The following actions by school cardholders are prohibited:

1. Purchases of items specifically prohibited by Board policy or administrative procedures.
2. Purchases that exceed the card limits, without pre-approval by the CEO.
3. Not reporting lost or stolen cards.
4. Purchases from vendors that create a conflict of interest, such as purchases from companies owned or operated by school employees and/or their relatives.
5. Inadequate record keeping and/or documentation of purchases.
6. Acceptance of cash in lieu of a credit to the statement.
7. Splitting of purchases within the single purchase limit.
8. Improper notification to vendor of the school's PA Sales Tax Exemption status.
9. Permitting other individuals to use the school issued credit card.

Unauthorized purchases by employees will result in disciplinary action, and the employee will be required to make payment for such transaction.

When purchases are questioned, the Business Administrator is responsible for resolving the issue with the cardholder. If the Business Administrator is not satisfied that the purchase was necessary and for official use, or used for a prohibited violation, the cardholder must return the purchase and provide a credit voucher proving the item was returned; or provide a personal check made payable to the school for the full amount of the purchase. The check must be sent to the Business Office along with an explanation of why the violation occurred and include a copy of the original receipt.

### **Resolving Returns/Credits/Disputes/Charges**

When a cardholder questions or disputes a transaction charged to their account, the cardholder will initially contact the vendor about the transaction and seek to resolve the issue by requesting or supplying information about the transaction.

If the matter is not resolved immediately, the cardholder will notify the Business Administrator in writing to request the charge be disputed. The Business Administrator will contact the company or banking institution.

### **Card Termination**

The Business Administrator will notify the banking institution to cancel the card of a terminated employee within twenty-four (24) hours of the employee's termination. Procurement cards collected from terminated employees will be destroyed by cutting the card into pieces.

Procurement card privileges may be revoked by the school when the cardholder fails to adhere to relevant Board policy and school administrative procedures. The Business Administrator will immediately notify the bank to cancel the card, will obtain the card from the cardholder, and will destroy the card by cutting it into pieces.



Book Policy Manual  
 Section 4000 Finances  
 Title Cardholder Agreement  
 Code 4025-AR-2  
 Status Active  
 Adopted September 8, 2020  
 Last Revised November 27, 2023  
 Prior Revised Dates December 14, 2021, April 25, 2022

I understand that the use of charter school procurement/credit cards is a privilege for the convenience of charter school employees. I have reviewed Board policy 4025, 4025-AR-1, 4025-AR-3 and administrative procedures on the use of procurement/credit cards, and I agree to follow them.

I understand and agree to only use charter school procurement/credit cards for authorized expenses.

If issued to me, I will not use the Fulton Bank Visa Credit Card to make any purchase that exceeds \$1,000 or charge more than \$1,000 a month without prior written authorization from the Business Administrator.

If issued to me, I will not use the Wex Sunoco Credit Card to make any purchase that exceeds \$500 without written authorization from the Business Administrator.

I will take all reasonable measures to protect charter school procurement/credit cards against damage, loss, misuse and theft.

I will not allow any other person to use the cards provided to me.

I will immediately report fraud, theft or misuse to the Business Administrator.

I will surrender all credit cards upon completion of my employment with the charter school or upon demand by the charter school.

I understand that failure to follow Board policy and administrative procedures regarding charter school procurement/credit cards could lead to loss of the privilege of using the charter school's cards, discipline or termination, and that the charter school will also seek restitution for any loss.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee First and Last Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Supervisor First and Last Name

\_\_\_\_\_  
Date



|                     |                                                              |
|---------------------|--------------------------------------------------------------|
| Book                | Policy Manual                                                |
| Section             | 4000 Finances                                                |
| Title               | Credit Card Payment Request Form - School Issued Credit Card |
| Code                | 4025-AR-3                                                    |
| Status              | Active                                                       |
| Adopted             | December 14, 2021                                            |
| Last Revised        | October 25, 2023                                             |
| Prior Revised Dates | December 8, 2022, December 8, 2023                           |

**The Credit Card Payment Request Form - School Issued Credit Card (4025-AR-3) is attached.**

[4025-AR-3 Credit Card Payment Request Form - School Issued Credit Card.pdf \(123 KB\)](#)



**Payment Request Form 4025-AR-3**  
**Credit Card Purchases (School Issued)**

Date of charge: \_\_\_\_\_ Total amount of charge: \_\_\_\_\_

Credit Cardholder's Name: \_\_\_\_\_  
(List first and last name of credit cardholder).

Description/Reason for charge: Must attach corresponding receipt(s). 1 receipt per form please.  
(On SC View, attach using **green browse button** below).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vendor Name:** \_\_\_\_\_  
**(If vendor is not in FIS, it is required that a W-9 is obtained prior to making any purchase so the vendor can be approved and added into FIS. W-9s should be sent to Pam Hodges [phodges@21cccs.org](mailto:phodges@21cccs.org)). Note: A W-9 is not needed for tolls or fast-food places (i.e. McDonald's or Dunkin Donuts).**

**Vendor Number:** \_\_\_\_\_

Charge to account code(s): \_\_\_\_\_  
(Please separate multiple account codes by comma).

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Administrator Name: Loree M. Marchese

Business Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**Reminders:**

Sales tax is not permitted to be charged on school-issued credit cards.

Board Policy 4025-AR-1: Cardholder informs vendor of the school's tax-exempt status and presents school card to vendor who accepts as payment for purchase of appropriate goods or services.

Board Policy 4025-AR-1: Only the authorized employee to whom the card was issued can use the school card.

**Payment Request Form must be completed within 3 business days the charge was posted on the statement and sent via email to Accounts Payable and Accounts Receivable in the Business Office.**

The credit card billing cycle is the 7th of the month to the 6<sup>th</sup> of the following month, and payments are **due upon receipt, which means we must have all receipts timely to avoid late fees and issues with our account.**



|         |                                           |
|---------|-------------------------------------------|
| Book    | Policy Manual                             |
| Section | 4000 Finances                             |
| Title   | Credit Card Payment Request Form - 21CCCS |
| Code    | 4025-AR-4                                 |
| Status  | Active                                    |
| Adopted | October 25, 2023                          |

**The Credit Card Payment Request Form - 21CCCS (4025-AR-4) is attached.**

[4025-AR-4 Credit Card Payment Request Form - 21CCCS.pdf \(124 KB\)](#)



**Payment Request Form 4025-AR-4**  
**Credit Card Purchases (21CCCS)**

Date of charge: \_\_\_\_\_ Total amount of charge: \_\_\_\_\_

Credit Cardholder's Name: 21CCCS

Description/Reason for charge: Must attach corresponding receipt(s). 1 receipt per form please.  
(On SC View, attach using **green browse button** below).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vendor Name: \_\_\_\_\_

**(If vendor is not in FIS, it is required that a W-9 is obtained prior to making any purchase so the vendor can be approved and added into FIS. W-9s should be sent to Pam Hodges [phodges@21cccs.org](mailto:phodges@21cccs.org)). Note: A W-9 is not needed for tolls or fast-food places (i.e. McDonald's or Dunkin Donuts).**

Vendor Number: \_\_\_\_\_

Charge to account code(s): \_\_\_\_\_  
(Please separate multiple account codes by comma).

Requestor's Name: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_  
(Signature for use of 21CCCS card ONLY)

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_  
(Signature for use of 21CCCS card ONLY)

Date: \_\_\_\_\_

Business Administrator Name: Loree M. Marchese

Business Administrator Approval: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

**Reminders:**

Sales tax is not permitted to be charged on school-issued credit cards.

Board Policy 4025-AR-1: Cardholder informs vendor of the school's tax-exempt status and presents school card to vendor who accepts as payment for purchase of appropriate goods or services.

Board Policy 4025-AR-1: Only the authorized employee to whom the card was issued can use the school card.

**Payment Request Form must be completed within 3 business days the charge was posted on the statement and sent via email to Accounts Payable and Accounts Receivable in the Business Office.**

The credit card billing cycle is the 7th of the month to the 6<sup>th</sup> of the following month, and payments are **due upon receipt, which means we must have all receipts timely to avoid late fees and issues with our account.**



|              |                    |
|--------------|--------------------|
| Book         | Policy Manual      |
| Section      | 5000 Property      |
| Title        | Capital Assets     |
| Code         | 5000               |
| Status       | Active             |
| Adopted      | March 8, 2016      |
| Last Revised | September 10, 2019 |

Asset management and accounting is desirable. Capital assets are a primary component of such management and accounting. The Board of Trustees recognizes the use of statements issued by the Governmental Accounting Standards Board to meet such needs.

In accordance with Governmental Accounting Standards Board Statement No. 34, "capital assets" include land, improvement to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art, historical treasures, infrastructure, tangible and intangible assets that are used in operations and which have initial useful lives extending beyond a single reporting period. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, water and sewer systems, and dams and lighting systems. Equipment that will not change its original shape, appearance or character with use and can be expected to last more than one year with reasonable care and maintenance is a capital asset.

### **Purchased Capital Assets**

A. Purchased capital assets greater than \$5,000 should be recorded at their historical/original cost. The cost of capital assets should include capitalized interest and ancillary charges necessary to place the asset into service. Ancillary charges include freight, transportation, site preparation and professional fees. Purchases less than \$5,000 will be treated as supplies and are coded to the supply objects prescribed by the Pennsylvania Public School Accounting Manual.

B. Capital assets should be depreciated over their useful lives, as determined for each asset class. Inexhaustible capital assets such as land and land improvements should not be depreciated.

C. If determining historical costs is not practical due to inadequate records, reporting should be on an estimate of original cost at the date of construction or purchase.

D. Fixed asset records must include the acquisition date, cost, useful life and method of depreciation for each capital asset classification and group.

E. Individual items less than \$5,000 but purchased in the aggregate totaling \$10,000 that meet the other fixed asset definitions shall be capitalized and depreciated as a unit over the useful life for that asset class.

F. Due to changes in technology, computer software is considered a supply and is expensed at the time of purchase. Components such as monitors and keyboards shall be capitalized as a unit upon purchase when the individual components are less than the capitalization threshold, but in the aggregate meet or exceed the threshold.

### **Donated Capital Assets**



A. Donated capital assets must be reported at fair market value at the time of acquisition, plus ancillary charges, if any. Donated assets are recorded as contributed capital and depreciated over their useful lives as determined for each asset class.

B. If determining historical costs is not practical due to inadequate records, reporting should be based on estimates of fair market value at the date of donation.

### **Collections**

A. Works of art, historical treasures and similar assets should be capitalized at their historical cost or fair value at the date of donation (estimated if necessary), whether they are held as individual items or in a collection.

B. Capitalized collections or individual items that are exhausted should be depreciated over their useful lives. Depreciation is not required for collections or individual items that are inexhaustible.

### **Infrastructure**

A. Infrastructure assets are long-lived capital assets that normally are stationary in nature and can normally be preserved for a significantly greater number of years than most capital assets. Infrastructure includes, but is not limited to, parking lot, sidewalks, driveways and drainage systems, roads, bridges, tunnels, water and sewer systems, and dams and lighting systems.

B. Infrastructure assets should be depreciated over their useful lives.

C. Routine repairs and maintenance costs are charges to operations as incurred. Expenditures that extend the useful life of the infrastructure are capitalized as part of the asset and depreciated over the newly-established useful life.

### **Useful Lives**

Fixed assets are to be depreciated over their useful lives.

| <b><u>Asset Class</u></b> | <b><u>Years</u></b> |
|---------------------------|---------------------|
| School Buildings          | 30-50               |
| HVAC Systems              | 20-25               |
| Interior Construction     | 25-30               |
| Sprinkler/Fire System     | 20-25               |
| Outdoor Equipment         | 15-20               |
| Machinery & Tools         | 10-15               |
| Kitchen Equipment         | 10-15               |
| Custodial Equipment       | 05-07               |
| Furniture & Accessories   | 15-20               |
| Business Machines         | 05-10               |
| Copiers                   | 03-05               |
| Computers                 | 03-05               |
| Audio Visual              | 07-10               |
| Communication             | 05-10               |

### **Depreciation**

A. Depreciation expense should be reported in the statement of activities. Depreciation expense that can be specifically-identified with a function should be included as a direct expense. Depreciation expense for shared facilities should be ratably included in direct expenses for each function.

B. Depreciation is allocated to expense in a systematic and rational manner. The straight-line method of depreciation is used for all fixed asset classes in accordance with the useful lives established for each asset classification. Depreciation charts do not include a salvage value.

C. Depreciation may be calculated for a class of assets, a network of assets or individual assets.

**Disposal**

A. Sale of Fixed Assets - When fixed assets are sold, a calculation of gain or loss on disposal is required. The calculation is based upon the amount of proceeds received less the net book value. (Cost of the fixed asset less accumulated depreciation taken).

B. Trade-ins - The value given for a trade is part of the cost of the newly-acquired asset. The costs and accumulated depreciation of the traded-in asset must be removed from the books. Any gain or loss resulting from the disposition of the asset will be recognized as a gain or loss on disposal in the entity-wide operating statements.

C. Any disposal shall be recorded in the charter school's property records in accordance with Board Policy 5006, Property Records.

**Capital Leases**

Assets acquired by capital lease are recorded at the net present value of the future minimum lease payments. A corresponding liability is established at this time. Assets acquired under the terms of capital leases are depreciated using the straight-line method over the useful lives designated for the asset class. The cost of operating leases will be charged to current expenditures as each payment becomes due.

**Repairs and Maintenance**

Extraordinary repairs greater than \$5,000 extending the useful life of an asset beyond one year should be capitalized, and the useful life of an entire asset for depreciation purposes should be revised. Routine repairs, maintenance and parts purchased to keep the asset in working condition are charged to expense as incurred whether they are greater than or equal to \$5,000.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|         |                                     |
|---------|-------------------------------------|
| Book    | Policy Manual                       |
| Section | 5000 Property                       |
| Title   | Disposal of Books / Media Materials |
| Code    | 5000-AR-1                           |
| Status  | Active                              |
| Adopted | September 8, 2020                   |

The school will dispose of used textbooks, books and media materials that are recommended for disposal.

Textbooks, books and media materials that are eligible for disposal include those that are severely damaged; cannot be rebound; have pages missing; or have been determined by the professional staff to contain information that is not current or correct; demonstrated low student interest; and outdated copyrights.

Principals and supervisors will identify the textbooks, library books and media materials that are eligible for disposal.

Textbooks and media materials will be stamped "DISCARD" on the first page or lead edge and packed in boxes labeled "DISCARD."

The principals will complete the Books/Materials Disposal Form and forward a copy to the Business Office and the Facilities Manager. The form will be submitted approximately one (1) week prior to the requested pick-up.

The Facilities Manager will remove the boxes for disposal.

The principals or supervisors will ensure that textbook inventories for the school are updated to reflect the disposals of books.

The principals and supervisors will update inventory records to reflect the disposal of books and materials, and will update current resource catalogs.





|         |                          |
|---------|--------------------------|
| Book    | Policy Manual            |
| Section | 5000 Property            |
| Title   | Record of Capital Assets |
| Code    | 5000-AR-2                |
| Status  | Active                   |
| Adopted | September 8, 2020        |

Because accounting transactions do not provide all the information needed to ensure adequate control of the school's capital assets, the recording of capital assets on a Fixed Asset Addition Form is required.

Changes of capital assets must be recorded on a Fixed Asset Change Form.

Timely processing of capital assets is necessary to maintain an accurate inventory.

The following is a list of general information items required for all assets at the time of addition:

1. Description – be specific; include model number, manufacturer, and description.
2. Serial number – if applicable.
3. Unit Type – is asset recorded as individual item or as group.
4. Quantity.
5. Purchase order number.
6. Vendor – in case of fabricated equipment, use the term fabricated.
7. Building – building in which asset is in operation.
8. Floor.
9. Location/Room.
10. Department – completed by Business Office.
11. Property class – in accordance with Type And Useful Life Chart.
12. Category – completed by Business Office.
13. Depreciation code.
14. Life – in accordance with Type And Useful Life Chart.
15. Acquisition date.
16. Replacement date.
17. Disposal date.

18. Maintenance date – date set for routine or reoccurring maintenance.
19. Initial cost – total cost of capital asset.
20. Replacement cost – total cost to replace asset at current market value.
21. Comment – specify if purchased by a grant or capitalized without meeting capital asset criteria.

#### Completion Of Fixed Asset Change Form

The area/department receiving the asset completes the form.

The following is a list of the general requirements needed to complete the Fixed Asset Change Form:

1. Item Number – the sequential number assigned to the asset by the fixed asset system.
2. Description – description as it appears on the fixed asset system.
3. Serial Number.

One or more of the following sections may also need to be completed:

- a. Location – if moving an asset, include previous location and new location.
- b. Department Change – if the asset was originally recorded as an instructional item and is being moved to administrative area, record with T=To and F=From for the related areas.
- c. Replacement Date – change in date.
- d. Disposal Date – change in date.
- e. Maintenance Date – update by Facilities Manager.
- f. Replacement Cost – for insurance purposes.

#### Physical Inventories

The basis for inventory reports is the fixed asset system. Accurate information is dependent upon completion of the appropriate forms for additions and changes.

Physical inventories of the school will be conducted on a regular basis. A physical inventory will reveal discrepancies between recorded data and physical asset and will provide an opportunity for correction.

All administrative, professional and support staff will be required to assist in all in-house inventories when assigned. A listing of all assets in each area and room will be distributed routinely for verification by the employee assigned to that area or room.

Employees are required to report to the principal or immediate supervisor all changes in asset inventory throughout the year to maintain the accuracy of inventory listings.

#### Lost/Stolen Capital Assets

Employees are required to immediately report lost or stolen assets to the principal or immediate supervisor, who will contact the Facilities Manager.

The Facilities Manager will record the information and initiate an investigation.

The Facilities Manager will notify the CEO and Business Administrator upon completion of the investigation. When appropriate, the CEO may report a theft to law enforcement.

The Facilities Manager will initiate an insurance claim when applicable.



Book Policy Manual  
 Section 5000 Property  
 Title Capital Asset Type and Useful Life Chart  
 Code 5000-AR-3  
 Status Active  
 Adopted September 8, 2020

| <b>TYPE</b>            | <b>YEARS</b> |
|------------------------|--------------|
| Fixed Equipment        | 15           |
| Office Equipment       | 5            |
| Computer Equipment     | 3            |
| Computer Software      | 3            |
| Audio/Video/Telecom    | 5            |
| Machinery and Tools    | 10           |
| Furniture and Fixtures | 10           |
| Musical Instruments    | 10           |
| Vehicles               | 5            |
| Athletic Equipment     | 5            |
| Buildings              | 40           |

|                       |    |
|-----------------------|----|
| Building Improvements | 20 |
|-----------------------|----|





Book                      Policy Manual  
 Section                  5000 Property  
 Title                      Fixed Asset Addition Form  
 Code                      5000-AR-4  
 Status                    Active  
 Adopted                 September 8, 2020

Item Number: \_\_\_\_\_

Description: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Unit Type:  Each  Lot  Other \_\_\_\_\_

Quantity: \_\_\_\_\_ PO Number: \_\_\_\_\_ Vendor: \_\_\_\_\_

Building: \_\_\_\_\_ Floor: \_\_\_\_\_ Location/Room: \_\_\_\_\_

Department:  Instructional  Administrative  Other \_\_\_\_\_

Purchased with Grant Funds:  No  Yes - \_\_\_\_\_

Property Class: \_\_\_\_\_ Category: \_\_\_\_\_ Depreciation Code: \_\_\_\_\_ Life: \_\_\_\_\_

Acquisition Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Replacement Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Disposal Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Maintenance Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Initial Cost: \$ \_\_\_\_\_ Replacement Cost: \$ \_\_\_\_\_

Comment: \_\_\_\_\_

**TO BE COMPLETED BY BUSINESS OFFICE**





Book                      Policy Manual  
 Section                  5000 Property  
 Title                      Fixed Asset Change Form  
 Code                      5000-AR-5  
 Status                    Active  
 Adopted                  September 8, 2020

Item Number: \_\_\_\_\_

Description: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Previous Location:    Building: \_\_\_\_\_ Floor: \_\_\_\_\_ Room: \_\_\_\_\_

New Location:        Building: \_\_\_\_\_ Floor: \_\_\_\_\_ Room: \_\_\_\_\_

Department Change F-From    T-To

\_\_\_Instructional    \_\_\_Administrative    \_\_\_Other - \_\_\_\_\_

Replacement Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Disposal Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Replacement Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Maintenance Cost: \$ \_\_\_\_\_





|         |                            |
|---------|----------------------------|
| Book    | Policy Manual              |
| Section | 5000 Property              |
| Title   | Disposal of Capital Assets |
| Code    | 5000-AR-6                  |
| Status  | Active                     |
| Adopted | September 8, 2020          |

School capital assets that are no longer useful or needed will be disposed of by designated staff, upon proper approval.

The CEO or designee must approve all plans for the disposal of school assets. The CEO will report the disposal of capital assets to the Board and will seek Board approval when required.

If the original cost of an item exceeded \$4,000, the approval of the Board is required prior to any action.

All state and local laws and regulations must be followed, including formal bidding when applicable.

If an asset was purchased with federal funds, it may be necessary to receive federal permission for disposal. The coordinator or supervisor of the federal program from which the asset was purchased will obtain the relevant written authorization.

The Business Administrator will be responsible for processing all requests for disposal of an asset, and will provide to the CEO or designee the following relevant information:

1. Estimated current market value and how market value was determined.
2. Reason for disposal.
3. Removal method.
4. Related costs.

### **Reasons For Disposal**

Assets may be available for disposal if they are:

1. No longer required due to changed procedures, functions or usage patterns.
2. Occupying storage space and not needed in the foreseeable future.
3. Noncompliant with health or safety standards.
4. Found to contain hazardous materials.
5. Beyond repair.

### **Options For Disposal**

Land and buildings must be sold in accordance with applicable laws.

Moveable assets identified for disposal may be disposed of using one of the following means, only after authorization by the CEO or Board:

1. Public Bid - A written request giving full details and specifications for the goods offered for sale must be sent to the CEO. The sale must be advertised in the local newspaper and posted in the school office. Bids will be received in the Business Office until opening at a public Board meeting. After review by the solicitor, bids will be awarded.
2. Public or Online Auction - A public auction may be conducted by a licensed auctioneer if the anticipated revenues exceed the cost of the auctioneer.
3. Donations - When the school has determined that goods have no residual value, and where their disposal is unlikely to produce offsetting revenue, it may be authorized that the goods be donated to another organization.
4. Trade-In - Items may be traded in when doing so maximizes the net return to the school. The asset number of the item traded and the value of the trade-in must be shown on the purchase order of the number asset.
5. Destroyed/Junked - Items with no market value and no use may be destroyed in an appropriate and safe manner.

The school offers no warranty on the condition of the goods it sells. The advertisement for sale should provide as full a description as possible, specify that the goods are sold "as is, where is" and invite prospective buyers to inspect the goods before the sale.

### **Disposals**

When disposing of a capital asset, after authorization from the CEO or Board, the Business Administrator should ensure that the following actions occur:

1. All school tags are removed.
2. Assets are checked for items that are not included in the disposal, such as school stationery, software, records, files, papers, hazardous materials, etc.
3. Arrangements are made for removal.
4. Capital Assets Disposal Form is completed and filed in the Business Office.
5. Inventory records are updated accordingly.
6. Proceeds from the sale are credited to the General Fund Budget.



|         |                             |
|---------|-----------------------------|
| Book    | Policy Manual               |
| Section | 5000 Property               |
| Title   | Valuation of Capital Assets |
| Code    | 5000-AR-7                   |
| Status  | Active                      |
| Adopted | September 8, 2020           |

Capital assets are items that have a useful life of at least one (1) year. The assets are permanent in nature, tangible and held for purposes other than investment or resale.

There are six (6) types of capital assets: land, land improvements, buildings, building improvements, moveable equipment and fixed equipment.

### **Capital Asset Valuation**

For purposes of valuing capital assets, the school will separate them into five (5) categories, based on how they were acquired.

#### 1. Purchased Assets:

- a. To determine the value of an asset, the price must include purchase price, transportation costs, installation costs, value received from a trade-in, bid advertising costs, and any other direct costs of the school related to the purchase of the asset.
- b. Subsequent purchases for additional or replacement components must be treated as an expense per guidelines.
- c. Subsequent purchases for additional or replacement components for an existing piece of equipment funded by a federal, state or local grant may be capitalized if the additional components are specifically budgeted under the grant. An explanation is required for these additions to the capital asset inventory.

#### 2. Donated Assets:

- a. The value recorded by the school for a donated asset is the market value of the asset when the school receives it.
- b. To determine the market value of the asset, the appraisal price, selling price to educational institutions of an equivalent item, and/or information on IRS Form 8283 may be used.
- c. Transportation and installation costs should also be included when valuing the donated item.

#### 3. Leased Assets – assets purchased under a capital lease:

- a. The asset must be recorded under a capital lease when the asset is put in use.
- b. The value is recorded at the current market value and should not include any interest.

- c. Use the present value calculation based on the monthly payment schedule to determine current market value.
4. Fabricated Equipment – the value of a fabricated asset is determined by the total of the recoverable costs associated with the construction of the asset. Recoverable costs include:
    - a. Original invoice prices paid for the components.
    - b. All shipping, handling and in-transit insurance and storage charges related to the delivery and installation of the component.
    - c. All costs associated with installation, including site preparation.
    - d. Costs of all testing.
    - e. All books, manuals and training for operation.
    - f. Do not include in-house labor charges.
  5. Constructed Buildings and Improvements/Renovations:
    - a. The value of the asset includes the total amount paid for acquiring or improving the asset, such as non in-house labor; materials; architectural and design fees; charges by brokers, agents, notaries, building permits, inspections and filing costs; costs of utilities during construction; and landscaping costs related to the building.
    - b. Record all school-owned facilities that are permanent in nature as a capital asset.
    - c. Record any alteration or renovation of an existing facility that adds useful space.

**NOTES:**

**Fixed Assets** can be purchased with money from the school's operating budget (desks, chairs, books, etc.).

**Capital Assets** are purchased with borrowed money. These items are usually larger and cause the school to borrow funds, such as buildings or a large piece of equipment.





Book                      Policy Manual  
 Section                 5000 Property  
 Title                     Books / Media Materials Disposal Form  
 Code                     5000-AR-8  
 Status                    Active  
 Adopted                 September 8, 2020

Items are for:

Discard                       Public Sale

Disposition of:

\_\_\_\_\_ Number of Textbooks  
 \_\_\_\_\_ Number of Library Books  
 \_\_\_\_\_ Number of Media Materials

Location of Items:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Notes/Comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Building: \_\_\_\_\_

Requested by: \_\_\_\_\_

Date: \_\_\_\_\_

Copies to:

1. Original to Facilities Manager
2. Business Administrator
3. CEO





|              |                     |
|--------------|---------------------|
| Book         | Policy Manual       |
| Section      | 5000 Property       |
| Title        | Facilities Planning |
| Code         | 5001                |
| Status       | Active              |
| Adopted      | March 8, 2016       |
| Last Revised | May 14, 2019        |

### **Authority**

The Board of Trustees (Board) recognizes that sound planning based on accurate information is essential to meeting the ongoing needs of the Charter School's educational programs and operations. The Board shall engage in facilities planning that includes the involvement of the staff, community, businesses and parents/guardians as an important part of the process.

### **Delegation of Responsibility**

In order to inform the Board of the Charter School's future needs, the Chief Executive Officer or designee shall:

1. Annually report to the Board on enrollment projections.
2. Report to the Board on the enrollment by grades during the school year.

### **Guidelines**

When planning to enlarge or modify its facilities, the Board shall consider not only the number of students whose educational needs must be met, but also the physical requirements of the programs it deems best suited to meet those needs.[\[1\]](#)

All construction, renovation, leasing and/or sale of Charter School buildings and property shall be conducted in accordance with applicable law, regulations, state guidelines and the Charter School application and written Charter.[\[2\]](#)[\[3\]](#)[\[4\]](#)

Each school building and site shall provide suitable accommodations to carry out the educational program, including provision for the handicapped/disabled, pursuant to law and regulations.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

|       |                                   |
|-------|-----------------------------------|
| Legal | <a href="#">1. 24 P.S. 701</a>    |
|       | <a href="#">2. 24 P.S. 1715-A</a> |
|       | <a href="#">3. 24 P.S. 1722-A</a> |
|       | <a href="#">4. 24 P.S. 2574.3</a> |
|       | <a href="#">24 P.S. 708</a>       |

[24 P.S. 733](#)

[24 P.S. 736-741](#)

[24 P.S. 751](#)

[24 P.S. 751.1](#)

[24 P.S. 752](#)

[24 P.S. 753](#)

[24 P.S. 756](#)

[24 P.S. 757](#)

[24 P.S. 1732-A](#)

[25 PA Code 171.1 et seq](#)



|              |                                    |
|--------------|------------------------------------|
| Book         | Policy Manual                      |
| Section      | 5000 Property                      |
| Title        | Procedures for Facilities Planning |
| Code         | 5001-AR-1                          |
| Status       | Active                             |
| Adopted      | September 8, 2020                  |
| Last Revised | September 12, 2023                 |

The school administrators are responsible to integrate facilities planning with other aspects of planning and goal-setting.

The CEO and designated administrators are responsible to collect and review relevant information regarding the school's facilities planning and to determine recommendations, both short-term and long-term, that the CEO and designated administrators will present to the Board.

When appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion.

### **Facility Needs**

The CEO and designated administrators will annually collect information regarding:

1. Current condition of school, facilities and property.
2. Short-term repairs, enlargements, construction, equipment needs, etc. required to maintain school, facilities and property.
3. Long-term maintenance, enlargements, equipment and new construction needs for school, facilities and property.
4. Cost of projected repairs, enlargements, equipment, construction, etc.
5. Projected closure of buildings and proposed new construction, with estimated associated costs.

The CEO and administration will compile a report of these findings to present to the Board in accordance with the budget timeline designated by the Board.

### **Enrollment Projections**

The CEO and designated administrators will use the following methods to project enrollment numbers:

1. Reports on grades for current enrollment numbers.
2. Reports by Student Support Manager projecting enrollment numbers by grades for next two (2) school years.

3. Reports indicating number of approved and anticipated residential units, based on submitted site plans.
4. Review of any proposed rezoning and its consequences.
5. Consideration of proposed industrial and/or commercial development within the school and surrounding areas.

### **Community Involvement**

The Board may appoint committees comprised of Board members, school administrators and designated staff, and community members to study specific areas of facilities planning.

The Board and CEO will schedule meetings as necessary to allow school residents to present their views on facilities issues affecting their local schools or community.

The Board will request designated administrators to be present to provide factual information at public presentations regarding matters involving facilities planning. This information may include visual aids, maps, charts, data, and other statistical presentations.

### **Indoor Air Quality**

A goal of the school is to improve indoor air quality during new construction and while making repairs, renovations and maintenance to existing facilities. When reviewing bids of this nature, consideration will be given to those contractors who incorporate good indoor air quality into their design plans.



|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 5000 Property     |
| Title   | New Construction  |
| Code    | 5001-AR-2         |
| Status  | Active            |
| Adopted | September 8, 2020 |

When appropriate, based on the recommendations of the administration, the Board will authorize a comprehensive study to determine the need for new construction of a school facility.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the school staff and community residents, the Department of Education, and educational and architectural consultants, as it deems appropriate.

The administration will ensure that the school's goals for facilities are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled individuals as specified in federal and state law.
7. Provide for low maintenance costs and energy efficiency.

### **Selection Of Architect**

The Board and CEO will develop criteria for the selection of architects and engineers to be employed by the Board to assure the school will receive a high degree of competency for these professionals.

The procedure for selecting an architect to direct a new construction project is as follows:

1. The Board will appoint a Screening Committee, which will comprise no more than six (6) members. The Committee will be a balance of Board members and administrators. The CEO will be a member of the Screening Committee.
2. The CEO will serve as the resource person for the Committee. They will solicit bids from the firms approved by the Board or other sources.
3. The Screening Committee will review proposals relative to the established criteria and determine the firms to be interviewed by the Committee.

4. The CEO will schedule the interviews, and the Committee will conduct the interviews in the most efficient manner possible.
5. The Screening Committee will determine the final nominee(s) and prepare a written report for the Board describing the reasons for the recommendation of the firm(s) and rejection of the other applicants.
6. The Screening Committee will present its final nominee(s) to the Board for final interview, recommendation and approval.

### **Role of Solicitor**

The solicitor will be responsible to review the following:

1. Land purchase contracts.
2. Construction contracts.
3. Easements and/or permits for utilities.
4. Titles and deeds for chosen sites.
5. Need for applications relative to special land use.

The solicitor will be responsible for preparing the following:

1. Titles and deeds.
2. Settlement documents for land transfer.
3. Condemnation documents for site and easement acquisitions.
4. Liens and claims.
5. Deeds of dedication for rights-of-way.
6. Resolutions for Board approval involving easements, rights-of-way and land sales.

The solicitor will provide legal representation during condemnation proceedings, suits involving construction contracts and payments.

The solicitor will coordinate settlement and condemnation payments for land and easement acquisitions.

### **Contractor Responsibilities**

1. The contractor will provide a qualified construction supervisor on the project.
2. The construction supervisor will provide such supervision service directly or indirectly through their assistants or subcontractors as necessary to complete the project in accordance with the contract documents, or schedule such acceptable workmanship.
3. The contractor will provide for all permits, tests, and reports required by regulations, codes and/or the contract demands.
4. The contractor will provide for the reasonable safety measures for all parties associated with the project.
5. The contractor will take necessary precautions to protect adjacent property and the public from damage to persons or property as a result of their operations or those of their subcontractors, as required by federal, state and local safety standards, laws, codes or contract documents.
6. The contractor will compare the project progress with the progress chart and update as required.





|         |                                    |
|---------|------------------------------------|
| Book    | Policy Manual                      |
| Section | 5000 Property                      |
| Title   | Alternate Use of Buildings / Space |
| Code    | 5001-AR-3                          |
| Status  | Active                             |
| Adopted | September 8, 2020                  |

### **Identification/Determination Of Facilities For Closing/Leasing**

Prior to the final adoption of the annual budget, the CEO, principals and designated administrators will project the school's enrollment figures for the ensuing two (2) school years and identify if projected enrollments are below acceptable capacities.

The CEO will notify the Board prior to May 1 if a school's enrollment has been projected to be less than the school's capacity for at least the ensuing two (2) years.

The Board and administration will consider the feasibility of closing or leasing areas in the underutilized school buildings.

At that time, the administration will contact the Department of Education, appropriate government agencies and community residents of the affected municipality(ies) where the building is located to advise them that the Board is considering the desirability and feasibility of closing or seeking an alternate use of the surplus space. The administration will keep the agencies and community members informed in writing of the considerations as they progress and will actively seek input of affected agencies and community residents regarding the actions being considered with respect to the building or space.

In the case of available surplus areas within a facility that will continue to be used in the school's educational program, the administration will identify such areas and advise the Board whether and how such areas can appropriately be grouped for alternate use.

The Board must approve of any closing of a school building or leasing of surplus space within a school building and must notify the Department of Education in writing of such Board resolution.

### **Application For Use Of Surplus Space**

After Board approval, the administration will advertise the availability for rental of surplus space in a school building. The administration will provide an Application For Leasing Surplus Space and a copy of these administrative procedures to all interested parties.

Entities and individuals interested in leasing surplus space must complete and submit to the Business Administrator or designee a completed application form. The application must contain complete information. The administration may require applicants to provide additional information to the school.

The designated administrators will ensure that each applicant being considered for leasing provides copies of any required licenses and approval from supervisory agencies, and is fully capable of meeting school lease requirements.

### **Identification/Selection Of Prospective Lessees**

The Business Administrator or designee will maintain a file of applicants for lease of surplus space.

The administration may advertise for and engage, with Board approval, the services of a real estate firm to seek desirable lessees.

Appropriate governmental agencies and community organizations of the municipality(ies) where the surplus space is located will be advised in writing regarding the prospective lessees with which the school is negotiating.

The Board will give at least thirty (30) days' public notice of its intention to act on the administration's recommendation that surplus space be leased to a proposed lessee. Such notice will identify the proposed lessee by name and will describe the use(s) to which the proposed lessee would put such space.

### **Leases**

The Business Administrator will develop, with the assistance of the solicitor, a lease form to be signed by all parties that states the terms and conditions of the lease of the school's surplus space.

### **Oversight Of Leased Space**

The Business Administrator or designee is responsible for overseeing compliance by lessees with lease terms and conditions, and with all applicable codes, laws and regulations.

The Business Administrator or designee is responsible for ensuring that the lessees of such areas do not interfere with the educational program conducted by the school in the facility where the leased area is located.



|         |                                        |
|---------|----------------------------------------|
| Book    | Policy Manual                          |
| Section | 5000 Property                          |
| Title   | Use of Facilities / Equipment by Staff |
| Code    | 5001-AR-4                              |
| Status  | Active                                 |
| Adopted | September 8, 2020                      |

The school specifically prohibits personal use by staff of school telephones, materials, tools, supplies, equipment, facilities and vehicles, unless approval has been granted in advance by their supervisor.

Staff members who bring personal property into the school building and onto school property do so at their own risk. The school is not responsible for the theft or damage to personal property of employees.

### **Mail Service**

A mail service system will be maintained within the school so that communications from inside and outside the school can be delivered to the intended recipient in the most practicable manner.

Use of school mail facilities and staff will be restricted mainly to the distribution of communications and materials that further the educational purposes of the school. The CEO or designee may authorize exceptions.

For the convenience of staff, mailboxes are provided for teachers and other assigned employees in each building office. Mail should be retrieved on a daily basis.

Political materials and literature will not be distributed through the mail service system or placed in school mail boxes, unless received through the United States Postal Service. Use of the mail system by employees shall be in compliance with applicable collective bargaining agreements.

### **Telephone Calls**

Staff members who need to use the school telephone should attempt to make calls prior to the morning start and after school.

Only in an emergency will a staff member be called to accept a call. Staff will be informed of other telephone calls through other means, such as a note in the mailbox or personal notice.

### **Bulletin Boards**

The school will provide bulletin boards in the kitchens for use by individual employees.





|                     |                     |
|---------------------|---------------------|
| Book                | Policy Manual       |
| Section             | 5000 Property       |
| Title               | Gifts and Donations |
| Code                | 5002                |
| Status              | Active              |
| Adopted             | March 10, 2015      |
| Last Revised        | November 13, 2018   |
| Prior Revised Dates | May 14, 2019        |

### **Authority**

The Board of Trustees (Board) has the authority to solicit and accept gifts and donations made to the Charter School for Charter School purposes.[\[1\]](#)[\[2\]](#)

Any gift, donation or contribution received by the Charter School shall be given freely and voluntarily. No gift, donation or contribution of any kind shall be accepted, demanded or requested, directly or indirectly, from any parent/guardian, teacher, employee or any other person affiliated with the Charter School as a condition for employment or enrollment and/or continued attendance of any student.[\[2\]](#)

The Board reserves the right to refuse to accept any gift that does not contribute to achievement of Charter School goals or when such ownership would adversely affect the Charter School.

Any gift accepted by the Board or its designee shall become Charter School property, may not be returned without Board approval, and is subject to the same controls and regulations as are other Charter School properties.

The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board shall make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interests of the Charter School's programs.

In no case shall acceptance of a gift be considered an endorsement by the Board of a commercial product, business enterprise or institution of learning.

The gift cannot constitute a new program, such that the new program would require or obligate the Charter School to support such program financially.

All gifts shall be recorded in the appropriate inventory listing and property records.

The Chief Executive Officer shall publicly report to the Board all gifts of any amount or kind to the Charter School accepted on behalf of the Board.

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall:

1. Provide potential donors with information regarding the Charter School and its programs.
2. Consult with individuals and organizations considering a donation on appropriateness of gifts.
3. Acknowledge the receipt and value of any gift accepted by the Charter School.
4. Prepare appropriate means for recognizing or memorializing gifts.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 24 P.S. 1714-A](#)

[2. 24 P.S. 1725-A](#)



|              |                                           |
|--------------|-------------------------------------------|
| Book         | Policy Manual                             |
| Section      | 5000 Property                             |
| Title        | Procedures for Gifts / Grants / Donations |
| Code         | 5002-AR-1                                 |
| Status       | Active                                    |
| Adopted      | September 8, 2020                         |
| Last Revised | September 12, 2023                        |

The school appreciates all gifts, grants and donations given to the school to support and supplement the school's educational programs and student activities program.

All gifts accepted by the school will become the property of the school.

In deciding whether to accept a gift, grant or donation, the Board and CEO will minimally consider whether the contribution will further the established goals, whether it will be useful and be used, whether it is appropriate for the school environment, and whether it will unequally distribute resources within the school.

In general, the CEO is authorized to accept gifts, grants and donations to the school, but the Board must take action to accept all contributions that require ongoing annual service, a maintenance fee, significant personnel time, initial or continuing financial commitments for the school, and gifts of real property.

The CEO will ensure that no gift will be accepted without verification that there are no encumbrances against the gift.

The use of any gift, grant or donation not designated by the donor will be determined by the CEO and designated administrators, after appropriate consultation with the donor.

Gifts, grants or donations for a particular school, department or activity must be approved by the principal or immediate supervisor and forwarded to the CEO for final approval.

The school will make every attempt to keep equipment purchased for a particular building or program within that building or program for which it was purchased but reserves the right to make changes when necessary.

School employees will refuse to accept any gifts, grants or donations that have not been processed and approved in accordance with Board policy and school administrative procedures.

### **Procedure**

1. An individual, group or agency requesting to donate gifts, grants or donations to support the school's educational or student activities programs must submit their intentions in writing to the CEO.
2. The requesting donor must complete the Intent To Give Gift/Grant/Donation Form and submit the form to the CEO.
3. The CEO will review the request, evaluate its appropriateness, and approve or reject the request.

4. Upon receipt of the gift, grant or donation, the CEO will direct the appropriate staff to receive the contribution and ensure it is distributed as directed.
5. The CEO will report the gift, grant or donation to the Board at a public meeting and will acknowledge the donor.
6. The CEO will direct staff to send an acknowledgement and thank you to the donor.





Book Policy Manual  
 Section 5000 Property  
 Title Intent to Give Gift / Grant / Donation Form  
 Code 5002-AR-2  
 Status Active  
 Adopted September 8, 2020

I/We are requesting the Board to accept our intent to provide a gift, grant or donation to the school in order to support and supplement the school’s educational and/or student activities program.

Name of individual, group or agency: \_\_\_\_\_

Contact person if group or agency: \_\_\_\_\_

Address: \_\_\_\_\_

School program or grade level to be recipient: \_\_\_\_\_

Purpose of gift, grant, donation: \_\_\_\_\_

Amount of gift, grant, donation: \_\_\_\_\_

The school will make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interest of the school’s educational program.

I attest that there are no encumbrances against this gift to the school.

\_\_\_\_\_  
 Donor Signature

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date





|              |                |
|--------------|----------------|
| Book         | Policy Manual  |
| Section      | 5000 Property  |
| Title        | Maintenance    |
| Code         | 5004           |
| Status       | Active         |
| Adopted      | March 10, 2015 |
| Last Revised | May 14, 2019   |

### **Purpose**

Adequate maintenance of Charter School buildings, property and equipment is essential to fiscal responsibility and efficient management of Charter School facilities.

### **Authority**

The Board of Trustees (Board) directs that a continuous program of inspection and maintenance of all Charter School buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall develop and supervise a maintenance program which shall include:

1. Regular program of maintenance, repair and improvement of buildings and facilities.
2. Equipment replacement program.
3. Long-range plans for building modernization and conditioning.

The Chief Executive Officer or designee shall develop a maintenance check list.

The Facilities Manager, shall conduct a physical inspection of the building on a monthly basis and return a written report to the Chief Executive Officer or designee as to the findings of that inspection.

The Chief Executive Officer shall report annually to the Board regarding the current maintenance and improvement program and projected maintenance needs that include cost analysis.

### **Guidelines**

#### **Lead Testing**

The Chief Executive Officer or designee shall determine the necessity for annual lead testing in the drinking water of Charter School facilities where children may be present.[\[1\]](#)

If the Charter School does not test drinking water for lead, the Chief Executive Officer or designee shall discuss lead issues in Charter School facilities at a public meeting, as required by law.[\[1\]](#)

When lead testing is conducted and water samples show lead levels in excess of the standards set by the U.S. Environmental Protection Agency's National Primary Drinking Water Regulations, the Charter School shall immediately: [\[1\]](#)

1. Ensure that no child or adult is exposed to drinking water contaminated with lead.
2. Make alternative sources of drinking water available.
3. Take corrective actions, as necessary.

The Chief Executive Officer or designee shall report elevated lead levels to the Pennsylvania Department of Education. [\[1\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 24 P.S. 742](#)

[25 PA Code 171.1 et seq](#)



Book Policy Manual  
 Section 5000 Property  
 Title Building Maintenance Inspection Report  
 Code 5004-AR-1  
 Status Active  
 Adopted September 8, 2020  
 Last Revised November 29, 2023

Building: \_\_\_\_\_ Date: \_\_\_\_\_

Inspected By: \_\_\_\_\_

This form is a reminder of general areas and items to be inspected. Check each item "Acceptable" or "Needs Attention." All "Needs Attention" items must include location, and the date corrected must be noted.

| Area Inspected            | Location(s) | Condition  |                 |                |
|---------------------------|-------------|------------|-----------------|----------------|
|                           |             | Acceptable | Needs Attention | Date Corrected |
| <b>Inside Electrical</b>  |             |            |                 |                |
| Switches                  |             |            |                 |                |
| Receptacles               |             |            |                 |                |
| Lights                    |             |            |                 |                |
| <b>Inside Plumbing</b>    |             |            |                 |                |
| Toilets                   |             |            |                 |                |
| Sinks                     |             |            |                 |                |
| Drains                    |             |            |                 |                |
| Fixtures                  |             |            |                 |                |
| <b>Inside Carpentry</b>   |             |            |                 |                |
| Windows                   |             |            |                 |                |
| Doors                     |             |            |                 |                |
| Floors                    |             |            |                 |                |
| Painting                  |             |            |                 |                |
| <b>Outside Electrical</b> |             |            |                 |                |
| Lights                    |             |            |                 |                |
| Power                     |             |            |                 |                |
| Lines and Poles           |             |            |                 |                |
| <b>Outside Plumbing</b>   |             |            |                 |                |
| Sewer                     |             |            |                 |                |

|                          |  |  |  |  |
|--------------------------|--|--|--|--|
| Gutter                   |  |  |  |  |
| Drains                   |  |  |  |  |
| Downspouts               |  |  |  |  |
| <b>Outside Carpentry</b> |  |  |  |  |
| Roof                     |  |  |  |  |
| Painting                 |  |  |  |  |
| Doors                    |  |  |  |  |
| Windows                  |  |  |  |  |
| <b>Grounds</b>           |  |  |  |  |
| Shrubs                   |  |  |  |  |
| Trees                    |  |  |  |  |
| Fencing                  |  |  |  |  |
| <b>Other</b>             |  |  |  |  |
| Ceiling Tiles            |  |  |  |  |
|                          |  |  |  |  |
|                          |  |  |  |  |
|                          |  |  |  |  |
|                          |  |  |  |  |
|                          |  |  |  |  |

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This form will be completed by the Facilities Manager on a monthly basis. The Facilities Manager will retain a copy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Completed



|              |                   |
|--------------|-------------------|
| Book         | Policy Manual     |
| Section      | 5000 Property     |
| Title        | Drinking Water    |
| Code         | 5004-AR-2         |
| Status       | Active            |
| Adopted      | September 8, 2020 |
| Last Revised | November 29, 2023 |

The school has a duty to maintain facilities that provide a safe supply of drinking water.

To ensure that all school facilities are providing safe drinking water to students and staff, the school will implement the following measures:

1. Disinfect drinking water fountains and water outlets daily to reduce possible bacteria contamination.
2. Clean drinking water fountains daily to remove lime and calcium build-up.
3. Clean sediment and debris out of all outlet screens or aerators on a regular basis.
4. Clean water faucets and hot water tanks to control bacteria growth levels.
5. Evaluate school facilities for the presence of cross-connections between the drinking water system and other liquids or substances for actual or potential cross-contamination.

The CEO may, if necessary, communicate information to students, parents/guardians, staff and the community about the programs in place for monitoring lead levels, the results of testing for lead in the drinking water, and remediation action being taken by the school.

Resources:

Healthy Schools and Water Quality, US Environmental Protection Agency  
<https://www.epa.gov/schools-air-water-quality/healthy-schools-and-water-quality>

Drinking Water and Best Management Practices for Schools and Child Care Facilities Served by Municipal Water Systems, US Environmental Protection Agency  
<https://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100HGM8.txt>

Lead Information for Schools and Daycares, PA Department of Environmental Protection  
<http://www.dep.pa.gov/Citizens/My-Water/PublicDrinkingWater/Pages/Lead-and-Drinking-Water.aspx>

Lead in Drinking Water in Schools and Childcare Facilities, US Environmental Protection Agency  
<https://www.epa.gov/dwreginfo/lead-drinking-water-schools-and-childcare-facilities>

3Ts Toolkit for Reducing Lead in Drinking Water in Schools, US Environmental Protection Agency  
<https://www.epa.gov/ground-water-and-drinking-water/3ts-reducing-lead-drinking-water-toolkit>







|                     |                                 |
|---------------------|---------------------------------|
| Book                | Policy Manual                   |
| Section             | 5000 Property                   |
| Title               | Facilities and Workplace Safety |
| Code                | 5005                            |
| Status              | Active                          |
| Adopted             | March 8, 2016                   |
| Last Revised        | November 10, 2020               |
| Prior Revised Dates | May 14, 2019                    |

### **Purpose**

The Board of Trustees ("Board") recognizes that Charter School facilities must be maintained and operated in a condition that prioritizes the safety of students, staff and visitors.

### **Authority**

The Board directs the Charter School to provide facilities and equipment deemed necessary for the safe conduct of the educational programs and operations of the Charter School, in accordance with guidance issued by state and local officials, and the Board-approved health and safety plan.

The Board requires that all students, staff and visitors adhere to state and local health and safety orders, Board policy, administrative procedures and Board-approved plans requiring face coverings or other protective devices where needed for safety purposes. Violation of this policy and Charter School safety rules may result in disciplinary action, in accordance with the law, regulations or Board policy, or denial of entry to Charter School buildings and property, except where accommodations are deemed reasonable and necessary for individuals with disabilities or in connection with medical conditions.

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall periodically review and evaluate Charter School health and safety rules and health and safety plans, as necessary.

Administrators shall ensure that all staff and students are informed of health and safety rules at the beginning of each school year and whenever conditions and requirements change. Administrators shall provide ongoing education and post signage to assist staff and students in complying with health and safety rules.

### **Guidelines**

#### **Certified Workplace Safety Committee**

A workplace safety committee shall be established to promote the Charter School's goals concerning safe schools. [\[3\]\[4\]\[5\]](#)

The workplace safety committee shall be composed of a minimum of four (4) members, including two (2) administrators and two (2) employee representatives.

If the number of members on the workplace safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. The administrators shall not constitute a majority of the workplace safety committee.

It shall be the responsibility of the workplace safety committee to:

1. Evaluate the current safety program.
2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards.
3. Make recommendations to correct hazards.
4. Review, in a timely manner, incident and accident report and investigation forms.
5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.

A quorum of the workplace safety committee members shall meet at least once a month.

The workplace safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each workplace safety committee meeting.

All decisions of the committee shall be made by majority vote of members present.

The Chief Executive Officer or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.

The Chief Executive Officer or designee shall maintain written records of workplace safety committee training.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[8. 34 PA Code 129.1001 et seq](#)

[9. 72 P.S. 1722-J](#)

[10. 77 P.S. 1038.2](#)

[24 P.S. 1517](#)

[24 P.S. 1518](#)

[24 P.S. 1722-A](#)

[24 P.S. 1732-A](#)



|              |                   |
|--------------|-------------------|
| Book         | Policy Manual     |
| Section      | 5000 Property     |
| Title        | Safety            |
| Code         | 5005-AR-1         |
| Status       | Active            |
| Adopted      | September 8, 2020 |
| Last Revised | November 29, 2023 |

The school will provide reasonable safety protections, and protective equipment for students and staff, adequate maintenance and repair of facilities, accident reports and supervision regulations that seek to reduce the potential of injury and promote the health and safety of to students, employees, visitors, others present on school property and those present at school-sponsored activities and events.

The school administration will develop and implement health and safety rules and regulations that will promote health and safety in school buildings and on school property.

School staff will post appropriate signage to provide notification and promote compliance with health and safety rules.

The School Safety & Security Coordinator will have overall responsibility for the school's safety and security efforts. They will ensure that appropriate employees are kept informed of current state and local requirements relative to fire prevention, civil defense, sanitation, public health and occupational safety.

The Pandemic Coordinator will have overall responsibility for implementation of the Board-approved health and safety plan, in coordination with the School Safety and Security Coordinator and the school's emergency preparedness plan.

The School Safety & Security Coordinator will be responsible for the supervision of safety measures and compliance with health and safety rules in their school. Building safety training must include the required safety and fire drills, and ensuring that all building employees are instructed in the location and use of emergency exits, fire extinguishers and shutoff valves, when applicable.

All employees will practice good health and safety habits and be aware of conditions that may make the environment unsafe. Staff are required to address health and safety concerns and immediately report any unsafe condition by email to the Facilities Manager and/or the Facilities Management System, via the link provided below:

[FACILITIES MANAGEMENT SYSTEM](#)

Safety practices are an integral part of the curriculum and may include instruction in the dangers and prevention of fire; accident prevention; traffic, bicycle, pedestrian and driver safety; and emergency procedures.

Any accident or injury to a student, employee or visitor on school property must be reported to any employee's immediate supervisor. The supervisor will follow through to ensure the individual has received treatment.

The Facilities Manager will make periodic inspections regarding the safety-related conditions of all school buildings, property and equipment.

The School Safety and Security Coordinator will distribute and direct that all required federal, state and local safety regulations required to be posted in school buildings are properly displayed.

The School Safety and Security Coordinator will maintain appropriate safety records for all school buildings.



|              |                     |
|--------------|---------------------|
| Book         | Policy Manual       |
| Section      | 5000 Property       |
| Title        | General Safety Rule |
| Code         | 5005-AR-2           |
| Status       | Active              |
| Adopted      | September 8, 2020   |
| Last Revised | November 29, 2023   |

The school is committed to operating its programs in the safest manner possible. Compliance by students and staff with the following rules will assist in achieving this objective

### **Staff Responsibilities**

As good safety practice, school employees will:

1. Report immediately any condition or practice that they think may cause injury or damage to equipment by email to the Facilities Manager and/or the Facilities Management System, via the link provided ([FACILITIES MANAGEMENT SYSTEM](#)).
2. When witnessing or involved in an accident that results in personal injury or damage to school property, promptly summon first aid and then report the accident to the principal or immediate supervisor.
3. Avoid operating any equipment that is not in a safe condition.
4. Use all prescribed safety and protective equipment when required, and maintain such equipment in good working condition.
5. Obey all school rules, regulations, signs, markings and instructions.
6. Use approved lifting techniques and secure assistance for heavy loads.
7. Use correct tools and equipment for the job in a safe manner.
8. Return all tools, equipment, and materials to their proper storage.
9. Refrain from horseplay and interference with other employees.





|              |                                        |
|--------------|----------------------------------------|
| Book         | Policy Manual                          |
| Section      | 5000 Property                          |
| Title        | Hazardous / Unsafe Condition Reporting |
| Code         | 5005-AR-3                              |
| Status       | Active                                 |
| Adopted      | September 8, 2020                      |
| Last Revised | November 29, 2023                      |

All employees should immediately report a hazardous or unsafe condition to the Facilities Manager by email and/or the Facilities Management System via the link provided below:

[FACILITIES MANAGEMENT SYSTEM](#)







Book Policy Manual  
 Section 5000 Property  
 Title Facility Safety and Security Inspection Report  
 Code 5005-AR-4  
 Status Active  
 Adopted September 8, 2020  
 Last Revised November 29, 2023

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Inspected By: \_\_\_\_\_

This form is a reminder of general areas and items to be inspected. Check each item "Acceptable" or "Needs Attention." All "Needs Attention" items must include location, and the date corrected must be noted.

| Area Inspected                                      | Location(s) | Condition  |                 |                |
|-----------------------------------------------------|-------------|------------|-----------------|----------------|
|                                                     |             | Acceptable | Needs Attention | Date Corrected |
| <b>Grounds</b>                                      |             |            |                 |                |
| Condition of steps                                  |             |            |                 |                |
| Condition of walkways – not obstructed              |             |            |                 |                |
| Condition of parking areas                          |             |            |                 |                |
| Access to student vehicles is limited               |             |            |                 |                |
| Parking areas clearly identified                    |             |            |                 |                |
| Parking lots located in direct line of observation  |             |            |                 |                |
| School vehicles parked within school perimeter      |             |            |                 |                |
| Handrails on all steps and ramps                    |             |            |                 |                |
| Security lights                                     |             |            |                 |                |
| Exterior lights have break-resistant lenses or mesh |             |            |                 |                |

|                                                  |  |  |  |  |
|--------------------------------------------------|--|--|--|--|
| Access points and loading zones well illuminated |  |  |  |  |
| Lights mounted to reduce shadows                 |  |  |  |  |
| Holes in lawn                                    |  |  |  |  |
| Debris on grounds                                |  |  |  |  |
| Condition of seats/bleachers                     |  |  |  |  |
| Trash receptacles – safe distance from buildings |  |  |  |  |
| Landscaping trimmed to avoid obscuring windows   |  |  |  |  |
| Condition of playground equipment                |  |  |  |  |
| Playground surfacing                             |  |  |  |  |
| Vehicle entry to playground area blocked         |  |  |  |  |
| Condition of roadways                            |  |  |  |  |
| Condition of fencing                             |  |  |  |  |
| Authorized vehicle traffic only                  |  |  |  |  |
| Perimeter gates operable                         |  |  |  |  |
| Access to roof limited                           |  |  |  |  |
| Directional signs on curbs and roadways          |  |  |  |  |
| <b>Buildings</b>                                 |  |  |  |  |
| Condition of floors                              |  |  |  |  |
| Floors dry                                       |  |  |  |  |
| Floors not slippery                              |  |  |  |  |
| Floor openings properly covered                  |  |  |  |  |
| Intake vents clean                               |  |  |  |  |
| Exhaust vents clean                              |  |  |  |  |
| Signs of basement water seepage                  |  |  |  |  |
| Signs of roof leakage                            |  |  |  |  |
| Ceiling material secure                          |  |  |  |  |
| Water piping system                              |  |  |  |  |
| Waste piping system                              |  |  |  |  |
| Steam piping system                              |  |  |  |  |
| Air piping system                                |  |  |  |  |
| Loading dock                                     |  |  |  |  |
| Storage room(s)                                  |  |  |  |  |
| Waste disposal area(s)                           |  |  |  |  |
| Broken glass                                     |  |  |  |  |
| Adequate lighting in all areas                   |  |  |  |  |
| Handrails secure                                 |  |  |  |  |
| Stair tread secure                               |  |  |  |  |

|                                                                 |  |  |  |  |
|-----------------------------------------------------------------|--|--|--|--|
| Designated visitors' entrance clearly marked                    |  |  |  |  |
| Files, safes and vaults secured                                 |  |  |  |  |
| <b>Means of Egress</b>                                          |  |  |  |  |
| Exits clearly marked                                            |  |  |  |  |
| Exits free of obstructions                                      |  |  |  |  |
| Exterior and interior exits and windows clearly numbered        |  |  |  |  |
| Fire doors kept closed                                          |  |  |  |  |
| Doors operate freely                                            |  |  |  |  |
| Evacuation plan(s) posted                                       |  |  |  |  |
| Locks and security mechanisms working                           |  |  |  |  |
| Door hinges have non-removable pins                             |  |  |  |  |
| Door frames made of pry-proof metal                             |  |  |  |  |
| Doors have security glass                                       |  |  |  |  |
| Windows have latches                                            |  |  |  |  |
| Miscellaneous openings secured (roof, coal chute, crawl spaces) |  |  |  |  |
| Secured vestibule at main building entrance                     |  |  |  |  |
| <b>Material Storage</b>                                         |  |  |  |  |
| Storage areas kept clean                                        |  |  |  |  |
| Material properly stacked                                       |  |  |  |  |
| Proper lighting                                                 |  |  |  |  |
| Flammable materials properly stored                             |  |  |  |  |
| Material properly labeled                                       |  |  |  |  |
| <b>Machinery/Equipment</b>                                      |  |  |  |  |
| Condition of ladders                                            |  |  |  |  |
| Operating instructions posted                                   |  |  |  |  |
| Guards in place                                                 |  |  |  |  |
| Personal protective equipment provided                          |  |  |  |  |
| Condition of hand tools                                         |  |  |  |  |
| Condition of power tools                                        |  |  |  |  |
| Is machinery/equipment clean?                                   |  |  |  |  |
| Belts guarded in place                                          |  |  |  |  |
| Machinery and equipment properly anchored                       |  |  |  |  |

|                                                       |  |  |  |  |
|-------------------------------------------------------|--|--|--|--|
| Elevators inspected and properly working              |  |  |  |  |
| Boiler inspected and properly working                 |  |  |  |  |
| Anchor pads or locking devices on portable equipment  |  |  |  |  |
| Proper identification and inventory program           |  |  |  |  |
| <b>Electrical</b>                                     |  |  |  |  |
| All electrical circuits properly fused                |  |  |  |  |
| Condition of extension cords                          |  |  |  |  |
| Extension cords not used extensively                  |  |  |  |  |
| Wiring and fixtures properly covered                  |  |  |  |  |
| Control panels accessible                             |  |  |  |  |
| Condition of switches and outlets                     |  |  |  |  |
| <b>Fire/Emergency Protection</b>                      |  |  |  |  |
| Sprinkler valves accessible                           |  |  |  |  |
| Sprinkler valves sealed open                          |  |  |  |  |
| Fire alarm boxes unobstructed                         |  |  |  |  |
| Adequate number and type of fire extinguishers        |  |  |  |  |
| Fire extinguishers properly maintained                |  |  |  |  |
| Fire alarms and smoke detectors operational           |  |  |  |  |
| Alarm system operational and in good repair           |  |  |  |  |
| AED properly labeled and maintained                   |  |  |  |  |
| Standpipe and hose unobstructed and in good condition |  |  |  |  |
| Automatic systems in kitchen(s) properly maintained   |  |  |  |  |
| Emergency lighting system operable                    |  |  |  |  |
| Security system operational                           |  |  |  |  |
| Smoking properly controlled                           |  |  |  |  |

This form will be completed by the Facilities Manager on a bi-annual basis. The Facilities Manager will retain a copy and provide a copy to the CEO.

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Signature

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Date Completed



|         |                            |
|---------|----------------------------|
| Book    | Policy Manual              |
| Section | 5000 Property              |
| Title   | Workplace Safety Committee |
| Code    | 5005-AR-5                  |
| Status  | Active                     |
| Adopted | September 8, 2020          |

A Workplace Safety Committee is established in the school for the purpose of accident and illness prevention.

A quorum of members of the Workplace Safety Committee will meet at least monthly.

The responsibilities and functions of the Workplace Safety Committee are to:

1. Represent the accident and illness concerns of employees at the workplace.
2. Review the school's hazard detection and accident and illness prevention policies and practices and make written proposals regarding those.
3. Establish procedures for periodic workplace inspections by the Workplace Safety Committee for the purpose of locating and identifying safety and health hazards. The location and identity of hazards will be documented in writing, and the committee will make recommendations to the CEO regarding correction of the hazards. The CEO will report to the Board concerning identified hazards and recommendations for their elimination.
4. Conduct a review of incidents resulting in work-related illnesses, injuries and deaths, and of complaints regarding safety and health hazards made by committee members or other employees.
5. Evaluate the effectiveness of newly implemented health and safety equipment or health and safety procedures.
6. Establish a system to allow committee members to obtain safety-related proposals, reports of hazards or other information directly from individuals involved in the operation of the school.
7. Make budget recommendations on long-term safety issues.

In addition, the Workplace Safety Committee will:

1. Develop operating procedures, such as rules or bylaws prescribing the committee's duties.
2. Develop and maintain membership lists.
3. Develop a written agenda for each committee meeting.
4. Maintain committee meeting attendance lists.
5. Take and maintain minutes of each committee meeting, which the school will review. Copies of minutes will be posted or made available for all employees and will be sent to each committee member.

6. Ensure that the reports, evaluations and proposals of the committee become part of the minutes of the meeting, which will include:
  - a. Inspection reports.
  - b. Reports on specific hazards and corrective measures taken.
  - c. Reports on workplace injuries or illnesses.
  - d. Management responses to committee reports.
7. Make decisions by majority vote.

### **Committee Formation/Membership**

The school may choose to form a single, centralized Workplace Safety Committee representing all school buildings, or may form a separate Workplace Safety Committee in each school building.

The committee will be composed of at least an equal number of school administrators and employee representatives and will consist of at least two (2) school administrators and two (2) employee representatives. Committee membership will represent all primary operations of the school.

Employee representatives will join the committee for a continuous term of one (1) year from the date of the first meeting attended. Such employees will be permitted to take reasonable time from work to perform committee duties without loss of pay or benefits.

The committee will establish procedures that retain a core group of experienced members to serve on the committee at all times.

The school will retain records of member rotation for five (5) years after the date of application for certification.

### **Member Training**

The school will, through itself or its insurer, provide adequate, annual training programs for each committee member.

Annually, the school will provide required committee member training that will address, at a minimum:

1. Hazard detection and inspection.
2. Accident and illness prevention and investigation, including substance abuse awareness and prevention training, safety committee structure and operation.
3. Other health and safety concerns specific to the business of the school.

Training will be provided by recognized, qualified trainers who meet the established Bureau of Workers' Compensation standards for accident and illness prevention services providers. The school must verify and provide documentation to the Bureau that supports the trainer's qualifications.

The school must maintain written records of committee training that include:

1. Names of committee members trained.
2. Dates of training.
3. Training time period.
4. Training methodology.
5. Names and credentials of personnel conducting the training.
6. Names of training organizations sponsoring training, if applicable.
7. Training location.







|               |                                                         |
|---------------|---------------------------------------------------------|
| Book          | Policy Manual                                           |
| Section       | 5000 Property                                           |
| Title         | Emergency Preparedness, Required Drills and Assessments |
| Code          | 5005-AR-6                                               |
| Status        | Active                                                  |
| Adopted       | September 8, 2020                                       |
| Last Revised  | September 6, 2022                                       |
| Last Reviewed | November 29, 2023                                       |

### **Emergency Preparedness Plan**

The school will coordinate with the Pennsylvania Emergency Management Agency (PEMA), county emergency management agency(ies), local police and fire departments, and emergency medical services in developing and implementing the school's emergency preparedness plan, in accordance with the requirements of law and Board policy.

The school will comply with the National Incident Management System (NIMS) in developing and implementing the emergency preparedness plan, and providing training to designated school staff.

The school's emergency preparedness plan will be documented and made available to designated individuals in a secure online system and in paper format.

In developing and reviewing the emergency preparedness plan, the school's designated school safety and security team or committee will use the resources and recommendations available through [PEMA for school emergency preparedness planning](#):

[PEMA Model EOP](#)

[PEMA School Functional Annexes](#)

[PEMA Threat Hazard Annex Worksheet](#)

[PEMA Threat Hazard Evaluation Worksheet](#)

[PEMA Reunification Annex](#)

[Sample School EOP](#)

[Sample School Vital Information Plan](#)

The designated school safety and security team or committee will:

1. Review the emergency preparedness plan annually.
2. Modify the plan as necessary.

3. Communicate changes in the plan to the Board, applicable staff, county emergency management agency(ies), other designated agencies, local police and fire departments and emergency medical services, and provide updated information as applicable to students and parents/guardians.
4. Update documentation as necessary based on modifications to the emergency preparedness plan, and include a record of the revisions within the plan.
5. Ensure appropriate training and drills are completed with designated staff and students for implementation of the emergency preparedness plan.

### **Required Drills**

The school will coordinate and cooperate with local fire departments, law enforcement officials, emergency medical services and county and state emergency management committees and agencies, when planning and conducting emergency preparedness, emergency evacuation and school security drills at each location.

Each school building is required to conduct or participate in fire drills, school security drills, bus evacuation drills and emergency preparedness drills in accordance with law and Board policy, and with the procedures designated in the emergency preparedness plan.

| <b>Required Drill</b>        | <b>Frequency</b>                                                                                                                                                                                                                                                                           |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fire Drill                   | One (1) each month, except in months where a School Security Drill is authorized to take the place of a fire drill.                                                                                                                                                                        |
| School Security Drill        | One (1) required within the first ninety (90) days of the beginning of each school year. Up to two (2) additional per school year are at the discretion of the school. School Security Drills take the place of the required monthly fire drill for the month in which they are conducted. |
| Emergency Preparedness Drill | At least one (1) annually.                                                                                                                                                                                                                                                                 |

The Facilities Manager will coordinate with the building administrators in planning and conducting drills at a variety of times that minimize disruption of the educational program.

Fire drills will include instruction in the use of appliances and exits.

Required drills will include specific plans for qualified individuals with disabilities who may need assistance or alternative methods for evacuation or sheltering in place.

### **School Safety and Security Assessments**

The School Safety and Security Coordinator will ensure an appropriate School Safety and Security Assessment is completed periodically in accordance with the criteria established by the state's School Safety and Security Committee:

#### **School Safety and Security Committee: Safety and Security Assessment Criteria**

The School Safety and Security Assessment may be conducted for physical security and/or student assistance and behavioral health support, in accordance with established criteria, and will include an assessment of applicable policy and training elements.

The School Safety and Security Assessment may be conducted by designated school staff and results of the assessment will be documented and included with the annual School Safety and Security Board report.

The individual(s) completing a School Safety and Security Assessment will note whether the school's status meets with the state School Safety and Security Committee's established Baseline Criteria in each designated subject area, as a part of the assessment process.



|              |                                                            |
|--------------|------------------------------------------------------------|
| Book         | Policy Manual                                              |
| Section      | 5000 Property                                              |
| Title        | Emergency Preparedness Information - Incident Command Post |
| Code         | 5005-AR-7                                                  |
| Status       | Active                                                     |
| Adopted      | September 8, 2020                                          |
| Last Revised | November 29, 2023                                          |

In an emergency, the school will follow the procedures in its comprehensive emergency preparedness plan.

Annually, by September 30, the school will assemble information required to assist local police and fire departments responding to an emergency. If applicable, the following information will be deployed immediately to the established Incident Command Post in the event of an emergency incident or disaster:

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. Locations of predetermined or prospective command posts.
4. Current teacher/employee roster.
5. School fire-alarm shutoff location and procedures.
6. School sprinkler system shutoff location and procedures.
7. Gas/Utility line layouts and shutoff valve locations.
8. Cable/Satellite television shutoff location and procedures.
9. Other information the school entity deems pertinent to assist local police and fire departments in responding to an emergency.





|              |                  |
|--------------|------------------|
| Book         | Policy Manual    |
| Section      | 5000 Property    |
| Title        | Property Records |
| Code         | 5006             |
| Status       | Active           |
| Adopted      | March 8, 2016    |
| Last Revised | May 14, 2019     |

### **Purpose**

The Board of Trustees (Board) recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property of the Charter School and under the Charter School's control.

### **Authority**

The Board directs that a complete inventory, by physical count, of all Charter School-owned equipment and property records of all Charter School buildings and grounds shall be maintained and updated at intervals that coincide with property insurance renewal.

### **Delegation of Responsibility**

It shall be the responsibility of the Business Administrator to ensure that equipment inventories are systematically and accurately recorded, updated, and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.

### **Guidelines**

Major items of equipment shall be subject to annual physical spot check inventory to determine loss, location or depreciation; any major loss shall be reported to the Board.

No equipment shall be removed for personal or non-school use, except in accordance with Board policy.

All equipment shall be identified with a permanent label to show equipment identification.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [24 P.S. 1716-A](#)





|         |                              |
|---------|------------------------------|
| Book    | Policy Manual                |
| Section | 5000 Property                |
| Title   | Property / Inventory Records |
| Code    | 5006-AR-1                    |
| Status  | Active                       |
| Adopted | September 8, 2020            |

Property and inventory records will be maintained and updated by designated staff in accordance with established timelines.

Physical inventories will be conducted on a routine basis to reveal discrepancies between recorded data and physical assets.

The Business Administrator or designee will maintain a system of inventory of property records which will note, as appropriate to the item recorded, the following information:

1. Description and identification.
2. Manufacturer.
3. Year of purchase.
4. Initial cost.
5. Location.
6. Condition and depreciation.
7. Current valuation, in conformity with insurance requirements.

Accurate property and inventory information is dependent upon the completion of required forms by designated staff that record current inventory, additions, changes, losses and disposals.

The Facilities Manager is responsible for inventories of the buildings, including inventory of furniture and non-consumable equipment. The Facilities Manager will complete the Inventory Form when conducting an inventory.

Teachers are responsible for an inventory of their areas, and each will receive a listing of all assets in their area/classroom for verification by the teacher.

### **Lost/Missing Equipment**

School employees are required to report all incidents of damaged, lost or stolen equipment:

1. When any equipment is damaged, lost or stolen, the employee responsible for the item(s) will report the incident to the principal or immediate supervisor.
2. The principal or immediate supervisor will give the employee the Report Of Equipment Incident form, which will be completed by the employee and returned to the administrator.

3. The principal or supervisor will review the information on the form, sign the form and send a copy to the Business Office and the employee who originated the claim.
4. In cases of theft, the principal or supervisor will contact local law enforcement and complete any required paperwork.
5. Business Office staff will take the appropriate follow-up steps, which may include:
  - a. Filing an insurance claim.
  - b. Making copies of invoices.
  - c. Completing a Fixed Asset Change Form.
  - d. Contacting other departments as necessary, such as maintenance, technology.

The school may decide not to replace damaged, lost or stolen equipment, based on the recommendation of the principal or immediate supervisor.





|              |                              |
|--------------|------------------------------|
| Book         | Policy Manual                |
| Section      | 5000 Property                |
| Title        | Report of Equipment Incident |
| Code         | 5006-AR-2                    |
| Status       | Active                       |
| Adopted      | September 8, 2020            |
| Last Revised | November 29, 2023            |

All employees should immediately report a hazardous or unsafe condition of equipment to the Facilities Manager by email and/or the Facilities Management System via the link provided below:

[FACILITIES MANAGEMENT SYSTEM](#)

The Facilities Manager will maintain a log of all equipment incidents through the Facilities Maintenance System.





|              |                   |
|--------------|-------------------|
| Book         | Policy Manual     |
| Section      | 5000 Property     |
| Title        | Building Security |
| Code         | 5009              |
| Status       | Active            |
| Adopted      | May 14, 2019      |
| Last Revised | November 10, 2020 |

### **Purpose**

The Board of Trustees recognizes the need to maintain security of Charter School buildings and facilities for reasons of safety, vandalism and theft.

### **Delegation of Responsibility**

Building security shall be coordinated by the School Safety and Security Coordinator, with the cooperation of Charter School administrators and staff.[1]

Toward this end, a program of building security and safety and security plans, shall be administered by the Chief Executive Officer or designee, with the cooperation of building administrators and staff.

The Chief Executive Officer or designee shall determine who may be authorized to access to Charter School building(s), the designated level of access and who may have after-hours access to Charter School buildings and facilities.

The need for access shall be the underlying principle in determining who will have keys, fobs, identification badges, access codes, access cards, and biotechnology for Charter School buildings and facilities.

### **Guidelines**

After the start of the school day, access to Charter School buildings shall be limited to one (1) entrance that is monitored and capable of controlling visitor entry. All other entrances shall be locked, and designated Charter School staff shall follow established Board policy and procedures for entry of visitors and other authorized individuals into Charter School facilities.

The Chief Executive Officer or designee shall designate staff members who have limited or unlimited access to Charter School buildings and facilities, based on their job functions.

A log of employees with keys, fobs, identification badges, access codes, access cards, and biotechnology shall be maintained in the office of the Chief Executive Officer or designee.

A set of master and/or duplicate keys shall be kept in the custody of the Chief Executive Officer or designee and maintained in a safe and secured location.

After-hours entry to Charter School buildings shall be controlled by the staff member on duty. Rules for after-hours entry shall be communicated to all staff.

Entry to a Charter School building shall be prohibited when a person authorized as a Charter School representative for the building is not present.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[24 P.S. 1716-A](#)



|              |                   |
|--------------|-------------------|
| Book         | Policy Manual     |
| Section      | 5000 Property     |
| Title        | Building Access   |
| Code         | 5009-AR-1         |
| Status       | Active            |
| Adopted      | September 8, 2020 |
| Last Revised | November 29, 2023 |

Access to school buildings and grounds will be established by the CEO or designee, in coordination with the School Safety and Security Coordinator, in accordance with the following guidelines:

**Unlimited Access**

1. CEO
2. Facilities Manager
3. Custodians and Maintenance

**Limited Access**

1. Faculty and Staff

A log of employees with electronic access and/or a building access badge will be maintained by the Facilities Manager through the online security system.

A set of master and/or duplicate keys will be kept and maintained in a safe and secured location which can only be accessed by the school's authorized personnel.

After-hours entry to school buildings will be monitored through the online security system by the Facilities Manager.

Entry to a school building will be prohibited when a person authorized as a school representative for the building is not present.





|              |                        |
|--------------|------------------------|
| Book         | Policy Manual          |
| Section      | 5000 Property          |
| Title        | Visitors Sign In Sheet |
| Code         | 5009-AR-2              |
| Status       | Active                 |
| Adopted      | September 8, 2020      |
| Last Revised | November 29, 2023      |

**NOTE:** Visitors must sign the Visitor Sign In Sheet and are permitted to visit only those areas for which permission has been granted, while wearing a visible Visitor's Badge.

At the end of each school year, the Visitor Sign In Sheets will be provided to the CEO's Executive Assistant for record keeping purposes.

### Visitor Sign In Sheet

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Staff Member: \_\_\_\_\_

=====

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Staff Member: \_\_\_\_\_

=====

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Staff Member: \_\_\_\_\_

=====

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Staff Member: \_\_\_\_\_

=====

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Staff Member: \_\_\_\_\_

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Staff Member: \_\_\_\_\_

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Staff Member: \_\_\_\_\_

=====





|         |                  |
|---------|------------------|
| Book    | Policy Manual    |
| Section | 5000 Property    |
| Title   | Motor Vehicles   |
| Code    | 5010             |
| Status  | Active           |
| Adopted | January 15, 2019 |

### **Purpose**

The 21st Century Cyber Charter School Board of Trustees shall adopt the following policy for all school employees using school and/or rental vehicles for school business.

### **Guidelines**

Employees must have a valid driver's license in order to drive a school and/or rental vehicle.

The school shall conduct a motor vehicle record check prior to authorizing any individual to drive the school vehicle. Motor vehicle record checks shall come back with a result of "No convictions in the past three (3) years." Motor vehicle record checks shall also be conducted at least once per year.

School employees who have not had a motor vehicle record check shall be prohibited from driving the school vehicle, except in the case of an emergency.

Any employee or person using a school and/or rental vehicle for school business, who is found to have a violation, may be given a probationary period and may be required to submit to a motor vehicle record check every six (6) months, or depending on the type and number of violations, may be prohibited from operating the school vehicle. Any employee or person using school and/or rental vehicle for school business, who is charged with a violation, must report the violation to the Facilities Department. If operating a school vehicle is an essential part of an individual's employment, the employee may be subject to appropriate disciplinary action.

### **Delegation of Responsibility**

The Facilities Manager shall establish written administrative procedures for motor vehicle record checks, which shall be uniformly applied to all drivers.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [75 Pa. C.S.A. 1606](#)  
[75 Pa. C.S.A. 3316](#)





|         |                        |
|---------|------------------------|
| Book    | Policy Manual          |
| Section | 5000 Property          |
| Title   | Use of School Vehicles |
| Code    | 5010-AR-1              |
| Status  | Active                 |
| Adopted | September 8, 2020      |

The school is concerned about employee safety relative to the use of school vehicles and the use of personal vehicles by employees for school business. The following rules and procedures will assist in reducing the incidents of automobile-related accidents, injuries and costs and in maintaining the school's ability to obtain insurance coverage.

The Business Administrator or designee is responsible for ensuring that employees are aware of, understand and adhere to the administrative procedures governing the operation of school vehicles and personal vehicles for school business.

The Business Administrator or designee is responsible for determining when an employee is not able to operate a school vehicle, and can prohibit that employee from operating a school vehicle, after consultation with the employee's supervisor.

Employees who operate a school vehicle and who operate a personal vehicle on school business have inherent responsibility to care for the vehicles in their charge, obey all state and local traffic laws, continuously observe safe and courteous driving practices, and adhere to established school administrative procedures.

Each employee is responsible for all traffic citations and parking tickets issued by a law enforcement officer. The employee must report receiving the citation or ticket to their immediate supervisor.

An employee operating a school vehicle is required to:

1. Possess and carry a valid driver's license and vehicle registration while operating a vehicle.
2. Conduct pre-operation inspections.
3. Be responsible for the security of the vehicle.
4. Report problems, malfunctions or needed repairs.
5. Report accidents and damages.
6. Not operate a vehicle in unsafe conditions that may cause damage to the vehicle.
7. Be free of and not possess any controlled substances, including non-prescribed or illegal drugs, prescription drugs, or alcoholic beverages that may affect the employee's ability to safely operate a vehicle.

An employee operating a school vehicle will be informed about the established administrative procedures and will acknowledge the conditions for operation of a school vehicle by signing the Vehicle Use Form.

### **Employees Operating Personal Vehicle on School Business**

The school does not provide insurance coverage for damage to personal vehicles when being operated for school business. This coverage is the responsibility of the employee. Approved and paid mileage reimbursement anticipates the cost of vehicle insurance, deductibles, wear and tear, etc.; therefore, these costs and expenses are the responsibility of the employee.

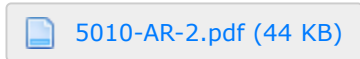
Employees who drive a personal vehicle on school business must provide to the school a certificate of insurance with limits of liability of at least \$500,000 Combined Single Limit.

The school does provide excess liability coverage for the school and for the employee while acting in the course and scope of employment.



|              |                                     |
|--------------|-------------------------------------|
| Book         | Policy Manual                       |
| Section      | 5000 Property                       |
| Title        | Vehicle Request Form and Guidelines |
| Code         | 5010-AR-2                           |
| Status       | Active                              |
| Adopted      | September 8, 2020                   |
| Last Revised | January 12, 2023                    |

**Vehicle Request Form and Guidelines are attached.**





**21CCCS - Vehicle Request Form (BP #5010-AR-2)**

Today's Date: \_\_\_\_\_ Vehicle Requested: Car or Van Work Site: WC or MV

Date Needed: \_\_\_\_\_ Time Needed: \_\_\_\_\_ (Needed at School/Departure)

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_ (Car Ready to Return to EAN/School)

Event Type & Location:

\_\_\_\_\_  
\_\_\_\_\_

My signature indicates I have read and understand the Vehicle Use Guidelines.

Requestor Name: \_\_\_\_\_ Requestor Signature: \_\_\_\_\_

Passenger or Alternate Driver:

Each driver must complete a separate 'Request For Motor Vehicle Record Check Form' and be approved to drive before the trip departs. Following supervisor approval, the form should be sent directly to Loree Marchese, Business Administrator, to ensure privacy of personal information.

*\*\*Please circle whether you are traveling in the car (passenger only) or intend to drive the car.*

***My signature below indicates I have read and understand the Vehicle Use Guidelines.***

Name #1: \_\_\_\_\_ *Traveling or Driving* Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Name #2: \_\_\_\_\_ *Traveling or Driving* Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Name #3: \_\_\_\_\_ *Traveling or Driving* Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Requestor's Supervisor

Signature: \_\_\_\_\_ Budget Account Code (ASN): \_\_\_\_\_

Business Administrator Approval: \_\_\_\_\_

Reservation Confirmation # \_\_\_\_\_ Initials: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_

## **VEHICLE USE GUIDELINES (BP #5010-AR-2)**

According to Board Administrative Rule 5010-AR-2, I agree that I have inherent responsibilities for the safe operation, care, and security of the vehicle entrusted to me. I accept those responsibilities and agree to follow all state laws and comply with the Vehicle Use Guidelines below and any established administrative procedures which I have read and understand.

I will report any accidents, damages or violations immediately to my supervisor and the Business Administrator at 610-514-6228 or 484-861-0638. Any accident or violation that results in a fine or ticket, the school is not responsible. Lastly, I will operate the school owned/rented vehicle in a safe and courteous manner.

Each driver must complete a separate '*Request For Motor Vehicle Record Check Form*' and be approved to drive before departing for your trip.

Any authorized employee operating the 21<sup>st</sup> Century Cyber Charter School van(s) or rental is required to:

1. Possess and carry a valid driver's license.
2. Conduct pre-operation inspections.
  - a. Walk around the vehicle to make sure all tires are operable and without damage, and that all lights and turn signals are properly functioning.
  - b. Check for both interior and exterior damage and report anything found on the vehicle to the Receptionist (rental) or Business Administrator (school owned) immediately.
3. Be responsible for the security of the school owned/rented vehicle and verify the accessibility of the intended location where the vehicle will be parked.
4. Adhere to the maximum number of allowable passengers in the rental car; no more than 8 passengers in the school owned 2017 Ford Transit Van; and no more than 6 passengers in the school owned 2021 Chrysler Pacifica Van.
5. When using the 2017 Ford Transit Van, use the EZ Pass lanes when traveling on the turnpike or anywhere that utilizes EZ Pass.
6. Report problems, malfunctions or needed parts / service to the Business Administrator immediately.
7. The gas tank must be filled according to the requirements outlined by the Car Rental facility for the rental. The School owned van(s) shall be returned with no less than  $\frac{3}{4}$  tank. (Sign out the school issued gas card with Accounts Payable. Credit Card Authorization Form 4025-AR-2 must be completed prior to pick up)
8. Never operate the vehicle in unsafe conditions that may cause damage to the vehicle or to yourself.
9. NO CELL PHONE USE WHILE DRIVING.
10. Be free of and not possess any controlled substances, including un-prescribed or illegal drugs, prescription drugs, or alcoholic beverages that may affect your ability to safely operate a vehicle.



**Request for Motor Vehicle Record Check Form (BP #5010-AR-2)**

Please complete this form to authorize 21CCCS to request your driving record from the Pennsylvania Department of Transportation for employment purposes. *The driver check **cannot** be completed if the form is not signed by the employee needing the driver history check.*

This is in compliance with the 21CCCS Board Policy # 5010 *Motor Vehicles* that requires at a minimum an annual record check for any 21CCCS employee who drives a 21CCCS owned vehicle or school provided rental car.

(Please Print)

\_\_\_\_\_ MI \_\_\_\_\_  
Last Name MI First Name

Cell Phone Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_

\_\_\_\_\_ A copy of my current driver's license is attached. *(If you have completed a driver's license check within the last year, you do not need to complete this step).*

*My signature verifies that I am authorizing 21CCCS to request my driving record from the Department of Transportation. My signature confirms that I have read and understand Board Policy #5010, #5010-AR-1, and #5010-AR-3.*

*My signature acknowledges that in the event an incident should occur that affects my driver's license record, I will immediately notify the Business Administrator for a verification of continued driving privileges.*

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Send completed form to:** Loree Marchese, Business Administrator. The Business Administrator will notify you and your supervisor of approval status.



|         |                                                                 |
|---------|-----------------------------------------------------------------|
| Book    | Policy Manual                                                   |
| Section | 5000 Property                                                   |
| Title   | Drug Use and Alcohol Misuse Prevention - School Vehicle Drivers |
| Code    | 5010-AR-3                                                       |
| Status  | Active                                                          |
| Adopted | September 8, 2020                                               |

The Facilities Manager is responsible for implementing, maintaining and enforcing Board policy and administrative procedures regarding the drug use and alcohol misuse prevention program for school vehicle drivers.

### **Definitions**

**Alcohol** – the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol.

**Alcohol use** – the consumption of any beverage, mixture, or preparation, including any medication (prescribed or over-the-counter, intentional or unintentional), containing alcohol.

**Collection site** – the location a school vehicle driver is directed to go for drug and/or alcohol testing.

**Safety-sensitive functions** – all on-duty functions performed from the time a driver begins work or is required to be ready to work until they are relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; and performing other requirements related to accidents.

**School vehicle** means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of pre-primary, primary or secondary school students while registered by or under contract to the school. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. The term does not include a “school bus” or “commercial motor vehicle.”

### **Prohibited Conduct**

The school prohibits the following conduct by school vehicle drivers:

1. Using, being under the influence of, or possessing illegal drugs.
2. Using or being under the influence of legal drugs that are being used illegally and/or abused.
3. Using or being under the influence of legal drugs that can adversely affect the ability of the school vehicle driver to safely perform their job.
4. Selling, buying, soliciting to buy or sell, transporting or possessing illegal drugs while on school time or property.
5. Using alcohol within eight (8) hours of driving or performing any safety-sensitive function.

6. Using or being under the influence of alcohol at any time while driving or performing safety-sensitive functions.
7. Possessing any amount of alcohol, including possessing medications containing alcohol, while on duty.
8. Ingesting hemp products or otherwise using hemp products in a way that may result in absorption of hemp or hemp residue into the body.
9. Refusing to be tested for drugs and/or alcohol.
10. Failing to submit to a drug and/or alcohol test as directed by the school.
11. Adulterating or substituting a specimen.
12. Failing to stay in contact with the school while awaiting the results of a drug and/or alcohol test.
13. Violating any applicable federal, state and/or school requirements or prohibitions governing the use of drugs and/or alcohol.
14. Taking any actions to obstruct the school's policy or administrative procedures with respect to drug and/or alcohol testing.

### **Prescription Drugs, Over-the-Counter Drugs, and Medical Marijuana**

School vehicle drivers must inform the Facilities Manager about any therapeutic drug use, whether prescription or over-the-counter.

For use of a prescription drug, the school vehicle driver must provide a signed statement from the prescribing licensed medical practitioner that the substance will not adversely affect the driver's ability to perform the assigned work function.

School vehicle drivers shall also inform the Facilities Manager of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."

Failure to report the use of such drugs or failure to provide proper evidence of medical authorization may result in disciplinary action.

### **Required Tests**

School vehicle drivers will be required to submit to the following tests:

1. Reasonable Suspicion/Reasonable Cause.
2. Post-Accident.
3. Return-to-Duty.
4. Follow-up.

When a school vehicle driver is notified to report for testing, the driver must report to the collection site immediately. Failure to immediately report to the collection site, to submit to the test, or interfering with the testing process will be considered a refusal.

The school will provide forms for custody and control of specimens used in drug and alcohol testing.

The drug and alcohol testing program for school vehicle drivers shall be completely separate from the drug and alcohol testing program for covered drivers. The school shall not use the *Federal Drug Testing Custody and Control Form* or the *Department of Transportation Alcohol Testing Form* in its drug and alcohol testing program for school vehicle drivers.

Altering a drug or alcohol test result is prohibited.

#### *Reasonable Suspicion Testing -*

When a supervisor or school administrator has reasonable cause to suspect a school vehicle driver is under the influence of drugs or alcohol (or both), they will require the affected driver to report to the collection site and provide a specimen as soon as practicable. Following a reasonable suspicion determination, the affected school

vehicle driver will not be permitted to perform safety-sensitive functions until a negative test result is received by the school.

This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the school vehicle driver's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances. The supervisor or administrator will document in writing the basis for the reasonable suspicion within twenty-four (24) hours of the observed behavior or before the results of the alcohol or controlled substances tests are released, whichever is earlier.

A school vehicle driver may only be directed to undergo reasonable suspicion testing while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

The school vehicle driver will be escorted to the collection site by the Facilities Manager or designee, and arrangements will be made to transport the driver to their home after the specimen is collected.

Alcohol testing is authorized for reasonable suspicion only if the required observations are made during, just preceding, or just after the period of the workday. The supervisor or school official who makes the determination that reasonable suspicion exists to conduct an alcohol test is not permitted to conduct the alcohol test of the school vehicle driver.

If an alcohol test is not administered within two (2) hours of the reasonable suspicion determination, the school will prepare and maintain on file a record explaining why the test was not promptly administered. An alcohol test will not be given if not administered within eight (8) hours following the reasonable suspicion determination. If an alcohol test is not administered for this reason, the school will record the reasons for not administering the test.

### **Notifications**

The school will notify an applicant of the results of a pre-employment drug test, if the applicant requests the results within sixty (60) calendar days of being notified of the disposition of their employment application.

The school will notify a school vehicle driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are positive. The school will also inform the school vehicle driver which controlled substance(s) were positive.

The school will inform the school vehicle driver about the results of alcohol testing.

### **Consequences**

#### *Immediate Removal from Safety-Sensitive Functions -*

The school will remove a school vehicle driver from performing safety-sensitive functions under the following circumstances:

1. A positive drug test result;
2. An adulterated or substituted drug test result;
3. A refusal to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up test, as required by Board policy.

The school shall place a school vehicle driver who drives, operates or is in physical control of a school vehicle out of service for thirty (30) days if the school vehicle driver:

1. Has any detectable amount of alcohol in their system; or
2. Refuses to take a test to determine their alcohol content.

A school vehicle driver who refuses to take a drug or alcohol test required pursuant to Board policy and administrative procedures has not refused to take a Department of Transportation (DOT)-test.

#### *Discipline -*

A school vehicle driver employed by the school confirmed to have violated the Board policy related to alcohol and controlled substances will be subject to school-imposed discipline, up to and including termination. All employment decisions involving reinstatement, termination, or dismissal will be made in accordance with

applicable state law, Board policies, and negotiated agreements.

### **Confidentiality/Privacy**

School staff will take appropriate measures to ensure that all the testing procedures are as private and confidential as reasonably practical.

Test results or medical information will only be provided to supervisors who have a need to know such information, to the applicant/employee tested, and to any individual permitted or required by law or regulation to receive such information.

### **Maintenance of Records**

All drug and alcohol test records must be kept in a secure location with controlled access. The school will maintain records in accordance with the school's records retention schedule.

All drug and alcohol test records will be maintained separately from personnel or medical records.

Drug and alcohol test information for school vehicle drivers shall not be included on the U.S. Department of Transportation Drug and Alcohol Testing MIS Data Collection Form.

### **Treatment/Counseling**

The school is interested in maintaining a safe workplace and a healthy and productive workforce, not in punishing employees who seek assistance. An employee who feels they may have a substance abuse problem is urged to contact the Facilities Manager. Such employees will not be disciplined or retaliated against.

Employees who request treatment or leaves of absence for treatment of drug and/or alcohol problems will not be subject to discipline. However, employees cannot escape discipline by first requesting such treatment or leave after being selected for testing or after being caught violating Board policy and/or administrative procedures.

Employee requests for voluntary treatment of drug and/or alcohol problems will be kept confidential, in accordance with applicable federal and state law, Board policy and administrative procedures.

### **Policy Distribution, Educational Materials and Acknowledgement of Receipt**

At the beginning of each school year, or when a new employee starts or transfers into a school vehicle driver position after the start of the school year, all school vehicle drivers will receive:

1. The Board policies prohibiting use, possession and being under the influence of alcohol and controlled substances and requiring drug and alcohol testing, and the administrative procedures implementing those policies.
2. Educational materials that explain:
  - a. Effects of drug/alcohol abuse on an individual's health, work and personal life.
  - b. Signs and symptoms of drug and alcohol problems.
  - c. Employee assistance programs available through the school.
  - d. Methods of intervention and list of resources when a drug or alcohol problem is suspected
  - e. Post-accident procedures.

Each school vehicle driver shall sign a statement certifying that they have received a copy of the Board policy and administrative procedures.

The school shall keep the original signed statement in the school vehicle driver's personnel file and provide a copy to the driver.

#### *Training for Supervisors -*

The school will provide a training program for employees who supervise school vehicle drivers about the requirements of Board policy and administrative procedures, and to assist them in determining whether a school vehicle driver must be tested for drug and alcohol use based on reasonable suspicion.

The school will maintain documentation of supervisor training in accordance with the school's records retention schedule.



|         |                                       |
|---------|---------------------------------------|
| Book    | Policy Manual                         |
| Section | 5000 Property                         |
| Title   | Receipt of Drug / Alcohol Information |
| Code    | 5010-AR-4                             |
| Status  | Active                                |
| Adopted | September 8, 2020                     |

I hereby acknowledge that I have received a copy of the Board’s policies on school vehicle drivers, their implementing administrative procedures and educational materials on the effects of drug and alcohol use; that I have read and fully understand their content; that I understand that I am subject to drug and alcohol testing; and that I may be disciplined up to and including termination for testing positive, refusing to cooperate in testing, or engaging in other conduct prohibited under applicable Board policy or administrative procedures.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facilities Manager

\_\_\_\_\_  
Date Received








|         |                                         |
|---------|-----------------------------------------|
| Book    | Policy Manual                           |
| Section | 5000 Property                           |
| Title   | Reasonable Cause / Reasonable Suspicion |
| Code    | 5010-AR-5                               |
| Status  | Active                                  |
| Adopted | September 8, 2020                       |

**The Reasonable Cause / Reasonable Suspicion Form is attached below.**

 [5010-AR-1 - Reasonable Cause - Reasonable Suspicion Form.pdf \(115 KB\)](#)



## REASONABLE CAUSE/REASONABLE SUSPICION FORM

This form must be completed by each trained supervisor or school administrator who has reasonable cause/reasonable suspicion to suspect a covered driver is under the influence of drugs or alcohol (or both). This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. This form must be completed within twenty-four (24) hours of the observed behavior or before the results of the alcohol or drug tests are released, whichever is earlier.

Please record the following information to document your reasonable cause/reasonable suspicion determination.

|                                                                               |  |                          |                      |
|-------------------------------------------------------------------------------|--|--------------------------|----------------------|
| Employee's Name: _____                                                        |  | Employee's ID/SSN: _____ |                      |
| Job Title: _____                                                              |  |                          |                      |
| Reasonable suspicion of current use, or impaired by _____ alcohol _____ drugs |  |                          |                      |
| Location of Incident: _____                                                   |  | Date: _____              | Time Observed: _____ |

### Observations (Please check all that apply and include descriptions of any *changes* in behavior.)

*Appearance:*

- |                                     |                                                |                                          |                                                |
|-------------------------------------|------------------------------------------------|------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Normal     | <input type="checkbox"/> Tremors/ Twitches     | <input type="checkbox"/> Flushed or Pale | <input type="checkbox"/> Dilated Pupils        |
| <input type="checkbox"/> Sleepy     | <input type="checkbox"/> Sores/ Puncture Marks | <input type="checkbox"/> Heavy Eyelids   | <input type="checkbox"/> Bloodshot eyes        |
| <input type="checkbox"/> Disheveled | <input type="checkbox"/> Excessive Sweating    | <input type="checkbox"/> Cleanliness     | <input type="checkbox"/> Other (explain below) |

Description/Notes: \_\_\_\_\_

*Behavior/Demeanor:*

- |                                                |                                    |                                                      |                                                |
|------------------------------------------------|------------------------------------|------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Nervous               | <input type="checkbox"/> Erratic   | <input type="checkbox"/> Mood Swings                 | <input type="checkbox"/> Lethargic             |
| <input type="checkbox"/> Irritable             | <input type="checkbox"/> Paranoid  | <input type="checkbox"/> Verbally/Physically Abusive | <input type="checkbox"/> Highly Excited        |
| <input type="checkbox"/> Confusion/Inattentive | <input type="checkbox"/> Combative | <input type="checkbox"/> Fatigue/Sleeping/Drowsiness | <input type="checkbox"/> Other (explain below) |

Description/Notes: \_\_\_\_\_

*Motor Skills:*

- |                                   |                                               |                                  |                                     |                                                |
|-----------------------------------|-----------------------------------------------|----------------------------------|-------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Swaying              | <input type="checkbox"/> Falling | <input type="checkbox"/> Unbalanced | <input type="checkbox"/> Other (explain below) |
| <input type="checkbox"/> Unsteady | <input type="checkbox"/> Lack of Coordination | <input type="checkbox"/> Fidgety | <input type="checkbox"/> Stumbling  |                                                |

Description/Notes: \_\_\_\_\_

*Speech:*

- |                                     |                                      |                                              |                                                |
|-------------------------------------|--------------------------------------|----------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Normal     | <input type="checkbox"/> Slurred     | <input type="checkbox"/> Loud                | <input type="checkbox"/> Other (explain below) |
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Exaggerated | <input type="checkbox"/> Talking Excessively |                                                |

Description/Notes: \_\_\_\_\_

*Odor:*

- |                                    |                                             |                                                |
|------------------------------------|---------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Normal    | <input type="checkbox"/> Smell of Alcohol   | <input type="checkbox"/> Excessive Cologne     |
| <input type="checkbox"/> Body Odor | <input type="checkbox"/> Smell of Marijuana | <input type="checkbox"/> Other (explain below) |

Description/Notes: \_\_\_\_\_

Based on the above documented information, I have determined that there is / is not (circle only one) reasonable suspicion for sending \_\_\_\_\_ for a Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol screening test.

Signature of supervisor/administrator conducting the evaluation: \_\_\_\_\_

Printed name of the supervisor/administrator conducting the evaluation: \_\_\_\_\_

Date (month, day, year): \_\_\_\_\_

NOTE: If drug and alcohol screening test is ordered, fill out the "Employee Notification for Required Drug and Alcohol Testing" form.



|         |                                                                  |
|---------|------------------------------------------------------------------|
| Book    | Policy Manual                                                    |
| Section | 5000 Property                                                    |
| Title   | Acknowledgement of Reasonable Suspicion Training for Supervisors |
| Code    | 5010-AR-6                                                        |
| Status  | Active                                                           |
| Adopted | September 8, 2020                                                |

In accordance with the Federal Motor Carrier Safety Administration (FMCSA) Regulation 49 CFR Part 382, Section 382.603, I acknowledge that I have received at least 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use, and at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





|         |                            |
|---------|----------------------------|
| Book    | Policy Manual              |
| Section | 5000 Property              |
| Title   | Integrated Pest Management |
| Code    | 5016                       |
| Status  | Active                     |
| Adopted | May 14, 2019               |

### **Purpose**

The Charter School shall utilize Integrated Pest Management (IPM) procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

The Charter School shall integrate IPM education into the curriculum in accordance with relevant academic standards.[\[1\]](#)

### **Definitions**

Integrated Pest Management is the coordinated use of pest and environmental information to design and implement pest control methods that are economically, environmentally and socially sound. IPM promotes prevention over remediation and advocates integration of at least two (2) or more strategies to achieve long-term solutions.

Integrated Pest Management Plan is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.[\[2\]](#)

### **Authority**

The Board of Trustees (Board) establishes that the Charter School shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs.[\[3\]](#)[\[4\]](#)

The Board shall adopt an Integrated Pest Management Plan for Charter School buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture.[\[2\]](#)[\[4\]](#)

The Facilities Manager serves as the IPM Coordinator for the Charter School.

### **Delegation of Responsibility**

The IPM Coordinator shall be responsible to annually notify parents/guardians of the procedures for requesting notification of planned and emergency applications of pesticides in Charter School buildings and on Charter School grounds.[\[5\]](#)

The IPM Coordinator shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the Charter School's administrative office.[\[5\]](#)

### **Guidelines**

Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.

When pesticide applications are scheduled in Charter School buildings and on Charter School grounds, the Charter School shall provide notification in accordance with law, including: [\[5\]](#).

1. Posting a pest control sign in an appropriate area.
2. Providing the pest control information sheet to all individuals working in the school building.
3. Providing required notice to all parents/guardians of students or to a list of parents/guardians who have requested notification of individual applications of pesticides.

Where pests pose an immediate threat to the health and safety of students or employees, the Charter School may authorize an emergency pesticide application and shall notify by telephone any parent/guardian who has requested such notification. [\[5\]](#).

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 22 PA Code 4.12](#)

[2. 24 P.S. 772.1](#)

[3. 3 P.S. 111.21 et seq](#)

[4. 7 PA Code 128.1 et seq](#)

[5. 24 P.S. 772.2](#)

[24 P.S. 1722-A](#)

[7 U.S.C. 136 et seq](#)





|               |                                           |
|---------------|-------------------------------------------|
| Book          | Policy Manual                             |
| Section       | 5000 Property                             |
| Title         | Procedures for Integrated Pest Management |
| Code          | 5016-AR-1                                 |
| Status        | Active                                    |
| Adopted       | September 8, 2020                         |
| Last Revised  | September 12, 2023                        |
| Last Reviewed | November 29, 2023                         |

The Integrated Pest Management (IPM) program will be administered through established procedures to control pests in a sufficient manner to assure a safe and healthy environment for student, staff and visitors.

An integrated pest management decision will consist of the following steps:

1. Identify pest species.
2. Estimate pest populations and compare to established action thresholds.
3. Select appropriate management tactics based on current on-site information.
4. Assess effectiveness of pest management.
5. Keep appropriate records.

The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or feasible. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents, and selected non-chemical pest management methods will be implemented whenever possible to provide the desired control.

When it is determined that a pesticide must be used to meet important pest management goals, the most appropriate pesticide will be applied in school buildings or on school grounds. The main emphasis will always be to direct the pesticide into areas to minimize or eliminate the spread of any residue to other non-target areas.

Only a certified applicator or pesticide application technician will perform a pesticide treatment at a school building or on school grounds.

The applicator or technician will complete an Intent To Apply Pesticides form and submit it to the Facilities Manager prior to the treatment.

When receiving a report of a pest in a school building or on school grounds, the principal will complete an Integrated Pest Management Pest Sighting Log and forward it to the Facilities Manager.

The school prohibits application of pesticides within a school building or on school grounds where students are expected to be present for academic instruction or extracurricular activities within seven (7) hours following the application, except when the administration determines that pests pose an immediate threat to the health and

safety of students or employees. If a pesticide label restricts re-entry to a longer period, the longer time period will be observed.

Students may not be present in an untreated portion of a school building where a pesticide treatment is or has been performed within the restricted re-entry time unless the area that is being treated or has been treated has a separate ventilation system and is separated from the untreated portions by smoke or fire doors or is a separate building.

Prior to performing any treatment, the applicator or technician must supply the Pest Control Information Sheet and all required pest control signs at least 8 ½" X 11" in size to the Facilities Manager in sufficient time to comply with all posting and notification requirements.

### **Notification**

Annually at the beginning of the school year, the Facilities Manager will direct sending all parents/guardians of enrolled students the Notification Letter For Parents/Guardians that provides information about the school's IPM program.

No pesticide treatment will be performed at a school building or on school grounds unless all notification requirements have been complied with, as follows:

1. Post Notice Of Pesticide Application in an area of common access where individuals are likely to view the sign, at least three (3) days before and two (2) days after each planned treatment.
2. Provide a copy of Pest Control Information Sheet, by hard copy or email, to every individual working in the school building, at least three (3) days before treatment.
3. Provide a copy of the Pest Control Information Sheet at least three (3) days before each planned treatment to the parents/guardians who have requested to be placed on the Notification Registry. This notice will only be provided to the list of parents/guardians who, at the beginning of each school year or upon a student's enrollment, requested notification of individual applications of pesticides.
4. In cases where pests pose an immediate threat to the health and safety of students or employees and the school authorizes an emergency pesticide application, the school will notify by telephone any parent/guardian who has requested such notification.

Notification is not required for the application of disinfectant and antimicrobial products; self-contained baits in areas not accessible to students; gel-type baits placed in cracks, crevices or voids; or swimming pool chemicals.

### **Non-Chemical Actions**

Whenever practical, non-chemical means to control or limit pests will be used. Practices such as sanitation, housekeeping, trapping and pest proofing, including caulking and sealing cracks, will be used in school buildings and on school grounds.

The Facilities Manager will perform a thorough inspection and provide the CEO with a report that identifies conditions that contribute to pest problems.

### **Facilities Manager**

The Facilities Manager will implement the adopted Board policy, IPM Plan and IPM Procedures. The Facilities Manager's responsibilities include the following:

1. Record all pest sightings by school staff and students by receiving and filing the Integrated Pest Management Pest Sighting Log.
2. Record all pesticide use by completing the Pesticide Use Log.
3. Maintain for three (3) years accurate required records of pesticide use and supporting documents; a copy of Board policy, IPM Plan and IPM Procedures; annual evaluations; and Board reports on the status of the IPM program.
4. Meet with the pest control company to share relevant information on the pest problems present in the school.

5. Ensure that the pest control company's recommendations on maintenance and sanitation are implemented, when feasible.
6. Ensure that pesticide applications are done when school is not in session or when the area can be secured against access by students and staff, in accordance with specified timelines.
7. Ensure that notices are posted and communicated within the specified timelines.
8. Evaluate annually the school's progress in implementing and maintaining the IPM Plan and procedures, in consultation with the CEO.



|               |                            |
|---------------|----------------------------|
| Book          | Policy Manual              |
| Section       | 5000 Property              |
| Title         | Service Animals in Schools |
| Code          | 5018                       |
| Status        | Active                     |
| Adopted       | May 14, 2019               |
| Last Reviewed | October 25, 2023           |

### **Purpose**

The Board of Trustees (Board) adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from Charter School programs, activities and services, and to ensure that the Charter School does not discriminate on the basis of disability. In accordance with federal law, the Charter School "shall modify its policies, practices or procedures to permit the use of a service animal by an individual with a disability." [\[1\]](#)

### **Definition**

Service animal means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability. [\[2\]](#)

Miniature horses may be utilized as service animals if: [\[1\]](#)

1. The miniature horse is individually trained to do work or perform tasks for the benefit of an individual with a disability.
2. The facility can accommodate the type, size and weight of the miniature horse.
3. The presence of the miniature horse does not compromise the safe operation of the facility.

The work or tasks performed by a service animal shall be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. [\[2\]](#)

The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition. [\[2\]](#)

### **Authority**

The Board shall permit individuals with disabilities to use service animals in Charter School buildings; on Charter School property; and on vehicles that are owned, leased or controlled by the Charter School, in accordance with this policy and applicable state and federal laws and regulations. [\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

## **Guidelines**

### **Admission of Service Animals to School Programs**

A student or an employee with a disability may submit a request to bring a service animal to school for educational or employment purposes. A student or employee seeking to bring a service animal to school must comply with the requirements as set forth in this policy and any administrative procedures governing this issue.

Parents/Guardians of students with disabilities may submit a request to the building administrator for their student to bring a service animal to school. The building administrator shall forward the request to the appropriate Section 504 or IEP team. The team shall gather the necessary information and evaluate the request to bring a service animal to school. Any service animal accompanying a student with a disability to school or school activities shall be handled and cared for in a manner detailed in the student's IEP or Section 504 Service Agreement.

Before a service animal shall be allowed in a Charter School building, or on Charter School property or vehicles, the Charter School shall request the following from the owner or handler of the animal:[\[3\]](#)

1. Verification of the need for a service animal.[\[1\]](#)
2. Description of the function(s) the service animal is trained to perform in relation to the individual's disability.[\[1\]](#)
3. Proof of current vaccinations and immunizations of the service animal.[\[7\]](#)

### **Admission of Service Animals to Public Events**

Individuals with disabilities may be accompanied by their service animals while on Charter School property for events that are open to the general public. This right of access does not extend to the school buildings generally or to other activities that are not open to the general public.[\[1\]](#)[\[6\]](#)

Charter School administrators may inquire of the owner or handler of an animal whether the animal is required because of a disability and the specific tasks that the animal has been trained to perform, but shall not ask questions about an individual's disability.[\[1\]](#)

The Charter School shall not require an owner or handler of a service animal to pay an extra charge for the animal to attend events for which a fee is charged.[\[1\]](#)

## **Delegation of Responsibility**

The Chief Executive Officer or designee shall develop and disseminate administrative procedures to implement Board policy and accommodate individuals with disabilities requesting use of a service animal in Charter School buildings and on Charter School property and vehicles.

The designated administrator shall ensure that all individuals involved in a situation where a service animal will regularly accompany an individual in Charter School buildings or on Charter School property or vehicles are informed of the Board policy and administrative procedures governing this issue. Involved individuals can include administrators, appropriate employees, student and parent/guardian.

The owner or handler of a service animal shall be solely responsible for:

1. Supervision and care of the animal, including any feeding, exercising, clean up and stain removal.[\[1\]](#)
2. Control of the animal at all times through the use of a harness, leash, tether or by other effective means.
3. Damages to Charter School buildings, property and vehicles caused by the animal.
4. Injuries to students, employees, volunteers and visitors caused by the animal.
5. Annual submission of documentation of vaccinations and immunizations.

An administrator shall receive and forward to the Chief Executive Officer each completed request by an individual with a disability to be accompanied by a service animal. The Chief Executive Officer shall respond to the request.

Charter School administrators may exclude a service animal from Charter School buildings, property and vehicles under the following circumstances:

1. Presence of the animal poses a direct threat to the health and safety of others.
2. Owner or handler is unable to control the animal.
3. Animal is not housebroken.
4. Presence of the animal would require a fundamental alteration to the program.

Any individual with a service animal who is aggrieved by a decision to exclude, limit or remove a service animal may appeal that decision in accordance with applicable Board policy. The appeal must be in writing and provide detailed information regarding the basis of the appeal.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 28 CFR 35.136](#)

[2. 28 CFR 35.104](#)

[3. 28 CFR 35.130](#)

[4. 29 U.S.C. 794](#)

[5. 42 U.S.C. 12101 et seq](#)

[6. 43 P.S. 953](#)

[7. 3 P.S. 455.1 et seq](#)

[28 CFR Part 35](#)

[29 CFR Part 1630](#)



|               |                                           |
|---------------|-------------------------------------------|
| Book          | Policy Manual                             |
| Section       | 5000 Property                             |
| Title         | Procedures for Service Animals in Schools |
| Code          | 5018-AR-1                                 |
| Status        | Active                                    |
| Adopted       | September 8, 2020                         |
| Last Revised  | September 12, 2023                        |
| Last Reviewed | October 25, 2023                          |

Service animals are dogs or miniature horses trained to assist individuals with disabilities in the activities of normal, daily living. In compliance with law, service animals accompanying individuals with disabilities will be permitted in school buildings; on school property; and on vehicles that are owned, leased or controlled by the school when in compliance with Board policy and administrative procedures.

### **Types Of Service Animals**

1. Guide – animal is trained to serve as a travel tool to persons who are blind or have severe visual impairment.
2. Hearing – animal is trained to alert a person who is deaf or has significant hearing loss when a sound occurs.
3. Service – animal is trained to assist a person who has a mobility or health impairment. The animal may perform functions such as carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping up a person after a fall, assisting with wheelchair, etc.
4. Sensory signal (Ssig) – animal is trained to assist a person with autism. The animal may provide sensory input such as sight and hearing, and may alert the person to distracting repetitive movements common among those with autism.
5. Seizure alert/response – animal is trained to assist a person with a seizure disorder. During a seizure, the animal may stand guard over the person or go for help, depending on the person's needs. An animal may be trained to predict a seizure and warn the person in advance.
6. Psychiatric service – animal is trained to assist a person with a mental disability to go out in public, socialize and remain focused.
7. Trainee – undergoing training to be a service animal. The animal must be housebroken and fully socialized, which means the animal will not, except on rare occasions, bark, yip, growl or make disruptive noises; will have a good temperament and disposition; will not show fear; will not be upset or agitated when it sees another animal; and will not be aggressive. If a trainee begins to display improper behavior, the handler immediately will act to correct the animal or remove the animal from the school building, property or vehicle.

### **Instructions To Employees/Students**

1. Allow a service animal to accompany the owner or handler at all times in school buildings and school vehicles and on school property, except where service animals are specifically prohibited.
2. Do not separate or attempt to separate an owner or handler from their service animal.
3. Do not pet a service animal, as this distracts the animal from the assigned functions.
4. Do not feed a service animal, as the animal may have specific dietary requirements or feeding times, and feeding could cause the animal to become ill.
5. Do not deliberately startle a service animal.

### **Allergic Reactions By Others**

If a student or employee assigned to a classroom or program in which a service animal is permitted suffers an allergic reaction to the animal, the owner or handler will be required to move the animal to a different location designated by the principal or designee.

An alternate plan will be developed by the appropriate staff and the student's parent/guardian. The plan could include reassignment of the owner or handler to a different classroom or program or reassignment of the allergic individual.

### **Removal From School, Facilities And Property**

When an administrator determines that a service animal is violating the conditions of Board policy, the administrator will revoke permission and require the owner or handler to immediately remove the animal from the school, vehicle, or school property. The administrator shall document the incident(s) that led to the decision to remove the service animal. If necessary, the administrator may contact local law enforcement.

Examples of violations by an owner or handler of a service animal can include the following:

1. Service animal is not under control of owner or handler and is significantly unruly or disruptive, including barking, growling, biting, clawing, running around, or behavior that brings attention to the animal. If the improper behavior happens repeatedly, the animal will be prohibited from school buildings, vehicles, and property until the owner or handler takes significant steps to mitigate the behavior, which may include muzzling or refresher training.
2. Service animal is ill and should not be taken into the school building or vehicle or on school property.
3. Service animal is unclean and/or not well-groomed. An animal that becomes wet from the weather or weather-related incidents but is otherwise clean should be considered a clean animal.
4. Service animal does not do work or perform tasks for the benefit of the individual with a disability.

If the principal recommends excluding, limiting or removing a student's service animal for any of the reasons noted above, the principal shall convene a meeting of the Section 504 or IEP team to discuss the reason(s) that may require the exclusion, placing of limitations or removal of the service animal and what alternative methods or actions may resolve the problem(s) presented by the service animal.

If the principal recommends excluding, limiting or removing an employee's service animal for any of the reasons noted above, the principal shall meet with the employee to discuss the reason(s) that may require the exclusion, placing of limitations or removal of the service animal and what alternative methods or actions may resolve the problem(s) presented by the service animal. The principal may also discuss the issue with other school employees and administrators who may be able to assist in reaching a decision regarding the service animal's continued presence at the school.

A principal shall have the right to require the immediate removal from school property of a service animal, due to aggressive behavior, health or grooming issues, such as fleas or parasites, or any other condition or behavior which poses a serious direct or immediate threat to the health or safety of persons at the school.

Any employee or student with a service animal who is aggrieved by a decision to exclude, limit or remove a service animal may appeal that decision to the CEO of the school. That appeal must be in writing and provide detailed information regarding the basis of the appeal.

### **Restrictions And Off-Limits Areas**



1. Mechanical Rooms/Custodial Closets – boiler rooms, facility equipment rooms, electric closets, elevator control rooms, and custodial closets.
2. Protective Clothing Required Areas – chemical laboratories, wood shops, metal/machine shops and photography dark rooms.
3. Dangerous Areas – any room with sharp metal cuttings or other sharp objects on the floor or protruding from a surface, hot materials on the floor, high level of dust, or moving machinery.

A student who is requesting an exception for a service animal to be permitted in a restricted access area will contact the Facilities Manager, who will determine if and in what manner an exception will be made.

Access by a service animal to a classroom or program held in a restricted area will be determined on a case-by-case basis, based on the nature of the restriction and the best interest of the owner or handler and the animal.



|               |                                                  |
|---------------|--------------------------------------------------|
| Book          | Policy Manual                                    |
| Section       | 5000 Property                                    |
| Title         | Evaluation of Requests by Students and Employees |
| Code          | 5018-AR-2                                        |
| Status        | Active                                           |
| Adopted       | September 8, 2020                                |
| Last Reviewed | October 25, 2023                                 |

The following procedures and considerations will be used by the school administration when determining if an individual with a disability is making a legitimate request for use of a service animal in school and vehicles or on school property.

**Step One** – Determine whether the student or employee requesting use of a service animal is a qualifying individual with a disability.

**Step Two** – Determine whether a written request and all documentation have been submitted, as required by Board policy.

**Step Three** – Determine the qualifications of the particular service animal requested to assist the individual with a disability.

Establish if the requested service animal is a dog or miniature horse individually trained to do work or perform tasks for the benefit of an individual with a disability including, but not limited to, guiding individuals with impaired vision; alerting individuals with impaired hearing to intruders or sounds; providing minimal protection or rescue work; pulling a wheelchair; or fetching dropped items.

If the above standards are met, animals are considered service animals under the Americans With Disabilities Act (ADA), regardless of whether they have been licensed or certified. The school cannot require certification of formal training.

Based on the documentation submitted with the request, determine if the service animal has been trained to provide the specific tasks, services or functions required by the individual due to their disabilities and if the animal can actually provide that task, service or function. If the animal cannot perform the identified tasks, services or functions, the school may deny the request.

**Step Four** – Determine whether use of the service animal will cause a fundamental alteration to the program, service or activity.

This standard is generally limited. Prior to determining that there would be a fundamental alteration, the school must rigorously analyze whether the presence of the service animal would actually have a significant effect upon the program, service or activity involved.

If so, identify the fundamental alteration that would occur if the service animal is permitted to accompany the owner or handler prior to denying the request.

**Step Five** – Determine whether use of the service animal will pose a direct threat to the health and safety of others who participate in school programs, services or activities.

Direct threat means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practice or procedures, or by the provision of auxiliary aids or services.

In determining whether a service animal would pose a direct threat to the health and safety of others, administrators must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or the best available objective evidence, to establish the nature, duration and severity of the risk; the probability that the potential injury will actually occur; and if reasonable modifications of policies, practices or procedures will mitigate the risk.

A determination of direct threat may not be used to remove a service animal from a classroom where another individual has an allergy to that animal. Instead, the administration would meet with those involved to develop an alternative plan of accommodation or modification, such as assigning the individuals to different classrooms.

**Step Six** – Determine what alternatives can be provided if the school denies the request for use of a service animal.

The school may not be required in all cases of denial to offer modifications or accommodations, but the Board's commitment to provide access to school programs, services and activities for individuals with disabilities, and the Board's commitment to nondiscrimination on the basis of disability, are enhanced and supported by determination of an alternative plan.

If the administration determines that the use of a requested service animal will not be permitted, the school will take the following actions to ensure that the individual with a disability is not discriminated against on the basis of disability:

1. Establish if alternative modifications to current policies, practices or procedures can be made to permit the person to participate in school programs, services or activities.
2. Establish if academic adjustments or auxiliary aids are necessary for an individual with a disability to ensure that the student is not excluded from participation in or denied the benefits of school programs, services or activities.

As in all disability cases, actual offers of modifications or accommodations are determined on an individual basis.

**Step Seven** – Provide notice about the right to appeal.

If the school denies the request at any step in this procedure, the administration will provide to the individual with a disability notice about the means available to file a complaint about the decision, and will provide information about the Board's related policies and complaint procedure.



|               |                    |
|---------------|--------------------|
| Book          | Policy Manual      |
| Section       | 6000 Operations    |
| Title         | Records Management |
| Code          | 6000               |
| Status        | Active             |
| Adopted       | January 14, 2020   |
| Last Reviewed | October 25, 2023   |

### **Purpose**

The Board of Trustees (Board) recognizes the importance of establishing and maintaining a Records Management Plan that defines Charter School staff responsibilities and complies with federal and state laws and regulations.

### **Definitions**

**Electronic Mail (Email) System** - a system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways connecting other networks. This information consists primarily of messages but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets, and other electronic documents.

**Litigation Hold** - a communication ordering that all records and data relating to an issue being addressed by current or potential litigation or investigation be preserved for possible production during the litigation or investigation.

**Records** - information, regardless of physical form or characteristics, that documents a transaction or activity of the Charter School and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the Charter School. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and a data-processed or image-processed document. [1]

**Records Management Plan** - the system implemented by the Charter School for the retention, retrieval, and disposition of all records generated by Charter School operations.

**Records Retention Schedule** - a comprehensive listing stating retention periods and proper disposition of records.

### **Delegation of Responsibility**

#### Records Coordinator

In order to maintain a Records Management Plan that complies with federal and state laws and regulations and Board policy, the Board designates the Business Administrator as the Charter School's Records Coordinator who shall serve as the chairperson of the Records Management Committee.

The Records Coordinator shall be responsible to:

1. Ensure that training appropriate to the user's position and level of responsibility regarding records is provided. Such training may include:

Operation, care and handling of equipment and software.

Requirements of the Records Retention Schedule.

Protocols for preserving and categorizing Charter School records.

Procedures and responsibilities of Charter School staff in the event of a litigation hold.

Identification of what is and what is not a record.

Disposal of records.

2. Review the Records Management Plan periodically to ensure that record descriptions and retention periods are updated as necessary.
3. Identify, when the retention period expires, the specific records to be disposed of and ensure that all identified records are properly disposed of annually.

#### Records Management Committee

A committee responsible for the development, recommendation and maintenance of the Charter School's Records Management Plan shall be established by the Chief Executive Officer.

The Records Management Committee shall give primary consideration to the most efficient and economical means of implementing the recommended Plan. Members of the Committee shall include the:

1. Open Records Officer.
2. Board Secretary.
3. Business Administrator.

The Records Management Committee shall meet annually to evaluate the effectiveness and implementation of the Records Management Plan and recommend changes as needed.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 65 P.S. 67.102](#)



|               |                                   |
|---------------|-----------------------------------|
| Book          | Policy Manual                     |
| Section       | 6000 Operations                   |
| Title         | Procedures for Records Management |
| Code          | 6000-AR-1                         |
| Status        | Active                            |
| Adopted       | September 8, 2020                 |
| Last Revised  | September 12, 2023                |
| Last Reviewed | October 25, 2023                  |

### **Guidelines**

The Charter School's Records Management Plan shall be the principal means for the retention, retrieval, and disposition of manual and electronic records, including emails. The Plan shall not rely primarily on backup systems to manage the retention and disposition of records.

The Records Management Plan shall include:

1. Comprehensive listing of records and data of the Charter School.
2. Criteria to distinguish records of the Charter School from the supplemental personal records of individual employees.
3. System(s) of records storage and retrieval to be used, including in what form the records will be stored, maintained, reproduced, and disposed.
4. Preservation measures to protect the integrity of records and data.
5. Data map or flow chart detailing the sources, routes, and destinations of electronic records.
6. Procedures and employee designated for determining whether an item is a record.
7. Procedures for adding, revising or deleting records and data, and any other details necessary to implement the Records Management Plan.
8. Records Retention Schedule.
9. Provisions for the storage and retrieval of records in the event of an emergency or disaster.
10. Staff positions authorized to access Charter School records.
  - Procedures to be implemented in the event of a litigation hold that immediately suspends disposition of all records relevant to the current or potential claim. Such procedures shall specify:
    - Who can initiate a litigation hold.
    - How and to whom a litigation hold is communicated.

Who will determine which records are subject to the litigation hold.

Who will be responsible for collecting and preserving such records and data.

Who will be responsible for monitoring and ensuring the Charter School's compliance with the litigation hold.

In what format the records will be collected.

When possible, records and data shall be stored in their original form, including metadata, such as creation date, author, type of file, etc.

For any record not covered by the Records Retention Schedule, the Records Management Committee shall determine how long the record shall be kept and recommend any necessary revisions to the retention schedule.

The Charter School shall maintain and dispose of records in a manner that protects any sensitive, proprietary or confidential information or individual privacy rights, and helps conserve natural resources.

### **Manual Records**

Manual records, which include all records not stored electronically, shall be retained and disposed of in accordance with the Records Management Plan.

Manual records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The Charter School shall develop and maintain adequate and up-to-date documentation about each manual record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Define the contents of the system, including record formats.
3. Identify vital records and information.
4. Determine restrictions on access and use.

### **Electronic Records**

Electronic records shall be retained and disposed of in the same manner as records in other formats and in accordance with the Records Management Plan.

Electronic records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The Charter School shall develop and maintain adequate and up-to-date documentation about each electronic record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Identify vital records and information.
3. Determine restrictions on access and use.
4. Describe update cycles or conditions.

### **Email Records**

Email messages, in and of themselves, do not constitute records. Retention and disposition of email messages depend on the function and content of the individual message.

Records on an email system, including messages and attachments, shall be retained and disposed of in accordance with the Charter School's Records Management Plan.

Email messages and attachments that do not meet the definition of records shall be deleted as required by the Records Management Plan.

Email records may be maintained as an electronic record or be printed and maintained as a manual record.

For each email considered to be a record, the following information shall be retained:

1. Message content.
2. Name of sender.
3. Name of recipient.
4. Date and time of transmission and/or receipt.

### **Contractors**

Records created or maintained by contractors shall be retained and disposed of in accordance with the Charter School's Records Management Plan.





|              |                   |
|--------------|-------------------|
| Book         | Policy Manual     |
| Section      | 6000 Operations   |
| Title        | Litigation Hold   |
| Code         | 6000-AR-2         |
| Status       | Active            |
| Adopted      | September 8, 2020 |
| Last Revised | November 21, 2023 |

When the school receives notice that the school is involved in litigation as a party to a lawsuit, the school is issued a subpoena by a party to a lawsuit in which it is not a party, an investigation concerning the school has commenced or may commence, or the school receives information that would lead a reasonable person to anticipate the possibility of litigation, the school will immediately take steps to ensure that any records and data that could be related to the ongoing litigation/investigation or potential litigation/investigation are preserved from deletion or destruction.

Actions to preserve records and data will include, but not be limited to, postponing or canceling any automatic deletion of electronically stored information until relevant information and documents can be identified and stored, notifying employees of a litigation hold to prevent the deletion and destruction of records and data that might be related to the litigation/investigation or potential litigation/investigation, and identifying records and data that are subject to preservation.

A litigation hold triggers the duty to preserve records and data that could otherwise be deleted or destroyed under the school's Records Management Plan.

The school solicitor(s) will be responsible for issuing a litigation hold that specifically describes the types of records and data that must be preserved and describes how those materials are to be maintained and stored. The litigation hold will be sent directly to the CEO and/or designee, who will acknowledge receipt of the litigation hold. The litigation hold may be communicated initially by phone but will be followed by a written notification (email or letter).

The CEO and/or designee, in consultation with the school solicitor(s), will decide which records and data are subject to the litigation hold and in which form the records will be retained or produced. The CEO and/or designee, will be responsible for:

1. Coordinating the collection and preservation of records and data that are subject to the litigation hold.
2. Monitoring and ensuring the school's compliance with the litigation hold.
3. Checking periodically on the status of a litigation hold.
4. Ensuring that all steps taken by the school to identify and preserve relevant records and data are documented.

The solicitor will inform the CEO and/or designee, of changes as they occur.



|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 6000 Operations   |
| Title   | Exempted Records  |
| Code    | 6000-AR-3         |
| Status  | Active            |
| Adopted | September 8, 2020 |

To determine if a requested record is exempt from access, the Open Records Officer will consider and apply each exemption separately.

The following records are exempt from public access by a requester in accordance with the Right-To-Know Law.

1. Loss of Funds/Physical Harm/Personal Security - when the disclosure of a record would result in the school's loss of federal or state funds or would reasonably be likely to result in a substantial and demonstrable risk of physical harm to or personal security of an individual.
2. Public Safety - when the disclosure of a record maintained in connection with the military, homeland security, national defense, law enforcement or other public safety activity would reasonably be likely to jeopardize or threaten public safety or public protection activity, or a record that is designated classified by an appropriate federal or state military authority.
3. Safety/Security of Facilities - when the disclosure of a record creates a reasonable likelihood of endangering the safety or physical security of a building, public utility, resource, infrastructure, facility, or information storage system, which may include:
  - a. Documents or data relating to computer hardware; source files; software; and system networks that could jeopardize computer security by exposing a vulnerability in preventing, protecting against, mitigating or responding to a terrorist act.
  - b. Lists of infrastructure, resources and significant special events, including those defined by the federal government in the National Infrastructures Protections, that are deemed critical due to their nature and result from risk analysis; threat assessments; consequences assessments; antiterrorism protective measures and plans; counterterrorism measures and plans; and security needs assessments.
  - c. Building plans or infrastructure records that expose or create vulnerability through disclosure of the location, configuration or security of critical systems, including public utility systems; structural elements; technology; communication; electrical; fire suppression; ventilation; water; wastewater; sewage; and gas systems.
4. Computer Systems - when the disclosure of a record regarding computer hardware, software and networks, including administrative and technical records, would reasonably be likely to jeopardize computer security.
5. Medical Information - when the disclosure of a record of an individual's medical, psychiatric or psychological history or disability status, including an evaluation; consultation; prescription; diagnosis or treatment; results of tests, to include drug tests; enrollment in a health care program or program designed for participation by persons with disabilities, including vocational rehabilitation; workers' compensation and

unemployment compensation; or related information would disclose individually identifiable health information.

6. Personal Identification Information - disclosure of the following personal identification information:

- a. A record containing all or part of an individual's Social Security number; driver's license; driver's license number; personal financial information; home, cellular or personal telephone numbers; personal email addresses; employee number or other confidential personal identification number.
- b. A spouse's name, marital status, beneficiary or dependent information.
- c. The home address of a law enforcement officer or judge.

Personal information that must be disclosed includes the name; position; salary; actual compensation or other payments or expenses; employment contract; employment-related contract or agreement; and length of service of a public official or school employee.

The Open Records Officer may redact from a record the name or other identifying information relating to an individual performing an undercover or covert law enforcement activity.

7. Certain Employee Information - disclosure of the following records relating to a school employee:

- a. A letter of reference or recommendation pertaining to the character or qualifications of an identifiable individual, unless it was prepared in relation to the appointment of an individual to fill a vacancy in an elected office or an appointed office requiring Senate confirmation.
- b. A performance rating or review.
- c. The result of a civil service or similar test administered by a Commonwealth agency, legislative agency or judicial agency. The result of a civil service or similar test administered by a local agency shall not be disclosed if restricted by a collective bargaining agreement. Only test scores of individuals who obtained a passing score on a test administered by a local agency may be disclosed.
- d. The employment application of an individual who is not hired by the school.
- e. Workplace support services information.
- f. Written criticisms of a school employee.
- g. Grievance material, including documents related to discrimination or sexual harassment.
- h. Information regarding discipline, demotion or discharge contained in a personnel file, except information that applies to the school's final action that results in demotion or discharge.
- i. An academic transcript.

8. Labor Relations/Negotiations/Arbitration - disclosure of a record pertaining to strategy or negotiations relating to labor relations or collective bargaining and related arbitration proceedings. In the case of the arbitration of a dispute or grievance under a collective bargaining agreement, disclosure of an exhibit entered into evidence at an arbitration proceeding or a transcript of the arbitration or the opinion.

This exemption does not apply to a final or executed contract or agreement between the parties in a collective bargaining agreement, or to the final award or order of the arbitrator in a dispute or grievance procedure.

9. Pre-decisional Drafts - disclosure of the draft of a bill, resolution, regulation, statement of policy, management directive, or ordinance, or their amendments, prepared by or for the school.

10. Pre-decisional Deliberations -

Disclosure of a record that reflects:

- a. The internal, pre-decisional deliberations of the school, its Board members, employees or officials, or pre-decisional deliberations between school Board members, employees or officials and members, employees or officials of another agency, including pre-decisional deliberations relating to a budget recommendation; legislative proposal; legislative amendment; contemplated or proposed policy or

course of action; or any research, memos or other documents used in the pre-decisional deliberations, subject to law governing open meetings.

Public records do include a record of any of the above that is not exempt from access by law and which is presented to a quorum for deliberation in accordance with law governing open meetings; a written or Internet application or document that has been submitted to request Commonwealth funds; and the results of public opinion surveys, polls, focus groups, marketing research or similar efforts designed to measure public opinion.

- b. The strategy to be used to develop or achieve the successful adoption of a budget, legislative proposal or regulation.
11. Trade Secret/Confidential Proprietary Information - disclosure of a record that constitutes or reveals a trade secret or confidential proprietary information.
  12. Personal Notes/Working Papers - disclosure of notes and working papers prepared by or for a school public official or employee used solely for that official's or employee's own personal use, including telephone message slips; routing slips; and other materials that do not have an official purpose.
  13. Donor Identity - disclosure of records that would disclose the identity of an individual who lawfully makes a donation to the school, unless the donation is intended for or restricted to providing remuneration or personal tangible benefit to a school public official or employee, including lists of potential donors compiled by the school to pursue donations; donor profile information; or personal identifying information relating to a donor.
  14. Unpublished Academic Works - disclosure of unpublished lecture notes, unpublished manuscripts, unpublished articles, creative works in progress, research-related material, and scholarly correspondence of a community college or an institution of the State System of Higher Education or one of their faculty members, employees, guest speakers or students.
  15. Academic Records - disclosure of academic transcripts, examinations, examination questions, scoring keys and answers to examinations, including licensing and other examinations relating to the qualifications of an individual; examinations given in school; and examinations given in institutions of higher education.
  16. Criminal Investigations - disclosure of a record of the school or an agency relating to or resulting in a criminal investigation, including:
    - a. Complaints of potential criminal conduct other than a private criminal complaint.
    - b. Investigative materials, notes, correspondence, videos and reports.
    - c. A record that includes the identity of a confidential source or of a suspect who has not been charged with an offense to whom confidentiality has been promised.
    - d. A record that includes information made confidential by law or court order.
    - e. Victim information, including any information that would jeopardize the safety of a victim.
    - f. A record that if disclosed would reveal the institution, progress or result of a criminal investigation, except the filing of criminal charges; deprive an individual of the right to a fair trial or impartial adjudication; impair the ability to locate a defendant or codefendant; hinder an agency's ability to secure an arrest, prosecution or conviction; or endanger the life or physical safety of an individual.

This exemption does not apply to information contained in a police blotter as defined in law and utilized or maintained by the State Police, local, campus, transit or port authority police department or other law enforcement agency, or in a traffic report except as provided by law.

17. Noncriminal Investigations - disclosure of a school record relating to a noncriminal investigation, including:
  - a. Complaints submitted to the school.
  - b. Investigative materials, notes, correspondence and reports.
  - c. A record that includes the identity of a confidential source, including individuals subject to the Whistleblower Law.

- d. A record that includes information made confidential by law.
  - e. Work papers underlying an audit.
  - f. A record that if disclosed would reveal the institution, progress or result of a school investigation, except the imposition of a fine or civil penalty; the suspension, modification or revocation of a license, permit, registration, certification or similar authorization issued by an agency or an executed settlement unless the agreement is determined to be confidential by a court; deprive a person of the right to an impartial adjudication; constitute an unwarranted invasion of privacy; hinder an agency's ability to secure an administrative or civil sanction; or endanger the life or physical safety of an individual.
18. Emergency Communications - disclosure of records or parts of records, except time response logs, pertaining to audio recordings, telephone or radio transmissions received by emergency dispatch personnel, including 911 recordings, unless the agency or a court determines that the public interest in disclosure outweighs the interest in nondisclosure.
  19. DNA/RNA - disclosure of DNA and RNA records.
  20. Coroner/Medical Examiner - disclosure of specific records and reports of a coroner or medical examiner.
  21. Draft Minutes - disclosure of draft minutes of any School Board meeting until the next regularly scheduled Board meeting, minutes of an executive session, and any record of discussions held in executive session.
  22. Real Estate Appraisals/Feasibility Studies - disclosure of the contents of real estate appraisals, engineering or feasibility estimates, environmental reviews, audits or evaluations made for or by the school relative to the leasing, acquiring, or disposing of real property or an interest in real property; the purchase of public supplies or equipment included in the real estate transaction; and construction projects.

This exemption does not apply to the documents listed above once the decision is made to proceed with the lease, acquisition or disposal of real property or an interest in real property, the purchase of public supplies, or a construction project.

23. Library Records - disclosure of library and archive circulation and order records of an identifiable individual or groups of individuals.
24. Library/Museum Materials - disclosure of library archived and museum materials or valuable or rare book collections or documents contributed by gift, grant, bequest or devise, to the extent of any limitations imposed by the donor as a condition of the contribution.
25. Archeological Site/Endangered Species - disclosure of a record identifying the location of an archeological site or an endangered or threatened plant or animal species if not already known to the general public.
26. Pre-Contract Award Documents - disclosure of a proposal pertaining to school procurement or disposal of supplies, service or construction prior to the award of the contract or prior to the opening and rejection of all bids; financial information of a bidder or offerer requested in an invitation for bid or request for proposals to demonstrate the bidder's or offerer's economic capability; or the identity of members, notes and other records of school proposal evaluation committees established under law relating to competitive sealed proposals.
27. Insurance Communications - disclosure of a record or information relating to a communication between the school and its insurance carrier, administrative service organization or risk management office.

This exemption does not apply to a contract with an insurance carrier, administrative service organization or risk management office, or to financial records relating to the provision of insurance.

28. Social Services - disclosure of a record or information identifying an individual who applies for or receives social services, the type of social services received by an individual, an individual's application to receive social services, or eligibility to receive social services.
29. General Assembly Correspondence - disclosure of correspondence between an individual and member of the General Assembly and records accompanying the correspondence that would identify an individual requesting assistance or constituent services, except for correspondence between a member of the General Assembly and a principal or lobbyist under law.

30. Minors - disclosure of a record identifying the name, home address or date of birth of a child seventeen (17) years of age or younger.

#### Financial Records

The listed exemptions do not apply to financial records, except that the Open Records Officer shall redact the portions of a financial record protected under exemptions 1, 2, 3, 4, 5, 6, 16 or 17.

#### Aggregated Data

The listed exemptions do not apply to aggregated data maintained or received by the school, except for data protected under exemptions 1, 2, 3, 4 or 5.

#### Law Enforcement Activity

The Open Records Officer will not disclose the identity of an individual performing an undercover or covert law enforcement activity.



|         |                                            |
|---------|--------------------------------------------|
| Book    | Policy Manual                              |
| Section | 6000 Operations                            |
| Title   | Disclosure / Production of Certain Records |
| Code    | 6000-AR-4                                  |
| Status  | Active                                     |
| Adopted | September 8, 2020                          |

The Open Records Officer will respond as promptly as possible under the circumstances to a request for access to a public record.

The Open Records Officer will forward copies of the school's written responses to records requests to the CEO.

#### **Extension Of Time**

Upon receipt of a written request for access, the Open Records Officer will determine if any one (1) of the following applies:

1. Redaction - the request for access requires redaction of a record.
2. Retrieval Time/Remote Storage - the request for access requires retrieval of a record stored in a remote location.
3. Staffing Limitations - a timely response to the request for access cannot be accomplished due to bona fide and specified staffing limitations.
4. Legal Review - a legal review is necessary to determine whether the requested record is a public record subject to access.
5. Lack of Policy Compliance - the requester has not complied with the Board policy governing access to public records.
6. Failure to Pay Fees - the requester refuses to pay applicable, established fees.
7. Nature of Request - the extent or nature of the request precludes a response within the required time period.

If the Open Records Officer determines that an extension of time is required to respond to a records request, the requester will be notified in writing, in accordance with law and Board policy.

#### **Certified Copies**

If the Open Records Officer grants a request for access to a record and the requester requests a certified copy of the record for the purpose of legally verifying the public record, the Open Records Officer will provide a certified copy upon payment of the applicable, established fees by the requester.

#### **School Does Not Possess Record**

A request for a public record that the school does not possess but is possessed by a third party with whom the school has contracted to perform a governmental function and which relates directly to that governmental function must be submitted to the school's Open Records Officer.

If the Open Records Officer determines that the requested record is subject to public access, the Open Records Officer will respond and grant access in accordance with law, Board policy and administrative procedures.

The requester will pay the established duplication fee.

If the third party that possessed the requested public record duplicated the record in response to the request, the Open Records Officer will remit the fee to the third party.

The third party is not required to provide access to any other of its records.

### **Transcripts Of Administrative Proceedings**

Prior to an adjudication becoming final, binding and non-appealable, a transcript of an administrative proceeding will be provided to a requester by the proceeding's stenographer.

To request access to a pre-final adjudication transcript possessed by a stenographer that is subject to disclosure, the requester must directly contact the stenographer and pay the fees assessed by the stenographer.

After an adjudication becomes final, binding and non-appealable, a transcript of an administrative proceeding will be provided to a requester, and the established duplication fee will be charged.

### **Trade Secrets/Confidential Proprietary Information**

When a third party provides a record to the school and includes a written statement signed by its representative that the record contains a trade secret or confidential proprietary information, the Open Records Officer will notify that third party of a request for access to that record.

**Trade secret** is defined as information, including a formula; drawing; pattern; compilation such as a customer list; program; device; method; technique; or process that derives independent economic value, actual or potential, from not being generally known to and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use and is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. The term includes data processing software obtained by the school under a licensing agreement prohibiting disclosure.

**Confidential proprietary information** is defined as commercial or financial information that is privileged or confidential and the disclosure of which would cause substantial harm to the competitive position of the individual that submitted the information.

The Open Records Officer will provide notice within five (5) business days of receipt of the request. The third party will have five (5) business days from receipt of the Open Records Officer's notice to provide input on the release of the requested record.

The Open Records Officer will provide access to the record or will deny the request for access within ten (10) business days of providing notice to the third party and will notify the third party of the Open Records Officer's decision.

### **Computer Access**

The Open Records Officer will not grant requests for access to the school's or its employees' computers.

### **Discretionary Access**

The Open Records Officer may exercise discretion and make an otherwise exempt record accessible in response to a request.

The exempted record will be made accessible for access and duplication, in accordance with law and Board policy, if all of the following apply:

1. Disclosure of the record is not prohibited by federal or state law or regulation, or by judicial order or decree.



2. The record is not protected by privilege, to include the attorney-work product doctrine; attorney-client privilege; doctor-patient privilege; speech and debate privilege; or other privilege recognized by a relevant court.
3. The CEO determines that the public interest favoring access outweighs any individual, school or public interest that may favor restriction of access.

**Appeal Of Denial Of Access**

A requester who is denied access to a requested record by the school will write to the Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA, 17101, and mark the envelope Right-To-Know Appeal.



|         |                 |
|---------|-----------------|
| Book    | Policy Manual   |
| Section | 6000 Operations |
| Title   | Public Records  |
| Code    | 6001            |
| Status  | Active          |
| Adopted | May 14, 2019    |

### **Purpose**

The Board of Trustees (Board) recognizes the importance of public records as the record of the Charter School's actions and the repository of information about this Charter School. The public has the right to access and procure copies of public records, with certain exceptions, subject to law, Board policy and administrative procedures.[\[1\]](#)[\[2\]](#)

### **Definitions**

**Financial record** - any account, voucher or contract dealing with the receipt or disbursement of funds or acquisition, use or disposal of services, supplies, materials, equipment or property; or the salary or other payments or expenses paid to an officer or employee, including the individual's name and title; and a financial audit report, excluding the audit's underlying work papers.[\[1\]](#)

Public record - a record, including a financial record, that is not protected by a defined privilege or is not exempt from being disclosed under one of the exemptions in Pennsylvania's Right-to-Know Law or under other federal or state law or regulation, or judicial decree or order.

Record - information, regardless of physical form or characteristics, that documents a Charter School transaction or activity and is created, received or retained pursuant to law or in connection with a Charter School transaction, business or activity, including: a document; paper; letter; map; book; tape; photograph; film or sound recording; information stored or maintained electronically; and a data-processed or image-processed document.

Response - the Charter School's notice informing a requester of a granting of access to a record or the Charter School's written notice to a requester granting, denying, or partially granting and partially denying access to a requested record.

Requester - a legal resident of the United States, or an agency, who requests access to a record.

### **Authority**

The Board shall make the Charter School's public records available for access and duplication to a requester, in accordance with law, Board policy and administrative procedures.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

### **Delegation of Responsibility**

The Board shall designate an Open Records Officer, who shall be responsible to:[\[6\]](#)

1. Receive written requests for access to records submitted to the Charter School.
2. Review and respond to written requests in accordance with law, Board policy and administrative procedures.

3. Direct requests to other appropriate individuals in the Charter School or in another agency.
4. Track the Charter School's progress in responding to requests.
5. Issue interim and final responses to submitted requests.
6. Maintain a log of all record requests and their disposition.
7. Ensure Charter School staff are trained to perform assigned job functions relative to requests for access to records.

Upon receiving a request for access to a record, the Open Records Officer shall:[\[6\]](#)[\[7\]](#)[\[8\]](#)

1. Note the date of receipt on the written request.
2. Compute and note on the written request the day on which the five-day period for response will expire.
3. Maintain an electronic or paper copy of the written request, including all documents submitted with the request, until the request has been fulfilled.
4. If the written request is denied, maintain the written request for thirty (30) days or, if an appeal is filed, until a final determination is issued, or the appeal is deemed denied.

### **Guidelines**

Requesters may access and procure copies of the public records of the Charter School during the regular business hours of the administration office.[\[5\]](#)

A requester's right of access does not include the right to remove a record from the control or supervision of the Open Records Officer.

The Charter School shall not limit the number of records requested.[\[2\]](#)

When responding to a request for access, the Charter School is not required to create a record that does not exist nor to compile, maintain, format or organize a record in a manner which the Charter School does not currently use.[\[9\]](#)

Information shall be made available to individuals with disabilities in an appropriate format, upon request and with sufficient advance notice.[\[10\]](#)[\[11\]](#)[\[12\]](#)

The Charter School shall post the following information at the administration office and on the Charter School's website:[\[4\]](#)[\[13\]](#)

1. Contact information for the Open Records Officer.
2. Contact information for the state's Office of Open Records or other applicable appeals officer.
3. The form to be used to file a request, with a notation that the state Office of Open Records form may also be used if the Charter School decides to create its own form.
4. Board policy and administrative procedures governing requests for access to the Charter School's public records.

### **Request for Access**

A written request for access to a public record shall be submitted on the required form(s) and addressed to the Open Records Officer.[\[4\]](#)[\[13\]](#)[\[14\]](#)

Written requests may be submitted to the Charter School in person, by mail, to a designated facsimile machine, and to a designated email address.

Each request must include the following information:[\[5\]](#)[\[14\]](#)

1. Identification or description of the requested record, in sufficient detail.
2. Medium in which the record is requested.
3. Name and address of the individual to receive the Charter School's response.

The Charter School shall not require an explanation of the reason for the request or the intended use of the requested record, unless otherwise required by law.[\[14\]](#)

### **Fees**

Except for the duplication fees established by the state, the Board shall approve a list of reasonable fees relative to requests for public records. The Charter School shall maintain a list of applicable fees and disseminate the list to requesters.[15]

No fee may be imposed for review of a record to determine whether the record is subject to access under law. [15]

Prior to granting access, the Charter School may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.[15]

The Chief Executive Officer or designee may waive duplication fees when the requester duplicates the record or the Chief Executive Officer or designee deems it is in the public interest to do so.[15]

### **Response to Request**

Charter School employees shall be directed to immediately forward requests for access to public records to the Open Records Officer.[6][16]

Upon receipt of a written request for access to a record, the Open Records Officer shall determine if the requested record is a public record and if the Charter School has possession, custody or control of that record.[8]

The Open Records Officer shall respond as promptly as possible under the existing circumstances, and the initial response time shall not exceed five (5) business days from the date the written request is received by the Open Records Officer.[8]

The initial response shall grant access to the requested record; deny access to the requested record; partially grant and partially deny access to the requested record; notify the requester of the need for an extension of time to fully respond; or request more detail from the requester to clearly identify the requested material.

If the Charter School fails to respond to a request within five (5) business days of receipt, the request for access shall be deemed denied.[8]

### **Extension of Time**

If the Open Records Officer determines that an extension of time is required to respond to a request, in accordance with the factors stated in law, written notice shall be sent within five (5) business days of receipt of the request. The notice shall indicate that the request for access is being reviewed, the reason that the review requires an extension, a reasonable date when the response is expected, and an estimate of applicable fees owed when the record becomes available.[8][17]

Up to a thirty-day extension for one (1) of the listed reasons does not require the consent of the requester. If the response is not given by the specified date, it shall be deemed denied on the day following that date.

A requester may consent in writing to an extension that exceeds thirty (30) days, in which case the request shall be deemed denied on the day following the date specified in the notice if the Open Records Officer has not provided a response by that date.

### **Granting of Request**

If the Open Records Officer determines that the request will be granted, the response shall inform the requester that access is granted and either include information on the regular business hours of the administration office, provide electronic access, or state where the requester may go to inspect the records or information electronically at a publicly accessible site. The response shall include a copy of the fee schedule in effect, a statement that prepayment of fees is required in a specified amount if access to the records will cost in excess of \$100 and the medium in which the records will be provided.

A public record shall be provided to the requester in the medium requested if it exists in that form; otherwise, it shall be provided in its existing medium. However, the Charter School is not required to permit use of its computers.[5]

The Open Records Officer may respond to a records request by notifying the requester that the record is available through publicly accessible electronic means or that the Charter School shall provide access to inspect the record electronically. If the requester, within thirty (30) days following receipt of the Charter School's notice, submits a written request to have the record converted to paper, the Charter School shall provide access in printed form within five (5) days of receipt of the request for conversion to paper.[5][18]

A public record that the Charter School does not possess but is possessed by a third party with whom the Charter School has contracted to perform a governmental function and which directly relates to that governmental function shall be considered a public record of the Charter School. When the Charter School contracts with such a third party, the Charter School shall require the contractor to agree in writing to comply with requests for such records and to provide the Charter School with the requested record in a timely manner to allow the Charter School to comply with law.[\[19\]](#)

If the Open Records Officer determines that a public record contains information both subject to and not subject to access, the Open Records Officer shall grant access to the information subject to access and deny access to the information not subject to access. The Open Records Officer shall redact from the record the information that is not subject to access. The Open Records Officer shall not deny access to a record if information is able to be redacted.[\[20\]](#)

If the Open Records Officer responds to a requester that a copy of the requested record is available for delivery at the administration office and the requester does not retrieve the record within sixty (60) days of the Charter School's response, the Charter School shall dispose of the copy and retain any fees paid to date.[\[21\]](#)

### **Notification to Third Parties**

When the Charter School produces a record that is not a public record in response to a request, the Open Records Officer shall notify any third party that provided the record to the Charter School, the person that is the subject of the record, and the requester.[\[22\]](#)

The Open Records Officer shall notify a third party of a record request if the requested record contains a trade secret or confidential proprietary information, in accordance with law and administrative procedures.[\[22\]](#)

### **Denial of Request**

If the Open Records Officer denies a request for access to a record, whether in whole or in part, a written response shall be sent within five (5) business days of receipt of the request. The response denying the request shall include the following:[\[8\]](#)[\[23\]](#)

1. Description of the record requested.
2. Specific reasons for denial, including a citation of supporting legal authority.
3. Name, title, business address, business telephone number, and signature of the Open Records Officer on whose authority the denial is issued.
4. Date of the response.
5. Procedure for the requester to appeal a denial of access.

The Open Records Officer may deny a request for access to a record if the requester has made repeated requests for that same record and the repeated requests have placed an unreasonable burden on the Charter School.[\[19\]](#)

The Open Records Officer may deny a request for access to a record when timely access is not possible due to a disaster, or when access may cause physical damage or irreparable harm to the record. To the extent possible, a record's contents shall be made accessible even when the record is physically unavailable.[\[19\]](#)

Information that is not subject to access and is redacted from a public record shall be deemed a denial.[\[20\]](#)[\[23\]](#)

If a written request for access to a record is denied or deemed denied, the requester may file an appeal with the state's Office of Open Records within fifteen (15) business days of the mailing date of the Open Records Officer's response or deemed denial.[\[7\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

- Legal
- [1. 65 P.S. 67.102](#)
  - [2. 65 P.S. 67.302](#)
  - [3. 65 P.S. 67.305](#)
  - [4. 65 P.S. 67.504](#)

- [5. 65 P.S. 67.701](#)
- [6. 65 P.S. 67.502](#)
- [7. 65 P.S. 67.1101](#)
- [8. 65 P.S. 67.901](#)
- [9. 65 P.S. 67.705](#)
- [10. 28 CFR 35.160](#)
- [11. 28 CFR 35.164](#)
- [12. 42 U.S.C. 12132](#)
- [13. 65 P.S. 67.505](#)
- [14. 65 P.S. 67.703](#)
- [15. 65 P.S. 67.1307](#)
- [16. 65 P.S. 67.702](#)
- [17. 65 P.S. 67.902](#)
- [18. 65 P.S. 67.704](#)
- [19. 65 P.S. 67.506](#)
- [20. 65 P.S. 67.706](#)
- [21. 65 P.S. 67.905](#)
- [22. 65 P.S. 67.707](#)
- [23. 65 P.S. 67.903](#)
- [15 Pa. C.S.A. 5508](#)
- [24 P.S. 1728-A](#)
- [24 P.S. 1732-A](#)
- [24 P.S. 1743-A](#)
- [24 P.S. 518](#)
- [42 U.S.C. 12101 et seq](#)
- [65 P.S. 67.101 et seq](#)



|              |                            |
|--------------|----------------------------|
| Book         | Policy Manual              |
| Section      | 6000 Operations            |
| Title        | Records Retention Schedule |
| Code         | 6001-AR-1                  |
| Status       | Active                     |
| Adopted      | September 8, 2020          |
| Last Revised | November 22, 2023          |

### **How to Use the Records Retention Schedule**

The Records Retention Schedule lists records that are created, received or retained as a result of school operations. The schedule includes a description of the records, format in which the records will be retained, retention period, and disposal code. The following information will assist in applying this schedule.

### **Record Format**

Media codes are used to identify the format(s) that the school may use to maintain specified records and are assigned as follows:

- A. Paper
- B. Microform
- C. Electronic (machine readable)
- D. Audiovisual (tapes, movies, filmstrips, etc.)
- E. Cartographic (maps, drawings, blueprints, plans, etc.)
- F. Photographic

### **Retention Periods**

Retention periods listed on the schedule are given in years, unless otherwise indicated. Upon expiration of the retention period, all identified records will be disposed of in accordance with Board policy and this schedule.

### **Disposal Codes**

Disposal codes are used to direct the final disposition of records. Records must be disposed of according to the assigned code listed on the schedule. Assigned disposal codes are as follows:

1. Routine Handling – No special precautions are necessary upon disposal. The records should be recycled or disposed of in accordance with standard school procedures.
2. Special Handling – The destruction of records containing privileged, confidential, exempt or sensitive information that requires special handling by shredding, burning, erasing or any other method that reduces

information to an illegible condition.

3. Archival Retention – Records requiring permanent retention or records that have sufficient archival or historic value must be preserved in perpetuity.
4. Delete – For use with electronic records. When electronic records have met their retention period, they will be deleted.

### **Records Not On Schedule**

For any record not covered by the retention schedule, the Records Management Committee will determine how long the record must be kept and recommend any necessary revisions to the retention schedule.

Records Retention Schedule is below.

| <b>RECORD</b>                                                                                    | <b>RETENTION</b> | <b>REASON</b>                                                            | <b>NOTES</b>                                    |
|--------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------|-------------------------------------------------|
|                                                                                                  | <b>PERIOD</b>    |                                                                          |                                                 |
| Americans with Disabilities Act plans                                                            | Permanent        | Litigation, Administrative                                               |                                                 |
| Annual Financial Reports                                                                         | Permanent        | 24 P.S. §5-518                                                           |                                                 |
| Articles of Incorporation                                                                        | Permanent        | Archival                                                                 |                                                 |
| Asbestos plan                                                                                    | Permanent        | Litigation and as required by the Asbestos Hazard Emergency Response Act |                                                 |
| Audits: Financial and Performance                                                                | Permanent        | 24 P.S. §5-518 and Archival                                              |                                                 |
| Blueprints and Building Specifications                                                           | Permanent        | Archival and Litigation                                                  |                                                 |
| Board and Committee Minutes and Agendas                                                          | Permanent        | 24 P.S. §5-518                                                           |                                                 |
| Bylaws                                                                                           | Permanent        | Archival                                                                 |                                                 |
| Catalogue of Library Holdings                                                                    | Permanent        | Archival                                                                 |                                                 |
| Certified Financial statements                                                                   | Permanent        | 24 P.S. §5-518                                                           |                                                 |
| Charter                                                                                          | Permanent        | Archival                                                                 |                                                 |
| Deeds, Titles, other Real Property Sale, Acquisition or Expansion records                        | Permanent        | Archival and Litigation                                                  |                                                 |
| Disaster Response Files                                                                          | Permanent        | Archival and Litigation                                                  |                                                 |
| Employee evaluations, job descriptions, insurance records and internal investigations            | Permanent        | Litigation                                                               | Human resource record - private information     |
| Employee wage, tax statements, deduction annuity authorization and deduction authorization files | Permanent        | Archival and Litigation                                                  | Human Resource record - private information     |
| Employee Directories                                                                             | Permanent        | Archival and Litigation                                                  | May contain both public and private information |



|                                                                                                                                                               |                                              |                                                                                                                          |                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Equal Employment Opportunity Report and Related Records                                                                                                       | Permanent                                    | Archival, Litigation                                                                                                     | Human Resource Record; note 29 CFR §1602.39 and 1602.41 require districts to retain for 3 years the most recently filed EE0-5 |
| Executive Correspondence                                                                                                                                      | Permanent                                    | Archival                                                                                                                 |                                                                                                                               |
| Fixed Assets records                                                                                                                                          | Permanent                                    | <b>IRS</b>                                                                                                               |                                                                                                                               |
| General Ledger                                                                                                                                                | Permanent                                    | IRS, Archival and Litigation                                                                                             |                                                                                                                               |
| <b>IRS</b> exemption application and determination letter and <b>IRS</b> examinations, rulings and comments                                                   | Permanent                                    | Archival                                                                                                                 |                                                                                                                               |
| Insurance policies - includes liability, workers' compensation, etc.                                                                                          | Permanent                                    | Litigation                                                                                                               |                                                                                                                               |
| Job Action Records - as to any actions, including correspondence, press clippings, etc. of work stoppages, informational picketing, etc. by teachers or staff | Permanent                                    | Archival and Litigation                                                                                                  |                                                                                                                               |
| Job postings - with specific duty descriptions (Public Human Resource Record)                                                                                 | Permanent                                    | Archival and Litigation                                                                                                  | 29 CFR §1627.3(b)(vi) requires 1-year retention from date of personnel action to which records relate.                        |
| Leases for Real Estate                                                                                                                                        | Permanent                                    | Archival                                                                                                                 |                                                                                                                               |
| Legal Case files                                                                                                                                              | Permanent                                    | Archival and Litigation                                                                                                  |                                                                                                                               |
| Official Plans, maps, designs and photos                                                                                                                      | Permanent                                    | Archival                                                                                                                 |                                                                                                                               |
| Organizational Files - relating to administrative structure of school                                                                                         | Permanent                                    | Archival                                                                                                                 |                                                                                                                               |
| Pension plan/Employee Benefit plan documents                                                                                                                  | Term of plan plus one year after termination | Per 29 CFR §1627.3(b)(2)                                                                                                 | Human Resources Record - public information                                                                                   |
| Personnel Records - including applications for employment, resume, evaluation, notice to resign/terminate, teacher class records, etc.                        | Permanent                                    | Archival, Litigation, Administrative and PA Public School Employees' Retirement System                                   | Human Resource Record with both public and private information                                                                |
| Pesticide Application Record                                                                                                                                  | Permanent                                    | Litigation; otherwise, 24 P.S. 7-772.2(b)(2) requires detailed record of all chemical pest control for at least 3 years. |                                                                                                                               |
| Policies and Procedures Manual                                                                                                                                | Permanent                                    | Archival                                                                                                                 |                                                                                                                               |
| Press Release Files                                                                                                                                           | Permanent                                    | Archival                                                                                                                 |                                                                                                                               |
| Publications                                                                                                                                                  | Permanent                                    | Archival                                                                                                                 |                                                                                                                               |

|                                                                |                                                                          |                                                              |                                                                                                                         |
|----------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Public Facility Use Files                                      | Permanent or 6 years                                                     | Archival                                                     | If no historical value, 6 years for administrative purposes                                                             |
| Records Transfer Sheets                                        | Permanent                                                                | Archival                                                     | Stored at school district record centers or historical society                                                          |
| Toxic Substance Exposure Records                               | Permanent                                                                | Litigation                                                   | Exposure of employees handling substances, list of substances present, MSDS, and training records for employee handling |
| Teacher Course Records and Workshop Records                    | 55 years                                                                 | Archival, Litigation and Personnel                           | Private Human Resource Record                                                                                           |
| Lead or Copper Content Testing and Remediation Files           | 50 years when level exceeds and ten years when levels below action level | Administrative and Litigation                                |                                                                                                                         |
| Pesticide Inventory                                            | 40 years after superseded or obsolete                                    | Litigation                                                   |                                                                                                                         |
| Annual Budgets                                                 | 6 years                                                                  | 24 P.S. §5-518                                               |                                                                                                                         |
| Bond Issue files                                               | 10 Years after expiration                                                | 24 P.S. §5-518                                               |                                                                                                                         |
| Grant Program files                                            | 10 Years after renewal or close of grant                                 | For auditing purposes and 24 P.S. § 5-518 for 6 year minimum | Permanent if of historical value                                                                                        |
| Job Classification Records                                     | Not less than 10 years                                                   | Litigation                                                   | Public Human Resource Record                                                                                            |
| Accounts Payable and Accounts Receivable Ledgers and Schedules | 7 years                                                                  | IRS and 24 P.S. §5-518 requires 6 years minimum              |                                                                                                                         |
| Bank statements and reconciliation                             | 7 years                                                                  | IRS and Sec. 5-518 requires 6 years minimum                  |                                                                                                                         |
| Check register, check copy records and void check register     | 7 years                                                                  | <b>IRS</b>                                                   |                                                                                                                         |
| Deposit Slips                                                  | 7 years                                                                  | IRS and 24 P.S. §5-518 requires 6 year minimum               |                                                                                                                         |
| Depreciation Schedules                                         | 7 years                                                                  | <b>IRS</b>                                                   |                                                                                                                         |
| Direct Deposit Records                                         | 7 years                                                                  | <b>IRS</b>                                                   | Human Resource record                                                                                                   |
| Donor contributions                                            | 6 year minimum                                                           | <b>24 P.S. §5-518</b>                                        |                                                                                                                         |
| Equipment inventory files                                      | 7 years                                                                  | <b>IRS</b>                                                   |                                                                                                                         |
| Income Tax Exemptions and Withholdings                         | 7 years                                                                  | <b>IRS</b>                                                   | Private Human Resource Record                                                                                           |
| Invoices (after payment)                                       | 7 years                                                                  | IRS and 24 P.S. §5-518 requires 6 year minimum               |                                                                                                                         |

|                                                                                          |                                                                         |                                                                        |                                                                                                                  |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Monthly Payroll Deduction billings                                                       | 7 years                                                                 | <b>IRS</b>                                                             | Private Human Resource Record                                                                                    |
| Payroll Register and Voucher                                                             | 7 years                                                                 | IRS; 29 CFR §516.5 and 1627.3(a) requires 3 years for Payroll Register | Private Human Resource Record                                                                                    |
| Petty cash records                                                                       | 7 years                                                                 | IRS and 24 P.S. §5-518 requires 6 year minimum                         |                                                                                                                  |
| Purchase Requests (including vendor invoices)                                            | 7 years                                                                 | IRS and 24 P.S. §5-518 requires 6 year minimum                         |                                                                                                                  |
| Sales Invoices                                                                           | 7 years                                                                 | IRS and 24 P.S. §5-518 requires 6 year minimum                         |                                                                                                                  |
| Taxable Wage Earning Reports - include IRS Form W-2, withholdings through Form W-3, etc. | 7 years                                                                 | <b>IRS</b>                                                             | Private Human Resource Record                                                                                    |
| Time cards                                                                               | 7 years                                                                 | <b>IRS</b>                                                             | Private Human Resource Record                                                                                    |
| Travel/Passenger Reimbursement records (include hotel, meals, mileage)                   | 7 years                                                                 | <b>IRS</b>                                                             | Contains both public and private employee information                                                            |
| Accident Reports                                                                         | 6 years                                                                 | 24 P.S. §5-518                                                         | OSHA requires 5 years after year to which they pertain per 29 CFR § 1904.33(a)                                   |
| Bond redemption and destruction certificates and bond redemption registers               | 6 years after expiration of bonds                                       | 24 P.S. §5-518                                                         |                                                                                                                  |
| Bonds, notes and coupons paid files                                                      | 6 years                                                                 | 24 <b>P.S.</b> §5-518                                                  |                                                                                                                  |
| Census Sheet records Note: private information                                           | 6 years                                                                 | Administrative                                                         | For tax base and population statistics                                                                           |
| Fire and Structural Safety Records                                                       | 6 years after the building no longer exists, but not less than 21 years | Litigation                                                             |                                                                                                                  |
| Grievance Records                                                                        | 6 years after final resolution                                          | Administrative and Litigation                                          | Human Resource Record - private                                                                                  |
| Insurance Claims                                                                         | 6 years after resolution of claim                                       | Administrative and 24 P.S. § 5-518 requires 6 years minimum            |                                                                                                                  |
| Inventory                                                                                | 6 years                                                                 | 24 P.S. §5-518                                                         |                                                                                                                  |
| Job postings - without specific duty descriptions (Public Human Resource Record)         | 6 years                                                                 | Litigation                                                             | 29 CFR §1627.3(b)(vi) requires 1 year retention from date of personnel action to which records relate.           |
| Library Material Censorship and Complaint Records                                        | 6 years after last entry                                                | Litigation and Administrative                                          | Note that if issues deal with serious constitutional issues, may retain as permanent for historical significance |

|                                                                                                                                                   |                                                          |                                                             |                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------|
| Maintenance Testing, Service, Operational and Repair Records                                                                                      | 6 years after vehicle or equipment no longer in use      | Administrative and Litigation                               |                                                                |
| Pesticide Applicator Certification                                                                                                                | 6 years                                                  | Administrative and Litigation                               |                                                                |
| Property Inventory                                                                                                                                | 6 years after replacement, sale or discontinuance of use | IRS, Litigation and Administrative                          |                                                                |
| Receipt and Expenditure Summary - including Funds Ledger and Monthly Journal of Receipts                                                          | 6 years minimum                                          | 24 P.S. §5-518                                              |                                                                |
| Remediation by replacement of lead/copper plumbing and remediation by elimination or replacement of water cooler not connected to copper plumbing | 6 years                                                  | Administrative and Litigation                               |                                                                |
| Repair, Installation and Maintenance Records                                                                                                      | 6 years                                                  | Administrative                                              |                                                                |
| Security Records - including visitor register and security guard reports                                                                          | 6 years                                                  | Litigation and Administrative                               |                                                                |
| Surplus Property Case files                                                                                                                       | 6 years after final payment                              | 24 P.S. § 5-518 and Administrative                          |                                                                |
| Surveys                                                                                                                                           | 6 years                                                  | Administrative                                              | Permanent if of historical value                               |
| Unemployment Insurance Records                                                                                                                    | 6 years after final payment                              | Litigation and Personnel                                    | Human Resource Record with both private and public information |
| Emergency Operating Plan                                                                                                                          | 5 years                                                  | 35 Pa.C.S. §7701(g)                                         |                                                                |
| Facility Safety Inspection Reports                                                                                                                | 5 years                                                  | Administrative and District requires for insurance policies |                                                                |
| Free and Reduced Lunch Application and approval/denial                                                                                            | 5 years                                                  | Administrative and 24 P.S. 13-1337(e)                       |                                                                |
| Leave Adjustment Records - as made during a pay period                                                                                            | 5 years                                                  | Administrative and Litigation                               | Private human resource record                                  |
| Payroll Absence Summary Report                                                                                                                    | 5 years                                                  | Administrative and Litigation                               | Private Human Resource Record                                  |
| Retirement Files - for employees                                                                                                                  | 5 years after retirement                                 | Litigation                                                  | Private Human Resource Record                                  |
| Working Papers - include studies, notes, drafts and interim reports for projects                                                                  | 5 years after project completion                         | Administrative                                              |                                                                |

|                                                                                                            |                                                                              |                                                                                              |                                                                      |
|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Individual Authorized Allotment files - including exemptions, withholding taxes, IRS Form W-4, etc.        | 4 years after being superseded or separation of employee                     | <b>IRS</b>                                                                                   | Private Human Resource Record                                        |
| General Journal Entry Report (monthly) - used to make adjustments and corrections to accounting records    | 4 years                                                                      | Administrative                                                                               | Kept with General Ledger which is retained permanently               |
| Daily cash receipts                                                                                        | 3 years                                                                      | <b>IRS</b>                                                                                   |                                                                      |
| Disposition Records (Inventory Disposal)                                                                   | 3 years after disposal                                                       | <b>IRS</b>                                                                                   |                                                                      |
| Distribution Reports- monthly salary and benefit status                                                    | 3 years                                                                      | <b>IRS</b>                                                                                   | Human Resource Record with both public and private information       |
| Employment applications for individuals not hired                                                          | 3 years                                                                      | Litigation                                                                                   | Public Human Resource Record                                         |
| Employment applications and related documents for individuals hired                                        | 3 years after active employment ends                                         | Litigation                                                                                   | Human Resource Record - private information                          |
| Family and Medical Leave Act Notice and other documents                                                    | 3 years                                                                      | Litigation and 29 CFR §825.500                                                               | Private Human Resource Record                                        |
| Garnishment Records - for debts owed by employees and attached to employee earnings                        | 3 years after end of garnishment                                             | IRS, Litigation and Personnel file                                                           | Human Resource Record - contains some private information            |
| Hazardous Waste Manifest Document                                                                          | 3 years                                                                      | Litigation                                                                                   | Documents Nurse's office medical waste                               |
| Health and Life Insurance Records                                                                          | 3 years after termination of employee or benefit expiration, whichever first | Litigation, Archival, Administrative and Personnel file                                      | Private Human Resource Record                                        |
| Insurance Deduction files                                                                                  | 3 years after employee separation                                            | <b>IRS</b>                                                                                   | Private Human Resource Record                                        |
| Interdepartmental Billing - for services and materials                                                     | 3 years                                                                      | Administrative                                                                               |                                                                      |
| Labor Agreements or contracts including collective bargaining (public) and employment agreements (private) | 3 years                                                                      | 29 CFR §516.5 (change from original policy which required permanent record kept but no cite) | Human Resource Record - contains both public and private information |
| Retirement Reports -monthly as submitted to State Retirement System                                        | 3 years                                                                      | Administrative                                                                               | Private Human Resource Record                                        |
| Right-To-Know MSDS File                                                                                    | 3 years or until superseded or replaced                                      | Administrative                                                                               |                                                                      |

|                                                                                                                                          |                                                             |                               |                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------|-----------------------------------------------------------------|
| Unsuccessful Grant Applications                                                                                                          | 3 years                                                     | Administrative                |                                                                 |
| Vendor Files for PA Premier Education Technology Bid/Buy Program                                                                         | 3 years                                                     | Administrative                | Destroy after audit                                             |
| Computer Repair Statements                                                                                                               | 2 years                                                     | Administrative                | For in-house or off-site computers                              |
| Deductions/Other Earnings Registers                                                                                                      | 2 years after deduction made                                | 29 CFR §516.6                 | Private Human Resource Record                                   |
| Feasibility Studies - before installation of technology or equipment                                                                     | 2 years                                                     | Administrative                | May keep longer if need justifies                               |
| Internal Committee Records                                                                                                               | 2 years or until administrative need ends, whichever longer | Administrative                |                                                                 |
| Vendor File                                                                                                                              | 2 years after inactive                                      | Administrative                |                                                                 |
| Audio Visual Repair Tag                                                                                                                  | 1 year                                                      | Administrative                | In-house and off-site repairs                                   |
| Employee Benefit Plans                                                                                                                   | 1 year after termination of Plan                            | <b>29 CFR §1627.3(b)(2)</b>   | Public Human Resource Record                                    |
| Food Services file                                                                                                                       | 1 year                                                      | Administrative                | Destroy after annual audit                                      |
| Housekeeping file - includes charity fund drives, custodial service requests, parking space assignments and distribution of keys         | 1 year                                                      | Administrative                |                                                                 |
| Leases - equipment or personally                                                                                                         | 1 year following expiration/termination of lease            | Administrative and Litigation | See Real Estate leases - permanent                              |
| Leave application files and supporting documents for vacation, sick time, etc.                                                           | 1 year                                                      | Administrative and Litigation | Private Human Resource Record                                   |
| Lost Checks for reissuance                                                                                                               | 1 year                                                      | Administrative                | For audit                                                       |
| Monthly financial reports and statements                                                                                                 | 1 year after publication of annual report                   | Administrative                | Becomes part of permanent record of audit                       |
| Performance Guaranties (written warranties)                                                                                              | 1 year after expiration                                     | Litigation                    |                                                                 |
| Personnel Action Records - includes corrections to payroll for identifying employee information and salary adjustment, termination, etc. | 1 year                                                      | Administrative                | Human Resource Record - has both public and private information |
| Right to Know Request Forms of Records                                                                                                   | 1 year                                                      | Administrative                |                                                                 |
| Service Requests for administration/staff computer system                                                                                | 1 year                                                      | Administrative                |                                                                 |

|                                                                                                                                                                               |                                                  |                               |                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------|----------------------------------------------------------------------|
| Technical Reference File-<br>includes unofficial copies of<br>reports, studies, data<br>compilation, drawings,<br>periodicals, books, brochures,<br>catalogs and vendor lists | 1 year                                           | Administrative                |                                                                      |
| Workers Compensation<br>claims                                                                                                                                                | 1 year after<br>death of<br>employee             | Litigation                    | Human Resource Record<br>with both public and<br>private information |
| Software Licenses                                                                                                                                                             | Current as long<br>as software is<br>on computer | Litigation and Administrative |                                                                      |

[Records Retention Schedule.pdf \(5,237 KB\)](#)

## Record Retention Schedule

| <u>RECORD</u>                                                                                    | <u>RETENTION PERIOD</u> | <u>REASON</u>                                                            | <u>NOTES</u>                                                                                                                  |
|--------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Americans with Disabilities Act plans                                                            | Permanent               | Litigation, Administrative                                               |                                                                                                                               |
| Annual Financial Reports                                                                         | Permanent               | 24 P.S. §5-518                                                           |                                                                                                                               |
| Articles of Incorporation                                                                        | Permanent               | Archival                                                                 |                                                                                                                               |
| Asbestos plan                                                                                    | Permanent               | Litigation and as required by the Asbestos Hazard Emergency Response Act |                                                                                                                               |
| Audits: Financial and Performance                                                                | Permanent               | 24 P.S. §5-518 and Archival                                              |                                                                                                                               |
| Blueprints and Building Specifications                                                           | Permanent               | Archival and Litigation                                                  |                                                                                                                               |
| Board and Committee Minutes and Agendas                                                          | Permanent               | 24 P.S. §5-518                                                           |                                                                                                                               |
| Bylaws                                                                                           | Permanent               | Archival                                                                 |                                                                                                                               |
| Catalogue of Library Holdings                                                                    | Permanent               | Archival                                                                 |                                                                                                                               |
| Certified Financial statements                                                                   | Permanent               | 24 P.S. §5-518                                                           |                                                                                                                               |
| Charter                                                                                          | Permanent               | Archival                                                                 |                                                                                                                               |
| Deeds, Titles, other Real Property Sale, Acquisition or Expansion records                        | Permanent               | Archival and Litigation                                                  |                                                                                                                               |
| Disaster Response Files                                                                          | Permanent               | Archival and Litigation                                                  |                                                                                                                               |
| Employee evaluations, job descriptions, insurance records and internal investigations            | Permanent               | Litigation                                                               | Human resource record – private information                                                                                   |
| Employee wage, tax statements, deduction annuity authorization and deduction authorization files | Permanent               | Archival and Litigation                                                  | Human Resource record – private information                                                                                   |
| Employee Directories                                                                             | Permanent               | Archival and Litigation                                                  | May contain both public and private information                                                                               |
| Equal Employment Opportunity Report and Related Records                                          | Permanent               | Archival, Litigation                                                     | Human Resource Record; note 29 CFR §1602.39 and 1602.41 require districts to retain for 3 years the most recently filed EE0-5 |
| Executive Correspondence                                                                         | Permanent               | Archival                                                                 |                                                                                                                               |
| Fixed Assets records                                                                             | Permanent               | IRS                                                                      |                                                                                                                               |



|                                                                                                                                                               |                                              |                                                                                                                          |                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| General Ledger                                                                                                                                                | Permanent                                    | IRS, Archival and Litigation                                                                                             |                                                                                                        |
| IRS exemption application and determination letter and IRS examinations, rulings and comments                                                                 | Permanent                                    | Archival                                                                                                                 |                                                                                                        |
| Insurance policies – includes liability, workers' compensation, etc.                                                                                          | Permanent                                    | Litigation                                                                                                               |                                                                                                        |
| Job Action Records - as to any actions, including correspondence, press clippings, etc. of work stoppages, informational picketing, etc. by teachers or staff | Permanent                                    | Archival and Litigation                                                                                                  |                                                                                                        |
| Job postings – with specific duty descriptions (Public Human Resource Record)                                                                                 | Permanent                                    | Archival and Litigation                                                                                                  | 29 CFR §1627.3(b)(vi) requires 1-year retention from date of personnel action to which records relate. |
| Leases for Real Estate                                                                                                                                        | Permanent                                    | Archival                                                                                                                 |                                                                                                        |
| Legal Case files                                                                                                                                              | Permanent                                    | Archival and Litigation                                                                                                  |                                                                                                        |
| Official Plans, maps, designs and photos                                                                                                                      | Permanent                                    | Archival                                                                                                                 |                                                                                                        |
| Organizational Files – relating to administrative structure of school                                                                                         | Permanent                                    | Archival                                                                                                                 |                                                                                                        |
| Pension plan/Employee Benefit plan documents                                                                                                                  | Term of plan plus one year after termination | Per 29 CFR §1627.3(b)(2)                                                                                                 | Human Resources Record – public information                                                            |
| Personnel Records – including applications for employment, resume, evaluation, notice to resign/terminate, teacher class records, etc.                        | Permanent                                    | Archival, Litigation, Administrative and PA Public School Employees' Retirement System                                   | Human Resource Record with both public and private information                                         |
| Pesticide Application Record                                                                                                                                  | Permanent                                    | Litigation; otherwise, 24 P.S. 7-772.2(b)(2) requires detailed record of all chemical pest control for at least 3 years. |                                                                                                        |
| Policies and Procedures Manual                                                                                                                                | Permanent                                    | Archival                                                                                                                 |                                                                                                        |
| Press Release Files                                                                                                                                           | Permanent                                    | Archival                                                                                                                 |                                                                                                        |
| Publications                                                                                                                                                  | Permanent                                    | Archival                                                                                                                 |                                                                                                        |

|                                                                |                                                                          |                                                              |                                                                                                                         |
|----------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Public Facility Use Files                                      | Permanent or 6 years                                                     | Archival                                                     | If no historical value, 6 years for administrative purposes                                                             |
| Records Transfer Sheets                                        | Permanent                                                                | Archival                                                     | Stored at school district record centers or historical society                                                          |
| Toxic Substance Exposure Records                               | Permanent                                                                | Litigation                                                   | Exposure of employees handling substances, list of substances present, MSDS, and training records for employee handling |
| Teacher Course Records and Workshop Records                    | 55 years                                                                 | Archival, Litigation and Personnel                           | Private Human Resource Record                                                                                           |
| Lead or Copper Content Testing and Remediation Files           | 50 years when level exceeds and ten years when levels below action level | Administrative and Litigation                                |                                                                                                                         |
| Pesticide Inventory                                            | 40 years after superseded or obsolete                                    | Litigation                                                   |                                                                                                                         |
| Annual Budgets                                                 | 6 years                                                                  | 24 P.S. §5-518                                               |                                                                                                                         |
| Bond Issue files                                               | 10 Years after expiration                                                | 24 P.S. §5-518                                               |                                                                                                                         |
| Grant Program files                                            | 10 Years after renewal or close of grant                                 | For auditing purposes and 24 P.S. § 5-518 for 6 year minimum | Permanent if of historical value                                                                                        |
| Job Classification Records                                     | Not less than 10 years                                                   | Litigation                                                   | Public Human Resource Record                                                                                            |
| Accounts Payable and Accounts Receivable Ledgers and Schedules | 7 years                                                                  | IRS and 24 P.S. §5-518 requires 6 years minimum              |                                                                                                                         |
| Bank statements and reconciliation                             | 7 years                                                                  | IRS and Sec. 5-518 requires 6 years minimum                  |                                                                                                                         |
| Check register, check copy records and void check register     | 7 years                                                                  | IRS                                                          |                                                                                                                         |
| Deposit Slips                                                  | 7 years                                                                  | IRS and 24 P.S. §5-518 requires 6 year minimum               |                                                                                                                         |
| Depreciation Schedules                                         | 7 years                                                                  | IRS                                                          |                                                                                                                         |
| Direct Deposit Records                                         | 7 years                                                                  | IRS                                                          | Human Resource record                                                                                                   |
| Donor contributions                                            | 6 year minimum                                                           | 24 P.S. §5-518                                               |                                                                                                                         |
| Equipment inventory files                                      | 7 years                                                                  | IRS                                                          |                                                                                                                         |

|                                                                                          |                                                                         |                                                                        |                                                                                |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Income Tax Exemptions and Withholdings                                                   | 7 years                                                                 | IRS                                                                    | Private Human Resource Record                                                  |
| Invoices (after payment)                                                                 | 7 years                                                                 | IRS and 24 P.S. §5-518 requires 6 year minimum                         |                                                                                |
| Monthly Payroll Deduction billings                                                       | 7 years                                                                 | IRS                                                                    | Private Human Resource Record                                                  |
| Payroll Register and Voucher                                                             | 7 years                                                                 | IRS; 29 CFR §516.5 and 1627.3(a) requires 3 years for Payroll Register | Private Human Resource Record                                                  |
| Petty cash records                                                                       | 7 years                                                                 | IRS and 24 P.S. §5-518 requires 6 year minimum                         |                                                                                |
| Purchase Requests (including vendor invoices)                                            | 7 years                                                                 | IRS and 24 P.S. §5-518 requires 6 year minimum                         |                                                                                |
| Sales Invoices                                                                           | 7 years                                                                 | IRS and 24 P.S. §5-518 requires 6 year minimum                         |                                                                                |
| Taxable Wage Earning Reports – include IRS Form W-2, withholdings through Form W-3, etc. | 7 years                                                                 | IRS                                                                    | Private Human Resource Record                                                  |
| Time cards                                                                               | 7 years                                                                 | IRS                                                                    | Private Human Resource Record                                                  |
| Travel/Passenger Reimbursement records (include hotel, meals, mileage)                   | 7 years                                                                 | IRS                                                                    | Contains both public and private employee information                          |
| Accident Reports                                                                         | 6 years                                                                 | 24 P.S. §5-518                                                         | OSHA requires 5 years after year to which they pertain per 29 CFR § 1904.33(a) |
| Bond redemption and destruction certificates and bond redemption registers               | 6 years after expiration of bonds                                       | 24 P.S. §5-518                                                         |                                                                                |
| Bonds, notes and coupons paid files                                                      | 6 years                                                                 | 24 P.S. §5-518                                                         |                                                                                |
| Census Sheet records Note: private information                                           | 6 years                                                                 | Administrative                                                         | For tax base and population statistics                                         |
| Fire and Structural Safety Records                                                       | 6 years after the building no longer exists, but not less than 21 years | Litigation                                                             |                                                                                |
| Grievance Records                                                                        | 6 years after final resolution                                          | Administrative and Litigation                                          | Human Resource Record – private                                                |
| Insurance Claims                                                                         | 6 years after resolution of claim                                       | Administrative and 24 P.S. § 5-518 requires 6 years minimum            |                                                                                |
| Inventory                                                                                | 6 years                                                                 | 24 P.S. §5-518                                                         |                                                                                |

|                                                                                                                                                   |                                                          |                                                             |                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Job postings – without specific duty descriptions (Public Human Resource Record)                                                                  | 6 years                                                  | Litigation                                                  | 29 CFR §1627.3(b)(vi) requires 1 year retention from date of personnel action to which records relate.           |
| Library Material Censorship and Complaint Records                                                                                                 | 6 years after last entry                                 | Litigation and Administrative                               | Note that if issues deal with serious constitutional issues, may retain as permanent for historical significance |
| Maintenance Testing, Service, Operational and Repair Records                                                                                      | 6 years after vehicle or equipment no longer in use      | Administrative and Litigation                               |                                                                                                                  |
| Pesticide Applicator Certification                                                                                                                | 6 years                                                  | Administrative and Litigation                               |                                                                                                                  |
| Property Inventory                                                                                                                                | 6 years after replacement, sale or discontinuance of use | IRS, Litigation and Administrative                          |                                                                                                                  |
| Receipt and Expenditure Summary – including Funds Ledger and Monthly Journal of Receipts                                                          | 6 years minimum                                          | 24 P.S. §5-518                                              |                                                                                                                  |
| Remediation by replacement of lead/copper plumbing and remediation by elimination or replacement of water cooler not connected to copper plumbing | 6 years                                                  | Administrative and Litigation                               |                                                                                                                  |
| Repair, Installation and Maintenance Records                                                                                                      | 6 years                                                  | Administrative                                              |                                                                                                                  |
| Security Records – including visitor register and security guard reports                                                                          | 6 years                                                  | Litigation and Administrative                               |                                                                                                                  |
| Surplus Property Case files                                                                                                                       | 6 years after final payment                              | 24 P.S. § 5-518 and Administrative                          |                                                                                                                  |
| Surveys                                                                                                                                           | 6 years                                                  | Administrative                                              | Permanent if of historical value                                                                                 |
| Unemployment Insurance Records                                                                                                                    | 6 years after final payment                              | Litigation and Personnel                                    | Human Resource Record with both private and public information                                                   |
| Emergency Operating Plan                                                                                                                          | 5 years                                                  | 35 Pa.C.S. §7701(g)                                         |                                                                                                                  |
| Facility Safety Inspection Reports                                                                                                                | 5 years                                                  | Administrative and District requires for insurance policies |                                                                                                                  |

|                                                                                                         |                                                                              |                                                         |                                                                |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------------|
| Free and Reduced Lunch Application and approval/denial                                                  | 5 years                                                                      | Administrative and 24 P.S. 13-1337(e)                   |                                                                |
| Leave Adjustment Records – as made during a pay period                                                  | 5 years                                                                      | Administrative and Litigation                           | Private human resource record                                  |
| Payroll Absence Summary Report                                                                          | 5 years                                                                      | Administrative and Litigation                           | Private Human Resource Record                                  |
| Retirement Files – for employees                                                                        | 5 years after retirement                                                     | Litigation                                              | Private Human Resource Record                                  |
| Working Papers – include studies, notes, drafts and interim reports for projects                        | 5 years after project completion                                             | Administrative                                          |                                                                |
| Individual Authorized Allotment files – including exemptions, withholding taxes, IRS Form W-4, etc.     | 4 years after being superseded or separation of employee                     | IRS                                                     | Private Human Resource Record                                  |
| General Journal Entry Report (monthly) – used to make adjustments and corrections to accounting records | 4 years                                                                      | Administrative                                          | Kept with General Ledger which is retained permanently         |
| Daily cash receipts                                                                                     | 3 years                                                                      | IRS                                                     |                                                                |
| Disposition Records (Inventory Disposal)                                                                | 3 years after disposal                                                       | IRS                                                     |                                                                |
| Distribution Reports- monthly salary and benefit status                                                 | 3 years                                                                      | IRS                                                     | Human Resource Record with both public and private information |
| Employment applications for individuals not hired                                                       | 3 years                                                                      | Litigation                                              | Public Human Resource Record                                   |
| Employment applications and related documents for individuals hired                                     | 3 years after active employment ends                                         | Litigation                                              | Human Resource Record – private information                    |
| Family and Medical Leave Act Notice and other documents                                                 | 3 years                                                                      | Litigation and 29 CFR §825.500                          | Private Human Resource Record                                  |
| Garnishment Records – for debts owed by employees and attached to employee earnings                     | 3 years after end of garnishment                                             | IRS, Litigation and Personnel file                      | Human Resource Record – contains some private information      |
| Hazardous Waste Manifest Document                                                                       | 3 years                                                                      | Litigation                                              | Documents Nurse's office medical waste                         |
| Health and Life Insurance Records                                                                       | 3 years after termination of employee or benefit expiration, whichever first | Litigation, Archival, Administrative and Personnel file | Private Human Resource Record                                  |

|                                                                                                                                  |                                                             |                                                                                              |                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Insurance Deduction files                                                                                                        | 3 years after employee separation                           | IRS                                                                                          | Private Human Resource Record                                        |
| Interdepartmental Billing – for services and materials                                                                           | 3 years                                                     | Administrative                                                                               |                                                                      |
| Labor Agreements or contracts including collective bargaining (public) and employment agreements (private)                       | 3 years                                                     | 29 CFR §516.5 (change from original policy which required permanent record kept but no cite) | Human Resource Record – contains both public and private information |
| Retirement Reports –monthly as submitted to State Retirement System                                                              | 3 years                                                     | Administrative                                                                               | Private Human Resource Record                                        |
| Right-To-Know MSDS File                                                                                                          | 3 years or until superseded or replaced                     | Administrative                                                                               |                                                                      |
| Unsuccessful Grant Applications                                                                                                  | 3 years                                                     | Administrative                                                                               |                                                                      |
| Vendor Files for PA Premier Education Technology Bid/Buy Program                                                                 | 3 years                                                     | Administrative                                                                               | Destroy after audit                                                  |
| Computer Repair Statements                                                                                                       | 2 years                                                     | Administrative                                                                               | For in-house or off-site computers                                   |
| Deductions/Other Earnings Registers                                                                                              | 2 years after deduction made                                | 29 CFR §516.6                                                                                | Private Human Resource Record                                        |
| Feasibility Studies - before installation of technology or equipment                                                             | 2 years                                                     | Administrative                                                                               | May keep longer if need justifies                                    |
| Internal Committee Records                                                                                                       | 2 years or until administrative need ends, whichever longer | Administrative                                                                               |                                                                      |
| Vendor File                                                                                                                      | 2 years after inactive                                      | Administrative                                                                               |                                                                      |
| Audio Visual Repair Tag                                                                                                          | 1 year                                                      | Administrative                                                                               | In-house and off-site repairs                                        |
| Employee Benefit Plans                                                                                                           | 1 year after termination of Plan                            | 29 CFR §1627.3(b)(2)                                                                         | Public Human Resource Record                                         |
| Food Services file                                                                                                               | 1 year                                                      | Administrative                                                                               | Destroy after annual audit                                           |
| Housekeeping file – includes charity fund drives, custodial service requests, parking space assignments and distribution of keys | 1 year                                                      | Administrative                                                                               |                                                                      |
| Leases – equipment or personally                                                                                                 | 1 year following expiration/termination of lease            | Administrative and Litigation                                                                | See Real Estate leases – permanent                                   |

|                                                                                                                                                                |                                            |                               |                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------|-----------------------------------------------------------------|
| Leave application files and supporting documents for vacation, sick time, etc.                                                                                 | 1 year                                     | Administrative and Litigation | Private Human Resource Record                                   |
| Lost Checks for reissuance                                                                                                                                     | 1 year                                     | Administrative                | For audit                                                       |
| Monthly financial reports and statements                                                                                                                       | 1 year after publication of annual report  | Administrative                | Becomes part of permanent record of audit                       |
| Performance Guaranties (written warranties)                                                                                                                    | 1 year after expiration                    | Litigation                    |                                                                 |
| Personnel Action Records – includes corrections to payroll for identifying employee information and salary adjustment, termination, etc.                       | 1 year                                     | Administrative                | Human Resource Record – has both public and private information |
| Right to Know Request Forms of Records                                                                                                                         | 1 year                                     | Administrative                |                                                                 |
| Service Requests for administration/staff computer system                                                                                                      | 1 year                                     | Administrative                |                                                                 |
| Technical Reference File- includes unofficial copies of reports, studies, data compilation, drawings, periodicals, books, brochures, catalogs and vendor lists | 1 year                                     | Administrative                |                                                                 |
| Workers Compensation claims                                                                                                                                    | 1 year after death of employee             | Litigation                    | Human Resource Record with both public and private information  |
| Software Licenses                                                                                                                                              | Current as long as software is on computer | Litigation and Administrative |                                                                 |

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL.**

*References*



|                     |                               |
|---------------------|-------------------------------|
| Book                | Policy Manual                 |
| Section             | 6000 Operations               |
| Title               | Vision and Mission Statements |
| Code                | 6002                          |
| Status              | Active                        |
| Adopted             | September 1, 2010             |
| Last Revised        | August 8, 2023                |
| Prior Revised Dates | May 14, 2019                  |

**The 21st Century Cyber Charter School vision is to:**

To continually enhance our flexible environment in support of students' academic, social, and emotional growth using innovative approaches to learning in preparation for their future aspirations.

**The 21st Century Cyber Charter School mission is to:**

To foster a student-centered experience that inspires and empowers our learners through engaging curriculum facilitated by supportive educators to develop the whole individual.





|               |                  |
|---------------|------------------|
| Book          | Policy Manual    |
| Section       | 6000 Operations  |
| Title         | School Calendar  |
| Code          | 6003             |
| Status        | Active           |
| Adopted       | March 10, 2015   |
| Last Revised  | November 5, 2019 |
| Last Reviewed | October 25, 2023 |

### **Authority**

The Board of Trustees (Board) shall approve annually the days when the Charter School will be in session for instructional purposes, in accordance with state law and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)

The school calendar shall normally consist of a minimum of 180 student days, or 900 hours (elementary) and 990 hours (secondary). [\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board reserves the right to alter the school calendar when it is in the best interests of the Charter School.

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall annually prepare the school calendar for Board consideration.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

|       |                                    |
|-------|------------------------------------|
| Legal | <a href="#">1. 22 PA Code 11.1</a> |
|       | <a href="#">2. 22 PA Code 4.4</a>  |
|       | <a href="#">3. 24 P.S. 1715-A</a>  |
|       | <a href="#">24 P.S. 1716-A</a>     |
|       | <a href="#">24 P.S. 1719-A</a>     |
|       | <a href="#">24 P.S. 1726-A</a>     |
|       | <a href="#">24 P.S. 1732-A</a>     |



|                     |                                |
|---------------------|--------------------------------|
| Book                | Policy Manual                  |
| Section             | 6000 Operations                |
| Title               | Procedures for School Calendar |
| Code                | 6003-AR-1                      |
| Status              | Active                         |
| Adopted             | September 8, 2020              |
| Last Revised        | November 21, 2023              |
| Prior Revised Dates | September 12, 2023             |

The school calendar will state the starting and ending dates of a school year, the starting and ending times of the school day for each school level, the dates when school will not be in session, and the dates of scheduled half-day sessions and early dismissals.

The school calendar, including changes to school day starting and ending times, dates or days of week when school will not be in session and changes to any partial-day sessions, may be revised in cases of emergency, in accordance with law and Board policy.

Following each emergency school closing, the Board will adopt a revised school calendar and reschedule available time to make up for the emergency closing. The CEO or designee will document alterations to the school calendar, in accordance with Board policy.

Schools will be in session during the school year in accordance with the following minimum:

- Secondary – 990 hours.

#### Days School Is Not In Session

When developing the annual school calendar for Board approval, school administrators will ensure that school sessions are normally not scheduled on the following:

1. Saturdays, for ordinary instruction.
2. Sundays.
3. Memorial Day.
4. Fourth of July.
5. Thanksgiving.
6. Christmas.
7. January 1.

In the annual adopted calendar, the Board can designate up to five (5) days as local school holidays. The Board may cancel any designated local holiday due to an emergency school closure, including but not limited to a weather emergency, pandemic or natural disaster.

#### Activities Counted as Instructional Time

In accordance with guidance from the PA Department of Education, activities under the direction of certified school employees, which may be counted as student instructional time include, but are not limited to:

1. Remote or alternative methods of instruction provided under the direction of certified school employees.
2. Student services, such as guidance and counseling services, psychological services, speech pathology and audiology services, and student health services conducted during school hours and in accordance with law, regulations and Board policy.
3. Opening exercises, including homeroom periods, supervised study halls and time when students are eating breakfast during the regularly scheduled homeroom periods or during classroom instruction.
4. Assemblies, clubs, student councils, and similar activities conducted during school hours.
5. School, group or class educational trips, to which admission is not charged to students or parents/guardians, if accompanied by a certified school employee, and in accordance with Board policy.
6. For students in graduating classes, up to three (3) days for graduation preparation within sixty (60) days of the commencement ceremony, under the supervision of certified school employees. Graduation preparation may be held on Saturdays or scheduled instructional days.

The CEO or designee may make a request to the PA Department of Education on the prescribed form for activities that may be applied to the 180-day requirement as an Act 80 exception.

The proposed request must be approved by the Board and include the date of each requested exception and the reason for each requested exception.

There is no limit on the number of Act 80 exceptions that may be requested as long as the required minimum instructional hours for the school year are met. Requests for Act 80 exception approvals should be submitted prior to the date of the Act 80 activity; however, Act 80 approvals will be considered for approval by the PA Department of Education if submitted before July 31 following the end of the school year.

#### Graduation Of Seniors – Exception To 180 Days

When the school makes an approved bona fide effort to provide 180 days of instruction in the event of pandemic or emergency school closures, including but not limited weather emergencies, pandemic or natural disasters, no change to the graduation schedule is required, and graduating seniors are not required to return to school after graduation to make up lost class days.

The CEO or designee will forward to the Secretary of Education a request for a bona fide effort exception to the 180-day requirement in the form prescribed by the PA Department of Education for graduating seniors which will include the following:

1. Written verification of the conditions that caused the loss of instructional days.
2. Accounting of the number of emergency school closings per year for the three (3) years previous to the current year.
3. A copy of the original school calendar and a copy of each revised school calendar, including the final revision that shows no available instructional days left prior to graduation. Days identified as official local school holidays must be rescheduled as instructional days. In the case of career and technical centers or other out-of-school program conflicts, a brief explanation of the special circumstances should be included.

The Secretary of Education and the Auditor General will strictly enforce the 180-day rule.

The Secretary of Education will determine whether the school made a bona fide effort to fulfill the 180-day instructional requirement:

1. The Secretary will authorize the bona fide effort exception only when the loss of days is caused by severe weather conditions and when all legally remaining instructional days have been scheduled.
2. The Secretary will approve only those requests for an exception where the school can show the weather closings could not have been anticipated. This means that a bona fide effort exception will be granted only if the school builds "snow days" into the school calendar based upon the average per year closings over the past three (3) years.

3. The Secretary may grant bona fide effort exceptions to the 180-day requirement when weather emergencies create a scheduling conflict for graduating seniors attending AVTS or other out-of-school programs.
4. Following each severe weather closing, the Board adopted a revised school calendar that rescheduled all available time to make up for the weather closing.

Seniors will not be counted in average daily membership after graduation, and this requires graduation after 180 days of instruction. If graduation occurs before the 180<sup>th</sup> day, the school's average daily membership, and the school's basic instructional subsidy, will be decreased unless the school receives a bona fide effort exception. This does not affect graduation preparation, which allows up to three (3) days within sixty (60) days prior to the commencement ceremonies. Graduation practice may occur on a Saturday.



|              |                  |
|--------------|------------------|
| Book         | Policy Manual    |
| Section      | 6000 Operations  |
| Title        | School Day       |
| Code         | 6004             |
| Status       | Active           |
| Adopted      | January 12, 2016 |
| Last Revised | May 14, 2019     |

### **Authority**

The Chief Executive Officer shall establish the times for the daily sessions of the Charter School.

The normal school day for the instruction of Charter School students shall be in accordance with law, regulations and Board policy.[\[1\]](#)[\[2\]](#)[\[3\]](#)

### **Delegation of Responsibility**

The Chief Executive Officer may close, delay the opening, or dismiss the Charter School early for emergency reasons, and to protect the health and safety of students and staff. The Chief Executive Officer or designee shall develop administrative procedures for proper and timely notification of all concerned, in the event of an emergency closing.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

|       |                                     |
|-------|-------------------------------------|
| Legal | <a href="#">1. 22 PA Code 11.2</a>  |
|       | <a href="#">2. 22 PA Code 11.3</a>  |
|       | <a href="#">3. 24 P.S. 1715-A</a>   |
|       | <a href="#">4. 22 PA Code 11.25</a> |
|       | <a href="#">24 P.S. 1716-A</a>      |
|       | <a href="#">24 P.S. 1719-A</a>      |
|       | <a href="#">24 P.S. 1726-A</a>      |
|       | <a href="#">24 P.S. 1732-A</a>      |



|               |                           |
|---------------|---------------------------|
| Book          | Policy Manual             |
| Section       | 6000 Operations           |
| Title         | Procedures for School Day |
| Code          | 6004-AR-1                 |
| Status        | Active                    |
| Adopted       | September 8, 2020         |
| Last Revised  | September 12, 2023        |
| Last Reviewed | October 25, 2023          |

Instructional time for students consists of the time in the school day devoted to instruction and instructional activities provided as an integral part of the school program under the direction of certified school employees.

#### **Activities Counted as Instruction Time**

1. Student personnel services, such as guidance and counseling services, psychological services, speech pathology and audiology services, and student health services conducted during school hours.
2. Opening exercises, homeroom periods and supervised study halls.
3. Assemblies, clubs, student councils and similar activities conducted during school hours.
4. School, group or class education trips to which admission is not charged to students or parents/guardians, if accompanied by certified school employee.
5. Civil defense, fire and other similar drills.
6. Graduation preparation for senior classes, up to three (3) days, within sixty (60) days of the commencement ceremony under the supervision of certified school employees, which may be held on Saturday.

#### **Activities Not Counted As Instruction Time**

1. Lunch period; however, an exception is made for special education students identified as moderately to severely handicapped if their IEP includes teaching social and motor skills related to meal-time activities such as the use of eating utensils.
2. Any activity for which admission is charged to students or parents/guardians.

#### **Act 80 Exceptions**

The CEO or designee can apply to the Secretary of Education for an exception to the daily schedule when a meritorious educational program warrants, for the following activities:

1. Parent-teacher meetings.
2. Curriculum planning and development.

3. Long-range planning.

4. In-service programs dealing with new subjects or activities having an impact on educational programs.

The proposed request must be approved by the Board, and the CEO or designee must complete and submit the required request form (PDE-4085) electronically in the Child Accounting Data Base System (CAD).

There is no limit on the number of Act 80 exceptions that the school may request as long as the required minimum instructional hours for the school year are met. Requests should be submitted prior to the date of the Act 80 activity; however, Act 80 approvals will be considered for approval if submitted before September 30 following the end of the school year.

Approvals cannot be used for time lost due to inclement weather, mechanical or power failures, or other causes not provided for in the school laws. In the event that unforeseen circumstances warrant a rescheduling of the school year and the school elects not to exercise its Act 80 approval, the number of instructional days required reverts to 180 days or 180 days minus the number of full-day or half-day Act 80 approvals used.

Approval will not be granted for Act 80 days where there has been a work stoppage by teachers. Any approved Act 80 days, except early dismissals, including those that have already occurred, will be rescinded upon initiation of a work stoppage.



|              |                           |
|--------------|---------------------------|
| Book         | Policy Manual             |
| Section      | 6000 Operations           |
| Title        | Changes in Daily Sessions |
| Code         | 6004-AR-2                 |
| Status       | Active                    |
| Adopted      | September 8, 2020         |
| Last Revised | November 21, 2023         |

Delayed school openings, early dismissals, and school closings are determined primarily for the safety and welfare of students and staff members.

**Emergency Closing**

When the Board is compelled to close school because of contagious disease, natural disaster, or other emergency, the school may ask the Department of Education to exercise its discretion and grant a waiver to allow the school to receive full subsidy reimbursement for providing less than 180 days because of the emergency closing.





|                     |                                         |
|---------------------|-----------------------------------------|
| Book                | Policy Manual                           |
| Section             | 6000 Operations                         |
| Title               | Relations With Law Enforcement Agencies |
| Code                | 6005                                    |
| Status              | Active                                  |
| Adopted             | March 22, 2006                          |
| Last Revised        | November 10, 2020                       |
| Prior Revised Dates | November 5, 2019, May 29, 2020          |

### **Purpose**

The Board of Trustees (Board) recognizes that cooperation with law enforcement agencies is considered essential for protecting students and staff, maintaining a safe environment, and safeguarding Charter School property.

### **Authority**

It shall be the policy of the Board to establish and maintain a cooperative relationship between the Charter School and local police department(s) in maintaining school safety and security in responding to school safety and security reports, and in the reporting and resolution of incidents that occur on Charter School property, at any school-sponsored activity, or on any conveyance providing transportation to or from the Charter School or a school-sponsored activity.[\[1\]](#)[\[2\]](#)

The Board directs the Chief Executive Officer to execute and update, on a biennial basis, a memorandum of understanding with each local police department that has jurisdiction over Charter School property, in accordance with state law and regulations.[\[2\]](#)[\[3\]](#)

### **Definition**

**Incident** - an instance involving an act of violence; the possession of a weapon by any person; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco by any person on Charter School property; or conduct that constitutes an offense listed under the Safe Schools Act.[\[2\]](#)[\[4\]](#)[\[5\]](#)

### **Guidelines**

#### Memorandum of Understanding

In accordance with state law and regulations, the Chief Executive Officer shall execute and update, every two (2) years, a memorandum of understanding with each local police department that has jurisdiction over Charter School property. The memorandum of understanding shall be signed by the Chief Executive Officer, police chief and each principal, and be filed with the Office for Safe Schools.[\[2\]](#)[\[3\]](#)

In developing and updating the memorandum of understanding, the Charter School shall consult and consider the State Board of Education model memorandum of understanding. If the Charter School's memorandum of understanding with local law enforcement contains substantive differences from the State Board of Education

model memorandum of understanding, the Chief Executive Officer shall provide a written statement which identifies the differences and the reasons for the differences as part of the biennial filing with the Office for Safe Schools.[\[2\]](#)[\[3\]](#)

The memorandum of understanding shall comply with state law and regulations and set forth procedures to be followed regarding incidents that include, but are not limited to, acts of violence, weapons, terroristic threats, controlled substances, alcohol and tobacco.

The memorandum of understanding may specify other matters related to crime prevention which have been mutually agreed upon by the Chief Executive Officer and the local police department that has jurisdiction over the Charter School property.[\[2\]](#)

### **Training**

The Charter School shall invite representatives of each local police department that has jurisdiction over Charter School property to participate in training related to subjects that enhance understanding of and build positive relationships with students, which may include but not be limited to training on trauma-informed approaches, restorative practices, suicide awareness and prevention, child abuse recognition and reporting, maintaining confidentiality of students' personally identifiable information and maintaining professional adult/student boundaries.

### **Students With Disabilities**

The Charter School shall provide a copy of its administrative procedures for behavior support, developed in accordance with the Special Education Plan, to each local police department that has jurisdiction over Charter School property. Updated copies shall be provided each time the administrative procedures for behavior support are revised by the Charter School.[\[6\]](#)[\[7\]](#)

The Charter School shall invite representatives of each local police department that has jurisdiction over Charter School property to participate in training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the Charter School's Special Education Plan and positive behavior support program.[\[6\]](#)[\[7\]](#)

### **Referral to Law Enforcement**

The Chief Executive Officer or designee shall immediately report required incidents and may report discretionary incidents committed on Charter School property, at any school-sponsored activity or on a conveyance providing transportation to or from the Charter School or a school-sponsored activity, to the local police department that has jurisdiction over the Charter School's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[4\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

### **Safe Schools Report**

Annually, by July 31, the Chief Executive Officer shall report on the designated form, to the Office for Safe Schools, regarding all new incidents as required by state law.[\[2\]](#)

Prior to submitting the Safe Schools report, the Chief Executive Officer and each police department having jurisdiction over Charter School property shall do all of the following:

1. No later than thirty (30) days prior to the deadline for submitting the Safe Schools report to the Office for Safe Schools, the Chief Executive Officer shall submit the report to the police department that has jurisdiction over the relevant Charter School property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine whether the report accurately reflects police incident data.
2. No later than fifteen (15) days prior to the deadline for the Chief Executive Officer to submit the report to the Office for Safe Schools, the police department shall notify the Chief Executive Officer, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall indicate any discrepancies between the report and police incident data.
3. Where a police department fails to take action as required above, the Chief Executive Officer shall submit the report to the Office for Safe Schools and indicate that the police department failed to take above referenced action.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

- [1. 24 P.S. 1303-A](#)
- [2. 22 PA Code 10.1](#)
- [5. 22 PA Code 10.11](#)
- [6. 22 PA Code 10.2](#)
- [7. 35 P.S. 780-102](#)
- [13. 22 PA Code 10.23](#)
- [14. 22 PA Code 711.46](#)
- [23. 24 P.S. 1302.1-A](#)
- [24. 22 PA Code 10.21](#)
- [25. 22 PA Code 10.22](#)
- [24 P.S. 1732-A](#)
- [22 PA Code 10.24](#)



|              |                                     |
|--------------|-------------------------------------|
| Book         | Policy Manual                       |
| Section      | 6000 Operations                     |
| Title        | Emergency Preparedness and Response |
| Code         | 6005.1                              |
| Status       | Active                              |
| Adopted      | September 8, 2020                   |
| Last Revised | December 13, 2022                   |

### **Purpose**

The Board of Trustees ("Board") recognizes its responsibility for the safety of students, staff, visitors and facilities. Therefore, the Board shall provide facilities, equipment and training necessary to protect against hazards and emergencies, including, but not limited to, natural disasters, hazardous chemicals, fires, weapons, bomb threats, intruders, terrorism, communicable diseases and pandemics. Advance planning, training, practice and comprehensive implementation are key components in protecting the safety and security of the Charter School community.[1]

### **Authority**

The Board requires Charter School staff to plan for and conduct emergency preparedness, emergency evacuation and school security drills at intervals required by state law.[2][3][4]

The Board shall utilize the resources of and comply with the requirements of the county Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), the Pennsylvania Department of Health, the Pennsylvania Department of Education, and local law enforcement agencies in planning for and responding to emergencies.[5]

### **Definitions**

**School security drill** – a planned exercise, other than a fire drill or natural disaster drill, designed to practice procedures to respond to an emergency situation that may include, but is not limited to, an act of terrorism, armed intruder situation or other violent threat.[2]

**School Safety and Security Assessment** – a strategic evaluation of a school entity's facilities and programs used to identify potential safety and security threats.[6]

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall develop administrative procedures for emergency preparedness and response, in collaboration with relevant stakeholders, students, staff, community agencies, local law enforcement agencies and first responders.

Annually, on or before end of school year, the Chief Executive Officer or designee shall certify, that emergency evacuation drills and school security drills have been conducted in the manner prescribed by law.[2]

In accordance with state law and regulations, the Chief Executive Officer or designee shall execute a memorandum of understanding with each local police department that has jurisdiction over Charter School property.[5][7][8]

The Board directs the School Safety and Security Coordinator to periodically complete a School Safety and Security Assessment, in accordance with the provisions of law and established criteria, based on the needs of the Charter School and availability of funding and resources.[6][9]

## **Guidelines**

### Emergency Planning

Appropriate information regarding emergency preparedness and response procedures shall be communicated to local law enforcement agencies and first responders, students, parents/guardians, staff, the community and other relevant stakeholders, as necessary.

Annually, by September 30, the Charter School shall assemble information required to assist local police and fire departments in responding to an emergency. The required information shall be shared with local police and fire departments.[5][10]

Schools and school buses or transportation vehicles owned or leased by the Charter School shall be made available to local, county and state officials for emergency planning and exercises.[4]

### Continuity of Student Learning/Core Operations

In the event of an emergency, local, county or state officials may require that schools be made available to serve as mass-care facilities. Local, county or state officials may also utilize Charter School-owned buses and other transportation vehicles in emergency situations. The Chief Executive Officer or designee shall determine whether schools shall be closed, or the educational program suspended, to safeguard student and staff health and safety.[4][11]

State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies.[12]

The Charter School shall make provisions in the emergency preparedness procedures and any applicable health and safety plan for the continuity of student learning during school closings or excessive absences, in accordance with the law. This may include, as appropriate, activities qualifying as instructional days for fulfilling the minimum required days of instruction under the law. Instructional activities may include:[13][14]

1. Web-based instruction.
2. Mailed lessons and assignments.

The continuity of core operations such as payroll and ongoing communication with staff, students and parents/guardians shall be an essential part of the emergency preparedness procedures.

### Education and Training

Students and staff members shall be instructed and shall practice and/or be informed how to respond appropriately to emergency situations.[2][3]

Effective infection control and prevention education and procedures, such as mask wearing (when appropriate), frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs in Charter School buildings.[15]

The Charter School shall provide mandatory training to for Charter School staff on school safety and security, in accordance with law and the standards specified by the state's School Safety and Security Committee:[16][17]

1. Two (2) hours of required training addressing any combination of one (1) or more of the following areas shall be completed each year, in person or virtually:
  - a. Situational awareness.
  - b. Trauma-informed approaches.[17]

- c. Behavioral health awareness.
  - d. Suicide and bullying awareness.[18][19]
  - e. Substance use awareness.[20][21]
2. One (1) hour of training in the following areas shall be completed each year:
- a. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat. This training should be conducted in person.
  - b. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, Charter School employees, Charter School facilities, the community or others. This training may be conducted in person or virtually.

### Required Drills

#### *Emergency Preparedness Drill –*

The Board directs the Charter School to conduct a disaster response or emergency preparedness drill at least annually, in accordance with the provisions of the law.[4]

#### *Fire Drills –*

The Board directs the Charter School to conduct fire drills at least once a month during the school year, in accordance with the provisions of the law.[2][3]

#### *School Security Drills –*

The Board directs the Charter School to conduct a school security drill within ninety (90) days of the beginning of each school year. The school security drill shall be conducted while school is in session, with students present.[2]

The school security drill may take the place of a fire drill for the month in which it is conducted.

The Chief Executive Officer or designee may conduct additional school security drills after the first ninety (90) days of the school year. Up to two (2) additional school security drills per school year may be conducted in place of the required fire drills for the month in which they are conducted.[2]

The Chief Executive Officer or designee shall:[2]

1. Oversee instruction and training of students, when on school property, and Charter School employees regarding procedures for conducting school security drills and responding to emergency situations.
2. Notify and request assistance from local law enforcement and the emergency management agency prior to conducting a school security drill.

### Safe2Say Something Program

The Board directs the Chief Executive Officer or designee to develop procedures for assessing and responding to reports received from the Safe2Say Something anonymous reporting program, in accordance with the law. The procedures shall establish a framework within which Charter School administration and staff will respond to program reports, coordinate with the county emergency dispatch center(s) and local law enforcement, and provide appropriate assessment and response for the safety and security of students, staff and Charter School facilities, in accordance with applicable law and Board policy and administrative procedures.[23]

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [2. 24 P.S. 1517](#)  
[3. 24 P.S. 1518](#)  
[4. 35 Pa. C.S.A. 7701](#)  
[6. 24 P.S. 1301-B](#)

[7. 24 P.S. 1303-A](#)

[8. 22 PA Code 10.11](#)

[9. 24 P.S. 1303-B](#)

[10. 22 PA Code 10.24](#)

[12. 35 Pa. C.S.A. 7301 et seq](#)

[13. 24 P.S. 1506](#)

[14. 24 P.S. 1715-A](#)

[16. 24 P.S. 1310-B](#)

[22. 75 Pa. C.S.A. 4552](#)

[23. 24 P.S. 1303-D](#)

[24 P.S. 1205.7](#)

[24 P.S. 1302.1-A](#)



|         |                 |
|---------|-----------------|
| Book    | Policy Manual   |
| Section | 6000 Operations |
| Title   | Child Abuse     |
| Code    | 6006            |
| Status  | Active          |
| Adopted | May 14, 2019    |

### **Authority**

The Board of Trustees (Board) requires Charter School employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.[\[1\]](#)[\[2\]](#)

### **Definitions**

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult - an individual eighteen (18) years of age or older.[\[3\]](#)

Bodily injury - impairment of physical condition or substantial pain.[\[3\]](#)

Certifications - refers to the child abuse history clearance statement and state and federal criminal history background checks required by the Child Protective Services Law and/or the School Code.[\[4\]](#)[\[5\]](#)

Child - an individual under eighteen (18) years of age.[\[3\]](#)

Child abuse - intentionally, knowingly or recklessly doing any of the following:[\[3\]](#)

1. Causing bodily injury to a child through any recent act or failure to act.
2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
4. Causing sexual abuse or exploitation of a child through any act or failure to act.
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
7. Causing serious physical neglect of a child.
8. Engaging in any of the following recent acts:
  - a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.



- b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
- c. Forcefully shaking a child under one (1) year of age.
- d. Forcefully slapping or otherwise striking a child under one (1) year of age.
- e. Interfering with the breathing of a child.
- f. Causing a child to be present during the operation of methamphetamine laboratory, provided that the violation is being investigated by law enforcement.[\[6\]](#)
- g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known was required to register as a Tier II or Tier III sexual offender, has to register for life, or has been determined to be a sexually violent predator or sexually violent delinquent.[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

9. Causing the death of the child through any act or failure to act.

10. Engaging a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined in the law.[\[11\]](#)

The term child abuse does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities. Also excluded from the meaning of the term child abuse is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:

1. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;
2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;
3. Is necessary for self-defense or defense of another;
4. Is necessary to prevent the child from self-inflicted physical harm; or
5. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.

Direct contact with children - the possibility of care, supervision, guidance or control of children or routine interaction with children.[\[2\]](#)

Independent contractor - an individual other than a Charter School employee who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children pursuant to a contract. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[\[3\]](#)[\[12\]](#)

Perpetrator - a person who has committed child abuse and is a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an individual fourteen (14) years of age or older who is responsible for the child's welfare or who has direct contact with children as an employee of child-care services, a school or through a program activity or service; an individual fourteen (14) years of age or older who resides in the same home as the child; an adult who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child; or an adult who engages a child in severe forms of trafficking in persons or sex trafficking, as those terms are defined in the law. Only the following may be considered a perpetrator solely based upon a failure to act: a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an adult responsible for the child's welfare; or an adult who resides in the same home as the child.[\[3\]](#)[\[11\]](#)

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[\[3\]](#)

Program, activity or service - any of the following in which children participate and which is sponsored by a school or a public or private organization:[\[3\]](#)

1. A youth camp or program.
2. A recreational camp or program.

3. A sports or athletic program.
4. A community or social outreach program.
5. An enrichment or educational program.
6. A troop, club or similar organization.

Recent act or failure to act - any act or failure to act committed within two (2) years of the date of the report to the Department of Human Services of the Commonwealth or county agency.[\[3\]](#)

Routine interaction - regular and repeated contact that is integral to a person's employment or volunteer responsibilities.[\[3\]](#)

School employee - an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[\[3\]](#)

Serious mental injury - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:[\[3\]](#)

1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.

2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

Serious physical neglect - any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:[\[3\]](#)

1. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.

2. The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

Sexual abuse or exploitation - any of the following:[\[3\]](#)

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:

- a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
- b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
- c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
- d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

The conduct described above does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.

2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

Student - an individual enrolled in the Charter School under eighteen (18) years of age.[\[3\]](#)

Volunteer - an unpaid adult individual, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service is a person responsible for the child's welfare or has direct contact with children.[\[12\]](#)

### **Delegation of Responsibility**

In accordance with Board policy, the Chief Executive Officer or designee shall:

1. Require each candidate for employment to submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.[\[4\]](#)[\[5\]](#)[\[13\]](#)

2. Require each applicant for transfer or reassignment to submit the required certifications unless the applicant is applying for a transfer from one position as a Charter School employee to another position as a Charter School employee of this Charter School and the applicant's certifications are current.[\[14\]](#)[\[15\]](#) Charter School employees and independent contractors shall obtain and submit new certifications every sixty (60) months.[\[15\]](#)

Certification requirements for volunteers are addressed separately in Board policy on volunteers.

The Chief Executive Officer or designee shall annually inform students, parents/guardians, independent contractors, volunteers and staff regarding the contents of this Board policy.

The Chief Executive Officer or designee shall annually notify Charter School staff, independent contractors, and volunteers of their responsibility for reporting child abuse in accordance with Board policy and administrative procedures.

The Chief Executive Officer or designee shall ensure that the poster, developed by the Pennsylvania Department of Education and Pennsylvania Department of Human Services, displaying the statewide toll-free telephone numbers for reporting suspected child abuse, neglect and school safety issues is posted in a high-traffic, public area of the Charter School. The designated area shall be readily accessible and widely used by students.[\[16\]](#)

### **Aiding and Abetting Sexual Abuse**

Charter School employees, acting in an official capacity for this Charter School, are prohibited from assisting another Charter School employee, contractor or agent in obtaining a new job if the Charter School employee knows, or has probable cause to believe, that such Charter School employee, contractor or agent engaged in sexual misconduct regarding a minor or student.[\[17\]](#)[\[18\]](#)

This prohibition applies only to assistance that extends beyond performance of normal processing of personnel matters including routine transmission of files or other information. This prohibition shall not apply if:[\[17\]](#)

1. The relevant information has been properly reported to law enforcement officials and any other authority required by federal, state or local law and the matter has been officially closed or the prosecutor or law enforcement officials notified school officials that there is insufficient information to establish probable cause.
2. The Charter School employee, contractor or agent has been acquitted or otherwise exonerated of the alleged misconduct.
3. The case or investigation remains open and no charges have been filed against, or indictment of, the Charter School employee, contractor or agent within four (4) years of the date on which the information was reported to the law enforcement agency.

### **Guidelines**

#### **Training**

The Charter School, and independent contractors of the Charter School, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:[\[2\]](#)

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
  2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.[\[19\]](#)
  3. Charter School policy related to reporting of suspected abuse and sexual misconduct.
  4. Maintenance of professional and appropriate relationships with students.
- Employees are required to complete a minimum of three (3) hours of training every five (5) years.[\[2\]](#)

#### **Duty to Report**

Charter School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:[\[12\]](#)

1. The Charter School employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled

program, activity or service.

2. The Charter School employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.
3. A person makes a specific disclosure to a Charter School employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.
4. An individual fourteen (14) years of age or older makes a specific disclosure to a Charter School employee, independent contractor or volunteer that they have committed child abuse.

A child is not required to come before the Charter School employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse.[\[12\]](#)

A report of suspected child abuse does not require the identification of the person responsible for the child abuse.[\[12\]](#)

Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.[\[20\]](#)

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.[\[21\]](#)

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.[\[22\]](#)

Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.[\[23\]](#)

The Charter School shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.[\[24\]](#)

### **Reporting Procedures**

Charter School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies ([www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)) or an oral report via the statewide toll-free telephone number (1-800-932-0313). A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing a written record of the report.[\[12\]](#)[\[25\]](#)[\[26\]](#)

A Charter School employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the principal or administrator, and if the initial report was made electronically, also provide the principal or administrator with a copy of the report confirmation. The principal or administrator shall then immediately notify the Chief Executive Officer or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.[\[12\]](#)[\[25\]](#)[\[26\]](#)

When a report of suspected child abuse is made by a Charter School employee, independent contractor or volunteer as required by law, the Charter School is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a Charter School employee, independent contractor or volunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the principal or administrator with a copy of the report confirmation promptly after the written electronic report has been filed. The principal or administrator shall, in turn, provide a copy of the report confirmation to the Chief Executive Officer or designee.[\[12\]](#)[\[25\]](#)[\[26\]](#)

If the Chief Executive Officer or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Chief Executive Officer or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)[\[31\]](#)

### **Investigation**

The principal or administrator shall facilitate the cooperation with the Department of Human Services of the Commonwealth or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.[\[12\]](#)[\[32\]](#)

Upon notification that an investigation involves suspected child abuse by a Charter School employee, the principal or administrator shall immediately implement a plan of supervision or alternative arrangement that has been approved by the Chief Executive Officer for the Charter School employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.[\[33\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

#### Legal

[1. 23 Pa. C.S.A. 6301 et seq](#)

[2. 24 P.S. 1205.6](#)

[3. 23 Pa. C.S.A. 6303](#)

[4. 23 Pa. C.S.A. 6344](#)

[5. 24 P.S. 111](#)

[6. 18 Pa. C.S.A. 7508.2](#)

[7. 42 Pa. C.S.A. 9799.12](#)

[8. 42 Pa. C.S.A. 9799.24](#)

[9. 42 Pa. C.S.A. 9799.55](#)

[10. 42 Pa. C.S.A. 9799.58](#)

[11. 22 U.S.C. 7102](#)

[12. 23 Pa. C.S.A. 6311](#)

[13. 24 P.S. 1724-A](#)

[14. 23 Pa. C.S.A. 6344.3](#)

[15. 23 Pa. C.S.A. 6344.4](#)

[16. 23 Pa. C.S.A. 6332](#)

[17. 20 U.S.C. 7926](#)

[18. 24 P.S. 111.1](#)

[19. 24 P.S. 2070.1a](#)

[20. 23 Pa. C.S.A. 6318](#)

[21. 23 Pa. C.S.A. 6319](#)

[22. 18 Pa. C.S.A. 4906.1](#)

[23. 18 Pa. C.S.A. 4958](#)

[24. 23 Pa. C.S.A. 6320](#)

[25. 23 Pa. C.S.A. 6305](#)

[26. 23 Pa. C.S.A. 6313](#)

[27. 22 PA Code 10.2](#)

[28. 22 PA Code 10.21](#)

[29. 22 PA Code 10.22](#)

[30. 24 P.S. 1302.1-A](#)

[31. 24 P.S. 1303-A](#)

[32. 23 Pa. C.S.A. 6346](#)

[33. 23 Pa. C.S.A. 6368](#)

[18 Pa. C.S.A. 4304](#)

[22 PA Code 10.1 et seq](#)

[24 P.S. 1301-A et seq](#)

[24 P.S. 1527](#)

[24 P.S. 1732-A](#)

[24 P.S. 2070.1a et seq](#)



|              |                            |
|--------------|----------------------------|
| Book         | Policy Manual              |
| Section      | 6000 Operations            |
| Title        | Procedures for Child Abuse |
| Code         | 6006-AR-1                  |
| Status       | Active                     |
| Adopted      | September 8, 2020          |
| Last Revised | September 12, 2023         |

### **Training**

The Charter School, and independent contractors of the Charter School, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.
3. Charter School policy related to reporting of suspected abuse and sexual misconduct.
4. Maintenance of professional and appropriate relationships with students.

Employees are required to complete a minimum of three (3) hours of training every five (5) years.

### **Duty to Report**

Charter School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:

1. The Charter School employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.
2. The Charter School employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.
3. A person makes a specific disclosure to a Charter School employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.
4. An individual fourteen (14) years of age or older makes a specific disclosure to a Charter School employee, independent contractor or volunteer that they have committed child abuse.

A child is not required to come before the Charter School employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse.

A report of suspected child abuse does not require the identification of the person responsible for the child abuse.

Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.

Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.

The Charter School shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.

### **Reporting Procedures**

Charter School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies ([www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)) or an oral report via the statewide toll-free telephone number (1-800-932-0313). A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing a written record of the report.

A Charter School employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the principal or administrator, and if the initial report was made electronically, also provide the principal or administrator with a copy of the report confirmation. The principal or administrator shall then immediately notify the Chief Executive Officer or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.

When a report of suspected child abuse is made by a Charter School employee, independent contractor or volunteer as required by law, the Charter School is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a Charter School employee, independent contractor or volunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the principal or administrator with a copy of the report confirmation promptly after the written electronic report has been filed. The principal or administrator shall, in turn, provide a copy of the report confirmation to the Chief Executive Officer or designee.

If the Chief Executive Officer or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Chief Executive Officer or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.

### **Investigation**

The principal or administrator shall facilitate the cooperation with the Department of Human Services of the Commonwealth or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.

Upon notification that an investigation involves suspected child abuse by a Charter School employee, the principal or administrator shall immediately implement a plan of supervision or alternative arrangement that has been approved by the Chief Executive Officer for the Charter School employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.





|               |                                   |
|---------------|-----------------------------------|
| Book          | Policy Manual                     |
| Section       | 6000 Operations                   |
| Title         | Opening Exercises / Flag Displays |
| Code          | 6007                              |
| Status        | Active                            |
| Adopted       | May 14, 2019                      |
| Last Reviewed | November 29, 2023                 |

### **Purpose**

The Board of Trustees (Board) adopts this policy to ensure that the Charter School complies with state and federal laws concerning flag displays and opening exercises, while respecting the rights of individuals.

### **Authority**

A United States flag shall be displayed on or near each school building during school hours, inclement weather and at other times determined by the Board.[\[1\]](#)

The Charter School shall provide opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem.[\[1\]](#)

Students may decline to recite the Pledge of Allegiance or National Anthem and to salute the flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do participate.[\[1\]](#)[\[2\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

|       |                                     |
|-------|-------------------------------------|
| Legal | <a href="#">1. 24 P.S. 771</a>      |
|       | <a href="#">2. 22 PA Code 12.10</a> |
|       | <a href="#">24 P.S. 1732-A</a>      |



|                     |                                 |
|---------------------|---------------------------------|
| Book                | Policy Manual                   |
| Section             | 6000 Operations                 |
| Title               | Electronic Signatures / Records |
| Code                | 6009                            |
| Status              | Active                          |
| Adopted             | March 8, 2005                   |
| Last Revised        | August 10, 2021                 |
| Prior Revised Dates | May 29, 2020                    |

### **Purpose**

Under certain conditions, electronic records and signatures satisfy the requirements of a manual record and/or signature when transacting business. The Board of Trustees (Board) recognizes that the effectiveness of electronic records and signatures depends upon the authenticity and reliability of the signatures and the context in which the electronic records are created, transferred and stored. Therefore, the Board adopts this policy to allow for the use of and acceptance of electronic records and signatures and to establish the guidelines under which electronic signatures may be used by the Charter School.[\[1\]](#)[\[2\]](#)

### **Authority**

The Board authorizes the use of electronic signatures in place of manual signatures to conduct Charter School business unless a manual signature is required by law or regulations. Electronic signatures shall have the full force and effect of a manual signature when used in accordance with this policy and applicable law and regulations.[\[3\]](#)

Electronic records filed with or issued by the Charter School shall have the full force and effect of paper records when the requirements of this policy and applicable law and regulations are satisfied.[\[1\]](#)[\[2\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

This policy applies to the use of electronic records and signatures when permitted or required in connection with Charter School programs and operations.

### **Definitions**

**Electronic record** – any record created, generated, sent, communicated, received, or stored by electronic means.[\[6\]](#)[\[7\]](#)

**Electronic signature** – an electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. More simply, it is a paperless means of committing to a contract or other document in a manner that indicates the signer's intent to bind themselves and/or the Charter School.[\[7\]](#)[\[8\]](#)

## **Delegation of Responsibility**

The Chief Executive Officer or designee shall develop administrative procedures to direct staff on the parameters for authorized use of electronic signatures related to Charter School programs and operations.

## **Guidelines**

### Electronic Recordkeeping

The maintenance of electronic records and signatures by the Charter School shall comply with the electronic recordkeeping requirements of state and federal laws and regulations and the Charter School's Records Management Plan.[6][9]

Electronic records created or received by the Charter School shall be appropriately attributed to the individual(s) responsible for their creation, authorization and/or approval.

The Charter School may specify the type of electronic signature required on an electronic record, the manner and format in which the electronic signature must be affixed to the electronic record, and the criteria that must be met when an individual uses a third party to file a document if electronic records must be signed by electronic means.

The Charter School shall implement and maintain electronic recordkeeping systems to securely receive, store, and reproduce electronic records and signatures relating to transactions in their original form.[2]

Such a system shall allow the Charter School to implement:

1. A security procedure for the purposes of verifying that an electronic signature is that of a specific person or for detecting changes or errors in the information in an electronic record.
2. Appropriate control processes and procedures to ensure adequate preservation, disposition, integrity, security, confidentiality and auditability of electronic records.
3. A consistent manner and format in which the electronic records must be created, generated, sent, communicated, received and stored.

### Electronic Signatures

An electronic signature may be used if the law requires a signature unless there is a specific law, regulation, or order that requires records to be manually signed. The issuance and/or acceptance of an electronic signature by the Charter School shall be permitted in accordance with the provisions of this policy and all applicable state and federal laws and regulations. Such electronic signature shall have the full force and effect of a manual signature only if the electronic signature satisfies all of the following requirements:[2][5][10][11]

1. The signing employee is authorized to manually sign the document on behalf of the Charter School.
2. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail.
3. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been applied.
4. The electronic signature conforms to all other provisions of this policy.

This policy does not require a specific method for executing an electronic signature. The employee signing a particular document is responsible for verifying that the method chosen is appropriate for the nature of the transaction. Employees must consider confidentiality, authentication of signatures, and verification that the document signed is, in all respects, identical to the one to which the signer intends to bind the Charter School.

Any electronic signature that appears to be forged, altered, or otherwise not authentic, or that is not compliant with law or regulation, this policy or related administrative procedure, is not a valid signature. Should an electronic signature be deemed invalid, the Chief Executive Officer or designee may require a manual signature.

All other policies and procedures that apply to the execution of contracts or other documents on behalf of the Charter School remain in full force and effect.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 15 Pa. C.S.A. 111](#)

[2. 73 P.S. 2260.101 et seq](#)

[3. 24 P.S. 1716-A](#)

[4. 15 Pa. C.S.A. 107](#)

[5. 15 Pa. C.S.A. 5506](#)

[7. 73 P.S. 2260.103](#)

[8. 15 Pa. C.S.A. 102](#)

[10. 21 P.S. 483.1 et seq](#)



|              |                 |
|--------------|-----------------|
| Book         | Policy Manual   |
| Section      | 6000 Operations |
| Title        | Bonding         |
| Code         | 6011            |
| Status       | Active          |
| Adopted      | March 10, 2015  |
| Last Revised | May 14, 2019    |

### **Purpose**

Prudent trusteeship of Charter School resources dictates that officers and employees responsible for the safekeeping of Charter School funds be bonded.

### **Authority**

The Board of Trustees (Board) directs that the Charter School be indemnified against loss of money by bonding each officer and employee required to be bonded by established bylaws, Board policy or law. The Board shall bear the cost of bonds for designated individuals. [\[1\]](#)[\[2\]](#)[\[3\]](#)

Enumeration and valuation on such bonds shall be determined annually.

### **Guidelines**

| <u>Title of Officer/Employee</u>    | <u>Amount of Bond</u> |
|-------------------------------------|-----------------------|
| Board Treasurer <a href="#">[3]</a> | \$100,000             |
| Board Secretary <a href="#">[2]</a> | \$ 50,000             |
| Business Administrator              | \$100,000             |

The amount of each bond shall be commensurate with the financial responsibility of the position.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

|       |                                       |
|-------|---------------------------------------|
| Legal | <a href="#">1. 15 Pa. C.S.A. 5732</a> |
|       | <a href="#">2. 24 P.S. 431</a>        |
|       | <a href="#">3. 24 P.S. 436</a>        |
|       | <a href="#">24 P.S. 1732-A</a>        |



|              |                        |
|--------------|------------------------|
| Book         | Policy Manual          |
| Section      | 6000 Operations        |
| Title        | Procedures for Bonding |
| Code         | 6011-AR-1              |
| Status       | Active                 |
| Adopted      | September 8, 2020      |
| Last Revised | September 12, 2023     |

**Guidelines**

Title of Officer/Employee Amount of Bond

|                                |           |
|--------------------------------|-----------|
| Board Treasurer <sup>[3]</sup> | \$100,000 |
| Board Secretary <sup>[2]</sup> | \$ 50,000 |
| Business Administrator         | \$100,000 |

The amount of each bond shall be commensurate with the financial responsibility of the position.



|         |                                        |
|---------|----------------------------------------|
| Book    | Policy Manual                          |
| Section | 6000 Operations                        |
| Title   | Social Media and Networking Guidelines |
| Code    | 6012                                   |
| Status  | Active                                 |
| Adopted | November 10, 2020                      |

### **Purpose**

The Board of Trustees ("Board") of the 21st Century Cyber Charter School ("Charter School") adopts this Policy as a necessary source of guidance for Charter School families, employees and volunteers with regard to the use of social media in Charter School facilities, at Charter School sponsored activities and events, on Charter School transportation, and off-school hours while engaged in private means and sites but where postings and interactions by Charter School families, students, employees and volunteers could impact and substantially disrupt functioning of the Charter School or the reputation of the Charter School or of the individual members of the school community.

While safe and appropriate use of social media is useful in education, unsafe and inappropriate use of social media both inside and outside of the Charter School is prohibited and subject to Charter School discipline and reporting to local, state and/or federal law enforcement pursuant to applicable Student or Employee Codes of Conduct, as well as to local and state child welfare agencies pursuant to the Board's Mandatory Reporter Policy (in accordance with the Pennsylvania Child Protective Services Law, at 23 Pa.C.S. §§6301 et seq.), and to other governmental agencies as part of its duties pursuant to the Safe Schools Act at 24 P.S. §§13-1301-A, et seq.

Additionally, this Policy is in compliance with other Board of Trustees approved policies that are in accordance with the Pennsylvania Department of Education ("PDE") guidelines, and the Federal Children's Internet Protection Act ("CIPA"), Pub. L. No. 106-554 and 47 USC 254(h), which mandates that schools that receive federal technology funds must develop and implement measures and policies to prevent access to "visual depictions" that are determined to be "obscene," "child pornography," or "harmful to minors" as defined herein. This Policy is also in accordance with PDE's further guidance that schools receiving certain E-rate discounts are also mandated by the Neighborhood Children's Internet Protection Act (N-CIPA), which was passed as part of CIPA, to enforce an Internet Safety Policy (ISP) that addresses harmful or inappropriate online activities.

### **Definitions**

- Users – Any person who has signed the Acceptable Use and Internet Safety Policy and is permitted by the Charter School to utilize any portion of the Charter School's Technology Resources including, but not limited to, students, parents, employees, Board of Trustee members, contractors, consultants, vendors and agents of the Charter School.
- Technology Resources – includes technologies, devices and resources used to access, store or communicate information. This definition includes, but is not limited to, computers, information systems, networks, laptops, iPads, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, digital cameras, wireless reading devices, i.e. Kindles and Nooks, Internet, electronic mail, electronic communications, devices and services, multi-media resources, hardware and software, including Moodle software.
- Social Media – includes websites that incorporate one or more of the following:

- Blogs – are web logs or journals where authors and users can post textual, audio, or video content, and where some permit others to post comments on their blogs. Some websites enable individuals to create freestanding blogs, other special interest websites use blog tolls and message forums to engage users. Non-exclusive examples would include, but are not limited to: Facebook and Twitter.
- Media sharing – are websites where users post and share videos, audio files and/or photos as well as tag them to enable searching. Non-exclusive examples would include, but are not limited to: YouTube, Twitter, Vimeo, Facebook and Snapchat.
- Social media includes communication, collaborative sharing, and reaching students, employees and guests for educational purposes using websites, platforms, resources, or documents. Non-exclusive examples would include, but are not limited to: Google Plus, Teacher Tube.
- Prohibited Communications – Communications which may not be posted through social media shall be set forth specifically in the aforesaid Guidelines and Student Code of Conduct and include but are not limited to: (1) personally identifiable information about Charter School students, and personal and/or confidential information about Charter School employees, volunteers or guests; (2) child pornography, sexual exploitation, bullying/cyberbullying, inappropriate commercialization of childhood experiences; (3) defamatory or discriminatory statements and images; (4) unauthorized or false information which could damage the Charter School's reputation, its employees, its students or their families; (5) infringement upon intellectual property, proprietary information etc.

### **Responsibilities**

The Charter School shall facilitate a safe learning and teaching atmosphere, foster the educational purpose and mission of the Charter School, and protect its "informational technology," information and data, and users' benefits. The Charter School recognizes that it has the responsibility to provide a safe online environment for all users in the Charter School community and to educate users as to how to safely and appropriately use social media with regard to the Charter School and its community.

Users will be required to fully comply with this Policy and its accompanying administrative procedures and guidelines, other approved Board of Trustee Policies, such as the Acceptable Use and Internet Safety Policy that provides guidance as to acceptable use of Technology Resources provided by the Charter School. These services and equipment are provided by the Charter School as a privilege to the User (as defined below) and appropriate and ethical use of any Charter School Technology Resources, tools and equipment is required. Users are required to comply with other local, state and federal laws as well.

As a result, it shall be the responsibility of all users to understand their personal responsibilities and to carefully monitor their behavior when communicating through social media. There shall be an annual distribution of the "Guidelines to Parent/Guardian & Student Social Media and Networking With Acknowledgement Form" to all Charter School families in order to educate both Parents/Guardians and their Students of their responsibility for on-line behavior and for Parents/Guardians to be able to further explain their own responsibilities for their children's on line behavior and that of their minor children themselves.

To the extent consistent with applicable state and federal laws and reasonably practical, the Charter School Technology Manager shall be responsible for the management of the Charter School's system's technology protection measures (or "Internet filters") to block or filter Internet, and other forms of electronic communications, and access to inappropriate information. Technology protection measures shall only be disabled pursuant to the direction of the CEO or their designee to the extent allowed by applicable law and regulation, for bona fide research or other lawful purposes of an adult as determined by the CEO or their designee. The development of procedures for the disabling or otherwise modifying of any technology protection measures shall be the responsibility of the CEO of the Charter School or their designee.

In accordance with the annually distributed "Guidelines to Parent/Guardian & Student Social Media and Networking With Acknowledgement Form," teachers shall educate students about appropriate and safe online behavior, monitor online behavior when in the Charter School facility or at Charter School sponsored events and activities or on school transportation and to report any inappropriate behavior to Charter School Administration for disciplinary measures in accordance with the Student Code of Conduct. Teachers shall explain and model appropriate use of the Internet for students through the Charter School's information technology and communicating with alumni on social media.

Students' Responsibilities shall be set forth in the "Guidelines to Parent/Guardian & Student Social Media and Networking With Acknowledgement Form," and shall include, but not be limited to:

- Students should not reveal personally identifiable information about themselves or other persons on social media.



- Students shall be directed not to meet in person anyone they have met on the Internet.
- Students shall be encouraged to promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
- Students shall be encouraged to treat other people how they would want to be treated when using social media.

Parents' Responsibilities shall also be set forth in the "Guidelines to Parent/Guardian & Student Social Media and Networking With Acknowledgement Form," and shall include, but not be limited to:

- Parents are primarily responsible for transmitting social values and norms to their children, and discussing with their children what material is and is not acceptable for their children to access through the Charter School's information technology with the aforesaid Guidelines as a reference tool.
- Parents are exclusively responsible for monitoring their children's use of the Internet when the Charter School's Internet systems are accessed from home or a non-school location. Parents take the responsibility for their children's behavior on social media in accordance with the aforesaid Guidelines and the Charter School Student Code of Conduct as to prohibited communications both inside and outside of the Charter School facility and at Charter School sponsored events and activities.

Employees' responsibilities shall be set forth in the annually distributed "Guidelines to Employee Social Media and Networking With Acknowledgement Form," and shall include, but not be limited to:

- Safe and appropriate use of social media both in the Charter School facility and at Charter School sponsored events and activities in accordance with the aforesaid Guidelines and the Charter School Employee Human Resources and Benefits Guide.
- Safe and appropriate use of social media outside of the Charter School facility and when not engaged in Charter School sponsored activities or events in accordance with the aforesaid Guidelines and the Charter School Employee Human Resources and Benefits Guide.
- Such safe and appropriate use includes, but is not limited to:
  - Educational purposes unless approval by the CEO to use social media websites for a related educational purpose;
  - Not posting Charter School students' personally identifiable information or any student photos on personal or professional social media.
  - Not contacting and/or enrolling prospective, current or former students through social media.
  - Preventing exposure of Charter School students to prohibited information on social media.

### **Social Media Content**

The Charter School's Facebook, Twitter or Instagram page(s) are provided for the school community and are not intended to be a public forum(s). The purpose of the page(s) is to inform the community about school events, activities, announcements, and accomplishments. All postings will comply with the Family Education Rights and Privacy Act ("FERPA") rules and regulations and the page(s) will be monitored regularly by the IT Director.

All comments posted on the page(s) will be reviewed and may be deleted at the Charter School's discretion in a manner that does not discriminate against speech based on viewpoint and is consistent with the page's purpose. The Charter School will delete comments that include any of following:

- A. Profane, vulgar language, obscene or sexually explicit comments;
- B. Sexual content or links to sexual content;
- C. Content that is threatening, intimidating, hostile, offensive, or that promotes, fosters, or perpetuates discrimination based on race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- D. Conduct or encouragement of illegal activity;
- E. Comments not topically related to the Charter School social media post being commented upon;
- F. Spam or links to other sites;

- G. Promotion of particular services, products, or political organizations without prior written approval from the Charter School;
- H. Infringement on copyrights or trademarks;
- A. Confidential, personally identifiable or otherwise sensitive information pertaining to the Charter School, its students, employees or guests
- J. Information that may compromise the safety, security or proceedings of the Charter School or any criminal or civil investigations;
- K. Defamatory comments; and
- AX. Any content not otherwise specified herein that violates Federal, state or local laws.

Any questions concerning the operation of the Charter School's social media page(s), or to report an inappropriate comment, contact the IT Director at 1245 Wrights Lane, West Chester, PA 19380, phone number 484-875-5400.

### **The Charter School Logo and Link**

The Charter School's logo shall not be used on websites or social media pages that are not owned or related to the Charter School or in forums/discussion boards to express or imply the official position of the Charter School without the expressed, written permission of the Charter School's CEO and/or IT Director. Also, no personal social media pages shall provide a link directly to the Charter School's website or social media pages without the expressed, written permission of the Charter School's CEO and/or IT Director.

### **Safe Schools Act and Mandatory Reporter Duties**

The Charter School shall comply with the Safe Schools Act reporting requirements and all Charter School staff and volunteers are Mandated Reporters regarding child abuse as defined in the Pennsylvania Child Protective Services Law for purposes of reporting. Therefore, the Charter School may be required to report certain communications posted to social media to local, state or federal law enforcement, local and state welfare agencies and/or other state or federal governmental agencies.

### **Training**

The Charter School shall provide training for employees, volunteers, and Board of Trustees, and instructional sessions for students to educate them about the importance of how to appropriately use social media, and how to comply with the requirements of this policy, and any administrative procedures and/or guidelines developed to implement this Board Policy.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|              |                   |
|--------------|-------------------|
| Book         | Policy Manual     |
| Section      | 6000 Operations   |
| Title        | Insurance         |
| Code         | 6013              |
| Status       | Active            |
| Adopted      | November 17, 2015 |
| Last Revised | May 14, 2019      |

### **Purpose**

Proper Charter School operation requires that insurance programs be provided for the protection of the Charter School and its officials and employees. The Board of Trustees (Board) recognizes its responsibility under law to insure the real and personal property of this Charter School and the activities and operations of the Charter School.

### **Authority**

The Board has the authority and responsibility to provide adequate insurance coverage to protect the Charter School's interests, in accordance with established bylaws, the Charter School application, the written Charter, and applicable state and federal laws and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board directs the Chief Executive Officer, in consultation with the Charter School's insurance advisor(s) or agent(s), to develop a program of insurance coverage, including but not limited to, property, comprehensive general liability, accident/workers' compensation, officials' and employees' liability, excess coverage, health care, travel and other appropriate types of insurance coverage to meet the needs of the Charter School, its officials, employees and students. The insurance program shall be reviewed and approved annually by the Board, and included in the annual budget.

In determining the types and amounts of insurance necessary to adequately protect the Charter School, the Board shall be guided by the service of an insurance advisor or agent, scope of coverage provided, price of desired coverage, and assurance of coverage.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

|       |                                   |
|-------|-----------------------------------|
| Legal | <a href="#">1. 24 P.S. 1716-A</a> |
|       | <a href="#">2. 24 P.S. 1719-A</a> |
|       | <a href="#">3. 24 P.S. 1724-A</a> |
|       | <a href="#">4. 24 P.S. 1727-A</a> |



|         |                           |
|---------|---------------------------|
| Book    | Policy Manual             |
| Section | 6000 Operations           |
| Title   | Insurance Agent of Record |
| Code    | 6013-AR-1                 |
| Status  | Active                    |
| Adopted | September 8, 2020         |

The Board will select an Insurance Agent of Record to act as a consultant to the school in all matters of insurance, except those relating to employee benefits.

The Insurance Agent of Record will work with the CEO and Business Administrator and be available for Board consultation as needed.

The Insurance Agent of Record will have the following responsibilities:

1. Advise the school in all assigned insurance matters, including student accident policies.
2. Specify and procure insurance coverage for the school through the best means available and at the best price.
3. Submit all insurance policies to the Business Administrator, who will maintain a complete file of policies.
4. Provide annually to the Board for its information a complete listing of insurance policies and coverages.
5. Forward annually to the Business Administrator a certified statement that the agent has sufficient errors and omissions coverage.
6. Keep the Board and administration advised of all recommendations relevant to the assigned insurance areas and proposed changes to coverages.

The Insurance Agent of Record will retain the commissions for all policies. Any broker commissions to other agents will be negotiated between the Agent of Record and the participating agents.



|         |                    |
|---------|--------------------|
| Book    | Policy Manual      |
| Section | 6000 Operations    |
| Title   | Property Insurance |
| Code    | 6013-AR-2          |
| Status  | Active             |
| Adopted | September 8, 2020  |

The Board is determined to provide insurance protection for school property and assets based upon a prudent selection of risks to be borne by insurers and those to be assumed by the school. The primary consideration will be the frequency and liability probabilities of risks related to the school's abilities to absorb a loss.

The school will maintain insurance adequate to safeguard the school's property.

Each fiscal year, the Business Administrator will make recommendations to the Board on the amounts and types of insurance which should be obtained for school property, such as for real and personal property, boiler and machinery, etc.

The CEO and Business Administrator will include insurance premiums in the annual budget as a necessary expense.

The Business Administrator will maintain custody of insurance policies and insurance programs.

The school administration will utilize the following as insurance guidelines:

1. Insure for 100% of replacement cost against the risks embodied in fire and extended coverage policies on buildings and their contents.
2. Accept all reasonable deductible features where premium saved is substantial and risk of loss is minor.
3. Protect funds and property adequately against losses caused by burglary, robbery and dishonesty.
4. Adjust insurance coverage according to the estimates of assets by annual appraisal.
5. Maintain an amount equal to at least ten percent (10%) of the school's annual budget as borrowing power for emergency use against uninsured losses.
6. Review the insurance portfolio annually and as changes to coverage needs dictate.

Insurance claims for damages to school property must be reported to the Business Administrator or designee by the responsible administrator.



|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 6000 Operations   |
| Title   | Other Insurance   |
| Code    | 6013-AR-3         |
| Status  | Active            |
| Adopted | September 8, 2020 |

The Board is determined to provide insurance protection for the school assets based upon a prudent selection of risks to be borne by insurers and those to be assumed by the school. The primary consideration will be the frequency and liability probabilities of risks related to the school's abilities to absorb a loss.

The school will maintain insurance adequate to safeguard the school's assets.

Each year, the Business Administrator will make recommendation to the Board on the amounts and types of insurance which should be obtained to meet the school's various needs.

The CEO and Business Administrator will include insurance premiums in the annual budget as a necessary expense.

The Business Administrator will maintain custody of insurance policies and programs.

The school administration will utilize the following as insurance guidelines:

1. Accept all reasonable deductible features where premium saved is substantial and risk of uninsured loss is minor.
2. Secure broad coverage in amounts that recognize the high concentration of individuals in the school premises and vehicles.
3. Adjust insurance coverage according to the estimates of assets by annual appraisal.
4. Maintain an amount equal to at least ten percent (10%) of the school's annual budget as borrowing power for emergency use against uninsured losses.
5. Review the insurance portfolio annually and as changes to coverage needs dictate.

Insurance claims on behalf of individuals not performing school functions must be reported to the Business Administrator by the responsible administrator.



|              |                    |
|--------------|--------------------|
| Book         | Policy Manual      |
| Section      | 6000 Operations    |
| Title        | Copyright Material |
| Code         | 6014               |
| Status       | Active             |
| Adopted      | March 10, 2015     |
| Last Revised | May 14, 2019       |

### **Authority**

The Board of Trustees (Board) emphasizes that federal law makes it illegal for anyone to duplicate copyrighted materials without permission. The Board acknowledges that severe penalties are provided for unauthorized copying of audio, visual, software, online or printed materials unless the copying falls within the bounds of the fair use doctrine.<sup>[1]</sup>

### **Definition**

Under the fair use doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. In order for the duplication or alteration of a product to fall within the bounds of fair use, four (4) standards must be met:

1. *Purpose and Character of the Use* – The use must be for such purposes as teaching or scholarship, and must be nonprofit.
2. *Nature of the Copyrighted Work* – Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers.
3. *Amount and Substantiality of the Portion Used* – Copying the whole of a work cannot be considered fair use; copying a small portion may be considered fair use if appropriate guidelines are followed.
4. *Effect of the Use Upon the Potential Market for or Value of the Copyrighted Work* – If resulting economic loss to the copyright holder can be shown, making even a single copy of certain materials may be an infringement; and making multiple copies presents the danger of greater penalties.

### **Delegation of Responsibility**

Charter School staff may make copies of copyrighted materials that fall within the established administrative procedures. Where there is reason to believe the material to be copied does not fall within the administrative procedures, prior permission shall be obtained from the building administrator.

Staff members who fail to adhere to this policy may be held personally liable for copyright infringement.

Staff members shall be responsible for instructing students in fair copyright practices and academic integrity, including guidance on citing resources appropriately.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 17 U.S.C. 101 et seq](#)

[24 P.S. 1716-A](#)





|         |                      |
|---------|----------------------|
| Book    | Policy Manual        |
| Section | 6000 Operations      |
| Title   | Copyright Procedures |
| Code    | 6014-AR-1            |
| Status  | Active               |
| Adopted | September 8, 2020    |

The guidelines listed below are intended to help staff members determine when copyrighted materials may be used, and when permission is needed to use or copy materials. Whenever a staff member is uncertain, has questions, or needs permission from a copyright owner to use or copy a work, they will contact the CEO or designated employee.

### **Public Domain And Unprotected Materials**

Works are not copyright protected if they are in the public domain, are U.S. Government publications, or are an idea or method described in a copyrighted work; however, it is recommended that the source always be credited.

### **Permitted Copies**

Multiple copies, not exceeding more than one (1) per student, may be made for classroom use or discussion if the copying meets the following tests of brevity, spontaneity and cumulative effect. Each copy must include a notice of copyright.

#### *Brevity –*

1. Poetry: a complete poem if less than 250 words and if two (2) pages long, or from a longer poem an excerpt of not more than 250 words, may be reproduced. The numerical limits may be expanded to permit the completion of an unfinished line of a poem.
2. Prose: either complete articles, stories or essays of less than 2,500 words, or excerpts from prose works not more than 1,000 words or ten percent (10%) of the work, whichever is less; but in any event a minimum of 500 words may be reproduced. The numerical limits may be expanded to permit the completion of an unfinished prose paragraph.
3. Illustration: one (1) chart, graph, design, drawing, cartoon or picture per book or periodical issue may be reproduced.
4. Special Works: certain works in poetry, prose, or in poetic prose, which often combine language with illustrations and are intended for children and at other times for a more general audience, which fall short of 2,500 words. Notwithstanding the above requirements relevant to prose, these special works may not be reproduced in their entirety. An excerpt of not more than two (2) of the published pages of the special work and containing not more than ten percent (10%) of the words found in the full text may be reproduced.

#### *Spontaneity –*

1. The copying must be at the instance and inspiration of the individual teacher.

2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

#### *Cumulative Effect –*

1. The copying of the material is for only one (1) course in the school in which the copies are made.
2. No more than one (1) short poem, article, story, essay or two (2) excerpts may be copied from the same author; nor may more than three (3) from the same collective work or periodical volume during one (1) class term be reproduced.
3. There may be no more than nine (9) instances of multiple copying for one (1) course during one (1) class term.
4. The limitations listed above do not apply to current news periodicals, newspapers and current news sections of other periodicals.

Copies of materials for face-to-face teaching activities involving performances or displays made by students or instructors, religious services, live performances without commercial advantage, and the use of instructional broadcasts are permitted.

#### **Prohibited Copies**

The law prohibits using copies to replace or substitute for anthologies, consumable works, compilations or collective works.

Consumable works include workbooks, exercises, standardized tests, test booklets and answer sheets.

Teachers cannot substitute copies for the purchase of books, publishers' reprints or periodicals; nor can they repeatedly copy the same item from term to term. Copying cannot be directed by a "higher authority," and students cannot be charged more than the actual cost of photocopying.

#### **Musical Works**

The following minimum guidelines apply to reproductions of musical works. Reproductions may be made for:

1. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies are substituted in due course.
2. For academic purposes other than performance:
  - a. Multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement, or aria; but in no case more than ten percent (10%) of the whole work. The number of copies may not exceed more than one (1) copy per student.
  - b. A single copy of an entire performance unit (section, movement, aria, etc.) that is confirmed by the copyright proprietor to be out of print, or unavailable except in a larger work, may be made by or for a teacher solely for the purpose of their scholarly research or in preparation to teach a class.
3. Printed copies that have been purchased may be edited or simplified, provided the fundamental character of the work is not distorted or the lyrics altered or lyrics added if none existed.
4. A single copy of a sound recording, such as a tape, disc, cassette or sound file, of copyrighted music may be made from sound recordings owned by the school or an individual teacher for the purpose of constructing aural exercises or examinations; and they may be retained by the school or individual teacher. This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.
5. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the school or individual teacher.

Schools must be licensed to play copyrighted music where the performer is paid or admission is charged, even if the admission is used to cover refreshment costs.

Jukeboxes must be licensed, and a certificate of license must be displayed on each machine.

### **Off-Air Recordings**

Broadcast programs may be recorded off-air simultaneously with broadcast transmission, including simultaneous cable transmission, and retained by the school for a period not to exceed forty-five (45) consecutive calendar days after the date of recording. After this period of time, all recordings must be erased or destroyed immediately.

Off-air taping of broadcast programs is permitted by educational institutions for programs broadcast to the general public. Pay cable TV services and satellite broadcasts available at an extra charge are not allowed without permission from the copyright owner.

Program recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period.

After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for evaluation purposes by the teacher.

Off-air recordings may be made only at the request of and use by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

Off-air recordings need not be used in their entirety, but they may not be altered from their original content and may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

### **Videotapes/Video Discs/Audiovisual Delivery Devices**

A library, archive, or media center may reproduce one (1) copy of a recording of a copyrighted work and distribute it in accordance with provisions of law.

Recorded copies of copyrighted programs owned by a staff member or another person, or a copy of a rental program, are considered illegally made and may not be used for instructional purposes unless its use meets the fair use test.

Rental videocassettes, DVD's, video files and other optical media with the "home use only" warning label may not be used in a classroom, school assembly, or club unless specifically covered in the rental agreement.

Multimedia use of copyrighted material falls under the guidelines of the medium being used, such as computer, video, or audio.

Closed-circuit distribution of a copyrighted work to classrooms in a school or campus is legal, as long as the transmission is used for instructional activity and not entertainment.

### **Distance Learning**

Distance learning is subject to copyright guidelines if copyrighted material is copied or recorded during a transmitted lesson.

The school will limit the transmission of copyrighted materials to students enrolled in a particular course, to the extent technologically feasible.

Students will be notified that materials used in connection with a course may be subject to copyright protection.

Technological measures will be applied to ensure that copyrighted material is accessible to recipients only as long as class is in session.

The school will not interfere with technological measures used by copyright owners to prevent unauthorized retention or dissemination.

### **Computer Software**

Copies of software, including those downloaded via modem, other than public domain software, cannot be made without the permission of the vendor or copyright owner.

Illegal copies of copyrighted programs may not be made or used on school equipment.

A computer program may be legally copied only for the following reasons:

1. It is created as an essential step in the use of the computer program, such as automatic copying into memory when a program is loaded.
2. It is created as a backup or archival copy only. All backup and archival copies must be destroyed in the event the original program is erased or removed from inventory.

Backup or archival copies may not be used simultaneously with the original program.

Copying a copyrighted program from a computer hard drive to a disc or server file for use as an additional copy is illegal.

Networking computer software is illegal if the legal multiple user or site licenses have not been acquired from the vendor or copyright owner. Networking is the use of a single program in a single computer that is connected to other computers, permitting the program to be used simultaneously in more than one (1) computer.

Reproduction of original computer software manuals is illegal, and copying must abide by the fair use guidelines.

The school will provide expenditures for software as a budgetary item. Priority will be given to software that supports and/or is critical to curriculum or operating needs. All other software will be purchased if reasonable need is established and/or financial resources allow such purchase.

Renting or leasing original copies of software by individuals without the express permission of the copyright owner is illegal.

School staff must register all software, including software downloaded from the Internet, with the designated technology staff. Staff must provide the title, manufacturer and license number of the software.

### **Internet/Online Materials**

The school does not condone the illegal or inappropriate use of materials subject to copyright protections that are available through online systems and services that the school makes available to users. Employees and students must be aware of the copyright protections afforded to online materials and that violations of these protections may result in significant penalties. The fair use doctrine applies to online and Internet use.

Users may not circumvent technology intended to block access to copyrighted work.

Board policies and administrative procedures, as well as Internet Service Provider agreements, and local, state and federal statutes and regulations concerning the use of computing facilities, including copyright protections, must be followed by students and employees.

Students and employees must adhere to Board policies, administrative procedures and federal and state laws and regulations when digitally creating, manipulating and distributing content.

### **Web Publishing**

Copyright law applies to images, graphics and words placed on the web in any form, multimedia and otherwise, or in distributing projects to others over electronic networks.

When publishing to the web, students and employees will:

1. Document sources.
2. Obtain permission from the copyright holder.
3. Check to see if the source is in the public domain or available for free use; for example, government agencies at .gov websites.

4. Use their own graphics with original art or digital pictures.

Students and employees must not link to another website and represent the other website as their content, whether by deep-linking, framing or any other means.

Students and employees must notify the technology department or designated person about any infringing material contained on the school's website. Additionally, the designated person must respond to complaints and remove/disable materials that infringe the copyrights of others.

Users' Internet services may be terminated for copyright infringement, and other disciplinary action may be taken. The school reserves the right to report any copyright infringement by a student or employee to the Internet Service Provider, and local, state or federal authorities.



|         |                      |
|---------|----------------------|
| Book    | Policy Manual        |
| Section | 6000 Operations      |
| Title   | Copyright Permission |
| Code    | 6014-AR-2            |
| Status  | Active               |
| Adopted | September 8, 2020    |

The following copyright contact information is provided to assist staff members in complying with copyright requirements. Staff members should contact the school's designated employee for additional information or assistance.

#### **Book Excerpts Or Journal Articles**

Copyright Clearance Center, CCC Copyright Clearance Center, Inc., 222 Rosewood Drive, Danvers, MA 01923, Phone 978-750-8400, [www.copyright.com](http://www.copyright.com).

#### **Images**

Artists Rights Foundation, 7920 Sunset Boulevard, Suite 260, Los Angeles, CA 90046, Phone 323-436-5078, [www.artistsrights.org](http://www.artistsrights.org).

American Society of Media Photographers, 150 North Second Street, Philadelphia, PA 19106, Phone 215-451-2767, [www.asmp.org](http://www.asmp.org).

Other professional photography organizations.

#### **Articles In Periodicals, Magazines, or Newspapers**

UnCover, The UnCover Company, 3801 East Florida Avenue, #200, Denver, CO 80210, Phone 303-758-3030. UnCover handles rights for the Publication Rights Clearinghouse, a collective licensing agency representing such writers' groups as: The National Writers Union, National Office, 113 University Place, 6<sup>th</sup> Floor, New York, NY 10003, Phone 212-650-7616, [www.nwu.org](http://www.nwu.org); and the Society of Children's Book Writers and Illustrators, 8271 Beverly Blvd., Los Angeles, CA 90048, Phone 323-782-1010, [www.scbwi.org](http://www.scbwi.org), among others.

#### **Musical Works**

ASCAP, One Lincoln Plaza, New York, NY 10023, [www.ascap.com](http://www.ascap.com).

BMI, Broadcast Music Incorporated, 320 West 57<sup>th</sup> Street, New York, NY 10019-3790, Phone 212-586-2000, [www.bmi.com](http://www.bmi.com).

SESAC, 55 Music Square East, Nashville, TN 37203, Phone 615-320-0055, [www.sesac.com](http://www.sesac.com).

To record and distribute a musical composition recorded by someone else, or synchronize music with visual images, contact:

The Harry Fox Agency, Inc., National Music Publishers Association, 711 Third Avenue, 8<sup>th</sup> Floor, New York, NY 10017, Phone 212-834-0100, [www.nmpa.org](http://www.nmpa.org).

Music Research Consultants' web page, 8344 Kirkwood Drive, Los Angeles, CA 90046, Phone 323-650-7616, [www.musicresearch.com](http://www.musicresearch.com), contains links to publishers, record labels, music rights agencies, and more.

### **Plays And Dramatic Works**

Samuel French, Inc., 45 West 25<sup>th</sup> Street, NY, NY 10010-2751, Phone 212-206-8990, [www.samuel french.com](http://www.samuel french.com).

Anchorage Press Plays, 617 Baxter Avenue, Louisville, KY 40204-1105, Phone 502-583-2288, [www.applays.com](http://www.applays.com).

Baker's Plays, 45 W. 25<sup>th</sup> Street, New York, NY 10010, Phone 212-255-8085, [www.bakersplays.com](http://www.bakersplays.com).

Dramatists Play Service, Inc., 440 Park Avenue South, New York, NY 10016, Phone 212-683-8960, [www.dramatists.com](http://www.dramatists.com).

### **News Archives**

Check the World Wide Web; many of the largest news organizations have placed archives of their back issues online.

### **Movies**

The Motion Picture Licensing Corporation, [www.mplc.com](http://www.mplc.com), grants public performance rights. If known, the producer may also be contacted directly.

### **Software**

Contact the software's manufacturer at the address given on the licensing agreement.

### **Written Permission**

Once the copyright owner is identified, initiate contact by writing a letter, calling, or emailing. Seek written permission that clearly describes its scope.

### **Changed Owner**

The apparent copyright owner may not be the real copyright owner. The U.S. Copyright Office of Internet Resources, [www.copyright.gov](http://www.copyright.gov), provides online searching of its registration records and performs professional searches for a fee.

### **Confirming Permission**

Whenever it is unclear who the owner is, or if the owner is a legal entity (business or organization), be sure that the person giving permission is authorized to do so.

### **Unidentifiable Or Unresponsive Owner**

If the publisher or copyright owner is unknown, The Literary Marketplace, for books, ([www.literarymarketplace.com](http://www.literarymarketplace.com)) or Ulrich's International Periodicals, for journals, ([www.ulrichsweb.com](http://www.ulrichsweb.com)) may help.

University of Texas at Austin's Harry Ransom Humanities Research Center ([www.utexas.edu](http://www.utexas.edu)) provides helpful information about how to find copyright owners.

A copyright protects materials regardless of whether the owner cares about protection or not; therefore, if required permission cannot be obtained, the work may not be used.



|                     |                                    |
|---------------------|------------------------------------|
| Book                | Policy Manual                      |
| Section             | 6000 Operations                    |
| Title               | Acceptable Use and Internet Safety |
| Code                | 6015                               |
| Status              | Active                             |
| Adopted             | September 13, 2016                 |
| Last Revised        | May 11, 2021                       |
| Prior Revised Dates | January 15, 2019                   |

### **Purpose**

The Board of Trustees of the 21st Century Cyber Charter School (21CCCS) provides computer network and technology resources to enhance educational opportunities for 21CCCS students, employees, and the 21CCCS community. This policy details acceptable use of technology resources provided by 21CCCS. These services and equipment are provided by 21CCCS as a privilege to the user, and appropriate and ethical use of any 21CCCS technology resources, tools, and equipment is required.

It is every technology resource user's (see "Definitions" below) duty to use technology resources responsibly, professionally, ethically, and lawfully. Access to these resources may be designated a privilege, not a right. This policy applies to the acceptable use of technology resources by both adults and minors.

This policy is intended to fulfill requirements of state and federal laws to the extent applicable, including the Federal Children's Internet Protection Act (CIPA), 47 U.S.C. 254(h) and (l) and the Neighborhood Children's Internet Protection Act (N-CIPA), the 2008 Broadband Improvement Act, P.L. 110-385, and any applicable implementing regulations. As such, this policy addresses the following:[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

1. Access by minors to inappropriate matter on the Internet and World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including so-called hacking and other unlawful activities by minors online;
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
5. Measures designed to restrict minors' access to materials harmful to minors.

In using or accessing 21CCCS' technology resources, users must comply with the provisions outlined in this policy.

### **Definitions**

For the purposes of this policy and related procedures and forms, the following terms are defined as such:

Technology resources means technologies, devices, and resources used to access, store, or communicate information. This definition includes, but is not limited to: computers, information systems, networks, laptops, iPads or other tablet devices, modems, printers, scanners, fax machines and transmissions, telephonic



equipment, audiovisual equipment, digital cameras, e-readers (i.e. Kindles and Nooks), Internet, electronic mail, electronic communications devices and services, multimedia resources, hardware, and software, including Moodle software.

User means any person who has signed this policy and is permitted by 21CCCS to utilize any portion of 21CCCS' technology resources, including, but not limited to, students, parents/guardians, Learning Coaches, employees, Board of Trustees members, contractors, consultants, vendors, and agents of 21CCCS.

User identification (User ID) means any identifier that would allow a user access to 21CCCS's technology resources or to any program including, but not limited to, email and Internet access.

Password means a unique word, phrase, or combination of alphanumeric and non-alphanumeric characters used to authenticate a user ID as belonging to a specific user.

Child Pornography means, under federal law, any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct where:[\[5\]](#)

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Under Pennsylvania law, child pornography is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction, or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.[\[6\]](#)

Minor means, for purposes of compliance with CIPA, an individual who has not yet attained the age of seventeen (17). For other purposes, minor shall mean any person under the age of eighteen (18).

Obscene means, under federal and Pennsylvania law, any material if:[\[7\]](#)

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest;
2. The subject matter depicts or describes sexual conduct in a patently offensive way; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Technology protection measure means a specific technology that blocks or filters Internet access to content that is obscene, child pornography, or harmful to minors and the material covered by a certification regarding CIPA.[\[3\]](#)

Sexual act and sexual contact have the meanings given such terms under 18 U.S.C. § 2246(2), 18 U.S.C. § 2246(3), and 18 Pa.C.S.A. § 5903.[\[7\]](#)[\[8\]](#)

Vandalism means any malicious attempt to harm or destroy technology resources or data of another user, on the Internet, or on other networks. This includes, but is not limited to, the uploading or creation of computer viruses or malware.

## **Guidelines**

### **Authorized Users**

21CCCS's technology resources may be used by any authorized user. Use of 21CCCS's technology resources is a privilege, not a right. If a potential user has a history of discipline problems involving technology resources, the Chief Executive Officer (CEO) or designee may make the decision not to give the potential user access to certain 21CCCS technology resources.

### **User Privacy**

Computer accounts and technology resources are given to users to assist them in the performance of 21CCCS-related functions. A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving 21CCCS' technology resources, including email, in anything they create, store, send, share, access, view, or receive on or through the Internet.

By using 21CCCS' network and technology resources, all users are expressly waiving any right to privacy and consenting to having their electronic communications and all other use accessed, reviewed, and monitored by 21CCCS in accordance with 21CCCS policies and procedures. A user ID with email access will be provided to authorized users only on the conditions that the user consent to interception of or access to all communications accessed, sent, received, or stored using 21CCCS technology and sign this policy.

Electronic communications, downloaded material, and all data stored on 21CCCS' technology resources, including files deleted from a user's account, may be intercepted, accessed, or searched by 21CCCS administrators or designees at any time in the regular course of business to protect users and 21CCCS' equipment. Any such search, access, or interception will be reasonable in inception and scope and shall comply with all applicable laws.

### **Technology Administration**

The Board of Trustees directs the CEO or designee to assign trained personnel to maintain 21CCCS's technology in a manner that will protect 21CCCS from liability and will protect confidential student and employee information retained on or accessible through 21CCCS' technology resources.

Administrators may suspend access to and/or availability of 21CCCS' technology resources to diagnose and investigate network problems or potential violations of the law or 21CCCS policies and procedures. All 21CCCS technology resources are considered 21CCCS property.

21CCCS may maintain or improve technology resources at any time. 21CCCS or authorized 21CCCS agents may remove, change, or exchange hardware, equipment, or other technology between buildings, classrooms, or users at any time without prior notice.

### **Content Filtering and Monitoring**

School computers will be outfitted with software to enable school officials to remotely monitor and administer the computer. 21CCCS shall not remotely access any webcam or video camera on any computer or electronic device issued to a student without obtaining prior written permission from the parents/guardians (or student if age 18 or older). 21CCCS issued devices are configured with a content filter enabled to block inappropriate content in accordance with the Children's Internet Protection Act (CIPA). In addition, all devices are under enrollment in a mobile device management (MDM) service. This service is used to install software, apply updates, and provide additional device restrictions. It is a violation of school rules and school board policies to circumvent these services.

If users find a website deemed inappropriate, such website must be reported to CEO. After review of the site, appropriate steps will be taken to block an inappropriate site from users.[\[1\]](#)[\[3\]](#)[\[9\]](#)

For purposes of bona fide research or other lawful purposes, certain blocked sites may be made available—but only after approval by the CEO. In making decisions to disable 21CCCS' Technology Protection Measure device, the CEO or designee shall consider whether the use will serve a legitimate educational purpose or otherwise benefit 21CCCS. A student or parent/guardian claiming they have been denied access to Internet material that is not within the purview of this policy shall be afforded review of the request. The parent/guardian or student (if age eighteen (18) or older) must notify the CEO or designee electronically or in writing that they are requesting a reconsideration review within ten (10) school days. Once a decision is rendered, if the parent/guardian or student disagrees with the decision, the parent/guardian or student may escalate their request to the 21CCCS Board of Trustees.[\[1\]](#)[\[9\]](#)[\[10\]](#)

Technology Protection Measures are not foolproof, and 21CCCS does not warrant the effectiveness of Internet filtering except to the extent expressly required by federal and state laws. Evasion or disabling, or attempting to evade or disable, a Technology Protection Measure device installed by 21CCCS is prohibited.

21CCCS shall not be held responsible when a student or other user knowingly or willingly accesses inappropriate material or communicates or shares such materials with others.

### **Viruses**

Viruses can cause substantial damage to technology resources. Users are responsible for taking reasonable precautions to ensure they do not introduce viruses to 21CCCS' technology resources.

All material received on disk, flash drive, or other magnetic or optical medium, and all materials downloaded from the Internet or from technology resources or networks that do not belong to 21CCCS, must be scanned for viruses and other destructive programs before being transferred to 21CCCS' systems. Any user receiving an email from a questionable source must contact the Technology Department before opening the email or any attachment included in the email.

To ensure security and avoid the spread of viruses, users accessing the Internet through a technology resource attached to 21CCCS' network must do so through an approved Internet firewall or Technology Protection Measure.

### **Encryption Software**

Users shall not install or use encryption software on any 21CCCS technology resource without first obtaining written permission from the CEO. Users shall not use passwords or encryption keys that are unknown to the CEO.

The federal government has imposed restrictions on export of programs or files containing encryption technology. Software containing encryption technology shall not be placed on the Internet or transmitted in any way outside the United States.

### **Web Content Developed by Students**

As part of class/course assignments, students may be developing and/or publishing content to the Internet via Web pages, electronic and digital images, blogs, wikis, podcasts, vodcasts, and webcasts, and/or may be participating in videoconferences.

1. Personal information such as phone numbers, addresses, email addresses, or other specific personal information shall not be published or shared to a public page or videoconference.
2. All Web content must comply with this policy.
3. All Web content and videoconferencing must be under the direction and supervision of the teacher/administrator and Learning Coach and is to be used for educational purposes only.
4. All Web content is subject to copyright law and Fair Use guidelines.
5. All Web content shall be posted only to 21CCCS-approved Web pages, blogs, wikis, podcasts, webcasts, vodcasts, and/or videoconferences.

### **Prohibitions**

Students, staff, and all users are expected to act in a responsible, ethical, and legal manner in accordance with 21CCCS policies and federal and state laws. Specifically, the following uses of 21CCCS' technology resources are prohibited:

1. To facilitate illegal activity, including unauthorized access and hacking.
2. Evasion or disabling, or attempting to evade or disable, a Technology Protection Measure device installed by 21CCCS.
3. To engage in commercial, for-profit, or any business purposes, except where such activities are otherwise permitted or otherwise authorized.
4. Non-work or non-school-related work.
5. Product advertisement or political lobbying.
6. Production or distribution of hate mail, unlawful discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. To access or transmit material that is harmful to minors and/or users, indecent, obscene, pornographic, child pornographic, or terroristic, or that advocates the destruction of property.
9. Use of inappropriate language or profanity.
10. To transmit material likely to be offensive or objectionable to recipients.
11. To intentionally obtain or modify files, data, and passwords belonging to other users or integral to system and network operations.
12. Impersonation of another user, anonymity, and/or use of pseudonyms.

13. Installing or use of unauthorized games, programs, files, or other electronic media.
14. To disrupt the work of other users.
15. Destruction, modification, or abuse of technology resources and peripheral hardware or software.
16. Relocation of 21CCCS hardware without prior administrative consent.
17. Quoting personal and/or private communications in a public forum without the original author's prior consent.
18. To access or use any form of non-21CCCS electronic mail on 21CCCS technology resources unless authorized by the CEO or designee.
19. Using the network to participate in online or real-time conversations unless authorized by the teacher/administrator for the purpose of communicating with other classes, students, teachers, experts and/or professionals for educational purposes.
20. Using a disk, removable storage device, or CD/DVD, brought into 21CCCS from an outside source, that has not been properly scanned for viruses or authorized for use by a teacher/administrator in accordance with 21CCCS established procedures.
21. To discriminate against, advocate violence against, harass, intimidate, bully, or cyberbully others.
22. To send unsolicited or forwarded emails and chain letters to persons ("spamming").
23. Using "spoofing" or other means to disguise user identities in sending email or other electronic communication via bulletin boards, newsgroups, social networking sites, instant messages, email systems, chat groups, chat rooms, or other technology resources.
24. To send, transmit, or otherwise disseminate proprietary data, trade secrets, or other confidential information of 21CCCS.
25. To post or allow the posting of personal information about oneself or other people on the technology resource unless authorized in advance by the CEO. Personal information includes address, telephone number (including home, work, and cell phone numbers), school address, work address, pictures or video bites, clips and so forth.
26. To refer to or attempt to refer to 21CCCS or its employees, agents, trustees, parents/guardians, or students in any electronic communication, posting, blog, website, email, or social networking site, without written authorization from the CEO.
27. To access or transmit gambling, pools for money, or any other betting or games of chance.
28. Using technology resources to solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.
29. Using technology resources to post, share, or attempt to post or share information that could endanger an individual or cause personal damage or a danger of service disruption.
30. Indirectly or directly making connections that create "back doors" to 21CCCS, other organizations, community groups, etc., that allow unauthorized access to the technology resources or 21CCCS.
31. Use of school-issued devices or 21CCCS internet resources or accounts outside of the United States of America without the prior written consent of the CEO.

### **Security**

21CCCS intends to strictly protect its technology resources against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these assets and in lessening the risks that can harm technology resources. Therefore, users are required to comply fully with this policy and to immediately report any violations or suspicious activities to the CEO.

System security is protected in part by the use of passwords. All passwords must be at least eight (8) characters and include alphanumeric and special characters.

Employee users will be required to change their passwords every thirty (30) days.

Student users will be required to change their passwords every six (6) months.

21CCCS will maintain a password history that prevents the use of a repetitive password.

After three (3) unsuccessful access attempts, an attempted user will be locked out and must contact the Help Desk.

After a period of 60 (sixty) minutes of inactivity, a user will be automatically logged off the system.

In addition, there may be circumstances that warrant the change of a password, including but not limited to the following:

1. The user's laptop has been replaced with a new unit;
2. There has been a record or report of a virus or other potentially dangerous software or malware on the user's system;
3. The user's system has been compromised by hacking or there is a reasonable suspicion of such activity;
4. The user has admitted to sharing a password, or there are reasons to believe that a user's password has been shared, with another student or other non-authorized user; or
5. Other reasons determined by the 21CCCS Technology Department.

Failure to adequately protect or update passwords could result in unauthorized access to personal or 21CCCS files. Users shall be responsible for safeguarding their passwords for access to 21CCCS's technology resources and for all transactions made using their passwords. To protect the integrity of 21CCCS technology resources and systems, the following guidelines shall be enforced:

1. Students and other users shall not reveal their passwords to another unauthorized individual.
2. Passwords shall not be printed or stored online.
3. Students and other users are required to log off from the network when they finish working at a particular station.
4. Users are not to use a computer that has been logged in under another student's, teacher's or user's name.
5. Any user identified by the CEO or designee as having a history of discipline problems involving technology resources may be denied access to any or all of 21CCCS' technology resources.
6. Students and other users shall not alter a communication originally received from another person or computer with the intent to deceive.
7. Users shall not misrepresent the identity of a sender or source of communication.
8. Users shall not disable or circumvent any 21CCCS security, software or hardware.
9. Users shall not interfere with or disrupt 21CCCS' systems, network accounts, services, or equipment.
10. Files, system security software/hardware, or any 21CCCS system shall not be altered or attempt to be altered without the written authorization of the CEO or designee.
11. Unauthorized hardware and electronic devices shall not be connected to the 21CCCS system.
12. Users shall comply with requests from the CEO or designee to discontinue activities that threaten the operation or integrity of the 21CCCS system.

Use of passwords to gain access to technology resources or to encode particular files or messages does not imply that users have an expectation of privacy in the material they create or receive on technology resources. 21CCCS retains the right to access all material stored on the technology resources regardless of whether that material has been encoded with a particular user's password, subject to limitations as set forth in 21CCCS' Remote Access and Monitoring of School-Issued Technology Policy as well as applicable law.

Users shall not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file. Users shall not use the technology resources to snoop or pry into the affairs of other users by unnecessarily reviewing the files and emails of another.

A user's ability to connect to another computer's system through the network or by any other electronic means shall not imply a right to connect to those systems or make use of those systems unless specifically authorized by the administrators of those systems and the CEO. Users shall not use the technology resources to snoop or pry into the affairs of other users by unnecessarily or inappropriately reviewing the files and/or emails of another.

### **Safety**

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher, staff member, or administrator.

Communications through 21CCCS technology resources are limited to only those which serve a demonstrable educational purpose. For safety reasons, 21CCCS users shall not reveal personal addresses, contact information or telephone numbers to other users on 21CCCS networks or on the Internet.

The CEO or designee shall be responsible for implementing protection measures to determine whether 21CCCS' computers, laptops, iPads, Kindles, tablets and other technology resources and technology-related devices (such as USB drives, digital cameras and video cameras, PDAs, MP3 players, printers, etc.) are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to: [\[1\]](#)[\[2\]](#)[\[3\]](#)

1. Utilizing technology protection measures that block or filter Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board of Trustees.
2. Maintaining a listing of all employees and users with access to the room which contains 21CCCS' server.
3. Generating and maintaining monitoring reports (including firewall logs) of user activity and remote access on 21CCCS' system by all users, including but not limited to students, employees, contractors, consultants, and/or vendors.
  - a. The report should include the date, time, and reason for access; whether it was remote access; the changes made; and who made the changes.
4. Maintaining documentation that students no longer enrolled at 21CCCS as well as terminated employees and contractors/vendors or those with expired contracts have been properly removed from 21CCCS' system in a timely manner.
5. Analyzing the impact of proposed program changes in relation to other critical business functions before adopting the proposed program changes.
6. Developing compensating controls to mitigate IT weakness and alert 21CCCS to unauthorized changes to student data, i.e., reconciliations to manual records, analysis of student trends, data entry procedures and review, etc.

### **Vendors**

If 21CCCS shares internally sensitive, legally-and/or contractually-restricted 21CCCS data with parties outside the 21CCCS community, 21CCCS shall first enter into a Non-Disclosure Agreement with the party. The Non-Disclosure Agreement is needed to protect 21CCCS' proprietary or otherwise sensitive information. Non-Disclosure Agreements are typically needed when entering into a business relationship with vendors, consultants, and contractors. All Non-Disclosure Agreements must be reviewed by 21CCCS' legal counsel before signing.

All vendors, consultants, and/or contractors shall be granted access to 21CCCS' technology resources only to make changes or updates with prior written authorization from the CEO or designee. Once the vendor, consultant, and/or contractor have completed their work, access to 21CCCS' systems will be removed.

Vendors, consultants, and contractors are required to assign unique user IDs and passwords to each of their employees authorized to access 21CCCS' system. Vendors, consultants, and/or contractors may be terminated for violating this policy and/or violating any state or federal laws.

All vendors, consultants, and/or contractors and their employees who have direct contact with students must comply with the mandatory Pennsylvania background check requirements for federal and state criminal history and child abuse. An official child abuse clearance statement for each of the vendors', consultants' and/or contractors' employees shall be submitted to 21CCCS prior to beginning employment with 21CCCS. Failure to comply with the background checks as required by applicable law or legal regulations and/or the Pennsylvania Department of Education shall lead to immediate termination or non-hire. [\[11\]](#)[\[12\]](#)[\[13\]](#)

### **Closed Forum**

21CCCS' technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

All expressive activities involving 21CCCS technology resources that students, parents/guardians, and members of the public might reasonably perceive to bear the approval of 21CCCS and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing, and deletion, to the fullest extent permitted by applicable law, on behalf of 21CCCS for legitimate educational reasons. All other expressive activities involving 21CCCS's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by applicable law and Board of Trustees Policies.

### **Records Retention**

21CCCS personnel shall establish a retention schedule for the regular archiving or deletion of data stored on 21CCCS technology resources that complies with 21CCCS' Record Retention and Destruction Policy as well as all federal and Pennsylvania state laws and regulations. It is the user's responsibility to know which records are subject to these conditions and to comply with these laws and regulations or to contact the CEO for clarification.

In the case of pending or threatened litigation, 21CCCS' attorney will issue a litigation hold directive to the CEO or designee. A hold directive will direct all 21CCCS administration and staff or agents not to delete or destroy any electronic mail or other documentation on a computer as related to a specific student, employee, and issue for a specific time period. Failure to follow such a directive could result in negative legal consequences for the user and/or within the actual or threatened litigation. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal, or destruction of relevant documents until the hold has been lifted by 21CCCS' attorney.

Email and computer accounts of separated employees that have been placed on a litigation hold will be maintained by 21CCCS until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

### **Drafting Emails**

Emails may appear informal, as email messages are sometimes offhand like a conversation and are often not as carefully thought out as a letter or memorandum. Like any other document, an email message or other computer information can later be used to indicate what a user knew or felt. You should keep this in mind when creating email messages and other documents. Even after you delete an email message or close a computer session, it may still be recoverable and may remain on the system. Email communications are discoverable during litigation and, therefore, will have to be turned over to the opposing party unless it is determined to be privileged by 21CCCS' legal counsel.

### **Privileged Attorney-Client Communications**

Confidential emails sent to or retained from counsel or an attorney representing 21CCCS shall include this warning header on each page: "ATTORNEY CLIENT PRIVILEGED" and/or "ATTORNEY CLIENT PRIVILEGED: DO NOT FORWARD WITHOUT PERMISSION."

### **No Warranty/No Endorsement**

21CCCS makes no warranties of any kind, whether expressed or implied, for the services, products, or access it provides.

The electronic information available to students and staff on the Internet or through web-based services does not imply endorsement of the content by 21CCCS, with the exception of resources approved and adopted by the Board of Trustees. Nor does 21CCCS guarantee the accuracy of information received using 21CCCS' technology resources.

21CCCS is not and shall not be responsible for the loss of data, delays, nondeliveries, misdeliveries, or service interruptions. 21CCCS is not and shall not be responsible for any information that may be damaged or unavailable when using 21CCCS technology resources or for any information that is retrieved via the Internet. 21CCCS is not and shall not be responsible for any damages incurred as the result of using 21CCCS technology

resources, including but not limited to the loss of personal property used to access a technology resource. Further, 21CCCS is not and shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other commercial online services.

**Unauthorized Disclosure of Information of Minors**

It is a violation of state laws, including but not limited to Chapter 12 of Title 22 of the Pennsylvania Code, as well as The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g) and all other federal laws and regulations, to access data of a student the user does not have a legitimate educational interest in or to disclose information about a student without parental permission or absent an exception to the disclosure requirements. Access and distribution of student data is recorded. [\[14\]](#)[\[15\]](#)

Questions regarding the disclosure of student information must be directed to the CEO prior to disclosure and must conform to 21CCCS’ Student Records Policy. Unauthorized disclosure, use, and/or dissemination of personal information regarding minors is prohibited.

**Damages**

Users shall be responsible for damage to technology resources, equipment, systems, and/or software. All damage incurred due to a user's intentional or negligent misuse of 21CCCS’ technology resources, including loss of property and staff time, may be charged to the user. 21CCCS administrators have the authority to sign any criminal complaint regarding damage to 21CCCS technology.

**Technology Optional Insurance**

The technology devices provided by 21st Century Cyber Charter School are expensive devices that require students to follow usage guidelines and use caution when handling the devices. All students are assigned a MacBook Air and an iPad. A charger is also provided for each device. It is the student’s responsibility to care for the devices and any accessories. **The technology optional insurance is highly recommended, but not required.** The annual fee covers the cost of repairing devices. Fees are capped at a maximum of two fees per household. The optional insurance cost for the current school year is as follows:

| Per Student Cost | Per Student Cost<br>Qualifies for Reduced Lunch Status | Per Student Cost<br>Qualifies for Free Lunch Status | Per Student Cost<br>Opt Out |
|------------------|--------------------------------------------------------|-----------------------------------------------------|-----------------------------|
| \$25             | \$10                                                   | \$0                                                 | \$0                         |

If the MacBook Air or iPad is stolen or lost, including as a result of fire or other natural disaster, you must notify the school immediately and file a police report for stolen devices. It is highly recommended to add the devices to your homeowners or renters insurance policy. The student will be responsible for the cost of stolen or lost devices at the respective fee:

|                      |          |
|----------------------|----------|
| MacBook Air          | \$699.00 |
| MacBook Air Charger  | \$72.00  |
| iPad                 | \$294.00 |
| iPad Charger         | \$19.00  |
| iPad Lightning Cable | \$19.00  |

Should there be any damage to the devices, it must be reported within 24 hours and the Technology Department will determine if the damage was deliberate or as a result of deterioration from use. Any damage caused deliberately will be classified as vandalism. Students will be billed for repairs caused by vandalism and disciplinary action may occur. The optional insurance covers the first incident of the school year, including damage due to negligence or vandalism. Subsequent incidents will incur a deductible based on the tier of damage.

**Important Notes:**

- The optional insurance MUST be paid prior to an incident occurring. It will not be applied retroactively.
- If the damage involves multiple tiers you will be charged the highest of the tiers.
- Examples of negligence or vandalism include, but are not limited to:



- Lying or misrepresenting information on the damage reported
- Not reporting damages on time
- Damage caused by drops, falls, collisions or liquid spills

The following shows deductible costs based on tier and type of damage.

| Device Type | Damage Tier | Type of Damage                                | Subsequent Incident Cost with Tech Fee | ANY Incident Cost WITHOUT Tech Fee |
|-------------|-------------|-----------------------------------------------|----------------------------------------|------------------------------------|
| MacBook Air | Tier 1      | Internal Components, Cables, Connectors, etc. | No Charge                              | Up to \$15.00                      |
| MacBook Air | Tier 2      | Trackpad                                      | \$15.00                                | \$45.00                            |
| MacBook Air | Tier 2      | Wireless Card                                 | \$20.00                                | \$60.00                            |
| MacBook Air | Tier 2      | Bottom Case                                   | \$23.00                                | \$70.00                            |
| MacBook Air | Tier 3      | Battery                                       | \$33.00                                | \$100.00                           |
| MacBook Air | Tier 3      | Top Case w/Keyboard                           | \$60.00                                | \$180.00                           |
| MacBook Air | Tier 4      | SSD                                           | \$73.00                                | \$220.00                           |
| MacBook Air | Tier 4      | LCD Display                                   | \$103.00                               | \$310.00                           |
| MacBook Air | Tier 4      | Logic Board                                   | \$103.00                               | \$310.00                           |
| iPad        | Tier 1      | Home Button                                   | No Charge                              | \$5.00                             |
| iPad        | Tier 1      | Front/Back Camera                             | No Charge                              | \$5.00                             |
| iPad        | Tier 1      | Speakers                                      | No Charge                              | \$5.00                             |
| iPad        | Tier 1      | Headphone Jack                                | No Charge                              | \$5.00                             |
| iPad        | Tier 2      | Digitizer                                     | \$12.00                                | Up to \$35.00                      |
| iPad        | Tier 2      | LCD Screen                                    | \$46.00                                | Up to \$140.00                     |
| iPad        | Tier 2      | Battery                                       | \$6.00                                 | \$20.00                            |

Insurance can be purchased online via: <http://https://school.21cccs.org/mod/resource/view.php?id=49829>

Click here to register or sign in to the payment portal. Check payment may be sent to the school's attention to the Business Office. No cash will be accepted.

### **Reporting a Missing or Stolen Technology Resource**

If a student or parent/guardian believes that a school-issued technology resource is missing or stolen, the following must occur:

1. Notify the student's Family Support Coordinator immediately;
2. Immediately file a true and accurate report with the local police department and/or law enforcement agency;
3. Immediately submit a copy of the report via email, fax or US Mail to the IT Director at the 21st Century Cyber Charter School; and

4. Cooperate with 21CCCS and/or authorities in any and all legal efforts/actions taken to retrieve the stolen property.

#### **Compliance with Applicable Laws and Licenses**

In their use of technology resources, users must comply with all software licenses/copyrights and all other state, federal, and international laws governing intellectual property and online activities. Users shall not copy and distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the email system or by any other means unless it is confirmed in advance from appropriate sources that 21CCCS has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by 21CCCS as well as legal action by the copyright owner. Any questions concerning these rights should be directed to the CEO or designee.[\[16\]](#)

#### **Violations of Acceptable Technology Usage Policies and Procedures**

Use of technology resources and equipment in a disruptive, manifestly inappropriate or illegal manner impairs 21CCCS' mission and squanders resources, and it shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to 21CCCS' technology resources. Any violation of 21CCCS policies or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of 21CCCS' technology resources and equipment.[\[9\]](#)

Employees may be disciplined or terminated, and students suspended or expelled, for violating this policy. Any attempted violation of 21CCCS' policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

#### **Consequences for Inappropriate Use**

Illegal use of 21CCCS technology resources includes, but is not limited to: intentional copying, deletion or damage to files or data belonging to others; copyright violations; or theft of services. Any illegal usage of 21CCCS technology resources will be immediately reported to the appropriate legal and/or law enforcement authorities for possible investigation and prosecution.[\[9\]](#)

General rules for behavior and communications apply when using the Internet or any 21CCCS technology resource. Suspension of access, loss of access, and other disciplinary actions may be consequences for inappropriate use. Vandalism may result in cancellation of access privileges, discipline, and possible criminal action.[\[9\]](#)

#### **Cessation of Access**

Upon the termination or ending of enrollment or employment or the termination of any contract with or from 21CCCS, no further access to or use of technology resources is permitted without the express authorization from the CEO.

#### **Education of Technology Resource Users**

21CCCS shall implement a program that educates students and staff about acceptable use and Internet safety associated with 21CCCS' technology resources. All students must complete a designated technology resources and Internet training prior to unsupervised use of 21CCCS technology resources, as required by the 2008 Broadband Data Improvement Act. This training includes, but is not limited to: appropriate online behavior, including interacting on social networking websites and in chat rooms; cyberbullying awareness and response; proper use of technology resources; restricted activities with technology resources; and access and monitoring of school-issued technology resources to students.[\[3\]](#)[\[17\]](#)

#### **No Additional Rights**

This policy is not intended for and does not grant users any contractual rights. Users of 21CCCS' technology resources must review this policy closely and sign and return to 21CCCS the form acknowledging receipt and acceptance of the terms in this policy, which is attached hereto. Venue for any legal action arising out of an alleged and/or actual violation of the attached agreement(s) shall be in Chester County, Pennsylvania.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [1. 20 U.S.C. 6777](#)

- [2. 47 CFR 54.520](#)
- [3. 47 U.S.C. 254](#)
- [4. 15 U.S.C. 6551](#)
- [5. 18 U.S.C. 2256](#)
- [6. 18 Pa. C.S.A. 6312](#)
- [7. 18 Pa. C.S.A. 5903](#)
- [8. 18 U.S.C. 2246](#)
- [9. 24 P.S. 4604](#)
- [10. 24 P.S. 4610](#)
- [11. 23 Pa. C.S.A. 6344](#)
- [12. 24 P.S. 111](#)
- [13. 24 P.S. 111.1](#)
- [14. 20 U.S.C. 1232g](#)
- [15. 22 PA Code 12.31](#)
- [16. 17 U.S.C. 101 et seq](#)
- [17. 24 P.S. 1303.1-A](#)
- [24 P.S. 1716-A](#)
- [24 P.S. 1743-A](#)
- [24 P.S. 4601 et seq](#)

[6015-Attachments.pdf \(84 KB\)](#)



|                     |                                    |
|---------------------|------------------------------------|
| Book                | Policy Manual                      |
| Section             | 6000 Operations                    |
| Title               | Acceptable Use and Internet Safety |
| Code                | 6015                               |
| Status              | Active                             |
| Adopted             | September 13, 2016                 |
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| Prior Revised Dates | January 15, 2019                   |

### **Purpose**

The Board of Trustees of the 21st Century Cyber Charter School (21CCCS) provides computer network and technology resources to enhance educational opportunities for 21CCCS students, employees, and the 21CCCS community. This policy details acceptable use of technology resources provided by 21CCCS. These services and equipment are provided by 21CCCS as a privilege to the user, and appropriate and ethical use of any 21CCCS technology resources, tools, and equipment is required.

It is every technology resource user's (see "Definitions" below) duty to use technology resources responsibly, professionally, ethically, and lawfully. Access to these resources may be designated a privilege, not a right. This policy applies to the acceptable use of technology resources by both adults and minors.

This policy is intended to fulfill requirements of state and federal laws to the extent applicable, including the Federal Children's Internet Protection Act (CIPA), 47 U.S.C. 254(h) and (l) and the Neighborhood Children's Internet Protection Act (N-CIPA), the 2008 Broadband Improvement Act, P.L. 110-385, and any applicable implementing regulations. As such, this policy addresses the following:[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

1. Access by minors to inappropriate matter on the Internet and World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including so-called hacking and other unlawful activities by minors online;
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
5. Measures designed to restrict minors' access to materials harmful to minors.

In using or accessing 21CCCS' technology resources, users must comply with the provisions outlined in this policy.

### **Definitions**

For the purposes of this policy and related procedures and forms, the following terms are defined as such:

Technology resources means technologies, devices, and resources used to access, store, or communicate information. This definition includes, but is not limited to: computers, information systems, networks, laptops, iPads or other tablet devices, modems, printers, scanners, fax machines and transmissions, telephonic

equipment, audiovisual equipment, digital cameras, e-readers (i.e. Kindles and Nooks), Internet, electronic mail, electronic communications devices and services, multimedia resources, hardware, and software, including Moodle software.

User means any person who has signed this policy and is permitted by 21CCCS to utilize any portion of 21CCCS' technology resources, including, but not limited to, students, parents/guardians, Learning Coaches, employees, Board of Trustees members, contractors, consultants, vendors, and agents of 21CCCS.

User identification (User ID) means any identifier that would allow a user access to 21CCCS's technology resources or to any program including, but not limited to, email and Internet access.

Password means a unique word, phrase, or combination of alphanumeric and non-alphanumeric characters used to authenticate a user ID as belonging to a specific user.

Child Pornography means, under federal law, any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct where:[\[5\]](#)

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Under Pennsylvania law, child pornography is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction, or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.[\[6\]](#)

Minor means, for purposes of compliance with CIPA, an individual who has not yet attained the age of seventeen (17). For other purposes, minor shall mean any person under the age of eighteen (18).

Obscene means, under federal and Pennsylvania law, any material if:[\[7\]](#)

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest;
2. The subject matter depicts or describes sexual conduct in a patently offensive way; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Technology protection measure means a specific technology that blocks or filters Internet access to content that is obscene, child pornography, or harmful to minors and the material covered by a certification regarding CIPA.[\[3\]](#)

Sexual act and sexual contact have the meanings given such terms under 18 U.S.C. § 2246(2), 18 U.S.C. § 2246(3), and 18 Pa.C.S.A. § 5903.[\[7\]](#)[\[8\]](#)

Vandalism means any malicious attempt to harm or destroy technology resources or data of another user, on the Internet, or on other networks. This includes, but is not limited to, the uploading or creation of computer viruses or malware.

## **Guidelines**

### **Authorized Users**

21CCCS's technology resources may be used by any authorized user. Use of 21CCCS's technology resources is a privilege, not a right. If a potential user has a history of discipline problems involving technology resources, the Chief Executive Officer (CEO) or designee may make the decision not to give the potential user access to certain 21CCCS technology resources.

### **User Privacy**

Computer accounts and technology resources are given to users to assist them in the performance of 21CCCS-related functions. A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving 21CCCS' technology resources, including email, in anything they create, store, send, share, access, view, or receive on or through the Internet.

By using 21CCCS' network and technology resources, all users are expressly waiving any right to privacy and consenting to having their electronic communications and all other use accessed, reviewed, and monitored by 21CCCS in accordance with 21CCCS policies and procedures. A user ID with email access will be provided to authorized users only on the conditions that the user consent to interception of or access to all communications accessed, sent, received, or stored using 21CCCS technology and sign this policy.

Electronic communications, downloaded material, and all data stored on 21CCCS' technology resources, including files deleted from a user's account, may be intercepted, accessed, or searched by 21CCCS administrators or designees at any time in the regular course of business to protect users and 21CCCS' equipment. Any such search, access, or interception will be reasonable in inception and scope and shall comply with all applicable laws.

### **Technology Administration**

The Board of Trustees directs the CEO or designee to assign trained personnel to maintain 21CCCS's technology in a manner that will protect 21CCCS from liability and will protect confidential student and employee information retained on or accessible through 21CCCS' technology resources.

Administrators may suspend access to and/or availability of 21CCCS' technology resources to diagnose and investigate network problems or potential violations of the law or 21CCCS policies and procedures. All 21CCCS technology resources are considered 21CCCS property.

21CCCS may maintain or improve technology resources at any time. 21CCCS or authorized 21CCCS agents may remove, change, or exchange hardware, equipment, or other technology between buildings, classrooms, or users at any time without prior notice.

### **Content Filtering and Monitoring**

School computers will be outfitted with software to enable school officials to remotely monitor and administer the computer. 21CCCS shall not remotely access any webcam or video camera on any computer or electronic device issued to a student without obtaining prior written permission from the parents/guardians (or student if age 18 or older). 21CCCS issued devices are configured with a content filter enabled to block inappropriate content in accordance with the Children's Internet Protection Act (CIPA). In addition, all devices are under enrollment in a mobile device management (MDM) service. This service is used to install software, apply updates, and provide additional device restrictions. It is a violation of school rules and school board policies to circumvent these services.

If users find a website deemed inappropriate, such website must be reported to CEO. After review of the site, appropriate steps will be taken to block an inappropriate site from users.[\[1\]](#)[\[3\]](#)[\[9\]](#)

For purposes of bona fide research or other lawful purposes, certain blocked sites may be made available—but only after approval by the CEO. In making decisions to disable 21CCCS' Technology Protection Measure device, the CEO or designee shall consider whether the use will serve a legitimate educational purpose or otherwise benefit 21CCCS. A student or parent/guardian claiming they have been denied access to Internet material that is not within the purview of this policy shall be afforded review of the request. The parent/guardian or student (if age eighteen (18) or older) must notify the CEO or designee electronically or in writing that they are requesting a reconsideration review within ten (10) school days. Once a decision is rendered, if the parent/guardian or student disagrees with the decision, the parent/guardian or student may escalate their request to the 21CCCS Board of Trustees.[\[1\]](#)[\[9\]](#)[\[10\]](#)

Technology Protection Measures are not foolproof, and 21CCCS does not warrant the effectiveness of Internet filtering except to the extent expressly required by federal and state laws. Evasion or disabling, or attempting to evade or disable, a Technology Protection Measure device installed by 21CCCS is prohibited.

21CCCS shall not be held responsible when a student or other user knowingly or willingly accesses inappropriate material or communicates or shares such materials with others.

### **Viruses**

Viruses can cause substantial damage to technology resources. Users are responsible for taking reasonable precautions to ensure they do not introduce viruses to 21CCCS' technology resources.

All material received on disk, flash drive, or other magnetic or optical medium, and all materials downloaded from the Internet or from technology resources or networks that do not belong to 21CCCS, must be scanned for viruses and other destructive programs before being transferred to 21CCCS' systems. Any user receiving an email from a questionable source must contact the Technology Department before opening the email or any attachment included in the email.

To ensure security and avoid the spread of viruses, users accessing the Internet through a technology resource attached to 21CCCS' network must do so through an approved Internet firewall or Technology Protection Measure.

### **Encryption Software**

Users shall not install or use encryption software on any 21CCCS technology resource without first obtaining written permission from the CEO. Users shall not use passwords or encryption keys that are unknown to the CEO.

The federal government has imposed restrictions on export of programs or files containing encryption technology. Software containing encryption technology shall not be placed on the Internet or transmitted in any way outside the United States.

### **Web Content Developed by Students**

As part of class/course assignments, students may be developing and/or publishing content to the Internet via Web pages, electronic and digital images, blogs, wikis, podcasts, vodcasts, and webcasts, and/or may be participating in videoconferences.

1. Personal information such as phone numbers, addresses, email addresses, or other specific personal information shall not be published or shared to a public page or videoconference.
2. All Web content must comply with this policy.
3. All Web content and videoconferencing must be under the direction and supervision of the teacher/administrator and Learning Coach and is to be used for educational purposes only.
4. All Web content is subject to copyright law and Fair Use guidelines.
5. All Web content shall be posted only to 21CCCS–approved Web pages, blogs, wikis, podcasts, webcasts, vodcasts, and/or videoconferences.

### **Prohibitions**

Students, staff, and all users are expected to act in a responsible, ethical, and legal manner in accordance with 21CCCS policies and federal and state laws. Specifically, the following uses of 21CCCS' technology resources are prohibited:

1. To facilitate illegal activity, including unauthorized access and hacking.
2. Evasion or disabling, or attempting to evade or disable, a Technology Protection Measure device installed by 21CCCS.
3. To engage in commercial, for-profit, or any business purposes, except where such activities are otherwise permitted or otherwise authorized.
4. Non-work or non-school-related work.
5. Product advertisement or political lobbying.
6. Production or distribution of hate mail, unlawful discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. To access or transmit material that is harmful to minors and/or users, indecent, obscene, pornographic, child pornographic, or terroristic, or that advocates the destruction of property.
9. Use of inappropriate language or profanity.
10. To transmit material likely to be offensive or objectionable to recipients.
11. To intentionally obtain or modify files, data, and passwords belonging to other users or integral to system and network operations.
12. Impersonation of another user, anonymity, and/or use of pseudonyms.

13. Installing or use of unauthorized games, programs, files, or other electronic media.
14. To disrupt the work of other users.
15. Destruction, modification, or abuse of technology resources and peripheral hardware or software.
16. Relocation of 21CCCS hardware without prior administrative consent.
17. Quoting personal and/or private communications in a public forum without the original author's prior consent.
18. To access or use any form of non-21CCCS electronic mail on 21CCCS technology resources unless authorized by the CEO or designee.
19. Using the network to participate in online or real-time conversations unless authorized by the teacher/administrator for the purpose of communicating with other classes, students, teachers, experts and/or professionals for educational purposes.
20. Using a disk, removable storage device, or CD/DVD, brought into 21CCCS from an outside source, that has not been properly scanned for viruses or authorized for use by a teacher/administrator in accordance with 21CCCS established procedures.
21. To discriminate against, advocate violence against, harass, intimidate, bully, or cyberbully others.
22. To send unsolicited or forwarded emails and chain letters to persons ("spamming").
23. Using "spoofing" or other means to disguise user identities in sending email or other electronic communication via bulletin boards, newsgroups, social networking sites, instant messages, email systems, chat groups, chat rooms, or other technology resources.
24. To send, transmit, or otherwise disseminate proprietary data, trade secrets, or other confidential information of 21CCCS.
25. To post or allow the posting of personal information about oneself or other people on the technology resource unless authorized in advance by the CEO. Personal information includes address, telephone number (including home, work, and cell phone numbers), school address, work address, pictures or video bites, clips and so forth.
26. To refer to or attempt to refer to 21CCCS or its employees, agents, trustees, parents/guardians, or students in any electronic communication, posting, blog, website, email, or social networking site, without written authorization from the CEO.
27. To access or transmit gambling, pools for money, or any other betting or games of chance.
28. Using technology resources to solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.
29. Using technology resources to post, share, or attempt to post or share information that could endanger an individual or cause personal damage or a danger of service disruption.
30. Indirectly or directly making connections that create "back doors" to 21CCCS, other organizations, community groups, etc., that allow unauthorized access to the technology resources or 21CCCS.
31. Use of school-issued devices or 21CCCS internet resources or accounts outside of the United States of America without the prior written consent of the CEO.

### **Security**

21CCCS intends to strictly protect its technology resources against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these assets and in lessening the risks that can harm technology resources. Therefore, users are required to comply fully with this policy and to immediately report any violations or suspicious activities to the CEO.

System security is protected in part by the use of passwords. All passwords must be at least eight (8) characters and include alphanumeric and special characters.

Employee users will be required to change their passwords every thirty (30) days.



Student users will be required to change their passwords every six (6) months.

21CCCS will maintain a password history that prevents the use of a repetitive password.

After three (3) unsuccessful access attempts, an attempted user will be locked out and must contact the Help Desk.

After a period of 60 (sixty) minutes of inactivity, a user will be automatically logged off the system.

In addition, there may be circumstances that warrant the change of a password, including but not limited to the following:

1. The user's laptop has been replaced with a new unit;
2. There has been a record or report of a virus or other potentially dangerous software or malware on the user's system;
3. The user's system has been compromised by hacking or there is a reasonable suspicion of such activity;
4. The user has admitted to sharing a password, or there are reasons to believe that a user's password has been shared, with another student or other non-authorized user; or
5. Other reasons determined by the 21CCCS Technology Department.

Failure to adequately protect or update passwords could result in unauthorized access to personal or 21CCCS files. Users shall be responsible for safeguarding their passwords for access to 21CCCS's technology resources and for all transactions made using their passwords. To protect the integrity of 21CCCS technology resources and systems, the following guidelines shall be enforced:

1. Students and other users shall not reveal their passwords to another unauthorized individual.
2. Passwords shall not be printed or stored online.
3. Students and other users are required to log off from the network when they finish working at a particular station.
4. Users are not to use a computer that has been logged in under another student's, teacher's or user's name.
5. Any user identified by the CEO or designee as having a history of discipline problems involving technology resources may be denied access to any or all of 21CCCS' technology resources.
6. Students and other users shall not alter a communication originally received from another person or computer with the intent to deceive.
7. Users shall not misrepresent the identity of a sender or source of communication.
8. Users shall not disable or circumvent any 21CCCS security, software or hardware.
9. Users shall not interfere with or disrupt 21CCCS' systems, network accounts, services, or equipment.
10. Files, system security software/hardware, or any 21CCCS system shall not be altered or attempt to be altered without the written authorization of the CEO or designee.
11. Unauthorized hardware and electronic devices shall not be connected to the 21CCCS system.
12. Users shall comply with requests from the CEO or designee to discontinue activities that threaten the operation or integrity of the 21CCCS system.

Use of passwords to gain access to technology resources or to encode particular files or messages does not imply that users have an expectation of privacy in the material they create or receive on technology resources. 21CCCS retains the right to access all material stored on the technology resources regardless of whether that material has been encoded with a particular user's password, subject to limitations as set forth in 21CCCS' Remote Access and Monitoring of School-Issued Technology Policy as well as applicable law.

Users shall not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file. Users shall not use the technology resources to snoop or pry into the affairs of other users by unnecessarily reviewing the files and emails of another.

A user's ability to connect to another computer's system through the network or by any other electronic means shall not imply a right to connect to those systems or make use of those systems unless specifically authorized by the administrators of those systems and the CEO. Users shall not use the technology resources to snoop or pry into the affairs of other users by unnecessarily or inappropriately reviewing the files and/or emails of another.

### **Safety**

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher, staff member, or administrator.

Communications through 21CCCS technology resources are limited to only those which serve a demonstrable educational purpose. For safety reasons, 21CCCS users shall not reveal personal addresses, contact information or telephone numbers to other users on 21CCCS networks or on the Internet.

The CEO or designee shall be responsible for implementing protection measures to determine whether 21CCCS' computers, laptops, iPads, Kindles, tablets and other technology resources and technology-related devices (such as USB drives, digital cameras and video cameras, PDAs, MP3 players, printers, etc.) are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to: [\[1\]](#)[\[2\]](#)[\[3\]](#)

1. Utilizing technology protection measures that block or filter Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board of Trustees.
2. Maintaining a listing of all employees and users with access to the room which contains 21CCCS' server.
3. Generating and maintaining monitoring reports (including firewall logs) of user activity and remote access on 21CCCS' system by all users, including but not limited to students, employees, contractors, consultants, and/or vendors.
  - a. The report should include the date, time, and reason for access; whether it was remote access; the changes made; and who made the changes.
4. Maintaining documentation that students no longer enrolled at 21CCCS as well as terminated employees and contractors/vendors or those with expired contracts have been properly removed from 21CCCS' system in a timely manner.
5. Analyzing the impact of proposed program changes in relation to other critical business functions before adopting the proposed program changes.
6. Developing compensating controls to mitigate IT weakness and alert 21CCCS to unauthorized changes to student data, i.e., reconciliations to manual records, analysis of student trends, data entry procedures and review, etc.

### **Vendors**

If 21CCCS shares internally sensitive, legally-and/or contractually-restricted 21CCCS data with parties outside the 21CCCS community, 21CCCS shall first enter into a Non-Disclosure Agreement with the party. The Non-Disclosure Agreement is needed to protect 21CCCS' proprietary or otherwise sensitive information. Non-Disclosure Agreements are typically needed when entering into a business relationship with vendors, consultants, and contractors. All Non-Disclosure Agreements must be reviewed by 21CCCS' legal counsel before signing.

All vendors, consultants, and/or contractors shall be granted access to 21CCCS' technology resources only to make changes or updates with prior written authorization from the CEO or designee. Once the vendor, consultant, and/or contractor have completed their work, access to 21CCCS' systems will be removed.

Vendors, consultants, and contractors are required to assign unique user IDs and passwords to each of their employees authorized to access 21CCCS' system. Vendors, consultants, and/or contractors may be terminated for violating this policy and/or violating any state or federal laws.

All vendors, consultants, and/or contractors and their employees who have direct contact with students must comply with the mandatory Pennsylvania background check requirements for federal and state criminal history and child abuse. An official child abuse clearance statement for each of the vendors', consultants' and/or contractors' employees shall be submitted to 21CCCS prior to beginning employment with 21CCCS. Failure to comply with the background checks as required by applicable law or legal regulations and/or the Pennsylvania Department of Education shall lead to immediate termination or non-hire. [\[11\]](#)[\[12\]](#)[\[13\]](#)

### **Closed Forum**

21CCCS' technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

All expressive activities involving 21CCCS technology resources that students, parents/guardians, and members of the public might reasonably perceive to bear the approval of 21CCCS and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing, and deletion, to the fullest extent permitted by applicable law, on behalf of 21CCCS for legitimate educational reasons. All other expressive activities involving 21CCCS's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by applicable law and Board of Trustees Policies.

### **Records Retention**

21CCCS personnel shall establish a retention schedule for the regular archiving or deletion of data stored on 21CCCS technology resources that complies with 21CCCS' Record Retention and Destruction Policy as well as all federal and Pennsylvania state laws and regulations. It is the user's responsibility to know which records are subject to these conditions and to comply with these laws and regulations or to contact the CEO for clarification.

In the case of pending or threatened litigation, 21CCCS' attorney will issue a litigation hold directive to the CEO or designee. A hold directive will direct all 21CCCS administration and staff or agents not to delete or destroy any electronic mail or other documentation on a computer as related to a specific student, employee, and issue for a specific time period. Failure to follow such a directive could result in negative legal consequences for the user and/or within the actual or threatened litigation. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal, or destruction of relevant documents until the hold has been lifted by 21CCCS' attorney.

Email and computer accounts of separated employees that have been placed on a litigation hold will be maintained by 21CCCS until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

### **Drafting Emails**

Emails may appear informal, as email messages are sometimes offhand like a conversation and are often not as carefully thought out as a letter or memorandum. Like any other document, an email message or other computer information can later be used to indicate what a user knew or felt. You should keep this in mind when creating email messages and other documents. Even after you delete an email message or close a computer session, it may still be recoverable and may remain on the system. Email communications are discoverable during litigation and, therefore, will have to be turned over to the opposing party unless it is determined to be privileged by 21CCCS' legal counsel.

### **Privileged Attorney-Client Communications**

Confidential emails sent to or retained from counsel or an attorney representing 21CCCS shall include this warning header on each page: "ATTORNEY CLIENT PRIVILEGED" and/or "ATTORNEY CLIENT PRIVILEGED: DO NOT FORWARD WITHOUT PERMISSION."

### **No Warranty/No Endorsement**

21CCCS makes no warranties of any kind, whether expressed or implied, for the services, products, or access it provides.

The electronic information available to students and staff on the Internet or through web-based services does not imply endorsement of the content by 21CCCS, with the exception of resources approved and adopted by the Board of Trustees. Nor does 21CCCS guarantee the accuracy of information received using 21CCCS' technology resources.

21CCCS is not and shall not be responsible for the loss of data, delays, nondeliveries, misdeliveries, or service interruptions. 21CCCS is not and shall not be responsible for any information that may be damaged or unavailable when using 21CCCS technology resources or for any information that is retrieved via the Internet. 21CCCS is not and shall not be responsible for any damages incurred as the result of using 21CCCS technology

resources, including but not limited to the loss of personal property used to access a technology resource. Further, 21CCCS is not and shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other commercial online services.

**Unauthorized Disclosure of Information of Minors**

It is a violation of state laws, including but not limited to Chapter 12 of Title 22 of the Pennsylvania Code, as well as The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g) and all other federal laws and regulations, to access data of a student the user does not have a legitimate educational interest in or to disclose information about a student without parental permission or absent an exception to the disclosure requirements. Access and distribution of student data is recorded. [\[14\]](#)[\[15\]](#)

Questions regarding the disclosure of student information must be directed to the CEO prior to disclosure and must conform to 21CCCS’ Student Records Policy. Unauthorized disclosure, use, and/or dissemination of personal information regarding minors is prohibited.

**Damages**

Users shall be responsible for damage to technology resources, equipment, systems, and/or software. All damage incurred due to a user's intentional or negligent misuse of 21CCCS’ technology resources, including loss of property and staff time, may be charged to the user. 21CCCS administrators have the authority to sign any criminal complaint regarding damage to 21CCCS technology.

**Technology Optional Insurance**

The technology devices provided by 21st Century Cyber Charter School are expensive devices that require students to follow usage guidelines and use caution when handling the devices. All students are assigned a MacBook Air and an iPad. A charger is also provided for each device. It is the student’s responsibility to care for the devices and any accessories. **The technology optional insurance is highly recommended, but not required.** The annual fee covers the cost of repairing devices. Fees are capped at a maximum of two fees per household. The optional insurance cost for the current school year is as follows:

| Per Student Cost | Per Student Cost Qualifies for Reduced Lunch Status | Per Student Cost Qualifies for Free Lunch Status | Per Student Cost Opt Out |
|------------------|-----------------------------------------------------|--------------------------------------------------|--------------------------|
| \$25             | \$10                                                | \$0                                              | \$0                      |

If the MacBook Air or iPad is stolen or lost, including as a result of fire or other natural disaster, you must notify the school immediately and file a police report for stolen devices. It is highly recommended to add the devices to your homeowners or renters insurance policy. The student will be responsible for the cost of stolen or lost devices at the respective fee:

|                      |          |
|----------------------|----------|
| MacBook Air          | \$699.00 |
| MacBook Air Charger  | \$72.00  |
| iPad                 | \$294.00 |
| iPad Charger         | \$19.00  |
| iPad Lightning Cable | \$19.00  |

Should there be any damage to the devices, it must be reported within 24 hours and the Technology Department will determine if the damage was deliberate or as a result of deterioration from use. Any damage caused deliberately will be classified as vandalism. Students will be billed for repairs caused by vandalism and disciplinary action may occur. The optional insurance covers the first incident of the school year, including damage due to negligence or vandalism. Subsequent incidents will incur a deductible based on the tier of damage.

**Important Notes:**

- The optional insurance MUST be paid prior to an incident occurring. It will not be applied retroactively.
- If the damage involves multiple tiers you will be charged the highest of the tiers.
- Examples of negligence or vandalism include, but are not limited to:

- Lying or misrepresenting information on the damage reported
- Not reporting damages on time
- Damage caused by drops, falls, collisions or liquid spills

The following shows deductible costs based on tier and type of damage.

| Device Type | Damage Tier | Type of Damage                                | Subsequent Incident Cost with Tech Fee | ANY Incident Cost WITHOUT Tech Fee |
|-------------|-------------|-----------------------------------------------|----------------------------------------|------------------------------------|
| MacBook Air | Tier 1      | Internal Components, Cables, Connectors, etc. | No Charge                              | Up to \$15.00                      |
| MacBook Air | Tier 2      | Trackpad                                      | \$15.00                                | \$45.00                            |
| MacBook Air | Tier 2      | Wireless Card                                 | \$20.00                                | \$60.00                            |
| MacBook Air | Tier 2      | Bottom Case                                   | \$23.00                                | \$70.00                            |
| MacBook Air | Tier 3      | Battery                                       | \$33.00                                | \$100.00                           |
| MacBook Air | Tier 3      | Top Case w/Keyboard                           | \$60.00                                | \$180.00                           |
| MacBook Air | Tier 4      | SSD                                           | \$73.00                                | \$220.00                           |
| MacBook Air | Tier 4      | LCD Display                                   | \$103.00                               | \$310.00                           |
| MacBook Air | Tier 4      | Logic Board                                   | \$103.00                               | \$310.00                           |
| iPad        | Tier 1      | Home Button                                   | No Charge                              | \$5.00                             |
| iPad        | Tier 1      | Front/Back Camera                             | No Charge                              | \$5.00                             |
| iPad        | Tier 1      | Speakers                                      | No Charge                              | \$5.00                             |
| iPad        | Tier 1      | Headphone Jack                                | No Charge                              | \$5.00                             |
| iPad        | Tier 2      | Digitizer                                     | \$12.00                                | Up to \$35.00                      |
| iPad        | Tier 2      | LCD Screen                                    | \$46.00                                | Up to \$140.00                     |
| iPad        | Tier 2      | Battery                                       | \$6.00                                 | \$20.00                            |

Insurance can be purchased online via: <http://https://school.21cccs.org/mod/resource/view.php?id=49829>

Click here to register or sign in to the payment portal. Check payment may be sent to the school's attention to the Business Office. No cash will be accepted.

### **Reporting a Missing or Stolen Technology Resource**

If a student or parent/guardian believes that a school-issued technology resource is missing or stolen, the following must occur:

1. Notify the student's Family Support Coordinator immediately;
2. Immediately file a true and accurate report with the local police department and/or law enforcement agency;
3. Immediately submit a copy of the report via email, fax or US Mail to the IT Director at the 21st Century Cyber Charter School; and

4. Cooperate with 21CCCS and/or authorities in any and all legal efforts/actions taken to retrieve the stolen property.

#### **Compliance with Applicable Laws and Licenses**

In their use of technology resources, users must comply with all software licenses/copyrights and all other state, federal, and international laws governing intellectual property and online activities. Users shall not copy and distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the email system or by any other means unless it is confirmed in advance from appropriate sources that 21CCCS has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by 21CCCS as well as legal action by the copyright owner. Any questions concerning these rights should be directed to the CEO or designee.[\[16\]](#)

#### **Violations of Acceptable Technology Usage Policies and Procedures**

Use of technology resources and equipment in a disruptive, manifestly inappropriate or illegal manner impairs 21CCCS' mission and squanders resources, and it shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to 21CCCS' technology resources. Any violation of 21CCCS policies or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of 21CCCS' technology resources and equipment.[\[9\]](#)

Employees may be disciplined or terminated, and students suspended or expelled, for violating this policy. Any attempted violation of 21CCCS' policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

#### **Consequences for Inappropriate Use**

Illegal use of 21CCCS technology resources includes, but is not limited to: intentional copying, deletion or damage to files or data belonging to others; copyright violations; or theft of services. Any illegal usage of 21CCCS technology resources will be immediately reported to the appropriate legal and/or law enforcement authorities for possible investigation and prosecution.[\[9\]](#)

General rules for behavior and communications apply when using the Internet or any 21CCCS technology resource. Suspension of access, loss of access, and other disciplinary actions may be consequences for inappropriate use. Vandalism may result in cancellation of access privileges, discipline, and possible criminal action.[\[9\]](#)

#### **Cessation of Access**

Upon the termination or ending of enrollment or employment or the termination of any contract with or from 21CCCS, no further access to or use of technology resources is permitted without the express authorization from the CEO.

#### **Education of Technology Resource Users**

21CCCS shall implement a program that educates students and staff about acceptable use and Internet safety associated with 21CCCS' technology resources. All students must complete a designated technology resources and Internet training prior to unsupervised use of 21CCCS technology resources, as required by the 2008 Broadband Data Improvement Act. This training includes, but is not limited to: appropriate online behavior, including interacting on social networking websites and in chat rooms; cyberbullying awareness and response; proper use of technology resources; restricted activities with technology resources; and access and monitoring of school-issued technology resources to students.[\[3\]](#)[\[17\]](#)


#### **No Additional Rights**

This policy is not intended for and does not grant users any contractual rights. Users of 21CCCS' technology resources must review this policy closely and sign and return to 21CCCS the form acknowledging receipt and acceptance of the terms in this policy, which is attached hereto. Venue for any legal action arising out of an alleged and/or actual violation of the attached agreement(s) shall be in Chester County, Pennsylvania.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [1. 20 U.S.C. 6777](#)

- [2. 47 CFR 54.520](#)
- [3. 47 U.S.C. 254](#)
- [4. 15 U.S.C. 6551](#)
- [5. 18 U.S.C. 2256](#)
- [6. 18 Pa. C.S.A. 6312](#)
- [7. 18 Pa. C.S.A. 5903](#)
- [8. 18 U.S.C. 2246](#)
- [9. 24 P.S. 4604](#)
- [10. 24 P.S. 4610](#)
- [11. 23 Pa. C.S.A. 6344](#)
- [12. 24 P.S. 111](#)
- [13. 24 P.S. 111.1](#)
- [14. 20 U.S.C. 1232g](#)
- [15. 22 PA Code 12.31](#)
- [16. 17 U.S.C. 101 et seq](#)
- [17. 24 P.S. 1303.1-A](#)
- [24 P.S. 1716-A](#)
- [24 P.S. 1743-A](#)
- [24 P.S. 4601 et seq](#)

 [6015-Attachments.pdf \(84 KB\)](#)



Book Policy Manual  
 Section 6000 Operations  
 Title User Agreement  
 Code 6015-AR-1  
 Status Active  
 Adopted September 8, 2020

**Acknowledgement of the Acceptable Use and Internet Safety Policy  
 (Parent and Student User Agreement)**

I, \_\_\_\_\_, a parent of \_\_\_\_\_, a student of 21<sup>st</sup> Century Cyber Charter School ("21CCCS"), have read the Acceptable Use and Internet Safety Policy ("Policy"), and understand it, and agree to comply with the Policy. In addition to complying with all terms of the Policy, when using any 21CCCS Technology Resources, as defined above, I acknowledge the following:

1. My child and I shall treat all Technology Resources with care and will leave them in good working condition when he/she is finished. My child and I will not damage, deface, destroy, or render inaccessible Technology Resources.
2. My child and I shall use appropriate language on all Technology Resources. If the language is obscene, vulgar, defamatory, harassing, degrading, sexually explicit, threatening, violent, insulting, demeaning, harmful to minors, child pornographic, pornographic, advocating illegal acts, or otherwise inappropriate as deemed by the CEO, my child and I will not access it, use it, send it, share it, create it, or attempt to access, use, create, share, or send it.
3. My child and I shall always treat people online with respect. My child and I shall not use any 21CCCS Technology Resources to insult, harass, threaten, bully, or cyberbully other Users. My child and I assume responsibility for the content of messages we send to others or that are sent to others via their account.
4. My child and I shall always treat people online with respect. My child and I shall not use any 21CCCS Technology Resources to insult, harass, threaten, bully, or cyberbully other Users. My child and I assume responsibility for the content of messages we send to others or that are sent to others via their account.
5. My child and I understand that Technology Resources are to be used for educational/professional/contractual use.
6. My child and I understand that all Technology Resources belong to 21CCCS and we shall treat them with respect.
7. My child and I will not install or download any applications (games), programs, or materials from the Internet or from any Technology Resources unless the CEO gives prior permission in writing.
8. My child and I shall not add any software to 21CCCS' Technology Resources unless the CEO gives prior permission in writing.
9. My child and I understand that the Technology Resources provided may be protected under copyright law. My child and I agree not to copy resources unlawfully and/or distribute any materials provided for our use without express prior permission by the CEO.
10. My child and I shall comply with all applicable state and federal laws and regulations regarding the use of Technology Resources, including but not limited to laws regarding child welfare and the Internet protection of minors, such as CIPA and N-CIPA.

By signing below, I agree to abide by the Acceptable Use and Internet Safety Policy and understand that failure to follow all rules as explained in this document may result in the loss of my and my child's privileges to Technology Resources; disciplinary action, including student disciplinary action up to and including expulsion from 21CCCS; charges for damages; and civil or criminal penalties.

**X**

**(User Signature) (Date)**

(MAINTAIN ONE COPY AND RETURN ONE COPY TO 21CCCS)



**Acknowledgement of the Acceptable Use and Internet Safety Policy  
(User Agreement)**

I, \_\_\_\_\_, a User of 21<sup>st</sup> Century Cyber Charter School's ("21CCCS") Technology Resources, have read the Acceptable Use and Internet Safety Policy ("Policy"), understand it, and agree to comply with the Policy. In addition to complying with all terms of the Policy, when using any 21CCCS Technology Resources, as defined above, I accept the following basic rules:

1. I shall treat all Technology Resources with care and will leave them in good working condition when I am finished. I will not damage, deface, destroy, or render inaccessible Technology Resources.
2. I shall use appropriate language on all Technology Resources. If the language is obscene, vulgar, defamatory, harassing, degrading, sexually explicit, threatening, violent, insulting, demeaning, harmful to minors, child pornographic, pornographic, advocating illegal acts, or otherwise inappropriate as deemed by the CEO, I will not access it, use it, send it, share it, create it, or attempt to access, use, create, share, or send it.
3. I shall always treat people online with respect. I shall not use any 21CCCS Technology Resources to insult, harass, threaten, bully, or cyberbully other Users. I assume responsibility for the content of messages I send to others or that are sent to others via my account.
4. I shall respect the privacy of other Users and will not make any attempts to gain access into the private mailboxes or accounts of those Users. I shall not allow other Users access to my mailbox and will keep my password private.
5. I understand that Technology Resources are to be used for educational/professional/contractual use.
6. I understand that all Technology Resources belong to 21CCCS and I shall treat them with respect.
7. I will not install or download any applications (games), programs, or materials from the Internet or from any Technology Resources unless the CEO gives me prior permission in writing.
8. I shall not add any software to 21CCCS' Technology Resources unless the Chief Executive Officer gives me prior permission in writing.
9. I understand that the Technology Resources provided to me for use may be protected under copyright law. I agree not to copy resources unlawfully and/or distribute any materials provided for my use without express prior permission by the CEO.
10. I shall comply with all applicable state and federal laws and regulations regarding the use of Technology Resources, including but not limited to laws regarding child welfare and the Internet protection of minors, such as CIPA and N-CIPA.

By signing below, I agree to abide by the Acceptable Use and Internet Safety Policy and understand that failure to follow all rules as explained in this document may result in the loss of my privileges to Technology Resources; disciplinary action, including termination of employment; charges for damages; and civil or criminal penalties.

**X**

\_\_\_\_\_  
**(User Signature) (Date)**

(MAINTAIN ONE COPY AND RETURN ONE COPY TO 21CCCS)



Book                                      Policy Manual

Section                                    6000 Operations

Title                                        Request to Access Web Resources Currently Blocked by School's Blocking / Filtering Software

Code                                        6015-AR-2

Status                                      Active

Adopted                                    September 8, 2020

**REQUEST TO ACCESS WEB RESOURCES CURRENTLY BLOCKED BY SCHOOL'S BLOCKING/FILTERING SOFTWARE**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

User is:                       Employee                       Student                      Student's grade level: \_\_\_\_\_

I am requesting to have the stated website be white listed on the school's Internet blocking/filtering software to allow access for bona fide research or school related assignment:

Website address: \_\_\_\_\_

I intend to access the website for the following research or lawful purpose:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I acknowledge that failure to comply with Board policy or inappropriate use of the Internet, computers or network resources may result in action including, but not limited to, usage restrictions, loss of access privileges, disciplinary action and/or legal proceedings. I hereby release the school and its Board members, employees and agents from any claims and damages arising from my use of, or inability to use, the school's Internet, computers and network resources.

User's Signature: \_\_\_\_\_

Signature of Sponsoring Teacher/Administrator: \_\_\_\_\_

**\*\*For students only, parent/guardian permission is required prior to reviewing the website for approval.**

I give permission for my child to have temporary access to the website listed above for bona fide research or other lawful purposes. I will hold harmless the school, its Board members, employees and agents for any harm caused by materials obtained via the school's Internet, computers or network resources. I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Submit this form to the principal. Decisions to deny access may be appealed in writing to the CEO or designee for expedited review.

For School Use Only:

Temporary Access is \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Signature of Administrator: \_\_\_\_\_  
(Principal / IT Director)

Date: \_\_\_\_\_

Appeal Submitted Date: \_\_\_\_\_

Temporary Access is \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Signature of CEO or Designee: \_\_\_\_\_

Date: \_\_\_\_\_



Book                      Policy Manual

Section                  6000 Operations

Title                      Report Form for Complaints of Unsolicited Electronic Communication

Code                      6015-AR-3

Status                    Active

Adopted                 September 8, 2020

Complainant: \_\_\_\_\_

School Building: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Describe the communication as clearly as possible. Attach additional pages if necessary:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe form of communication used (email, blog site, etc.):

\_\_\_\_\_

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

**\*Please submit form to Human Resources Office.**

**\*Building administrators must also comply with Board policies on Bullying / Cyberbullying and Code of Professional Practice and Conduct as applicable; See Board Policies 2049 and 3000.**



Book                      Policy Manual  
 Section                 6000 Operations  
 Title                     Report Form for Inadvertent Website Access  
 Code                     6015-AR-4  
 Status                    Active  
 Adopted                 September 8, 2020

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Building Location: \_\_\_\_\_

User is:                 Employee

I inadvertently accessed the following inappropriate website(s) while conducting legitimate educational research or school business.

Website address(es):

\_\_\_\_\_

Brief, general description of inappropriate content (i.e., drug paraphernalia, sexual content, etc.):

\_\_\_\_\_

\_\_\_\_\_

**\* Please submit this form to building administrator.**

**For School Use Only:**

*Please submit completed forms directly to the IT Director or designee.*

Website has been reviewed and Internet blocking/filtering adjusted as necessary:

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Rationale: \_\_\_\_\_

Signature of IT Director or designee \_\_\_\_\_ Date: \_\_\_\_\_



|         |                                                   |
|---------|---------------------------------------------------|
| Book    | Policy Manual                                     |
| Section | 6000 Operations                                   |
| Title   | Network Responsibilities and Implementation Plans |
| Code    | 6015-AR-5                                         |
| Status  | Active                                            |
| Adopted | September 8, 2020                                 |

The IT Director and school technology staff will be responsible to monitor and examine all network activities, as appropriate, to ensure proper use of the school's Internet, computers and network resources.

The IT Director or designee will be responsible for disseminating and interpreting Board policy on Acceptable Use and Internet Safety at the building level. They will provide appropriate training for all employees on the proper use of the school's computers and network resources and will ensure that all staff supervising student use of the school's Internet, computers and network resources provide appropriate training to students.

The IT Director or designee will take reasonable steps to protect the network from viruses or other programs or software that would compromise the school's network. They shall develop procedures for data backup and storage, as well as archiving, which will facilitate the school's disaster recovery plan and comply with the school's Records Management Plan and Records Retention Schedule.

Network security measures will address the following:

1. Access to school networks or computers by outside vendors.
2. Procedures to analyze the impact of proposed program or software changes prior to implementation.
3. Procedures requiring written authorization when adding, deleting or altering a user ID or access privileges.
4. Specified user password requirements that meet current industry standards.
5. Procedures for remote access of the school's network.
6. Procedures for monitoring and tracking school computers or equipment that is reported lost or stolen.

The CEO, Business Administrator and IT Director will ensure the proper segregation of duties in assigning responsibilities for management of school data and computer and network resources, consistent with all applicable internal controls.

The IT Director or designee will manage all required records relating to the school's Internet, computers and network resources in accordance with auditing requirements for state and federal funding, and in compliance with Board policy, the school's Records Management Plan and the Records Retention Schedule.

### **Disaster Recovery Plan**

The IT Director or designee will coordinate the development of a disaster recovery plan that will facilitate the actions to be taken in the event of a network security breach, network or server failure, or other major event which affects the school's computer and network resources.

The disaster recovery plan will address elements including, but not limited to, restoration of critical functions, communication to staff, integrity of confidential data, access to public records, replacement of equipment, and resources necessary for recovery.

### **Online Monitoring Plan**

The CEO, in coordination with the IT Director or designee, will develop a plan for monitoring online activities of minors, which includes maintaining and securing usage logs, in accordance with Board policy.

The plan may include the use of specified software or other technology for online monitoring of students. Teachers, building administrators and other staff members responsible for supervising students' Internet access will also receive training and resources on effective monitoring of student Internet use.



Book Policy Manual  
 Section 6000 Operations  
 Title Letter for Non-Payment of Financial Obligation  
 Code 6015-AR-6  
 Status Active  
 Adopted September 8, 2020

**LETTER FOR NON-PAYMENT OF FINANCIAL OBLIGATION**

\_\_\_\_\_  
(Date)

Dear \_\_\_\_\_ :  
(Parents/Guardians)

This letter is to inform you that the financial obligation assigned to \_\_\_\_\_  
(Student Name)  
on \_\_\_\_\_ has not been paid.  
(Date of Initial Notice)

The student still owes the school the amount of \$ \_\_\_\_\_ for  
\_\_\_\_\_  
(Loss, damages or replacement and name of article)

If this amount is not submitted to the school within thirty (30) calendar days of the date of this letter,  
\_\_\_\_\_, I will immediately refer the student's financial obligation to the local magistrate for  
processing and collection. Additional court fees related to this referral will be added to the initial costs assigned to  
the student.

I strongly recommend that you take care of this matter as soon as possible and within the stated time period to  
avoid additional costs and legal action.

Sincerely,

Principal





|         |                   |
|---------|-------------------|
| Book    | Policy Manual     |
| Section | 6000 Operations   |
| Title   | Email Use         |
| Code    | 6015-AR-7         |
| Status  | Active            |
| Adopted | September 8, 2020 |

The school provides email to facilitate communication, to aid students and staff members in fulfilling their duties and responsibilities, and as an educational tool.

The school's email system and network resources are the property of the school; users will have no expectation of privacy in any messages they create, store, send, delete, receive or display on the school's email system. Consequences for inappropriate use of the school's email system will be in accordance with Board policy on Acceptable Use Of Internet, Computers And Network Resources. All school email users must comply with Board policy.

School employees are assigned a school email account in accordance with assigned job responsibilities.

School Board members, contractors, consultants or third parties may be assigned school email accounts on a case-by-case basis, as determined by the Director of Technology.

The school permits incidental personal use of the email system by school employees. Incidental personal use is use of the email system that does not consume more than a trivial amount of school resources; does not interfere with staff productivity; and does not preempt any business activity.

### **Safety And Etiquette**

1. Do not provide personal identification information about yourself or other users in email messages (i.e., home address or telephone number).
2. Users should spell check and proofread all emails prior to transmission.
3. Emails should be brief but clear; avoid abbreviations unless certain the reader will understand them.
4. Avoid using all capitals, as it may be perceived as shouting; use other formatting or language for emphasis.
5. When sending attachments, avoid large files and let the recipient know in the body of the message what the attachment is and why it is being sent.
6. Use meaningful subject lines and avoid leaving the subject line blank.
7. Emails transmitted via the school email system carry the school's Internet domain; this domain name is a registered domain name and identifies the author as being with the charter school. Great care should be taken in the composition of email messages and how they might reflect on the name and reputation of the school. Users will be held personally responsible for the content of any and all electronic mail messages transmitted.

8. Email is not an appropriate debating forum; do not use email to enter into discussion when it would be more appropriate to have a face-to-face meeting or make contact by phone. Do not use email as a means of avoiding direct contact.

### **Security and Recordkeeping**

Users should not open email messages or attachments from suspicious and unknown senders; messages should be deleted or forwarded to a network administrator.

The email system should not be used to disseminate personal and confidential information; however, it may be used for this purpose when there is a specific business-related purpose and appropriate safeguards are in place.

The email system should not be considered a permanent storage repository for information such as student records, financial records, personnel files, etc. Critical information must be stored separately on the school network and/or retained in hard copy format in accordance with the Records Management Plan and Records Retention Schedule.

### **Employee Email Use**

School employees must check their email during work day at least once daily to ensure essential communications are received.

It is important to respond to email messages as quickly as possible. When time constraints or workload prevent timely responses, acknowledge to the sender that the message was received and a thorough response will be forthcoming.

Emails, text messages or other forms of electronic messaging generated by teachers and staff to students must be directed to entire school-sponsored student groups, clubs or teams and involve only issues specifically related to classroom work or sport/activity-related information. Electronic messages will be for the purpose of informing students of time-sensitive information such as canceled practices, reminders, rescheduling or classroom-specific assignments.

Teachers and staff may respond to individual students via email when it involves issues specifically related to classroom work or sport/activity-related information.

Email messaging to students should be done through the staff member's school email account and should be for school-related purposes and a copy of the email should be provided in student's communication log.

Employee email signatures should contain the employee's name, position, school, school phone number and the school's website address.

## **Acknowledgement of the Acceptable Use and Internet Safety Policy (Student User Agreement)**

Dear Parent/Guardian:

Please review the following Student User Agreement with your child. Then please return both the signed Student User Agreement and the signed Parent User Agreement, which acknowledges receipt of 21<sup>st</sup> Century Cyber Charter School's ("21CCCS") Acceptable Use and Internet Safety Policy ("Policy"), to your child's Homeroom Teacher by **{ date }**. This form is valid for the duration of your child's enrollment in 21CCCS until replaced by another form or revoked in writing by a parent or guardian.

I, \_\_\_\_\_, a student of 21CCCS, have read the entire Acceptable Use and Internet Safety Policy, which consists of 15 pages, understand it, and agree to comply with the Policy. In addition to complying with all terms of the Policy, when using any 21CCCS Technology Resources, as defined above, I accept the following basic rules:

1. I shall treat all Technology Resources with care and will leave them in good working condition when I am finished. I will not damage, deface, destroy, or render inaccessible Technology Resources.
2. I shall use appropriate language on all Technology Resources. If the language is obscene, vulgar, defamatory, harassing, degrading, sexually explicit, threatening, violent, insulting, demeaning, harmful to minors, child pornographic, pornographic, advocating illegal acts, or otherwise inappropriate as deemed by the CEO, I will not access it, use it, send it, share it, create it, or attempt to access, use, create, share, or send it.
3. I shall always treat people online with respect I shall not use any 21CCCS Technology Resources to insult, harass, threaten, bully, or cyberbully other Users, as defined above. I assume responsibility for the content of messages I send to others or that are sent to others via my account.
4. I shall respect the privacy of other Users and will not make any attempts to gain access into the private mailboxes or accounts of those Users. I shall not allow other Users access to my mailbox and will keep my password private.
5. I understand that Technology Resources are to be used for educational/professional/contractual use.
6. I understand that all Technology Resources belong to 21CCCS and I shall treat them with respect.
7. I will not install or download any applications (games), programs, or materials from the Internet or from any Technology Resources unless the CEO gives me prior permission in writing.
8. I shall not add any software to 21CCCS' Technology Resources unless the CEO gives me prior permission in writing.
9. I understand that the Technology Resources provided to me for use may be protected under copyright law. I agree not to copy resources unlawfully and/or distribute any materials provided for my use without express prior permission by the Chief Executive Officer.
10. I shall comply with all applicable state and federal laws and regulations regarding the use of Technology Resources, including but not limited to laws regarding child welfare and the Internet protection of minors, such as CIPA and N-CIPA.

By signing below, I agree to abide by the Acceptable Use and Internet Safety Policy and understand that failure to follow all rules as explained in this document may result in the loss of my privileges to Technology Resources; disciplinary action, including student disciplinary action up to and including expulsion from 21CCCS; charges for damages; and civil or criminal penalties.

X \_\_\_\_\_

**(User Signature) (Date)**

(MAINTAIN ONE COPY AND RETURN ONE COPY TO 21CCCS)

**Acknowledgement of the Acceptable Use and Internet Safety Policy  
(Parent User Agreement)**

I, \_\_\_\_\_, a parent of \_\_\_\_\_, a student of 21<sup>st</sup> Century Cyber Charter School ("21CCCS"), have read the entire Acceptable Use and Internet Safety Policy ("Policy"), which consists of 15 pages, understand it, and agree to comply with the Policy. In addition to complying with all terms of the Policy, when using any 21CCCS Technology Resources, as defined above, I acknowledge the following:

1. My child and I shall treat all Technology Resources with care and will leave them in good working condition when he/she is finished. My child and I will not damage, deface, destroy, or render inaccessible Technology Resources.
2. My child and I shall use appropriate language on all Technology Resources. If the language is obscene, vulgar, defamatory, harassing, degrading, sexually explicit, threatening, violent, insulting, demeaning, harmful to minors, child pornographic, pornographic, advocating illegal acts, or otherwise inappropriate as deemed by the CEO, my child and I will not access it, use it, send it, share it, create it, or attempt to access, use, create, share, or send it.
3. My child and I shall always treat people online with respect. My child and I shall not use any 21CCCS Technology Resources to insult, harass, threaten, bully, or cyberbully other Users. My child and I assume responsibility for the content of messages we send to others or that are sent to others via his/her account.
4. My child and I shall respect the privacy of other Users and will not make any attempts to gain access into the private mailboxes or accounts of those Users. My child and I shall not allow other Users access to my child's mailbox and we will keep his/her password private.
5. My child and I understand that Technology Resources are to be used for educational/professional/contractual use.
6. My child and I understand that all Technology Resources belong to 21CCCS and we shall treat them with respect.
7. My child and I will not install or download any applications (games), programs, or materials from the Internet or from any Technology Resources unless the CEO gives prior permission in writing.
8. My child and I shall not add any software to 21CCCS' Technology Resources unless the CEO gives prior permission in writing.
9. My child and I understand that the Technology Resources provided may be protected under copyright law. My child and I agree not to copy resources unlawfully and/or distribute any materials provided for our use without express prior permission by the CEO.
10. My child and I shall comply with all applicable state and federal laws and regulations regarding the use of Technology Resources, including but not limited to laws regarding child welfare and the Internet protection of minors, such as CIPA and N-CIPA.

By signing below, I agree to abide by the Acceptable Use and Internet Safety Policy and understand that failure to follow all rules as explained in this document may result in the loss of my and my child's privileges to Technology Resources; disciplinary action, including student disciplinary action up to and including expulsion from 21CCCS; charges for damages; and civil or criminal penalties.

X \_\_\_\_\_

**(User Signature) (Date)**  
(MAINTAIN ONE COPY AND RETURN ONE COPY TO 21CCCS)

**Acknowledgement of the Acceptable Use and Internet Safety Policy  
(Administrator and Staff User Agreement)**

I, \_\_\_\_\_, a User of 21<sup>st</sup> Century Cyber Charter School's ("21CCCS") Technology Resources, have read the entire Acceptable Use and Internet Safety Policy ("Policy"), which consists of 15 pages, understand it, and agree to comply with the Policy. In addition to complying with all terms of the Policy, when using any 21CCCS Technology Resources, as defined above, I accept the following basic rules:

1. I shall treat all Technology Resources with care and will leave them in good working condition when I am finished. I will not damage, deface, destroy, or render inaccessible Technology Resources.
2. I shall use appropriate language on all Technology Resources. If the language is obscene, vulgar, defamatory, harassing, degrading, sexually explicit, threatening, violent, insulting, demeaning, harmful to minors, child pornographic, pornographic, advocating illegal acts, or otherwise inappropriate as deemed by the CEO, I will not access it, use it, send it, share it, create it, or attempt to access, use, create, share, or send it.
3. I shall always treat people online with respect. I shall not use any 21CCCS Technology Resources to insult, harass, threaten, bully, or cyberbully other Users. I assume responsibility for the content of messages I send to others or that are sent to others via my account.
4. I shall respect the privacy of other Users and will not make any attempts to gain access into the private mailboxes or accounts of those Users. I shall not allow other Users access to my mailbox and will keep my password private.
5. I understand that Technology Resources are to be used for educational/professional/contractual use.
6. I understand that all Technology Resources belong to 21CCCS and I shall treat them with respect.
7. I will not install or download any applications (games), programs, or materials from the Internet or from any Technology Resources unless the CEO gives me prior permission in writing.
8. I shall not add any software to 21CCCS' Technology Resources unless the Chief Executive Officer gives me prior permission in writing.
9. I understand that the Technology Resources provided to me for use may be protected under copyright law. I agree not to copy resources unlawfully and/or distribute any materials provided for my use without express prior permission by the CEO.
10. I shall comply with all applicable state and federal laws and regulations regarding the use of Technology Resources, including but not limited to laws regarding child welfare and the Internet protection of minors, such as CIPA and N-CIPA.

By signing below, I agree to abide by the Acceptable Use and Internet Safety Policy and understand that failure to follow all rules as explained in this document may result in the loss of my privileges to Technology Resources; disciplinary action, including termination of employment; charges for damages; and civil or criminal penalties.

X \_\_\_\_\_

**(User Signature) (Date)**

(MAINTAIN ONE COPY AND RETURN ONE COPY TO 21CCCS)

**Acknowledgement of the Acceptable Use and Internet Safety Policy  
(Vendor, Contractor, and/or Consultant Agreement)**

I, \_\_\_\_\_, a User of 21<sup>st</sup> Century Cyber Charter School's ("21CCCS") Technology Resources, have read the entire Acceptable Use and Internet Safety Policy ("Policy"), which consists of 15 pages, understand it, and agree to comply with the Policy. In addition to complying with all terms of the Policy, when using any 21CCCS Technology Resources, as defined above, I, on behalf of myself and the entity that I represent, accept the following basic rules:

1. I shall treat all Technology Resources with care and will leave them in good working condition when I am finished. I will not damage, deface, destroy, or render inaccessible Technology Resources.
2. I shall use appropriate language on all Technology Resources. If the language is obscene, vulgar, defamatory, harassing, degrading, sexually explicit, threatening, violent, insulting, demeaning, harmful to minors, child pornographic, pornographic, advocating illegal acts, or otherwise inappropriate as deemed by the CEO, I will not access it, use it, send it, share it, create it, or attempt to access, use, create, share, or send it.
3. I shall always treat people online with respect. I shall not use any 21CCCS Technology Resources to insult, harass, threaten, bully, or cyberbully other Users. I assume responsibility for the content of messages I send to others or that are sent to others via my account.
4. I shall respect the privacy of other Users and will not make any attempts to gain access into the private mailboxes or accounts of those Users. I shall not allow other Users access to my mailbox and will keep my password private.
5. I understand that Technology Resources are to be used for educational/professional/contractual use.
6. I understand that all Technology Resources belong to 21CCCS and I shall treat them with respect.
7. I will not install or download any applications (games), programs, or materials from the Internet or from any Technology Resources unless the CEO gives me prior permission in writing.
8. I shall not add any software to 21CCCS Technology Resources unless the CEO gives me prior permission in writing.
9. I understand that the Technology Resources provided to me for use may be protected under copyright law. I agree not to copy resources unlawfully and/or distribute any materials provided for my use without express prior permission by the CEO.
10. I shall comply with all applicable state and federal laws and regulations regarding the use of Technology Resources, including but not limited to laws regarding child welfare and the Internet protection of minors, such as CIPA and N-CIPA.

By signing below, I, on behalf of myself and the entity that I represent, agree to abide by the Acceptable Use and Internet Safety Policy and understand that failure to follow all rules as explained in this document may result in the loss of my privileges to Technology Resources; disciplinary action, including termination of employment; charges for damages; and civil or criminal penalties.

X \_\_\_\_\_

**(User Signature) (Date)**

(MAINTAIN ONE COPY AND RETURN ONE COPY TO 21CCCS)

**Acknowledgement of the Acceptable Use and Internet Safety Policy  
(Learning Coach User Agreement)**

I, \_\_\_\_\_, Learning Coach of \_\_\_\_\_, a student(s) of 21<sup>st</sup> Century Cyber Charter School ("21CCCS"), have read the entire Acceptable Use and Internet Safety Policy ("Policy"), which consists of 15 pages, understand it, and agree to comply with the Policy. In addition to complying with all terms of the Policy, when using any 21CCCS Technology Resources, as defined above, I accept the following basic rules:

1. I shall treat all Technology Resources with care and will leave them in good working condition when I am finished. I will not damage, deface, destroy, or render inaccessible Technology Resources.
2. I shall use appropriate language on all Technology Resources. If the language is obscene, vulgar, defamatory, harassing, degrading, sexually explicit, threatening, violent, insulting, demeaning, harmful to minors, child pornographic, pornographic, advocating illegal acts, or otherwise inappropriate as deemed by the CEO, I will not access it, use it, send it, share it, create it, or attempt to access, use, create, share, or send it.
3. I shall always treat people online with respect. I shall not use any 21CCCS Technology Resources to insult, harass, threaten, bully, or cyberbully other Users. I assume responsibility for the content of messages I send to others or that are sent to others via my account.
4. I shall respect the privacy of other Users and will not make any attempts to gain access into the private mailboxes or accounts of those Users. I shall not allow other Users access to my mailbox and will keep my password private.
5. I understand that Technology Resources are to be used for educational/professional/contractual use.
6. I understand that all Technology Resources belong to 21CCCS and I shall treat them with respect.
7. I will not install or download any applications (games), programs, or materials from the Internet or from any Technology Resources unless the CEO gives me prior permission in writing.
8. I shall not add any software to 21CCCS Technology Resources unless the CEO gives me prior permission in writing.
9. I understand that the Technology Resources provided to me for use may be protected under copyright law. I agree not to copy resources unlawfully and/or distribute any materials provided for my use without express prior permission by the CEO.
10. I shall comply with all applicable state and federal laws and regulations regarding the use of Technology Resources, including but not limited to laws regarding child welfare and the Internet protection of minors, such as CIPA and N-CIPA.

By signing below, I agree to abide by the Acceptable Use and Internet Safety Policy and understand that failure to follow all rules as explained in this document may result in the loss of my privileges to Technology Resources; disciplinary action, including but not limited to charges for damages and civil or criminal penalties.

X \_\_\_\_\_

**(User Signature) (Date)**

(MAINTAIN ONE COPY AND RETURN ONE COPY TO 21CCCS)



|              |                             |
|--------------|-----------------------------|
| Book         | Policy Manual               |
| Section      | 6000 Operations             |
| Title        | Confidentiality and Privacy |
| Code         | 6016                        |
| Status       | Active                      |
| Adopted      | September 20, 2004          |
| Last Revised | September 10, 2019          |

21st Century Cyber Charter School (21CCCS) protects the confidentiality of personally identifiable information regarding screening, referral, evaluation, storage, disclosure, and destruction of all information for students in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and other applicable federal and state laws.

Parents/guardians have the right to inspect and review their child's educational record. 21CCCS will comply with a request to inspect and review educational records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but no later than 30 days after the written request has been made. Parents/guardians have the right to a response from the school to reasonable requests for explanations and interpretations of the records. Parents/guardians have the right to request copies of their child's records. Parents/guardians have the right to appoint a representative to inspect and review their child's records. If any educational record contains information on more than one child, parents/guardians have the right only to inspect and review the information relating to their child.

Additionally, 21CCCS must have a parent's, guardian's, or eligible student's consent prior to disclosure of education records. The consent must be signed, dated, and state the purpose of the disclosure.

By law, 21CCCS staff must share the information with the proper authorities if a student shares that they are planning to harm themselves or others, or that they have knowledge of someone planning to harm themselves or others.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**





|              |                                |
|--------------|--------------------------------|
| Book         | Policy Manual                  |
| Section      | 6000 Operations                |
| Title        | Disciplinary Exclusion Hearing |
| Code         | 6017                           |
| Status       | Active                         |
| Adopted      | May 21, 2013                   |
| Last Revised | September 10, 2019             |

Exclusion from School may take the form of suspension or expulsion;

(1) Suspension is exclusion from school for a period of from one (1) to ten (10) consecutive school days.

(i) Suspensions may be given by the Chief Executive Officer or his designee of 21st Century Cyber Charter School (21CCCS).

(ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

(iii) The parents or guardians shall be notified immediately in writing when the student is suspended.

(iv) When the suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements of the Pennsylvania Code.

(v) Suspensions may not be made to run consecutively beyond the ten (10) school day period.

(vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the Board of Trustees ("Board").

(2) Expulsion is exclusion from school by the Board for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing pursuant to the Pennsylvania Code.

(i) During the period prior to the hearing and decision of the Board in an expulsion case, the student shall be placed in their normal class except as set forth in subsection (ii).

(ii) If it is determined after an informal hearing that a student's presence in their normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten (10) school days. A student may not be excluded from school for longer than fifteen (15) school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

(iii) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.

(1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the CEO.

(2) Within thirty (30) days of action by the Board, the parents or guardians shall submit to 21CCCS written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, 21CCCS, within the (10) days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act 2004.

(3) If the approved educational program is not complied with, 21CCCS may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See Pennsylvania Code § 12.1(b) (relating to free education and attendance).

## **Hearings**

(a) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

(b) *Formal hearings.* A formal hearing is required in all expulsion actions. The hearing may be held before the Board or an authorized committee of the Board, or a qualified hearing examiner appointed by the Board. When a committee of the Board or a hearing examiner conducts the hearing, a majority vote of the entire Board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

(1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.

(2) At least three (3) days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

(3) The hearing shall be held in private unless the student or parent requests a public hearing.

(4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.

(5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

(6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

(7) The student has the right to testify and present witnesses on their own behalf.

(8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.

(9) The proceeding shall be held within fifteen (15) school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:

(i) Laboratory reports are needed from law enforcement agencies.

(ii) Evaluations or other court or administrative proceedings are pending due to a student invoking their rights under the Individuals With Disabilities Education Act 2004 (20 U.S.C.A. § 1400—1482).

(iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

(10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(c) *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

(1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

(2) The following due process requirements shall be observed in regard to the informal hearing:

(i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.

(ii) Sufficient notice of the time and place of the informal hearing shall be given.

(iii) (iv) (v) A student has the right to question any witnesses present at the hearing. A student has the right to speak and produce witnesses on their own behalf.

21CCCS shall offer to hold the informal hearing within the first five (5) days of the suspension.

### **Discipline of Students with Disabilities**

21CCCS shall comply with the Individuals with Disabilities Education Improvement Act (IDEA 2004) and any applicable federal and state statutes or regulations when disciplining students with disabilities. Students with disabilities who engage in inappropriate behavior, disruptive or prohibited activities, and/or conduct injurious to themselves or others shall be disciplined in accordance with their Individualized Education Programs (IEP), behavioral intervention plan, Title 22 Chapter 711 and relevant portions of Chapter 12 of the State Board of Education Regulations, IDEA 2004, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and any other applicable federal or state law.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|         |                               |
|---------|-------------------------------|
| Book    | Policy Manual                 |
| Section | 6000 Operations               |
| Title   | Contracted Services Personnel |
| Code    | 6018                          |
| Status  | Active                        |
| Adopted | November 5, 2019              |

### **Purpose**

The Board of Trustees (Board) adopts this policy to ensure that contractors comply with certain legal requirements regarding contractor employees involved in the delivery of services to the Charter School. This policy is adopted to outline those requirements and the manner in which the Charter School shall direct and monitor contractor compliance.

### **Definitions**

For purposes of this policy, contractor employee shall include an individual who:

1. Is employed or offered employment by an independent contractor or a subcontractor of an independent contractor, or is an individual independent contractor; and
2. Has or will have direct contact with children.

Direct Contact with Children - the possibility of care, supervision, guidance or control of children or routine interaction with children.[\[1\]](#)

For purposes of this policy, independent contractor shall mean an individual or entity that contracts with the Charter School to provide services.

### **Authority**

The Charter School is required by law to ensure that independent contractors and contractor employees comply with the mandatory background check requirements for criminal history and child abuse certifications, the employment history review requirement, and the arrest and conviction reporting requirements.[\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Guidelines**

Prior to using contracted services, a written contractual agreement shall be entered into between the Charter School and the independent contractor and maintained centrally by the Charter School in a manner similar to that for other contracts. Requests for proposals, bid specifications for proposals and resulting contracts shall specify the following:

1. Mandatory requirements for criminal history background checks, child abuse certifications, employment history reviews, and arrest and conviction reporting for contracted services involving direct contact with children, as mandated by law and set forth in this policy.[\[5\]](#)
2. That failure to comply with this policy and the requirements for criminal history background checks and child abuse certifications, employment history reviews, and required reporting of employee arrests, convictions or other misconduct by an independent contractor or contractor employee shall be grounds for termination of the contract.

The Chief Executive Officer or designee shall review all information provided pursuant to this policy and determine if information is disclosed that precludes employment or continued service of an independent contractor or contractor employee.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Information submitted by an independent contractor or contractor employee in accordance with this policy shall be maintained centrally in a manner similar to that for Charter School employees.

### **Pre-Employment Requirements**

#### *Employment History Review -*

Independent contractors shall conduct an employment history review, in compliance with state law, prior to assignment of a contractor employee to perform work for the Charter School in a position or assignment involving direct contact with children. The independent contractor may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment of a current contractor employee and may report the information as permitted by law.[\[4\]](#)

Independent contractors shall inform the Charter School, in writing, upon receipt of an affirmative response to any of the abuse and sexual misconduct background questions for a contractor employee. If the Charter School objects to the assignment, the independent contractor may not assign the contractor employee to the Charter School.[\[4\]](#)

Independent contractors shall, upon request, provide the Charter School to which a contractor employee is assigned access to the employee's employment history review records.

#### *Criminal History/Child Abuse Clearance -*

Prior to assignment of contractor employees to perform work for the Charter School in a position or assignment involving direct contact with children, contractor employees shall submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.[\[2\]](#)[\[3\]](#)

Contractor employees shall report, on the designated form, all arrests and convictions as specified on the form. Contractor employees shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment/contract, termination if already hired/contracted, and/or criminal prosecution.[\[3\]](#)

#### *Tuberculosis Test -*

Contractor employees providing services for students shall undergo a test for tuberculosis in accordance with the regulations and guidance of the Pennsylvania Department of Health.[\[7\]](#)[\[8\]](#)

### **Arrest and Conviction Reporting Requirements**

All independent contractors shall adopt policies and procedures that require their employees, who are providing services to the Charter School and who have direct contact with children, to notify the independent contractor, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law. Contractor employees shall also be required to report to the independent contractor, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law. The policies and procedures shall also include the provision that the failure on the part of contractor employees to make such a timely notification shall subject them to disciplinary action, including termination.[\[3\]](#)[\[6\]](#)

If the independent contractor receives notice of such arrest or conviction or that the contractor employee has been named as a perpetrator in a founded or indicated report, from either the contractor employee or a third party, the independent contractor shall immediately report, in writing, that information to the Chief Executive Officer or designee.

The independent contractor shall immediately require a contractor employee to submit new certifications when there is a reasonable belief that the employee was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[\[3\]](#)[\[6\]](#)

Contractor employees who provide transportation services shall immediately notify the independent contractor and the Charter School of any traffic citations or the suspension, revocation or cancellation of operating privileges.[\[9\]](#)

### **Educator Misconduct**

If the Chief Executive Officer or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Educator Discipline Act, the Chief Executive Officer or designee shall notify the Pennsylvania Department of Education, in accordance with applicable law, regulations and Board policy.[\[10\]](#)

### **Training**

Independent contractors shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:[\[1\]](#)

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.[\[11\]](#)
3. Board policy related to reporting of suspected abuse and sexual misconduct.
4. Maintenance of professional and appropriate relationships with students.

Employees of independent contractors who have direct contact with children are required to complete a minimum of three (3) hours of training every five (5) years.[\[1\]](#)

Contractor employees shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for Charter School employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which contractor employees should also receive that training.

### **Child Abuse Reporting**

All contractor employees who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative procedures.[\[12\]](#)

### **Confidentiality**

No contractor employee shall be permitted access to confidential student information unless the Charter School has determined that such access is necessary for the contractor employee to fulfill their responsibilities. Contractor employees with access to confidential student information shall maintain the confidentiality of that information in accordance with Board policies and procedures and applicable law. If a contractor employee has questions about the confidentiality of student information, the contractor employee should consult with the building administrator.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

|       |                                            |
|-------|--------------------------------------------|
| Legal | <a href="#">1. 24 P.S. 1205.6</a>          |
|       | <a href="#">2. 23 Pa. C.S.A. 6344</a>      |
|       | <a href="#">3. 24 P.S. 111</a>             |
|       | <a href="#">4. 24 P.S. 111.1</a>           |
|       | <a href="#">5. 55 PA Code 3490.132</a>     |
|       | <a href="#">6. 23 Pa. C.S.A. 6344.3</a>    |
|       | <a href="#">7. 24 P.S. 1418</a>            |
|       | <a href="#">8. 28 PA Code 23.44</a>        |
|       | <a href="#">9. 75 Pa. C.S.A. 1606</a>      |
|       | <a href="#">10. 24 P.S. 2070.9a</a>        |
|       | <a href="#">11. 24 P.S. 2070.1a et seq</a> |

[12. 23 Pa. C.S.A. 6311](#)

[24 P.S. 1714-A](#)

[24 P.S. 1732-A](#)

[22 PA Code 8.1 et seq](#)

[23 Pa. C.S.A. 6301 et seq](#)

[75 Pa. C.S.A. 1601 et seq](#)



|              |                                            |
|--------------|--------------------------------------------|
| Book         | Policy Manual                              |
| Section      | 6000 Operations                            |
| Title        | Suicide Awareness, Prevention and Response |
| Code         | 6019                                       |
| Status       | Active                                     |
| Adopted      | November 17, 2015                          |
| Last Revised | September 10, 2019                         |

### **Purpose**

The Board of Trustees (Board) is committed to protecting the health, safety and welfare of its students and the Charter School community. This policy supports the provision of a comprehensive program designed to promote behavioral health and prevent suicide.[\[1\]](#)

### **Authority**

The Board directs the Charter School to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide attempt or suicide death; and to promote access to suicide awareness and prevention resources.[\[1\]](#)

The Charter School shall notify employees, students and parents/guardians of this policy, and shall post the policy on the Charter School's website.[\[1\]](#)

### **Definition**

**Behavioral health** - the promotion of emotional health; the prevention of mental illnesses and substance use disorders; and treatment and services for substance abuse, addiction, substance use disorders, mental illnesses and/or mental disorders.

### **Guidelines**

The Charter School shall use a multifaceted approach to suicide prevention, which integrates school and community-based supports.

## **SUICIDE AWARENESS AND PREVENTION EDUCATION[\[1\]](#)**

### **Protocols for Administration of Student Education**

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others, including how to engage Charter School resources.

Lessons shall contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.

### **Protocols for Administration of Employee Education**



All Charter School employees, including but not limited to administrators, teachers, paraprofessionals, secretaries, coaches, custodians and cafeteria workers, shall receive information about risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide awareness and prevention.

As part of the Charter School's professional development plan, professional educators in Charter School buildings serving students in grades six (6) through twelve (12) shall participate in a minimum of four (4) hours of youth suicide awareness and prevention training every five (5) years.[1]

Additional professional development in suicide risk screening and/or assessment and crisis intervention shall be provided to specialized staff and school behavioral health professionals such as school crisis response/intervention team members, designated principals and administrators, and school counselors.

### **Resources for Parents/Guardians**

The Charter School may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral health resources.

### **METHODS OF PREVENTION[1]**

The methods of prevention used by the Charter School include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

In support of the Charter School's suicide prevention mission, information received in confidence from a student may be revealed to the student's parents/guardians, the principal or administrator, or other appropriate authority when the health, welfare or safety of the student or any other person is clearly in jeopardy.[2]

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 24 P.S. 1526](#)

[2. 22 PA Code 12.12](#)



|         |                                    |
|---------|------------------------------------|
| Book    | Policy Manual                      |
| Section | 6000 Operations                    |
| Title   | Suicide Crisis Response Guidelines |
| Code    | 6019-AR-1                          |
| Status  | Active                             |
| Adopted | September 8, 2020                  |

### Prevention

Staff Professional Development- All staff, including but not limited to administrators, teachers, paraprofessionals, support staff, coaches and custodians will receive annual professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention. The professional development will include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/or substance use disorders, those who engage in self harm or have attempted suicide, those in out-of-home settings, those experiencing homelessness, American Indian/Alaska Native students, LGBTQ (lesbian, gay, bisexual, transgender, and questioning) students, students bereaved by suicide, and those with medical conditions or certain types of disabilities. As part of 21CCCS' Professional Development Plan, professional staff serving students in grades six (6) through twelve (12) shall participate in four (4) hours of youth suicide awareness and prevention training every five (5) years. Youth Suicide Prevention Programming- Developmentally-appropriate, student-centered education materials will be integrated into the curriculum of all 6-12 health classes. The content of these age-appropriate materials will include: 1) the importance of safe and healthy choices and coping strategies, 2) how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others, 3) help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help. In addition, schools may provide supplemental small group suicide prevention programming for students.

### Assessment and Referral

When a student is identified by a staff person as potentially suicidal, i.e., verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self-refers, the student will be seen by a school employed mental health professional within the same school day to assess risk and facilitate referral. If there is no mental health professional available, a school nurse or administrator will fill this role until a mental health professional can be brought in.

### For Youth at Risk

1. School staff will continuously supervise the student to ensure their safety.
2. The principal and guidance counselor will be made aware of the situation as soon as reasonably possible.
3. The school employed mental health professional or principal will contact the student's parent or guardian, as described in the Parental Notification and Involvement section, and will assist the family with urgent referral. When appropriate, this may include calling emergency services or bringing the student to the local Emergency Department, but in most cases will involve setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.
4. Staff will ask the student's parent or guardian for written permission to discuss the student's health with outside care, if appropriate.

### Suicide Attempts

If a staff member becomes aware of a suicide attempt by a student that is in progress in an out-of-school location, the staff member will:

1. Call the police and/or emergency medical services, such as 911.
2. Inform the student's parent or guardian.
3. Inform the school guidance counselor and principal.

If the student contacts the staff member and expresses suicidal ideation, the staff member should maintain contact with the student (either in person, online, or on the phone). The staff member should then enlist the assistance of another person to contact the police while maintaining verbal engagement with the student.

### **Parental Notification and Involvement**

In situations where a student is assessed at risk for suicide or has made a suicide attempt, the student's parent or guardian will be informed as soon as practicable by the principal, designee, or mental health professional. If the student has exhibited any kind of suicidal behavior, the parent or guardian should be counseled on "means restriction," limiting the child's access to mechanisms for carrying out a suicide attempt. Staff will also seek parental permission to communicate with outside mental health care providers regarding their child. Through discussion with the student, the principal or school employed mental health professional will assess whether there is further risk of harm due to parent or guardian notification. If the principal, designee, or mental health professional believes, in their professional capacity, that contacting the parent or guardian would endanger the health or well-being of the student, they may delay such contact as appropriate. If contact is delayed, the reasons for the delay should be documented.

### **Re-entry Procedures**

For students returning to school after a mental health crisis (e.g., suicide attempt or psychiatric hospitalization), a school employed mental health professional, the principal, or designee will meet with the student's parent or guardian, and if appropriate, meet with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

1. A school employed mental health professional or other designee will be identified to coordinate with the student, their parent or guardian, and any outside mental health care providers.
2. The parent or guardian will provide documentation from a mental health care provider that the student has undergone examination and that they are no longer a danger to themselves or others.
3. The designated staff person will periodically check in with student to help the student readjust to the school community and address any ongoing concerns.

### **Postvention**

#### 1. Development and Implementation of an Action Plan

The crisis team will develop an action plan to guide school response following a death by suicide. A meeting of the crisis team to implement the action plan should take place immediately following news of the suicide death. The action plan may include the following steps:

a) **Verify the death.** Staff will confirm the death and determine the cause of death through communication with a coroner's office, local hospital, the student's parent or guardian, or police department. Even when a case is perceived as being an obvious instance of suicide, it should not be labeled as such until after a cause of death ruling has been made. If the cause of death has been confirmed as suicide but the parent or guardian will not permit the cause of death to be disclosed, the school will not share the cause of death but will use the opportunity to discuss suicide prevention with students.

b) **Assess the situation.** The crisis team will meet to prepare the postvention response, to consider how severely the death is likely to affect other students, and to determine which students are most likely to be affected. The crisis team will also consider how recently other traumatic events have occurred within the school community and the time of year of the suicide. If the death occurred during a school vacation, the need for or scale of postvention activities may be reduced.

c) **Share information.** Before the death is officially classified as a suicide by the coroner's office, the death can and should be reported to staff, students, and parents/guardians with an acknowledgement that its cause is unknown. Inform the faculty that a sudden death has occurred, preferably in a staff meeting. Write a statement for staff members to share with students. The

statement should include the basic facts of the death and known funeral arrangements (without providing details of the suicide method), recognition of the sorrow the news will cause, and information about the resources available to help students cope with their grief. The crisis team may prepare a letter (with the input and permission from the student's parent or guardian) to send home with students that includes facts about the death, information about what the school is doing to support students, the warning signs of suicidal behavior, and a list of resources available.

d) **Avoid suicide contagion.** It should be explained in the staff meeting described above that one purpose of trying to identify and give services to other high-risk students is to prevent another death. The crisis team will work with teachers to identify students who are most likely to be significantly affected by the death. In the staff meeting, the crisis team will review suicide warning signs and procedures for reporting students who generate concern.

e) **Initiate support services.** Students identified as being more likely to be affected by the death will be assessed by a school employed mental health professional to determine the level of support needed. The crisis team will coordinate support services for students and staff in need of individual and small group counseling as needed. In concert with parents or guardians, crisis team members will refer to community mental healthcare providers to ensure a smooth transition from the crisis intervention phase to meeting underlying or ongoing mental health needs.

f) **Develop memorial plans.** The school should not create on-campus physical memorials (e.g. photos, flowers), funeral services, or fly the flag at half-mast because it may sensationalize the death and encourage suicide contagion. School should not be canceled for the funeral. Any school-based memorials (e.g., small gatherings) will include a focus on how to prevent future suicides and prevention resources available.

## 2. External Communication

The school CEO or designee will be the sole media spokesperson. Staff will refer all inquiries from the media directly to the spokesperson. The spokesperson will:

a) Prepare a statement for the media including the facts of the death, postvention plans, and available resources. The statement will not include confidential information, speculation about victim motivation, means of suicide, or personal family information.

b) Answer all media inquiries. If a suicide is to be reported by news media, the spokesperson should encourage reporters not to make it a front-page story, not to use pictures of the suicide victim, not to use the word suicide in the caption of the story, not to describe the method of suicide, and not to use the phrase "suicide epidemic" – as this may elevate the risk of suicide contagion. They should also be encouraged not to link bullying to suicide and not to speculate about the reason for suicide. Media should be asked to offer the community information on suicide risk factors, warning signs, and resources available.

## Resources

National Suicide Prevention Lifeline- 24-hour toll-free suicide prevention service available to anyone in suicidal crisis or their friends and loved ones. Call 1-800-273-8255 (TALK). [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

The Trevor Lifeline- The only nationwide, around the clock crisis intervention and suicide prevention lifeline for lesbian, gay, bisexual, transgender, and questioning young people, 13-24, available at 1-866-488-7386

PA Youth Suicide Prevention Initiative – <http://payspi.org>

Suicide Prevention Resource Center – <http://www.sprc.org/>

American Foundation for Suicide Prevention – <http://www.afsp.org/>

| <b>Life Safety – Imminent and In-Progress</b> |
|-----------------------------------------------|
| Active Shooter – In Progress                  |
| Bodily Injury – Emergency Condition           |
| Cutting/Self-Harm                             |
| Disorderly/Dangerous Conduct                  |
| Domestic Violence                             |
| Human Trafficking                             |
| Intent to Harm Someone – Active               |
| Physical Abuse                                |
| Planned Attack                                |
| Sexual Assault/Rape                           |
| Sexual Exploitation/Abuse                     |
| Stranger/Potential Predator on School Grounds |
| Suicide/Suicide Ideation                      |
| Terrorism                                     |
| Weapons/Explosive Device                      |

*Chart provided courtesy of the Pennsylvania Office of the Attorney General*

| <b>Non-Life Safety *(CV) = Crime/Violence</b> |
|-----------------------------------------------|
| Alcohol Possession (CV)                       |
| Anger Issues                                  |
| Animal Cruelty (CV)                           |
| Breaks School District Code                   |
| Bullying/Cyber Bullying                       |
| Dating Violence                               |
| Depression/Anxiety                            |
| Discrimination                                |
| Distributing Inappropriate Photos (CV)        |
| Drug use/Distribution/Possession (CV)         |
| Drunk/Under the Influence (CV)                |
| Eating Disorder                               |
| Gang Violence/Activity (CV)                   |
| General Harassment                            |
| Harm to Building/Property                     |
| Hate Crime/Speech (CV)                        |
| Hazing (CV)                                   |
| Homeless Child/Student                        |
| Hostile Environment                           |
| Inappropriate Bus Behavior                    |
| Inappropriate Language/Behavior/Gesture       |
| Inappropriate Physical Contact                |
| Inappropriate Use of School Technology/Equip. |
| Intimidation                                  |
| Missing Person                                |
| Other                                         |
| Planned Fight/Assault                         |

*Chart provided courtesy of the Pennsylvania Office of the Attorney General*



| <b>Non-Notification</b>             |
|-------------------------------------|
| General School Complaint            |
| General Student Concern             |
| Non-School Based – Information Only |
| Non-School Event - Crime            |

*Chart provided courtesy of the Pennsylvania Office of the Attorney General*





|              |                               |
|--------------|-------------------------------|
| Book         | Policy Manual                 |
| Section      | 6000 Operations               |
| Title        | Safe2Say Something Procedures |
| Code         | 6019-AR-2                     |
| Status       | Active                        |
| Adopted      | September 8, 2020             |
| Last Revised | December 13, 2022             |

### **Overview**

In accordance with law, the Charter School establishes the following procedures for receiving, assessing and responding to reports received from the Safe2Say Something anonymous reporting program of the Pennsylvania Office of the Attorney General. (24 P.S. 1303-D)

These procedures establish a framework within which Charter School administrators and staff will operate and coordinate with the county emergency dispatch center and local law enforcement agencies.

Safe2Say Something reports may be submitted by any individual, including students, parents/guardians, staff and others as a secure and anonymous report about unsafe, potentially harmful, dangerous, violent or criminal activities in a school entity or threat of such activities in a school entity through:

1. A twenty-four (24) hours a day, seven (7) days a week telephone hotline maintained by the Office of the Attorney General's Safe2Say Something Crisis Center;
2. A Safe2Say Something program secure website; or
3. A Safe2Say Something software program application, or "app" accessed through a mobile electronic device.

Reports may be submitted through one of these methods for an identified K-12 school anywhere in the state. Anonymous reports will be triaged by the Safe2Say Something Crisis Center and delivered to the appropriate school entity based on the location of the identified school, and county emergency dispatch center, where applicable, by Crisis Center staff through telephone communication, text and/or email.

### **Report Categorization and Delivery**

Reports, also known as tips, will be analyzed by the Safe2 Say Something Crisis Center and categorized as either Life Safety or Non-Life Safety based on definitions determined and approved by the Office of the Attorney General.

The following list provides examples of incidents, concerns or threats that may be categorized as Life Safety or Non-Life Safety, or Non-Notification, and are not all-inclusive lists. The status of a report may also be changed at the discretion of the Safe2Say Something Crisis Center when additional information becomes available regarding the report.



The Safe2Say Something Crisis Center will forward reports to a team, established by the Charter School, via telephone communication, text and/or email, and through the Safe2Say Something management program, depending on the nature and categorization of the report received:

*Life Safety Categories and Process –*

| Life Safety – Imminent and In-Progress        |
|-----------------------------------------------|
| Active Shooter – In Progress                  |
| Bodily Injury – Emergency Condition           |
| Cutting/Self-Harm                             |
| Disorderly/Dangerous Conduct                  |
| Domestic Violence                             |
| Human Trafficking                             |
| Intent to Harm Someone – Active               |
| Physical Abuse                                |
| Planned Attack                                |
| Sexual Assault/Rape                           |
| Sexual Exploitation/Abuse                     |
| Stranger/Potential Predator on School Grounds |
| Suicide/Suicide Ideation                      |
| Terrorism                                     |
| Weapons/Explosive Device                      |

*Chart provided courtesy of the Pennsylvania Office of the Attorney General*

During the school year, Life Safety tips coming into the Safe2Say Something Crisis Center during school hours will be:

1. Delivered to the Charter School's designated Crisis Team via email and text message. The Safe2Say Something Crisis Center will call to see if the student is in school.
2. If the student is not in school at that time, the Safe2Say Something Crisis Center will request the student's address, parent/guardian name(s) and phone number. The Safe2Say Something Crisis Center will contact the county emergency dispatch center and request a welfare check for the student.
3. The Charter School's designated Crisis Team will respond to the report in accordance with the designated procedures. The Crisis Team will coordinate with local law enforcement to follow up on a student welfare check.

Life Safety tips coming into the Safe2Say Something Crisis Center after school hours, on weekends and holidays will be:

1. Delivered to the Charter School's designated Crisis Team via email and text message. The Safe2Say Something Crisis Center will call to request the student's address, parent/guardian name(s) and phone number. Calls will continue to be made through the list of designated team members until a response is received via telephone or in the Safe2Say Something management program.
2. The Safe2Say Something Crisis Center will contact the county emergency dispatch center and request a welfare check for the student.
3. The Charter School's designated Crisis Team will respond to the report in accordance with the designated procedures. The Crisis Team will coordinate with local law enforcement to follow up on a student welfare check.

In the event of an active emergency situation, the Safe2Say Something Crisis Center will contact the county emergency dispatch center immediately, without delay.

*Non-Life Safety Categories and Process –*

| <b>Non-Life Safety *(CV) = Crime/Violence</b> |
|-----------------------------------------------|
| Alcohol Possession (CV)                       |
| Anger Issues                                  |
| Animal Cruelty (CV)                           |
| Breaks School District Code                   |
| Bullying/Cyber Bullying                       |
| Dating Violence                               |
| Depression/Anxiety                            |
| Discrimination                                |
| Distributing Inappropriate Photos (CV)        |
| Drug use/Distribution/Possession (CV)         |
| Drunk/Under the Influence (CV)                |
| Eating Disorder                               |
| Gang Violence/Activity (CV)                   |
| General Harassment                            |
| Harm to Building/Property                     |
| Hate Crime/Speech (CV)                        |
| Hazing (CV)                                   |
| Homeless Child/Student                        |
| Hostile Environment                           |
| Inappropriate Bus Behavior                    |
| Inappropriate Language/Behavior/Gesture       |
| Inappropriate Physical Contact                |
| Inappropriate Use of School Technology/Equip. |
| Intimidation                                  |
| Missing Person                                |
| Other                                         |
| Planned Fight/Assault                         |

*Chart provided courtesy of the Pennsylvania Office of the Attorney General*

Non-Life Safety tips are those considered to be non-imminent. This may include acts that are considered violent or criminal, but are not currently active.

Non-Life Safety tips coming into the Safe2Say Something Crisis Center will be:

1. Delivered to the Charter School's designated Crisis Team via email and text message between the hours of 6 a.m. to 6 p.m., Monday through Friday.
2. Delivered to the Charter School's designated Crisis Team via email and text message between the hours of 9 a.m. to 4 p.m. on Saturdays, Sundays and holidays.
3. The Safe2Say Something Crisis Center may reach out to the Charter School's Crisis Team for student information as deemed necessary, to provide that information to law enforcement.
4. The Charter School's designated Crisis Team will respond to the report in accordance with the designated procedures.

*Non-Notification Categories and Process –*

| Non-Notification                    |
|-------------------------------------|
| General School Complaint            |
| General Student Concern             |
| Non-School Based – Information Only |
| Non-School Event - Crime            |

*Chart provided courtesy of the Pennsylvania Office of the Attorney General*

Non-Notification tips coming into the Safe2Say Something Crisis Center will be delivered to the Charter School's designated Crisis Team through the Safe2Say Something management program only, twenty-four (24) hours a day, seven (7) days a week, without direct notification via email or text message sent to the Crisis Team.

The Charter School's designated Crisis Team will respond to the report in accordance with the designated procedures.

**General School Complaint** - tips may include complaints about school food, condition of the building, etc.

**General Student Concern** - tips may include reports of concern about student clothing, cleanliness, etc.

**Non-School Based – Information Only** - tips will include events that may be related to a student, but not a school issue, such as social media. These tips are being sent for informational purposes.

**Non-School Event – Crime** - tips will include crimes that may involve a student, but the event is unrelated to the Charter School. These tips are being sent for informational purposes and will be forwarded to law enforcement. The Safe2Say Something Crisis Center may reach out to the Charter School's Crisis Team for student information as deemed necessary, to provide that information to law enforcement.

### **Crisis Team**

The Chief Executive Officer, School Safety and Security Coordinator or designee will establish a Crisis Team of three (3) to five (5) members, who will be designated, registered and trained to receive Safe2Say Something reports for all school buildings in the Charter School.

The Crisis Team will be comprised of (3-5 individuals):

1. School Safety and Security Coordinator
2. Administrator(s)
3. Teacher(s) and/or School Counselor(s).

For purposes of communication, training and administration of Charter School information in the Safe2Say Something program, the School Safety & Security Coordinator will be designated as the Crisis Team lead administrator. The lead administrator will be responsible for updating contact information for all Charter School buildings and designated Crisis Team members in the Safe2Say Something program, and determining the priority order of team members to receive calls about Life Safety reports.

Additional staff members may be assigned to the Crisis Team for assessment and response support, but will not be required to receive the Safe2Say Something Crisis Center reports. Additional staff members may include the Guidance Counselors.

The Crisis Team may be assigned by the Chief Executive Officer or designee to handle other emergency, crisis management and/or threat assessment situations, such as emergency preparedness planning; suicide awareness, prevention and response; terroristic threat assessment; or other situations, based on appropriate physical and/or behavioral health training and in accordance with law, regulations, Board of Trustees (Board) policies and administrative procedures.

The Crisis Team will meet on a regular basis to assess school climate, monitor trends in reporting among specific students or groups of students who may need additional supports, determine the need for additional training of students and/or staff and prepare reports for Charter School administration and/or the Board.

### **Training**

The Crisis Team lead administrator and team members designated to receive reports from the Crisis Center must attend training designated by the Safe2Say Something program. Training must include practicing report handling in the system.

The Crisis Team will ensure that middle school and high school students and other staff members are provided with training in how to make reports and also awareness on risk factors and the importance of reporting. Training may include online and interactive video training and will be integrated with appropriate curriculum. Students may be required to participate and complete annual training for the Safe2Say program.

The Charter School may make training and awareness materials and opportunities available to parents/guardians and community members, upon request.

### **Confidentiality**

Crisis Team members will receive training regarding confidentiality and the handling of student and staff information, in accordance with applicable laws, regulations, Board policies and administrative procedures. (20 U.S.C. 1232g)

Confidentiality will be handled in accordance with these procedures and the Charter School's legal and investigative obligations.

The Safe2Say Something program is required to ensure anonymous reporting for individuals who submit reports. Crisis Team members should ensure that if the identity of an individual making a report becomes known through other means, other than voluntary disclosure, that individual's identity is not further disclosed and records of the Safe2Say Something program are maintained confidentially, in accordance with law. (24 P.S. 1304-D)

Crisis Team members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, will ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Board policy and administrative procedures. (22 PA Code 12.12; 42 Pa. C.S.A. 5945; 42 Pa. C.S.A. 8337)

### **Receiving Reports**

Upon receipt of a report notification via telephone call, text message and/or email, a Crisis Team member will log in to the Safe2Say Something management program to retrieve the report.

The Crisis Team will communicate with other team members regarding the report through established Charter School processes and communication methods.

The Crisis Team will notify the Safe2Say Something Crisis Center through the Safe2Say Something management program if a report is received identifying a student who is not enrolled in the Charter School. Information on the student's current enrollment in another school or program will be provided to the Crisis Center, if known by the Crisis Team member responding to the report.

#### *Tip Preservation –*

If the Charter School's Crisis Team identifies the need for a tip reported to the Safe2Say Something Crisis Center to be preserved for further investigation, the Charter School and/or law enforcement agency will contact the Safe2Say Something Crisis Center within seventy-two (72) hours of receiving the initial report to request that it be preserved.

### **Law Enforcement Coordination**

The Crisis Team in coordination with the Chief Executive Officer and/or School Safety and Security Coordinator, will schedule and facilitate meetings with the county emergency dispatch center and each local law enforcement agency that has jurisdiction over Charter School property to discuss communication and handling of Life Safety reports from the Safe2Say Something program, and follow-up of Non-Life Safety reports as necessary.

Communication strategies and guidelines for handling reports will be documented in the biannual Memorandum of Understanding with local law enforcement agencies. (24 P.S. 1303-A; 22 PA Code 10.11)

The Crisis Team will coordinate with the county emergency dispatch center and local law enforcement agencies on Safe2Say Something reports in accordance with the documented guidelines.

When requested, designated Crisis Team members will provide student directory information, such as full name, address, home phone number, grade level, etc., to the county emergency dispatch center and/or local law enforcement agency with jurisdiction, in accordance with the Family Educational Rights and Privacy Act, and other applicable law, regulations and Board policies. The Crisis Team and/or Chief Executive Officer may consult the school solicitor regarding questions on disclosure of student directory information if necessary. (20 U.S.C. 1232g)

The Charter School will ensure that all Crisis Team members designated to receive Safe2Say Something program reports have continual access to the Charter School's electronic student information system and have received authorization and training on handling student education records.

When a local law enforcement agency takes the lead in handling a Life Safety report, the designated Crisis Team member(s) will document this action and coordinate follow-up activities for students and/or staff based on the nature of the report, in accordance with procedures under Response below.

When a report is handled by the Charter School's Crisis Team, and a determination is made to contact the local law enforcement agency to take protective action or report an incident, the Charter School will coordinate with the local law enforcement agency in accordance with documented guidelines, the Memorandum of Understanding, and applicable laws, regulations and Board policies. (24 P.S. 1302.1-A, 1303-A; 22 PA Code 10.2, 10.21, 10.22)

### **Assessment and Response**

Members of the Crisis Team receiving Safe2Say Something reports will identify if the report is a Life Safety or Non-Life Safety report. Crisis Team members will make a determination about whether to anonymously communicate with the reporter, if possible, through the Safe2Say Something management program for additional information based on:

1. The nature of the report and the scope of information provided initially.
2. The recommendation of the county emergency dispatch center and/or local law enforcement agency, when applicable.
3. The training and experience of the Crisis Team member(s).

Reports received initially from the Safe2Say Something Crisis Center will have inappropriate images and attachments blocked, including images that may be considered obscene or pornography; however, Crisis Team members should be aware that images and attachments may be added by the reporter in follow-up responses and communication. If images or other content that could be considered obscene or pornography are added to the report, Crisis Team members will contact the Chief Executive Officer, who will coordinate with the school solicitor and/or local law enforcement agency, in handling such images and attachments that are received, and addressing their disposition in the Safe2Say Something management program. Such images and attachments should not be disseminated or downloaded beyond the reporting system until such coordination occurs and further direction is provided. Under no circumstances should images constituting pornography be downloaded or saved to a Charter School-issued or Charter School-owned electronic device or computer, or printed into a paper or other format.

**Pornography** includes, but is not limited to:

1. Any visual or audio depiction, including any photograph, digital image, film, video, picture, recording or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct; and
2. Nude pictures or images of the genitalia of any male or female or the breasts of any female, including any photograph, digital image, film, video, picture, or computer or computer-generated image or picture of such.

**Obscene** includes any material, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

*Coordination With Other School Entities –*

The Crisis Team will contact and coordinate with other school entities in assessing and responding to a report if an identified student that is the subject of a report is enrolled in the Charter School and also attends another school, such as an approved private school placement or intermediate unit program.

*Coordination With Threat Assessment Process –*

When a student's behavior reported through the Safe2Say Something program indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, the student's behavior shall be addressed through the threat assessment process, in accordance with applicable law and Board policy. (24 P.S. 1302-E)

*Life Safety Reports –*

The Crisis Team will coordinate with the county emergency dispatch center and local law enforcement agencies when assessing and responding to Life Safety reports. Coordination may include, but not be limited to:

1. Providing student or staff information for immediate response by law enforcement.
2. Providing required information to the Incident Command Post in an emergency situation. (22 PA Code 10.24)
3. Notification of the Charter School community.
4. Cooperating in joint investigation and response to a report.
5. Providing care, support and/or ongoing monitoring following the resolution of a report.

The Crisis Team, in consultation with the principal or building administrator, Chief Executive Officer and local law enforcement agency, will determine if the parent(s)/guardians(s) of a student(s) identified in or the subject of a report should be notified concerning a report, based on the nature of the report and the need for ongoing investigation.

*Non-Life Safety or Non-Notification Reports –*

The Crisis Team should meet to assess and respond to a report.

The Crisis Team may reach out to and include other teams and/or staff who are familiar with the student and/or situation in assessing and responding to a report.

The Crisis Team will coordinate with the Chief Executive Officer or designee to consult the school solicitor in assessing and responding to a report.

The Crisis Team, in consultation with the principal or building administrator and/or Chief Executive Officer, will determine if the parent(s)/guardians(s) of a student(s) identified in or the subject of a report should be notified concerning a report, based on the nature of the report and the need for ongoing investigation.

*Relation to Board Policies/Administrative Procedures –*

In assessing and responding to reports, the Crisis Team will make a determination if handling the report should be done under one or more specific Board policies or administrative procedures based on the subject matter of the report. Policies that may address Safe2Say Something report subjects include, but are not limited to:

1. Threat Assessment (Pol. 2036.1)
2. Bullying/Cyberbullying. (Pol. 2049)
3. Suicide Awareness, Prevention and Response. (Pol. 6019)
4. Child Abuse. (Pol. 6006)
5. Student Assistance Program. (Pol. 2036)
6. Student Discipline. (Pol. 2018)
7. Weapons. (Pol. 2018.1)
8. Terroristic Threats. (Pol. 2018.2)
9. Controlled Substances/Paraphernalia. (Pol. 2027)
10. Tobacco and Vaping Products. (Pol. 2022, 3023)
11. Searches. (Pol. 2026)
12. Hazing. (Pol. 2047)

13. Nondiscrimination/Discriminatory Harassment. (Pol. 1003)
14. Discrimination/Title IX Sexual Harassment Affecting Staff (Pol. 1004)
15. Emergency Preparedness and Response. (Pol. 6005.1)
16. Conduct/Disciplinary Procedures (Pol. 3017)
17. Educator Misconduct. (Pol. 3017.1)
18. Maintaining Professional Adult / Student Boundaries. (Pol. 6024)

*Assessment –*

In assessing Safe2Say Something reports, the Crisis Team will follow a standard practice, which may include, but not be limited to:

1. Interviewing students, staff, parents/guardians or others regarding the subject(s) of the report.
2. Reviewing existing academic, disciplinary and/or personnel records and assignments, as appropriate, regarding the subject(s) of the report.
3. Conducting searches of lockers, storage spaces, and other possessions on Charter School property as applicable, in accordance with applicable law, regulations and Board policy.
4. Examining outside resources such as social media sites or coordinating with community agencies that may provide additional information about the subject(s) of the report, in accordance with law, regulations and Board policies.
5. Adding notes or attachments to the report in the Safe2Say Something management program for communication and coordination among the members of the Crisis Team, in accordance with the Family Educational Rights and Privacy Act, and other applicable law, regulations and Board policies. (20 U.S.C. 1232g).

The Crisis Team will conduct interviews and investigations in accordance with applicable laws, regulations, Board policies and administrative procedures, and will respect the rights and confidentiality of students, staff, parents/guardians and others in assessing and responding to Safe2Say Something reports.

*Response –*

Following assessment and coordination with other teams and individuals as necessary, the Crisis Team will recommend and/or implement one or more responses to address the Safe2Say Something report. The timeline for assessment and response, as well as the number and nature of responses, will vary based on the nature and complexity of the report. Responses may include but not be limited to:

1. Monitoring – monitoring may be done by the Crisis Team, a Child Study team, IEP team, or other appropriate team of individuals within the Charter School.
2. Parental notification, as appropriate.
3. Review of appropriate plan or support – this may include a review of a student’s IEP, Section 504 Service Agreement, Behavior Support Plan, Student Assistance Program, Employee Assistance Program, or other type of plan or system of support.
4. Immediate intervention – this may include an immediate assessment or action through student services, Student Assistance Program, a crisis response team, local law enforcement and/or a community agency.
5. Counseling – this may include counseling within or outside of the Charter School.
6. Outside referral – this may include an outside referral to a behavioral health resource, medical provider, community agency, or other outside or contracted service or provider.
7. The Charter School will ensure that memoranda of understanding are developed with outside resources, centers and agencies with whom the Charter School develops cooperative agreements for student or staff referrals.
8. Investigation/School discipline – this may include investigation and/or discipline under a specific Board policy as noted above, such as an investigation of bullying/cyberbullying or hazing, or discipline, up to and including suspension and expulsion, in accordance with law, regulations, Board policy and administrative procedures.

9. Reporting/Law enforcement action – this may include a referral to local law enforcement in accordance with the Memorandum of Understanding, reporting in accordance with Safe Schools incident reporting, or other types of required reporting to state or federal agencies.

*Interplay with Child Protective Services Law –*

The Crisis Team will respond to Safe2Say Something reports involving suspected child abuse in accordance with Board policy and the Child Protective Services Law, and will follow the requirements for making a mandated report, even if the county emergency dispatch center or law enforcement agency has also received the Safe2Say Something report. When a report of suspected child abuse is made by a Charter School employee as a member of the Crisis Team, the Charter School is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a Charter School employee, is not required to make an additional report. (23 Pa. C.S.A. 6305, 6311, 6313)

*Safe Schools Incident Reporting –*

For Safe Schools reporting purposes, the term **incident** will mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act. (24 P.S. 1303-A; 22 PA Code 10.2; 35 P.S. 780-102)

In accordance with Safe Schools reporting requirements, the Chief Executive Officer or designee will immediately report required incidents and may report discretionary incidents committed by students on Charter School property, at any school-sponsored activity, or on a conveyance providing transportation to or from a Charter School or school-sponsored activity to the local police department that has jurisdiction over the Charter School's property, in accordance with state law and regulations, the procedures set forth in the Memorandum of Understanding with local law enforcement and Board policies. (24 P.S. 1302.1-A, 1303-A; 22 PA Code 10.2, 10.21, 10.22)

The Chief Executive Officer or designee will notify the parent/guardian of any student directly involved in an incident on Charter School property, at any school-sponsored activity, or on a conveyance providing transportation to or from a Charter School or school-sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The Chief Executive Officer or designee will inform the parent/guardian whether or not the local police department that has jurisdiction over the Charter School property has been or may be notified of the incident. The Chief Executive Officer or designee will document attempts made to reach the parent/guardian. (22 PA Code 10.2, 10.25)

*Students With Disabilities –*

When reporting an incident committed by a student with a disability to a law enforcement agency, the Charter School will provide the information required by state and federal laws and regulations and will ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The Charter School will transmit copies of the student's special education and disciplinary records only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act. (20 U.S.C. 1232g, 1415)

For purposes of protection and continuity in handling students with disabilities, the Charter School will provide a copy of its administrative procedures for behavior support, developed in accordance with the Special Education Plan, to each local police department that has jurisdiction over Charter School property. Updated copies will be provided each time the administrative procedures for behavior support are revised by the Charter School. (22 PA Code 10.23)

The Charter School may invite representatives of each local police department that has jurisdiction over Charter School property to participate in Charter School training on the use of positive behavior supports, deescalation techniques and appropriate responses to student behavior that may require intervention, as included in the Charter School's Special Education Plan and positive behavior support program. (22 PA Code 10.23, 711.46)

**Closure and Documentation**

Crisis Team members designated to receive Safe2Say Something reports will coordinate and ensure that all reports are officially closed in the Safe2Say Something management program.

The Crisis Team will coordinate with the county emergency dispatch center and local law enforcement agencies in documenting responses to reports and/or handling student information and records, in accordance with these procedures, the Memorandum of Understanding with local law enforcement, and applicable laws and regulations.



Notes briefly detailing ongoing response activities or resolution of the report must be noted as applicable in the Safe2Say Something management program and shared with other members of the Crisis Team, in accordance with the Family Educational Rights and Privacy Act, and other applicable law, regulations and Board policies. (20 U.S.C. 1232g)

The Chief Executive Officer or designee may direct the Crisis Team to submit a report periodically to the administration on aggregate data of Safe2Say Something program reports and responses.

Report and response data from the Safe2Say Something program may be included in the annual Board report from the School Safety and Security Coordinator.

The Crisis Team may develop reports, databases and/or files for documenting and storing information regarding Safe2Say Something reports, assessments, resolutions and follow-up responses.

Documentation from Safe2Say Something reports that includes specific student information will be handled by the Charter School in accordance with applicable laws, regulations, Board policies and administrative procedures. (20 U.S.C. 1232g)

Student Assistance Program documentation and follow-up information will be handled in accordance with Board policy, administrative procedures and program requirements.

**Resources**

Safe2Say Something Program Frequently Asked Questions:  
<https://www.safe2saypa.org/faq/>

Safe2Say Something Resource Portal (contains team and student training guides, including awareness materials in multiple languages):  
[www.safe2saypa.org/resources](http://www.safe2saypa.org/resources)

[School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act \(FERPA\): FERPA guidance from the Privacy Technical Assistance Center, U.S. Department of Education, February 2019](#)

**PLEASE UPDATE THIS INFORMATION AS NECESSARY AND RECORD THE INFORMATION WITH THE SAFE2SAY SOMETHING PROGRAM AS APPLICABLE OR NOTIFY THE SAFE2SAY SOMETHING CRISIS CENTER FOR ASSISTANCE:**

[safe2saypa.org](http://safe2saypa.org)

**Crisis Team Members for Safe2Say Something Reporting**

| Employee Name | Position | School Building | Email Address | Cellular/Home Phone | Office Phone |
|---------------|----------|-----------------|---------------|---------------------|--------------|
| <b>Lead:</b>  |          |                 |               |                     |              |
|               |          |                 |               |                     |              |
|               |          |                 |               |                     |              |
|               |          |                 |               |                     |              |
|               |          |                 |               |                     |              |

**Additional Crisis Team Members**

| Employee Name | Position | School Building | Email Address | Cellular/Home Phone | Office Phone |
|---------------|----------|-----------------|---------------|---------------------|--------------|
|               |          |                 |               |                     |              |

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**PLEASE UPDATE THIS INFORMATION CONTINUOUSLY FOR USE BY SCHOOL STAFF**

| <b>911 Dispatch/Law Enforcement Agency</b> | <b>Location</b> | <b>Lead Contact</b> | <b>Phone</b> | <b>Email</b> | <b>Coordination/MOU Notes</b> |
|--------------------------------------------|-----------------|---------------------|--------------|--------------|-------------------------------|
|                                            |                 |                     |              |              |                               |
|                                            |                 |                     |              |              |                               |
|                                            |                 |                     |              |              |                               |
|                                            |                 |                     |              |              |                               |

[Life Safety Chart.png \(102 KB\)](#)

[Non-Life Safety Chart.png \(176 KB\)](#)

[Non-Notification Chart.png \(42 KB\)](#)

| <b>Life Safety – Imminent and In-Progress</b> |
|-----------------------------------------------|
| Active Shooter – In Progress                  |
| Bodily Injury – Emergency Condition           |
| Cutting/Self-Harm                             |
| Disorderly/Dangerous Conduct                  |
| Domestic Violence                             |
| Human Trafficking                             |
| Intent to Harm Someone – Active               |
| Physical Abuse                                |
| Planned Attack                                |
| Sexual Assault/Rape                           |
| Sexual Exploitation/Abuse                     |
| Stranger/Potential Predator on School Grounds |
| Suicide/Suicide Ideation                      |
| Terrorism                                     |
| Weapons/Explosive Device                      |

*Chart provided courtesy of the Pennsylvania Office of the Attorney General*

**Non-Life Safety \*(CV) = Crime/Violence**

Alcohol Possession (CV)

Anger Issues

Animal Cruelty (CV)

Breaks School District Code

Bullying/Cyber Bullying

Dating Violence

Depression/Anxiety

Discrimination

Distributing Inappropriate Photos (CV)

Drug use/Distribution/Possession (CV)

Drunk/Under the Influence (CV)

Eating Disorder

Gang Violence/Activity (CV)

General Harassment

Harm to Building/Property

Hate Crime/Speech (CV)

Hazing (CV)

Homeless Child/Student

Hostile Environment

Inappropriate Dis Behavior

|                                               |
|-----------------------------------------------|
| Inappropriate Bus Behavior                    |
| Inappropriate Language/Behavior/Gesture       |
| Inappropriate Physical Contact                |
| Inappropriate Use of School Technology/Equip. |
| Intimidation                                  |
| Missing Person                                |
| Other                                         |
| Planned Fight/Assault                         |

*Chart provided courtesy of the Pennsylvania Office of the Attorney General*

| <b>Non-Notification</b>             |
|-------------------------------------|
| General School Complaint            |
| General Student Concern             |
| Non-School Based – Information Only |
| Non-School Event - Crime            |

*Chart provided courtesy of the Pennsylvania Office of the Attorney General*



|         |                 |
|---------|-----------------|
| Book    | Policy Manual   |
| Section | 6000 Operations |
| Title   | HIV Infection   |
| Code    | 6020            |
| Status  | Active          |
| Adopted | August 10, 2021 |

### **Purpose**

The Board is committed to providing a safe, healthy environment for its students and employees and adopts this policy to safeguard the health and well-being of students and employees while protecting the rights of the individual. This policy shall apply to all administrative, professional and support staff employed by the school.

### **Definitions**

**AIDS** - Acquired Immune Deficiency Syndrome. [\[1\]](#)

**HIV Infection** - refers to the disease caused by the HIV or human immunodeficiency virus.

**Infected employee** - refers to employees diagnosed as having the HIV virus, including those who are asymptomatic.

### **Authority**

The Board directs that the established Board policies and procedures and administrative regulations relative to illnesses among school employees shall also apply to infected employees. [\[2\]](#)[\[3\]](#)[\[4\]](#)[\[4\]](#)

The Board shall not require routine screening tests for HIV Infection in the school setting, nor will such tests be a condition for employment.

### **Delegation of Responsibility**

The CEO or designee shall be responsible for developing and releasing information concerning infected employees.

All employees shall maintain a respectful working climate and shall not participate in physical or verbal harassment of any individual or group, including infected employees.

Principals shall notify employees, students and parents/guardians about current Board policies concerning HIV Infection and shall provide reasonable opportunities to discuss the policy and related concerns.

Infected employees whose employment is interrupted or terminated shall be entitled to available medical leave and medical disability benefits. Such employees shall be informed by the appropriate administrator of benefits, leave, and alternatives available to them through state and federal laws, Board policies, collective bargaining

agreements, individual contracts and the retirement system.[3][4][4][3]

## **Guidelines**

### Confidentiality

Employees with knowledge of an infected employee's condition shall not disclose that information without prior written consent of the employee, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.[3]

### Infection Control

Universal precautions shall be followed for exposure to bodily fluids. Employees shall treat all body fluids as hazardous and follow universal precautions.

The school shall maintain reasonably accessible equipment and supplies necessary for infection control.

Employees shall notify the principals, school nurse, CEO and facilities manager of all incidents of exposure to bodily fluids.

### Staff Development

The school shall provide opportunities for employees to participate in in-service education on HIV Infection.

Designated employees may receive additional, specialized training appropriate to their positions and responsibilities.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 35 P.S. 7603](#)

[2. 24 P.S. 510](#)

[3. 35 P.S. 7607](#)

[35 P.S. 7601 et seq](#)





|              |                                |
|--------------|--------------------------------|
| Book         | Policy Manual                  |
| Section      | 6000 Operations                |
| Title        | Student / Employee Immigration |
| Code         | 6021                           |
| Status       | Active                         |
| Adopted      | September 12, 2017             |
| Last Revised | September 10, 2019             |

### **Purpose**

In response to increased immigration enforcement by the federal government, the Board of Trustees ("Board") for the 21st Century Cyber Charter School ("Charter School") adopts the following policy regarding students who are immigrants to the United States. A Memorandum was issued by the Department of Homeland Security ("DHS") on February 20, 2017 increasing efforts to deport illegal immigrants from the United States.

The purpose of this policy is to advise students, parents, and Charter School board members, administrators, faculty, and staff of the rights of students who are undocumented immigrants. It is also intended to ensure compliance with federal laws that prohibit employers from hiring undocumented immigrants.

### **Authority**

The Board declares it to be its policy to provide an equal opportunity and education for all students, including students who are undocumented immigrants. At no time shall the Charter School, including the Board, fail to admit a child conditioned on the child's immigration status. At no time, shall the Charter Schools' board members, administration, faculty or staff, inquire regarding the immigration status of a student as part of the admission process. 22 Pa Code § 11.11(d).

The Board also declares it to be its policy to have updated information regarding its employee's immigration statuses, insure that all employees I-9 forms are up to date, and kept in a separate employee file. If any employees cannot provide updated immigration documents required on an I-9, that employee should be terminated.

Furthermore, if the Charter School is presented with a government warrant for immigration records, it should contact legal counsel for review before providing those records.

### **Undocumented Students**

Pennsylvania regulations state that a child's right to be admitted to a public school may not be conditioned on the child's immigration status. 22 Pa Code § 11.11(d). Since a child's right to be admitted may not be conditioned on their immigration status, a school cannot inquire about the immigration status as part of the admission process.

In 1982, the United States Supreme Court held that students who are undocumented immigrants have an equal right to education as students who are citizens.

The provision does not relieve a student who has obtained an F-1 visa (international students) from the student's obligation to pay tuition under Federal law.

In compliance with Pennsylvania and Federal law, no board member, administrator, faculty or staff member of the Charter School should inquire about a student's immigration status, before or after the admission process. The Charter School may require proof of residency from the student's parents, but that can be shown by means other than government-issued documentation.

### **Immigration Status of Employees**

The Charter School shall ensure that all of its employees' I-9 forms are up-to-date and all supporting documentation is on file.

The Charter School shall require all new hires to complete and sign an I-9 form, and present required documentation upon hire. Within three business days of hire, the Charter School shall review the form and supporting documentation. If the I-9 form is compliant and required documentation is presented, a representative from the Charter School should sign the I-9 form. 8 C.F.R. 274a.2(b)(i) and (ii).

All I-9 forms and other immigration forms should be kept in a separate file, or an immigration compliance file. While copies of government-issued documentation (such as Social Security cards, driver's licenses, and birth certificates) may be kept in an employee's regular file, copies should also be kept with the I-9 forms in an employee's immigration compliance file. If an employee at the Charter School is not a citizen, but legally permitted to be in the United States and permitted to work in the United States, then copies of any immigration documents showing legal work status and/or documents required by the I-9 form must be kept in the file.

The Charter School should take note of the expiration of any I-9 form required documents, and if any of those documents are expired or nearing expiration, ask the employee for updated documentation.

It is the policy of the Charter School to not employ undocumented immigrants. If an employee cannot provide the Charter School with documentation that they are able to work in the United States legally, the employee shall be terminated. It is a violation of the law for a Charter School to continue to employ an undocumented immigrant. 8 U.S.C.A. § 1324a.

### **Warrants**

If the Charter School is presented with a warrant from the Office of Immigration and Customs Enforcement ("ICE") for immigration purposes, or for any purpose, the Charter School should present that warrant to legal counsel for review before it complies with the warrant.

ICE Administrative warrants are not warrants signed by a judge or judicial officers. These warrants are signed by federal immigration officials, and do not require the same burden of proof that a judicial warrant requires. The United States Supreme Court has held that constitutionally sufficient warrants are issued only upon oath or affirmation of facts submitted to a judicial officer, one who is neutral and detached from enforcement activities. *Coolidge v. New Hampshire*, 403 U.S. 443, 450 (1971). A warrant not signed by neutral judge is not constitutionally sufficient and may not need to be followed. If presented to the Charter School, these warrants should be reviewed by legal counsel to determine whether the Charter School must comply.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|         |                                                                            |
|---------|----------------------------------------------------------------------------|
| Book    | Policy Manual                                                              |
| Section | 6000 Operations                                                            |
| Title   | Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR) |
| Code    | 6022                                                                       |
| Status  | Active                                                                     |
| Adopted | September 10, 2019                                                         |

### **Purpose**

The Board of Trustees (Board) is committed to providing a safe and healthy environment for the Charter School community.

Maintaining automated external defibrillator (AED) units and staff trained in cardiopulmonary resuscitation (CPR) in the Charter School enables responders to deliver early defibrillation and resuscitation to victims.

### **Authority**

Except in extenuating circumstances, each location shall have one (1) person certified in the use of cardiopulmonary resuscitation (CPR) during regular school hours when school is in session and students are present. [\[1\]](#)

The automated external defibrillator (AED) units are owned by the Charter School and shall be properly maintained and located in secure and accessible locations.

The automated external defibrillator (AED) units shall be used in accordance with approved administrative procedures.

### **Guidelines**

A core team shall be trained in CPR and AED procedures by completing a training program offered by approved providers. Members of the team shall be provided opportunities for annual training and retraining.

Written guidelines for medical emergencies related to the use of automated external defibrillator (AED) units shall be provided to all members of the core team.

Responders' use of automated external defibrillator (AED) units shall not replace the care provided by emergency medical services (EMS) providers. Patient care shall be transferred to the EMS providers upon their arrival.

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall develop and disseminate administrative procedures that detail the use of automated external defibrillator (AED) units.

Automated external defibrillator (AED) units may be used by all members of the Charter School's core team who have successfully completed training and any trained volunteer who has a current course completion card.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 24 P.S. 1424](#)

[24 P.S. 1423](#)

[24 P.S. 1716-A](#)

[24 P.S. 1732-A](#)

[42 Pa. C.S.A. 8331.2](#)

[42 Pa. C.S.A. 8332](#)

[42 Pa. C.S.A. 8337.1](#)



|         |                                               |
|---------|-----------------------------------------------|
| Book    | Policy Manual                                 |
| Section | 6000 Operations                               |
| Title   | Use of Automated External Defibrillator (AED) |
| Code    | 6022-AR-1                                     |
| Status  | Active                                        |
| Adopted | September 8, 2020                             |

The school strives to provide a safe environment for students, staff, parents/guardians and community members as they learn and utilize school facilities. To achieve a safe environment, an automated external defibrillator (AED) may be placed in an accessible location in school facilities.

AED's will be used in emergency situations when sudden cardiac arrest occurs by individuals properly trained in the application of the device.

The principal may permit an authorized user to take an AED to other areas of a school or property for the purpose of standing by at a specific event or activity.

#### **Procedure For Use Of AED**

1. An AED will be located in an accessible location in a school, and signs will be posted to assist staff in locating the AED.
2. When an emergency situation occurs the responding staff member will activate the CODE BLUE Response.
3. Code Blue Response Plan will be followed.
4. AED Steps:
  1. Turn on the AED and follow the visual and/or audio prompts.
  2. Open the person's shirt and wipe his or her bare chest dry. If the person is wearing any medication patches, you should use a gloved (if possible) hand to remove the patches before wiping the person's chest.
  3. Attach the AED pads, and plug in the connector (if necessary).
  4. Make sure no one is, including you, is touching the person. Tell everyone to "stand clear."
  5. Push the "analyze" button (if necessary) and allow the AED to analyze the person's heart rhythm.
  6. If the AED recommends that you deliver a shock to the person, make sure that no one, including you, is touching the person – and tell everyone to "stand clear." Once clear, press the "shock" button.
  7. Begin CPR after delivering the shock. Or, if no shock is advised, begin CPR. Perform 2 minutes (about 5 cycles) of CPR and continue to follow the AED's prompts. If you notice obvious signs of life, discontinue CPR and monitor breathing for any changes in condition.



|         |                                                     |
|---------|-----------------------------------------------------|
| Book    | Policy Manual                                       |
| Section | 6000 Operations                                     |
| Title   | Responsibility for Automated External Defibrillator |
| Code    | 6022-AR-2                                           |
| Status  | Active                                              |
| Adopted | September 8, 2020                                   |

The responsibility for providing, training, maintaining, using and reporting on AED's is divided among various groups in a school.

The school administration is responsible for the following:

1. Selecting a school physician and Core Team members.
2. Providing the training and retraining of all Core Team members.
3. Coordinating equipment and accessories purchases, deployment and maintenance.
4. Maintaining on file the specifications/technical information sheet for each AED placed in schools.
5. Monitoring, reviewing and revising administrative procedures and procedures, as needed.
6. Communicating with the school physician relative to medical emergency response, including post-incident reviews.
7. Informing the county EMS about the deployment of AED's.

The school physician is responsible for the following:

1. Writing a prescription for AED's.
2. Providing medical direction for AED's.
3. Reviewing and approving procedures for use of AED's.
4. Reviewing and evaluating post-incident documentation and data.

AED Coordinators are school nurses, who are responsible for the following:

1. Maintaining AED equipment and restocking related supplies.
2. Conducting a monthly inspection and testing and completing the Automated External Defibrillator Service Log.
3. Cleaning the AED as needed.
4. Completing the Automated External Defibrillator Incident Report after each incident.
5. Serving as liaison for the school with the school physician.

6. Forwarding incident data to the school physician, in cooperation with the building principal.
7. Provide annual training and retraining for members of Core Team, and distribute established administrative procedures and protocols.
8. Conduct post-incident debriefing sessions, in cooperation with the building principal.
9. Maintain required documents, including training records, AED site information forms, AED incident reports, post-incident critiques and service logs.

Core Team members are responsible for the following:

1. Activating and/or responding to the emergency response system.
2. Providing prompt basic life support, including AED and first aid responses according to training and established procedures and protocols.
3. Transferring care of victim to EMS personnel upon their arrival at the site.
4. Notifying school AED Coordinators after any AED use.
5. Understanding and complying with established AED procedures and protocols.

### **Core Team Training**

The school will provide initial training for all members of the Core Team.

Training will include basic first aid, CPR and the use of an AED, and will be provided in accordance with the standards set forth by the American Red Cross or the American Heart Association or through an equivalent course of instruction approved by the State Department of Health.

Core Team members will renew training in first aid and AED use every two (2) years.



Book Policy Manual  
 Section 6000 Operations  
 Title Automated External Defibrillator Incident Report  
 Code 6022-AR-3  
 Status Active  
 Adopted September 8, 2020

School / Location: \_\_\_\_\_

Name of person completing report: \_\_\_\_\_

Date report is being completed: \_\_\_\_\_ Date/Time of Incident: \_\_\_\_\_

Name of AED operator: \_\_\_\_\_

Name of patient on which AED was applied: \_\_\_\_\_ Age: \_\_\_\_\_

Known status of patient:

- Student
- Parent of Student
- Other, explain \_\_\_\_\_

Describe incident: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List series of events from the start of the emergency until its conclusion: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Problems/Concerns that arose during the incident that need to be addressed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Responding EMS Unit: \_\_\_\_\_

Medical facility patient transported to: \_\_\_\_\_

Your Signature: \_\_\_\_\_

Please forward to the CEO no later than forty-eight (48) hours after the incident.







|         |                    |
|---------|--------------------|
| Book    | Policy Manual      |
| Section | 6000 Operations    |
| Title   | Naloxone           |
| Code    | 6023               |
| Status  | Active             |
| Adopted | September 10, 2019 |

### **Authority**

As a means of enhancing the health and safety of its students, staff and visitors, the Charter School may obtain, maintain and administer doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose. [\[1\]](#)[\[2\]](#)

### **Definitions**

Drug overdose - shall mean an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. An individual's condition may be deemed to be a drug overdose if a prudent person, possessing an average knowledge of medicine and health, would reasonably believe that the condition is in fact a drug overdose and requires immediate medical attention. [\[1\]](#)

Naloxone - shall mean a medication that can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Naloxone displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.

Opioid - shall mean illegal drugs such as heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone, hydrocodone, fentanyl, hydromorphone, and buprenorphine.

### **Delegation of Responsibility**

The Chief Executive Officer or designee, in consultation with the school nurse(s) and the school physician, shall establish appropriate internal procedures for the acquisition, stocking and administration of Naloxone and related emergency response procedures pursuant to this policy.

The school physician shall be the prescribing and supervising medical professional for the Charter School's stocking and use of Naloxone. The Chief Executive Officer or designee shall obtain a standing order from the school physician for administration of Naloxone.

The school nurse shall be responsible for building-level administration of Naloxone and management of Naloxone stocks.

### **Guidelines**

The school nurse shall develop a plan for annually informing all parents/guardians, students and staff about this policy and specifically:

1. The availability of Naloxone to treat opioid drug overdoses and what it does;

2. The symptoms of opioid drug overdoses;
3. How students and staff should report suspected overdoses;
4. The protection from criminal prosecution provided by law for persons who report a suspected overdose using their real name and remain with the overdosing person until emergency medical services (EMS) or law enforcement arrive, as well as for the person whose overdose they report; and [\[1\]](#)[\[2\]](#)
5. The protection from civil liability provided by law for persons who report overdoses or administer Naloxone in overdose emergencies. [\[1\]](#)[\[2\]](#)

### **Standing Order From the School Physician**

The school physician shall provide and annually renew a standing order for administration of Naloxone to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose.

The standing order shall include at least the following information:

1. Type of Naloxone (intranasal and auto-injector).
2. Date of issue.
3. Dosage.
4. Signature of the school physician.

The standing order shall be maintained in the office of the Chief Executive Officer or designee, and copies of the standing order shall be kept in each location where Naloxone is stored.

### **Training**

Before any Charter School employee may have custody of Naloxone or administer Naloxone under this policy, the employee must successfully complete an online Pennsylvania Department of Health training program about recognizing opioid-related overdoses, administering Naloxone and promptly seeking medical attention for drug overdoses. Evidence that such training has been completed shall be placed in the employee's personnel file. [\[2\]](#)

A list of Charter School employees who successfully complete such training shall be maintained, updated and kept in the school nurse's office and the administration office.

### **Acquisition, Storage and Disposal**

Naloxone shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Naloxone shall be made readily accessible to those employees who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be informed of the exact location where Naloxone is being stored within the school nurse's office or other location.

The school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Department of Health Guidelines.

### **Administration of Naloxone**

When responding to a suspected drug overdose, Charter School employees shall follow the steps outlined below:

1. Call for medical help immediately (Dial 9-1-1).
2. Check for signs of opioid overdose.
3. Perform initial rescue breathing (or CPR if needed), as instructed in training.
4. Administer Naloxone, as instructed in training.
5. Continue rescue breathing (or CPR if needed), as instructed in training.
6. Administer second dose of Naloxone if needed, as instructed in training.

7. Place in recovery position, as instructed in training.
8. Stay with the individual until emergency medical help arrives.
9. Cooperate with EMS personnel responding to the incident.
10. Notify the building administrator of the incident.

#### **Referral to Law Enforcement and Parental Notification**

The Chief Executive Officer or designee shall immediately report incidents involving the use of controlled substances on Charter School property, at any school-sponsored activity or on a conveyance providing transportation to or from the Charter School or a school-sponsored activity, to the local police department that has jurisdiction over the Charter School's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board of Trustees policies. [\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

The Chief Executive Officer or designee shall notify the parent/guardian of any student directly involved in an incident involving use of controlled substances immediately, as soon as practicable. The Chief Executive Officer or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the Charter School property has been or may be notified of the incident. The Chief Executive Officer or designee shall document attempts made to reach the parent/guardian. [\[3\]](#)[\[8\]](#)

#### **Referral to Student Assistance Program**

Any student who experiences a drug overdose shall be referred to the Student Assistance Program.

#### **Indemnification**

The Charter School shall indemnify and hold harmless any employee who administers Naloxone in good faith to another individual experiencing a suspected drug overdose, if all of these conditions apply: [\[2\]](#)[\[9\]](#)[\[10\]](#)

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering Naloxone to that individual.
2. The employee successfully completed the training contemplated by this policy.
3. The employee promptly sought additional medical assistance before or immediately after administering Naloxone.
4. The employee is administering Naloxone pursuant to this policy.

#### **Volunteers**

The term employee as used in this policy shall include approved volunteers who have received the required training.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

|       |                                        |
|-------|----------------------------------------|
| Legal | <a href="#">1. 35 P.S. 780-113.7</a>   |
|       | <a href="#">2. 35 P.S. 780-113.8</a>   |
|       | <a href="#">3. 22 PA Code 10.2</a>     |
|       | <a href="#">4. 22 PA Code 10.21</a>    |
|       | <a href="#">5. 22 PA Code 10.22</a>    |
|       | <a href="#">6. 24 P.S. 1302.1-A</a>    |
|       | <a href="#">7. 24 P.S. 1303-A</a>      |
|       | <a href="#">8. 22 PA Code 10.25</a>    |
|       | <a href="#">9. 42 Pa. C.S.A. 8547</a>  |
|       | <a href="#">10. 42 Pa. C.S.A. 8548</a> |

[24 P.S. 1716-A](#)

[24 P.S. 1732-A](#)



|                     |                                                     |
|---------------------|-----------------------------------------------------|
| Book                | Policy Manual                                       |
| Section             | 6000 Operations                                     |
| Title               | Maintaining Professional Adult / Student Boundaries |
| Code                | 6024                                                |
| Status              | Active                                              |
| Adopted             | March 8, 2005                                       |
| Last Revised        | May 29, 2020                                        |
| Last Reviewed       | November 9, 2023                                    |
| Prior Revised Dates | November 10, 2020                                   |

#### **Authority**

This policy applies to Charter School employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on Charter School grounds. For purposes of this policy, such individuals are referred to collectively as "Adults". The term Adults as used in this policy, does not include Charter School students who perform services on a volunteer or compensated basis.

All Adults shall be expected to maintain professional, moral and ethical relationships with Charter School students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Board of Trustees (Board) directs that all Adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative procedures and rules.

This policy is not intended to interfere with appropriate pre-existing personal relationships between Adults and students and their families that exist independently of the Charter School or to interfere with participation in civic, religious or other outside organizations that include Charter School students.

#### **Definition**

For purposes of this policy, legitimate educational reasons include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, Charter School administration or other purposes within the scope of the Adult's job duties.

#### **Delegation of Responsibility**

The Chief Executive Officer or designee shall annually inform students, parents/guardians, and all Adults regarding the contents of this Board policy through employee handbooks and student handbooks.

The principal or administrator, supervisor or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the Charter School shall ensure that their employees who have interaction with students or are present on Charter School grounds are informed of the provisions of this policy.

#### **Guidelines**

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited conduct.

### **Prohibited Conduct**

#### *Romantic or Sexual Relationships –*

Adults shall be prohibited from entering into or attempting to form a romantic or sexual relationship with any student enrolled in the Charter School, regardless of the student's age. The consent of a student to engage in romantic or sexual interactions may not be a defense or mitigating factor in any discipline for violations of this section.<sup>[1][2]</sup>

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

#### *Social Interactions –*

In order to maintain professional boundaries, Adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging personal notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the principal or administrator, or supervisor.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional Adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.

10. Inviting a student to the Adult's home.
11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the principal or administrator, or supervisor.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the principal or administrator, or supervisor.
14. Addressing students or permitting students to address Adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
15. Telling a student personal secrets or sharing personal secrets with a student.
16. For Adults who are not guidance/counseling staff, psychologists, social workers or other Adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
17. Furnishing alcohol, drugs, vaping products, or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other Board policies or by state or federal law and regulations.

#### *Electronic Communications –*

For purposes of this policy, electronic communication shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, text messages, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, Adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational or Charter School operational reasons only.

When available, Charter School-provided email or other Charter School-provided communication devices, networks and platforms shall be used when communicating electronically with students. The use of Charter School-provided email or other Charter School-provided communication devices, networks and platforms shall be in accordance with Board policies and administrative procedures.

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the principal or administrator, or supervisor.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the Charter School for this purpose, without the prior written approval of the principal or administrator, or supervisor.

#### **Exceptions**

An emergency situation or a legitimate educational reason may justify deviation from the rules regarding communication or methods for maintaining professional boundaries set out in this policy. The Adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that the Adult has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.



There will be circumstances where personal relationships develop between an Adult and a student's family, e.g., when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many Adults are involved in various other roles in the community through non-Charter School-related civic, religious, athletic, scouting or other organizations and programs whose participants may include Charter School students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an Adult's ability to serve in those roles; however, Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

### **Reporting Inappropriate or Suspicious Conduct**

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an Adult and a student, shall immediately notify the Chief Executive Officer, principal or administrator, or supervisor.

All Charter School employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse to ChildLine, in accordance with applicable law, regulations and Board policy. The reporter shall immediately thereafter notify the Chief Executive Officer and their immediate supervisor of the report.[\[3\]](#)

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall immediately report such misconduct to the Chief Executive Officer, Title IX Coordinator and the educator's immediate supervisor and report such misconduct to the Pennsylvania Department of Education on the required form within fifteen (15) days of discovery of such misconduct.[\[4\]](#)

If the Chief Executive Officer or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Chief Executive Officer, Title IX Coordinator, and/or the educator's immediate supervisor, shall make a report promptly, but not later than fifteen (15) days following discovery of such misconduct.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

It is a violation of Board policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.

### **Investigation**

The Title IX Coordinator shall promptly assess and address allegations of inappropriate conduct in accordance with the procedures for reports or discrimination or Title IX sexual harassment.

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported Adult is cleared of any wrongdoing shall not result in disciplinary action against the person making the report or any witnesses. If as the result of an investigation any individual, including the reported Adult, the reporter, or a witness is found to have knowingly provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and Board policies. Obstruction includes, but is not limited to, violation of "no contact" orders given to the reported Adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.

### **Disciplinary Action**

A Charter School employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable Board disciplinary policies and administrative procedures.

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in the Charter School for an appropriate period of time or permanently, as determined by the Chief Executive Officer or designee.

### **Training**

The Charter School shall provide training with respect to the provisions of this policy to current and new employees, volunteers and student teachers subject to this policy.

The Charter School, at its sole discretion, may require independent contractors and their employees who interact with students or are present on Charter School grounds to receive training on this policy and related procedures.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[2. 18 Pa. C.S.A. 3124.2](#)

[3. 24 P.S. 2070.9f](#)

[8. 23 Pa. C.S.A. 6311](#)

[10. 24 P.S. 2070.9a](#)

[12. 22 PA Code 10.2](#)

[13. 22 PA Code 10.21](#)

[14. 22 PA Code 10.22](#)

[15. 24 P.S. 1302.1-A](#)

[16. 24 P.S. 1303-A](#)

[22 PA Code 235.1 et seq](#)

[23 Pa. C.S.A. 6301 et seq](#)

[24 P.S. 1716-A](#)

[24 P.S. 1732-A](#)

[24 P.S. 2070.1a et seq](#)



|              |                    |
|--------------|--------------------|
| Book         | Policy Manual      |
| Section      | 6000 Operations    |
| Title        | Hearing Officer    |
| Code         | 6025               |
| Status       | Active             |
| Adopted      | May 9, 2017        |
| Last Revised | September 10, 2019 |

### **Purpose**

The Board of Trustees ("Board") of The 21st Century Charter School ("21st Century") recognizes the necessity of ensuring due process to all students engaged in formal disciplinary hearing proceedings. To ensure that any Board member appointed to preside over a formal hearing is sufficiently qualified, the Board sets forth the following minimum standards for qualification.

### **Delegation of Responsibility**

A 21st Century Board member appointed to preside over any formal disciplinary hearing shall:

A) Be impartial, disinterested, and objective including, but not limited to:

- 1) Having no financial or personal interest in the outcome of the hearing; and
- 2) Having no prior involvement with the child, whether personally or professionally;

B) Have the ability to communicate effectively;

C) Understand the role of the hearing officer in formal disciplinary proceedings;

D) Be familiar with federal and Pennsylvania law regarding discipline of both regular education students and special education students;

E) Understand school policies and the School Student Code of Conduct as they relate to discipline;

F) Have the ability to objectively analyze the evidence presented by all parties in accordance with federal and Pennsylvania law, as well as relevant policies, to develop a recommendation for discipline that will be presented to the Board of Trustees;

G) Recite an Oath of Office reflecting their acceptance of the responsibilities of their role.

1) Before entering upon the duties of their office each hearing officer shall take and subscribe to the following oath or affirmation, which may be administered by anyone qualified to administer an oath:

OATH FOR HEARING OFFICERS

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties as a duly appointed expulsion hearing officer with fidelity."

Every member of the Board is qualified and authorized to serve as a hearing examiner during the school year and extended school year.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|              |                                 |
|--------------|---------------------------------|
| Book         | Policy Manual                   |
| Section      | 6000 Operations                 |
| Title        | Intellectual Property Agreement |
| Code         | 6026                            |
| Status       | Active                          |
| Adopted      | May 23, 2006                    |
| Last Revised | September 10, 2019              |

All 21st Century Cyber Charter School staff (21CCCS) and contractors must sign and submit an Intellectual Property Agreement to 21CCCS.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|              |                                                |
|--------------|------------------------------------------------|
| Book         | Policy Manual                                  |
| Section      | 6000 Operations                                |
| Title        | Procedures for Intellectual Property Agreement |
| Code         | 6026-AR-1                                      |
| Status       | Active                                         |
| Adopted      | September 8, 2020                              |
| Last Revised | September 12, 2023                             |

I understand and agree that I may not in any manner use, distribute, sell, or copy any intellectual property or confidential or proprietary information, acquired as a result of employment or contracting with the 21CCCS, without express prior written permission from the Director/CEO of 21CCCS. Any intellectual property that I create, develop, modify or have access to while employed with 21CCCS and/or while using any 21CCCS materials or technology is and remains the property of 21CCCS at all times and I retain no rights to it. Upon termination of my employment or contract with 21CCCS, I must return all intellectual property or confidential information or records to 21CCCS immediately.

|            |                 |       |
|------------|-----------------|-------|
| _____      | _____           | _____ |
| Staff Name | Staff Signature | Date  |

|                 |           |       |
|-----------------|-----------|-------|
| _____           | _____     | _____ |
| Contractor Name | Signature | Date  |



|               |                      |
|---------------|----------------------|
| Book          | Policy Manual        |
| Section       | 6000 Operations      |
| Title         | Conflict of Interest |
| Code          | 6027                 |
| Status        | Active               |
| Adopted       | May 9, 2017          |
| Last Revised  | May 14, 2019         |
| Last Reviewed | November 9, 2023     |

### **Purpose**

This policy shall affirm standards of conduct established to ensure that members of the Board of Trustees (Board) and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

### **Definitions**

Confidential information shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.[\[1\]](#)

Conflict or Conflict of interest shall mean use by a Trustee or employee of the authority of their office or employment, or any confidential information received through their holding public office or employment, for the private pecuniary benefit of them, a member of their immediate family or a business with which they or a member of their immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Trustee or employee, a member of their immediate family or a business with which they or a member of their immediate family is associated.[\[1\]](#)

De minimis economic impact shall mean an economic consequence which has an insignificant effect.[\[1\]](#)

Financial interest shall mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.[\[1\]](#)

Honorarium shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact.[\[1\]](#)

Immediate family shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.[\[1\]](#)

Business partner shall mean a person who, along with another person, plays a significant role in owning, managing, or creating a company in which both individuals have a financial interest in the company.

### **Delegation of Responsibility**

Each employee and Trustee shall be responsible to maintain standards of conduct that avoid conflicts of interest. The Board prohibits Trustees and employees from engaging in conduct that constitutes a conflict of interest as outlined in this policy.

**Guidelines**

All Trustees and employees shall be provided with a copy of this policy and acknowledge in writing that they have been made aware of it. Additional training shall be provided to designated individuals.

**Disclosure of Financial Interests**

No Trustee shall be allowed to take the oath of office or enter or continue upon their duties, nor shall they receive compensation from public funds, unless they have filed a statement of financial interests as required by law.

The school solicitor and designated employees shall file a statement of financial interests as required by law and regulations.[\[2\]](#)[\[3\]](#)

**Standards of Conduct**

The Charter School maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees and Trustees engaged in the selection, award and administration of contracts.[\[4\]](#)

No employee or Trustee may participate in the selection, award or administration of a contract supported by a federal award if they has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, Trustee, any member of their immediate family, their business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.[\[4\]](#)

The Charter School shall not enter into any contract with a Trustee or employee, or their spouse or child, or any business in which the person or their spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Board has determined it is in the best interests of the Charter School to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Trustee or employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.[\[1\]](#)

When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids or quotes and who was chosen.

Any Trustee or employee who in the discharge of their official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of their interest as a public record in a written statement to be attached to the Board minutes.[\[1\]](#)

No public official or public employee shall accept an honorarium.[\[1\]](#)

Trustees and employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with Board policy, except that no gift, donation or contribution of any kind shall be accepted, demanded or requested, directly or indirectly, from any parent/guardian, teacher, employee or any other person affiliated with the Charter School as a condition for employment or enrollment and/or continued attendance of any student.[\[4\]](#)[\[5\]](#)

**Improper Influence**

No person shall offer or give to a Trustee, employee or nominee for the Board, or a member of their immediate family or a business with which they are associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Trustee, employee or nominee for the Board would be influenced thereby.[\[1\]](#)

No Trustee, employee or nominee for the Board shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that Trustee, employee or nominee that the vote, official action or judgment of the Trustee, employee or nominee for the Board would be influenced thereby.[\[1\]](#)

**Organizational Conflicts**



Organizational conflicts of interest may exist when due to the Charter School's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the Charter School may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.[\[4\]](#)

In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Chief Executive Officer or designee to determine whether it is likely that the Charter School would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any Charter School employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;
3. A competitive bid, quote or other basis of valuation is considered; and
4. The Board has determined that contracting with the related organization is in the best interests of the program involved.

### **Reporting Conflicts of Interest**

Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Chief Executive Officer. If the Chief Executive Officer is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Board Chairperson.

Any perceived conflict of interest of a Trustee that is detected or suspected by any employee or third party shall be reported to the Board Chairperson. If the Board Chairperson is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Chief Executive Officer, who shall report the incident to the solicitor.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

The Chief Executive Officer or designee shall report in writing to the federal awarding agency or pass-through entity any potential conflict of interest related to a federal award, in accordance with federal awarding agency policy.[\[6\]](#)

### **Investigation**

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.[\[6\]](#)

### **Disciplinary Actions**

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the Charter School shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Charter School staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Violations of this policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Board policies, procedures, and state and federal laws.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 65 Pa. C.S.A. 1101 et seq](#)

[2. 51 PA Code 15.2](#)

[3. 65 Pa. C.S.A. 1104](#)

[4. 2 CFR 200.318](#)

[5. 24 P.S. 1725-A](#)



|              |                 |
|--------------|-----------------|
| Book         | Policy Manual   |
| Section      | 6000 Operations |
| Title        | Fraud           |
| Code         | 6028            |
| Status       | Active          |
| Adopted      | March 10, 2015  |
| Last Revised | May 14, 2019    |

### **Authority**

The Board of Trustees (Board) expects all Trustees, Charter School employees, volunteers, consultants, vendors, contractors and other parties that maintain a relationship with the Charter School to act with integrity, due diligence, and in accordance with law in their duties involving the Charter School's resources. The Board is entrusted with public funds, and no one connected with the Charter School shall do anything to erode that trust.

### **Definitions**

Fraud, financial improprieties, or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the Charter School.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other assets.
4. Impropriety in handling money or reporting financial transactions.
5. Profiteering because of insider information of Charter School information or activities.
6. Disclosure of confidential and/or proprietary information to outside parties.
7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the Charter School.
8. Destruction, removal, or inappropriate use of Charter School records, furniture, fixtures, or equipment.
9. Failure to provide financial records to authorized state or local entities.
10. Failure to cooperate fully with any financial auditors, investigators or law enforcement.
11. Other dishonest or fraudulent acts involving Charter School funds or resources.

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall be responsible to implement and maintain a system of internal controls designed to prevent and detect potential risks, fraud, financial impropriety, or fiscal irregularities within the Charter School, subject to review and approval by the Board.

Charter School administrators are responsible to be alert to an indication of fraud, financial impropriety, or irregularity within their areas of responsibility.

### **Reporting**

All employees shall be alert for any indication of fraud, financial impropriety or irregularity within their area of responsibility.

An employee who suspects fraud, impropriety, or irregularity shall immediately report their suspicions to the Chief Executive Officer.

If the report involves the Chief Executive Officer, the employee shall report their suspicions to the Board Chairperson and solicitor who shall be responsible to conduct an investigation in place of the Chief Executive Officer.

Employees who bring forth a legitimate concern or suspicion about a potential impropriety shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.<sup>[1][2]</sup>

### **Investigation**

The Chief Executive Officer shall investigate reports of fraudulent activities in a manner that protects the confidentiality of all parties and the facts, in cooperation with appropriate individuals and agencies.

If an investigation substantiates the occurrence of a fraudulent activity, the Chief Executive Officer shall issue a report to the Board and designated individuals.

The final disposition of the matter regarding employee discipline and decision to file a criminal complaint or refer the matter to law enforcement and/or a regulatory agency for independent investigation shall be determined by the Board and Chief Executive Officer in consultation with legal counsel.

Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know, until the results are made public.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 18 U.S.C. 1513](#)

[2. 43 P.S. 1423](#)

[15 U.S.C. 7201 et seq](#)

[43 P.S. 1421 et seq](#)



|              |                      |
|--------------|----------------------|
| Book         | Policy Manual        |
| Section      | 6000 Operations      |
| Title        | Procedures for Fraud |
| Code         | 6028-AR-1            |
| Status       | Active               |
| Adopted      | September 8, 2020    |
| Last Revised | September 12, 2023   |

The Board expects Board members, school employees, volunteers, consultants, vendors, contractors and other parties maintaining a business relationship with the school to act with integrity, due diligence and in accordance with law and regulations in dealings involving the school's assets and fiscal resources. The school is entrusted with public dollars, and no individual connected with the school should do anything to erode that trust.

A copy of applicable Board policy and administrative procedures will be distributed annually to employees with fiscal accounting and/or money handling responsibilities.

### **Internal Controls**

Internal controls are checks and balances to help prevent fraud, waste and abuse.

The CEO or designee will implement and maintain a system of internal controls as safeguards to provide assurance regarding the effectiveness and efficiency of operations; reliability of financial reporting; and compliance with applicable laws and regulations, Board policy and school administrative procedures.

Internal controls implemented to aid in the prevention and detection of fraud, financial impropriety or irregularity within the school may include, but not be limited to, the following:

1. Segregation Of Duties Relating To Authorization, Custody of Assets, Recording Or Reporting Transactions – Where possible, more than one (1) employee will be involved in pieces of financial transactions; no one employee will be responsible for an entire financial transaction.
2. Payments – Payments will be made only by checks; no cash transactions will be permitted. The Board will annually approve check signers, which will consist of individuals not involved in the transaction. All checks will have at least two (2) signers.
3. Bank Reconciliations – Bank statements and canceled checks will be reconciled by employees who are not authorized to sign checks and are not involved in check processing.
4. Access To Checks – Physical and electronic access to school checks and accounts will be limited to those employees with designated business functions.
5. Capital Assets – The Business Office will maintain updated lists of school capital assets.
6. Job Descriptions – Written, detailed job descriptions will explain and assign specific and segregated job functions.

7. Training – Administrators will be responsible to ensure that employees under their supervision receive continuous training pertinent to fraud prevention.

The CEO or designee will provide regular reports to the Board on the status of the established internal control system and procedures, and will recommend any necessary revisions to Board policies or administrative procedures.

### **Staff Responsibilities**

The school will operate in a culture of honesty and ethical behavior, with employees held responsible for their behavior and actions.

All employees who supervise or prepare school financial reports or transactions are responsible to actively monitor and be alert to any indication of fraud, financial impropriety or irregularity within their area of responsibility, and to immediately report their suspicions to the CEO.

All employees are required to immediately report to the CEO any suspicion of fraud, financial impropriety or irregularity. The school will not tolerate any form of reprisal, retaliation or discrimination against any employee who reports such a legitimate concern or suspicion.

The CEO or designee will inform employees with financial and/or accounting responsibilities about the following established anti-fraud employee standards:

1. Practice good stewardship of school financial resources, including timely reporting of fraudulent expenditures.
2. Support and adhere to sound business practices to the best of their ability and in keeping with assigned job functions and training.
3. Maintain and protect required financial records and reports.
4. Perform job functions with attention to detail to minimize and prevent error, falsification of records and omission of transactions.
5. Guard against misappropriation of assets.
6. Refuse to reveal to unauthorized individuals the investment activities engaged in or contemplated by the school.
7. Resist incentives, pressures, and negative attitudes that detract from performance of assigned responsibilities.
8. Report knowledge of fraud or suspected fraud, including intentional misstatements and omissions of amounts or disclosures.
9. Do not alter, destroy, mutilate, conceal, cover up or falsify any record or document with the intent to impede, obstruct or influence an investigation.

Employees who violate Board policy and/or administrative procedures are subject to discipline up to and including termination, and referral for prosecutions when appropriate.

### **Investigation**

The CEO has primary responsibility for promptly conducting necessary investigations of reported fraudulent activity. If the CEO is involved in the complaint, the Board Chairperson will be responsible to conduct the investigation instead of the CEO.

Based on their judgment, the CEO will coordinate investigative efforts with any of the following:

1. School solicitor.
2. School auditor.
3. Insurance agent.
4. Internal department staff.

5. Law enforcement officials.

6. External agencies.

The CEO will maintain written records of an allegation and its investigation.

The CEO will investigate reports of fraudulent activity in a manner that protects the confidentiality of individuals and facts, including the identity of the employee making the report, except when doing so interferes with the investigation of the specific allegation or taking corrective action. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in the investigation will be informed about their responsibility and are required to maintain confidentiality regarding all information about the matter.

The CEO will submit to the Board and appropriate individuals a written report of the findings of an investigation and any responsive action recommended by the administration.

The Board and CEO will determine the final disposition of the matter.

If an employee is found to have committed fraud or financial impropriety, the CEO will recommend appropriate disciplinary action, which may include termination of employment.

If a contractor or vendor is found to have committed fraud or financial impropriety, the CEO will recommend appropriate action, which may include cancellation of the school's relationship with the contractor or vendor.

When circumstances warrant, the Board and CEO may refer matters to appropriate law enforcement or regulatory agencies for independent investigation. In cases involving monetary loss to the school, the school may seek to recover lost or misappropriated funds.

The Board and CEO will consult with legal counsel prior to determining final actions regarding findings of fraud or financial impropriety.

Individuals found to have altered, destroyed, mutilated, concealed, covered up or falsified records or documents pertinent to an investigation are subject to disciplinary action.

After an investigation substantiates a report of fraud or financial impropriety, the CEO will analyze conditions and/or factors that may have contributed to the fraudulent or improper activity, and will ensure that administrative procedures, internal controls and/or financial procedures are developed or revised and implemented to prevent future misconduct. The CEO will present such recommendations to the Board.



|              |                     |
|--------------|---------------------|
| Book         | Policy Manual       |
| Section      | 6000 Operations     |
| Title        | Sanitary Management |
| Code         | 6029                |
| Status       | Active              |
| Adopted      | March 8, 2016       |
| Last Revised | November 5, 2019    |

The Board recognizes that the health and physical well-being of the students of the school depend in large measure upon the cleanliness and sanitary conditions of the school premises.

The Board directs that a program of sanitary management be instituted in the schools and explained periodically to all staff members.

The Board directs that standards be maintained that meet the requirements set forth by the Pennsylvania Department of Health, Department of Labor & Industry and any local agency, which has jurisdiction.

The Facilities Manager, or another CEO designee, shall inspect the school regularly for cleanliness and proper sanitation.

The Facilities Manager or another CEO designee shall develop and supervise a program for the cleanliness and sanitary management of the school building, school grounds, and school equipment pursuant to statute, rules of the State Board, and regulations of the local and State Boards of the Health and the Department of Labor & Industry.

Cleanliness of the school shall be the responsibility of the building Facilities Manager or another CEO designee.

Teachers shall be responsible for the general condition of their workstations and shall be informed when their workstations do not satisfy applicable standards.

Principals shall inspect facilities at least once per month and report any conditions, which may threaten the comfort, health or safety of occupants, to the Facilities Manager or the CEO's designee.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|              |                    |
|--------------|--------------------|
| Book         | Policy Manual      |
| Section      | 6000 Operations    |
| Title        | Indoor Air Quality |
| Code         | 6029-AR-1          |
| Status       | Active             |
| Adopted      | September 8, 2020  |
| Last Revised | November 29, 2023  |

The school recognizes that a safe and healthy school environment is important in contributing to the health of students and adults. Clean indoor air is essential to creating and maintaining an optimal, healthy learning environment for students and staff.

The Facilities Manager will ensure maintenance of acceptable temperatures, relative humidity and adequate fresh air ventilation in all school buildings. All staff are encouraged to make efforts to maintain good air quality in all school buildings.

The school's goal is to improve indoor air quality during new construction and while making repairs, renovations and maintenance to existing facilities. When reviewing bids of this nature, consideration will be given to those contractors who incorporate good indoor air quality into their designs.

### **Indoor Air Quality Program**

The CEO and/or designated administrator will implement an indoor air quality program that provides for ongoing maintenance and facility reviews necessary for the maintenance and improvement of the indoor air quality in all school buildings and that meet all state and local requirements.

The indoor air quality program will address the following issues:

1. Reduction of exposure to asthma triggers commonly found in school buildings.
2. Proper chemical purchasing, management, inventory, storage, labeling, use and disposal.
3. Strategies for mold prevention and management.
4. Monitoring of school buildings and facilities, reporting of indoor air problems, and resolution of existing problems.
5. Preventive maintenance measures.
6. Training for school and building staff, including online instruction.
7. Current indoor air quality issues and trends.

The Facilities Manager may incorporate the U.S. Environmental Protection Agency's "Tools for Schools" Program into its indoor air quality program, including the specified standards for heating, ventilation and air conditioning systems such as Standards 62. School staff may also utilize as a resource The Healthy School Environments



Assessment Tool (HealthySEAT) developed by the Environmental Protection Agency, as well as elements from "LEEDS – Leadership in Energy and Environmental Design" developed by the U.S. Green Building Council (USGBC).

The Facilities Manager is responsible to conduct an inspection and evaluation plan that includes, but is not limited to, the following areas:

1. Heating, ventilation and air conditioning (HVAC) systems.
2. Radon levels in the air and water.
3. Acceptable CO<sub>2</sub> levels in occupied rooms.
4. Condition of roofs, ceilings, walls, floors, carpets, and porous materials such as drapes, furniture and partitions.
5. Potential for exposure to microbiological airborne particles, including fungi, mold and bacteria.
6. Chemical compounds of concern to indoor air quality, such as volatile organic compounds.
7. Pest infestation, including insects and rodents.
8. Pesticide usage.
9. Presence and plans for removal of certain hazardous substance identified under federal law.
10. Plumbing, including water distribution systems, drainage systems and fixtures.
11. Moisture incursion/leaks.
12. Overall cleanliness of buildings and facilities.
13. Building structural elements, including roofing, basements and slabs.
14. Use of space, particularly in areas designed to be unoccupied.
15. Provision of indoor air quality maintenance training for school and building staff.

The Facilities Manager will maintain records on the inspection and maintenance of the school's heating, ventilation and air conditioning systems.

The CEO or designee may, if necessary, report to the Board on the current status of the school's efforts to maintain a healthy standard of indoor air quality in school buildings.



|               |                                                 |
|---------------|-------------------------------------------------|
| Book          | Policy Manual                                   |
| Section       | 6000 Operations                                 |
| Title         | Indoor Air Quality - New / Renovated Facilities |
| Code          | 6029-AR-2                                       |
| Status        | Active                                          |
| Adopted       | September 8, 2020                               |
| Last Reviewed | November 29, 2023                               |

Many of the common indoor air quality problems can be prevented by prudent design of new construction and major renovation. Ventilation and cooling systems have the most profound effect on air quality. Design of new or renovated buildings and facilities should reflect the most stringent current standards. Good, stringent design is cost-effective because it can significantly reduce the cost of subsequent repairs and renovation.

#### **Construction Planning And Practice**

The school's recommendations for construction planning and practices that reduce the chance of subsequent health problems include the following:

1. Incorporate indoor air quality goals into the bid and construction documents.
2. Require the development and use of an indoor air quality management plan or program.
3. Ensure that all members of the project team are familiar with indoor air quality issues and have defined their responsibilities to address those issues.
4. Require contractors to provide information on any product substitutions.

#### **Architect/Contractor Requirements**

The school will require that the following guidelines be followed by contractors during new construction and renovations:

1. Perform as much of the work as possible when the building or facility is not occupied.
2. Keep building occupants as far as possible from the construction.
3. Install temporary barriers and ensure that the ventilation system is not drawing any pollutants to occupied areas; create positive pressure in those areas.
4. Use methods that will reduce the concentration of airborne pollutants, such as wet methods.

In order to secure appropriate indoor air quality in school buildings and facilities, when new facilities are constructed and when existing facilities are renovated, the following requirements will be specified to the architect or design professionals responsible for the construction project:

1. Adherence to applicable state and local requirements defining minimum air circulation.

2. Building/Space must meet or exceed the ASHRAE (American Society of Heating, Refrigerating and Air Conditioning Engineers) standards that consider chemical, physical and biological contaminants that can affect air quality.
3. Design and placement of air handling equipment must be done in a manner where it is accessible to inspect and maintain the equipment; mechanical rooms are desirable, versus exposed rooftop units or units hung above suspended ceilings.
4. With increased air flow requirements, attention must be given to the potential of air velocity noise within ductwork.
5. Fresh air intakes must be located away from all types of vents and exhausts of roofs, whenever possible.
6. Air intakes and ventilation windows must be sufficiently distant from bus loops and loading docks.
7. Radon mitigation systems should be part of new construction to provide a vapor barrier and protection from under-slab humidity.
8. Attention must be given to the selection of carpeting, carpet adhesives, and synthetic materials that may emit odorous and irritating volatile organic vapors degrading indoor air quality.
9. Reduction of the potential of moisture intrusion through appropriately designed pitched roofs wherever possible.
10. Consideration of the economic feasibility of achieving dehumidification through air conditioning.
11. Installation of temperature control systems that monitor temperature and other factors helpful in monitoring and diagnosing heating, ventilation and air conditioning (HVAC) systems.
12. When renovating an occupied building, provision for the mechanical control of airborne pollutants associated with the construction process.
13. Building materials must be kept dry to prevent microbial growth, and water damaged materials must be dried as soon as possible.
14. Spills of toxic or irritant materials must be cleaned immediately.



|              |                                                    |
|--------------|----------------------------------------------------|
| Book         | Policy Manual                                      |
| Section      | 6000 Operations                                    |
| Title        | Integrated Resource / Waste Management / Recycling |
| Code         | 6029-AR-3                                          |
| Status       | Active                                             |
| Adopted      | September 8, 2020                                  |
| Last Revised | November 29, 2023                                  |

The school believes that the conservation of water, energy and other natural resources, as well as the protection of the environment, is essential to the health and welfare of the schools and the community. The schools should set an example of stewardship of our natural resources and develop responsible citizenship in the students.

The CEO and/or designated administrator will develop, implement and maintain an integrated resource/waste management program in the school to reduce waste, conserve natural resources and protect the environment. The program will include specific strategies designed to be used in all areas of school operation for the purposes of:

1. Implementing and maintaining effective and sustainable resource practices.
2. Exploring renewable and clean energy technologies.
3. Reducing energy and water consumption.
4. Minimizing utility costs.
5. Reducing the amount of waste of consumable materials.
6. Encouraging recycling.
7. Encouraging green procurement practices.
8. Promoting conservation principles.

The CEO and/or designated administrator may collaborate with municipal, county and state agencies when developing and implementing the school's resource/waste management program.

To ensure efficient utilization of natural and material resources, the designated administrator will gradually implement the following measures and practices:

1. Reduce waste generation by reducing the consumption of disposable materials, composting of organic materials, and fully utilizing all materials prior to disposal.
2. Recycle materials such as paper, glass, plastic and aluminum.
3. Minimize the use of non-biodegradable products.

4. Purchase, when financially feasible, recycled and other environmentally preferable products when procuring materials for use in schools and offices, and when contracting for the construction or renovation of any school building or facility.
5. Communicate with vendors and contractors regarding the use of packaging and delivery materials that generate less waste and the availability of recycled products, such as unbleached paper products.
6. Work with municipal, county and state agencies to locate markets for the school's reusable and recyclable materials.

The Facilities Manager will integrate the concept of resource conservation, including waste reduction and recycling, into the environmental education at all grade levels.

The designated administrator will provide appropriate training opportunities for students and employees regarding the benefits of and methods for conserving natural resources and protecting the environment.

The designated administrator will regularly inspect school facilities and operations, produce written reports, and recommend maintenance and capital expenditures that may help the school reach its established conservation and resource/waste management goals.

The school will report an annual renewal of the waste management program.



|                     |                                                                     |
|---------------------|---------------------------------------------------------------------|
| Book                | Policy Manual                                                       |
| Section             | 6000 Operations                                                     |
| Title               | Security of Computerized Personal Information / Breach Notification |
| Code                | 6030                                                                |
| Status              | Active                                                              |
| Adopted             | March 8, 2005                                                       |
| Last Revised        | September 12, 2023                                                  |
| Prior Revised Dates | May 14, 2019                                                        |

### **Purpose**

The Board of Trustees (Board) is committed to the security of the Charter School's computerized data and to addressing the risk of a breach of the Charter School's systems involving the possible disclosure of personal information. This policy addresses the manner in which the Charter School will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.

### **Authority**

The Board requires that records containing personal information be securely maintained, stored and managed in compliance with state and federal laws, regulations, Board policy, administrative procedures and the Charter School's Records Management Plan.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

The Board directs the Charter School to provide notice as required by law to any resident of the Commonwealth whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons.[\[1\]](#)

### **Definitions**

Breach of the security of the system - unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the Charter School as part of a database of personal information regarding multiple individuals and that causes, or the Charter School reasonably believes has caused, or will cause, loss or injury to any resident of the Commonwealth. Acquisition of personal information by an employee or agent acting in good faith on behalf of the Charter School is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the Charter School and is not subject to further unauthorized disclosure.[\[9\]](#)

Determination – a verification or reasonable certainty that a breach of the security of the system has occurred.[\[9\]](#)

Discovery – the knowledge of or reasonable suspicion that a breach of the security of the system has occurred.[\[9\]](#)

Encryption – the use of an algorithmic process to transform data into a form in which there is a low probability of assigning meaning without use of a confidential process or key.[\[9\]](#)

Personal information - includes an individual's first name or first initial and last name in combination with and linked to any one or more of the following, when not encrypted or redacted:[\[9\]](#)

1. Social Security number.
2. Driver's license number or state identification card number issued instead of a driver's license.
3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.
4. Medical information, meaning any individually identifiable information contained in the individual's current or historical record of medical history or medical treatment or diagnosis created by a health care professional.[\[9\]](#)
5. Health insurance information, meaning an individual's health insurance policy number or subscriber identification number in combination with access code or other medical information that permits misuse of an individual's health insurance benefits.[\[9\]](#)
6. A user name or email address, in combination with a password or security question and answer that would permit access to an online account.

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records or widely distributed media.[\[9\]](#)[\[10\]](#)

Records - means any material, regardless of its physical form, on which information is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted. This term does not include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address or telephone number.[\[9\]](#)

Redact - includes, but is not limited to, alteration or truncation such that no more than the last four (4) digits of a Social Security number, driver's license number, state identification card number or account number is accessible as part of the data.[\[9\]](#)

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall ensure that the Charter School provides notice, as required by law, of any breach of the security of the Charter School's systems.[\[1\]](#)

The Chief Executive Officer, in collaboration with appropriate staff, shall develop administrative procedures to implement this policy, which shall include, but not be limited to:[\[1\]](#)

1. Procedures following discovery of a breach.
2. Procedures for the determination of a breach and whether breach notification is required under the law.
3. Breach notification procedures including timeline requirements, who must be notified and methods for such notice.

### **Guidelines**

Upon determination of a breach of the security of the system, the Chief Executive Officer or designee shall provide notice to the district attorney in the county where the breach occurred and to any resident of the Commonwealth whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person. Such notice shall be made in accordance with the provisions of law regarding timelines and methods of notification.[\[1\]](#)

The notice shall be made without an unreasonable delay, except when a law enforcement agency determines and advises the Charter School in writing, citing the applicable section of law, that the notification would impede a criminal or civil investigation, or the Charter School must take necessary measures to determine the scope of the breach and to restore the reasonable integrity of the data system.[\[11\]](#)[\[12\]](#)

The Charter School shall also provide notice of the breach if the encrypted information is accessed and acquired in an unencrypted form, if the security breach is linked to a breach of security of the encryption, or if the security breach involves a person with access to the encryption key.[\[1\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 73 P.S. 2301 et seq](#)

[9. 73 P.S. 2302](#)

[11. 73 P.S. 2303](#)

[12. 73 P.S. 2304](#)

[15 Pa. C.S.A. 5508](#)

[24 P.S. 1728-A](#)

[15 U.S.C. 1681a](#)





|              |                                             |
|--------------|---------------------------------------------|
| Book         | Policy Manual                               |
| Section      | 6000 Operations                             |
| Title        | Breach of Computerized Personal Information |
| Code         | 6030-AR-1                                   |
| Status       | Active                                      |
| Adopted      | September 8, 2020                           |
| Last Revised | September 12, 2023                          |

The school will take reasonable security measures to guard against the foreseeable loss or exposure of restricted personal information about staff, students and parents/guardians. The school will implement and maintain practices regarding physical, technical and administrative safeguards for both paper and electronic records.

The CEO or designee will direct and monitor a process to identify the following information:

1. What information is considered restricted or confidential.
2. Where the information currently resides.
3. The safeguards utilized to secure the information.
4. Who is responsible for providing each level of security for each piece of restricted or confidential information.
5. The school's cybersecurity insurance policy.

Employees will promptly report to the CEO or designee any security breach of the school's computerized data that compromises the security, confidentiality or integrity of personal information maintained by the school. The CEO will immediately inform the Board of such breach of information.

#### Identifying Security Breach

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized individual or an individual without valid authorization, the school will consider the following factors:

1. Whether the information is in the physical possession and control of an unauthorized individual, such as a lost or stolen computer or other device containing information.
2. Whether the information has been downloaded or copied.
3. Whether the information was used by an unauthorized individual, such as fraudulent accounts or reported identity theft.
4. Other factors the school deems appropriate and relevant to such determination.

#### Determination of a Security Breach

A determination of a security breach means that there is a verification or reasonable certainty that a breach of the school's computerized data has occurred. Such a determination is made after a reasonable forensic investigation has been completed to determine the scope and nature of the incident and a legal determination is made that breach notifications are required.

The following individuals will be involved in making the determination that a security breach has occurred and that breach notifications are required:

1. Chief Executive Officer
2. Business Administrator
3. IT Director
4. Solicitor
5. Insurance Agent

#### Procedure For Notification

If there is a legal determination that notification is required, notices of a breach of information security will be provided to the individuals whose unencrypted and unredacted personal information has been accessed or acquired by an unauthorized person.

The following steps will be taken by the employee designated to provide notification:

If the breach involved computerized data owned or licensed by the school, the school will directly notify those residents of the Commonwealth whose personal information was or is reasonably believed to have been accessed and acquired by a person without valid authorization.

2. If the breach involved computerized data maintained by the school, the school directly will notify the owner or licensee of the information of the breach immediately following discovery, if the person information was or is reasonably believed to have been accessed and acquired by a person without valid authorization.
3. If there is a legal determination that notification is required, the notification to affected individuals will be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement or any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the system. Notification will be provided within seven (7) business days of determination of the breach of the security of the system.
4. Notification will be provided to the school attorney in the county where the breach of the security of the system occurred within three (3) business days following determination of the breach of the security of the system.
5. The required notification will include:
  - a. School contact information.
  - b. Description of the categories of information that were or are reasonably believed to have been accessed and acquired without authorization.
  - c. Which specific elements of personal information were or are reasonably believed to have been accessed and acquired.
6. The notification requirement may be delayed if a law enforcement agency determines, and advises the school in writing, specifically citing 73 P.S. Sec. 2304, that such notification will impede a criminal or civil investigation. The required notification will then be made after the law enforcement agency determines that such notification does not compromise the investigation or national or homeland security.

The school will provide notice to affected individuals by at least one (1) of the following methods:

1. Written notice to last known home address for the individual.
2. Telephone notice if the individual can be reasonably expected to receive the notice and the notice is given in a clear and conspicuous manner; describes the incident in general terms; verifies the personal information but does not require the individual to provide personal information; and provides a telephone number to call or Internet website to visit for further information or assistance.
3. Email notice, if a prior business relationship exists and the school has a valid email address for the individual.
4. Electronic notice, if the notice directs the individual whose personal information has been materially compromised by breach of the security of the system to promptly change the individual's password and security question or answer, as applicable, or to take other steps appropriate to protect the individual's online account, and other online accounts that may use the same user name, email address and password or security question and answer, to the extent the school has sufficient contact information for the individual.
5. Substitute notice if the school determines that the cost of notice exceeds \$100,000, the affected individuals exceed 175,000 people, or the school does not have sufficient contact information. Substitute

notice shall consist of an email notice, when the school has an email address for the individual, conspicuous posting of the notice on the school's website, and notification to major statewide media.

6. If the school provides notification to more than 1,000 persons at one (1) time, the school shall also notify all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution and number of notices, without unreasonable delay.



|         |                                    |
|---------|------------------------------------|
| Book    | Policy Manual                      |
| Section | 6000 Operations                    |
| Title   | Data Governance - Storage/Security |
| Code    | 6030.1                             |
| Status  | Active                             |
| Adopted | September 12, 2023                 |

### **Purpose**

The Charter School is required to collect, create, store and manage data and information. Accurately maintaining and protecting such data is essential for efficient operations, legal compliance, confidentiality and upholding trust with the Charter School community.

This policy addresses the Board of Trustee's (Board) commitment to sound data governance related to the integrity and security of the data collected, maintained, stored and managed by the Charter School.

### **Authority**

The Board recognizes the importance of establishing and maintaining a system of data governance that addresses staff responsibilities and complies with federal and state laws and regulations regarding data storage, security and records management. The Charter School's data governance system shall meet or exceed industry and/or government standards for data protection and privacy of personal information.[\[1\]](#)[\[2\]](#)

The Board directs that the creation, collection, retention, retrieval and disposition of Charter School records shall be governed by Board policy and the Records Management Plan and Records Retention Schedule.[\[3\]](#)

The Board directs notifications of a breach of the security of the Charter School's computerized data system involving an individual's personal information to be conducted in accordance with law and Board policy.[\[4\]](#)[\[5\]](#)

### **Definitions**

**Confidential Data/Information** - information regarding which law, Board policy or contract prohibit disclosure or that may be disclosed only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information and other personal information regarding students, employees and other individuals associated with the Charter School.[\[6\]](#)[\[7\]](#)[\[8\]](#)

**Critical Data/Information** - information that is essential to Charter School operations and that must be accurately and securely maintained to avoid disruption to Charter School operations.

**Data Governance** - the Charter School's comprehensive system to ensure the integrity of data created, collected, stored, secured and managed by the Charter School.

**Encryption** - the use of an algorithmic process to transform data into a form in which there is a low probability of assigning meaning without use of a confidential process or key.[\[9\]](#)

**Personal Information** - includes an individual's first name or first initial and last name in combination with and linked to any one or more of the following when not encrypted or redacted:[\[5\]](#)[\[9\]](#)

1. Social Security number.
2. Driver's license number or state identification card number issued instead of a driver's license.
3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.
4. Medical information, meaning any individually identifiable information contained in the individual's current or historical record of medical history or medical treatment or diagnosis created by a health care professional.[9]
5. Health insurance information, meaning an individual's health insurance policy number or subscriber identification number in combination with access code or other medical information that permits misuse of an individual's health insurance benefits.[9]
6. A user name or email address, in combination with a password or security question and answer that would permit access to an online account.

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records or widely distributed media.[9][10]

**Records Management Plan** - the system implemented by the Charter School for the storage, retention, retrieval and disposition of all records generated by Charter School operations.[3]

**Records Retention Schedule** - a comprehensive listing stating retention periods and proper disposition of records.[3]

### **Delegation of Responsibility**

The Chief Executive Officer, in coordination with the IT Director, shall develop procedures necessary to implement this policy.

All individuals who are granted access to confidential and/or critical data/information are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such data/information.[5][11][12]

The IT Director shall conduct regular vulnerability and risk assessments to monitor the integrity of the Charter School's system of data governance.

The Chief Executive Officer or designee shall ensure that this policy is reviewed at least annually and updated as necessary.[1][2]

### **Guidelines**

The Charter School's system of data governance shall include, but not be limited to, the following:

1. Data security controls that meet or exceed industry and/or government standards for data protection and privacy, to ensure that only authorized individuals have access to computerized data.
2. A plan for backup and recovery of data to protect against information loss. Redundant backup systems of data storage shall be securely maintained in separate physical locations or in separate data storage systems.
3. Training requirements for individuals who have access to confidential and/or critical data and information.
4. Provisions to minimize the risk of unauthorized access, alteration or erasure of computerized data.[5]
5. An inventory of all software applications, digital tools and platforms, and related instruments comprising the data governance system.
6. Procedures for addressing a breach of data and cybersecurity incidents.[5]
7. Procedures and acceptable use provisions for access to data and protection of privacy and personal information for students, staff and other individuals associated with the Charter School.[5][13]

8. A requirement that all service providers retained or contracted by the Charter School for data governance and records management purposes meet or exceed industry and/or government standards for data protection and privacy of personal information.

### **Use of Personal Electronic Devices and Resources**

The Charter School prohibits storage of confidential and/or critical data/information of the Charter School on a personal electronic device, personal email account or other personal platform. Charter School staff and service providers shall use Charter School-controlled accounts and platforms to securely access, store or transmit confidential and/or critical data/information of the Charter School.

### **Service Providers**

Service providers retained or contracted by the Charter School shall comply with law, Board policy and administrative procedures regarding data security and integrity of data containing confidential and/or critical data/information of the Charter School.[3][5]

The Charter School shall ensure that the agreement or contract for service with a service provider who may have access to confidential and/or critical data/information reflects appropriate data security provisions.

### **Consequences**

Failure to comply with law, Board policy or administrative procedures regarding data governance and security may result in the following disciplinary measures and possible pursuit of civil and criminal sanctions:[14][15][16]

1. Employees may be disciplined up to and including termination.
2. Volunteers may be excluded from providing services to the Charter School.
3. The termination of a business relationship with a service provider.

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Legal

[1. 73 P.S. 2305.1](#)

[2. 73 P.S. 2305.2](#)

[4. 73 P.S. 2301 et seq](#)

[9. 73 P.S. 2302](#)

[12. 15 Pa. C.S.A. 5508](#)

[24 P.S. 1728-A](#)



|         |                           |
|---------|---------------------------|
| Book    | Policy Manual             |
| Section | 6000 Operations           |
| Title   | Data Storage and Security |
| Code    | 6030.1-AR-1               |
| Status  | Active                    |
| Adopted | September 12, 2023        |

The school will take action to safeguard the integrity of the data and information collected, created, stored and managed by the school through the maintenance, review and update of data storage and security procedures and disaster recovery plans.

The CEO, Business Administrator and IT Director will ensure the proper segregation of duties in assigning responsibilities for monitoring of data storage and security procedures and management of school data and computer and network resources, consistent with applicable internal controls.

#### **Confidential and/or Critical Information/Data**

The school will collect, create or store confidential and/or critical data/information only in accordance with state or federal law or regulations, Board policy, approved funding requirements, or when the CEO or designee determines it is necessary. The school will provide access to confidential and/or critical data/information to appropriately trained school employees and volunteers only when the school determines that such access is necessary for the performance of their duties. The school will disclose confidential and/or critical data/information only to authorized service providers who need access to the information to provide services to the school and who agree not to disclose the data/information to any other party except as authorized by the school and in accordance with applicable law, regulations and Board policy.

All individuals accessing or using confidential and/or critical data/information will strictly observe all administrative regulations, procedures, policies, and other protections put into place by the school including, but not limited to, maintaining hardware containing information in locked rooms or drawers, limiting access to electronic files, restricting access/use in public spaces, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information or destroying hardware no longer needed in a confidential and secure manner.

Notifications of a breach of the security of the school's computerized data system involving an individual's personal information will be conducted in accordance with law, Board policy, administrative regulations and school procedures.

#### **Data Storage and Security Procedures**

The school's data storage and security procedures will address the following:

1. The identification of the applicable industry or government standards, policies and best practices governing the proper encryption or other appropriate security measures related to transmission of data, data storage and system security that are used by the school and approved service providers.
2. Data security controls designed to protect the confidentiality, integrity and availability of information. Such data security controls may include, but not be limited to, firewalls, virus/malware detection, intrusion detection systems, encryption, and controlled software updates.

3. The appropriate monitoring of systems and platforms to assist with the prompt identification and response to misuse or breach of the security of the systems and platforms.
4. Access to school networks, platforms or computers by authorized service providers.
5. Procedures to analyze the impact of proposed program, software or platform changes prior to implementation.
6. Procedures requiring written authorization from the designated supervisor when adding, deleting or altering a user ID or access privileges.
7. Specified user password, multi-factor authentication and/or encryption requirements that meet designated industry or government standards.
8. Procedures for secure remote access of the school's network and platforms by authorized individuals.
9. Procedures for monitoring and tracking of school computers or equipment that is reported lost or stolen. Such procedures will be developed in accordance with Board policy and applicable law and regulations.

The IT Director or designee will manage all required records relating to the school's Internet, computers and network resources in accordance with auditing requirements for state and federal funding, and in compliance with applicable law and regulations, Board policy, the school's Records Management Plan and the Records Retention Schedule.

### **Using Online Services and Applications**

school staff members are encouraged to research online platforms or applications to engage students and further the school's educational mission. school employees, however, are prohibited from installing or using applications, platforms, programs or other software, or online systems/websites, that store, collect, or share confidential or critical data/information, until the IT Director or designee approves the service provider and/or the specific application, platform, program or other software or service used. Before approving the use or purchase of any such application, platform, program, software or online service, the IT Director or designee shall verify that it meets the requirements of the law, regulations, Board policy, and school procedures and funding requirements, and that it appropriately protects confidential and critical data/information. This prior approval is required whether or not the application, platform, program, software or online service is obtained or used without charge.

### **Training**

The IT Director or designee will provide appropriate training to employees who have access to confidential and/or critical data/information to prevent unauthorized disclosures or breaches in security. Such training shall include, but not be limited to, identification of confidential/critical data and related storage and security procedures and rules.

### **Service Providers**

Service providers must have the capability to comply with the school's policies and procedures, and designated industry or government standards, policies and best practices governing the proper encryption and security measures related to transmission of data, data storage and system security. An initial evaluation of the service provider's capabilities will be conducted by the IT Director or designee prior to approval of a contract or agreement with the service provider. Subsequent, periodic evaluations and monitoring will be conducted to assess service provider compliance and to identify potential risks.

### **Disaster Recovery Plan**

The IT Director or designee will coordinate the development of a disaster recovery plan that will facilitate the actions to be taken in the event of a network security or data breach, network or server failure, or other major event which affects the school's data storage systems, computers and network resources.

The disaster recovery plan will address elements including, but not limited to, restoration of critical functions, communication to staff, integrity of confidential data, access to public records, replacement of equipment, breach notifications and resources necessary for recovery.





|               |                                                  |
|---------------|--------------------------------------------------|
| Book          | Policy Manual                                    |
| Section       | 6000 Operations                                  |
| Title         | COVID-19 Environmental Cleaning and Disinfection |
| Code          | 6031                                             |
| Status        | Active                                           |
| Adopted       | May 29, 2020                                     |
| Last Reviewed | November 29, 2023                                |

The Board of Trustees of 21st Century Cyber Charter School ("Charter School"), recognizes the need to follow best practices when dealing with the cleaning and disinfection of rooms or areas of those with suspected or with confirmed coronavirus disease 2019 (COVID-19). According to current Center for Disease Control (CDC) guidelines, person-to-person transmission of COVID-19 occurs via respiratory droplets and cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

This policy aims to limit the survival of novel coronavirus in key environments in Charter School facilities. These recommendations will be updated if additional information becomes available via the CDC's website: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>.

### Definitions

- **Cleaning** refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- **Disinfecting** works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces risks of spreading infection.

### Personal Protective Equipment (PPE) and Hand Hygiene for Charter School staff and vendors charged with cleaning Charter School facilities

Charter School staff and vendors charged with cleaning Charter School facilities should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash. Gloves and gowns should be compatible with the disinfectant products being used. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. If the risk of bodily fluid exposure is low or minimal, the CDC recommends gloves and gowns that follow the American National Standard PB70 Level 1 or 2. Please use the following link for more information: [http://my.aami.org/aamiresources/previewfiles/pb70\\_1206\\_preview.pdf](http://my.aami.org/aamiresources/previewfiles/pb70_1206_preview.pdf).

After removing their gloves, each Charter School cleaner should follow the CDC's protocol on washing hands, posted here: <https://www.cdc.gov/handwashing/when-how-handwashing.html>. It is recommended these hand washing guidelines be posted throughout Charter School facilities.

Charter School cleaners should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor. It is recommended that all members of the Charter School community should clean their hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

The Charter School's CEO or designee should work with their local and state health departments and the Pennsylvania Department of Education to ensure appropriate local protocols and guidelines are being followed regarding COVID-19. The Charter School's CEO or designee is also tasked with educating Charter School staff and vendors performing cleaning, laundry, and trash pick-up duties to recognize the symptoms of COVID-19. Instructions should be communicated to all Charter School staff members on what to do if they develop symptoms of COVID-19. Any Charter School staff member should immediately notify their supervisor and the local health department if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken.

The Charter School's CEO or designee will develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE. It is recommended that the following chart from the CDC be posted at Charter School facilities regarding PPE use: <https://www.cdc.gov/hai/pdfs/ppe/PPE-Sequence.pdf>

The Charter School's CEO or designee must ensure Charter School staff and vendors are trained on the hazards of the cleaning chemicals used in the workplace in accordance with Occupational Safety and Health Act's (OSHA) Hazard Communication standard ([29 CFR 1910.1200](#)). The Charter School is also required to comply with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)). Please see the Charter School's Bloodborne Policy for additional information.

### **Timing and location of cleaning and disinfection of surfaces**

The CDC recommends closing off areas used by those members of the Charter School community who might have been affected by COVID-19. Wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.

Charter School staff and vendors charged with cleaning Charter School facilities should clean and disinfect all areas in Charter School facilities used by the potentially affected persons, focusing especially on frequently touched surfaces.

### **How to Clean and Disinfect Surfaces**

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, diluted bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered disinfectants should be effective. Follow the manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. The CDC warns to never mix bleach with ammonia or any other cleanser.

If appropriate for the surface, the CDC recommends preparing a bleach cleaning solution by mixing:

- 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water or
- 4 teaspoons bleach per quart of water

Products with EPA-approved emerging viral pathogens icon are expected to be effective against COVID-19 based on CDC data. Follow the manufacturer's instructions for all cleaning and disinfection products. The EPA's list of approved products is available here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.

For porous surfaces such as carpets, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:

- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- Otherwise, use products with the EPA-approved emerging viral pathogens icon that are suitable for porous surfaces

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|         |                          |
|---------|--------------------------|
| Book    | Policy Manual            |
| Section | 6000 Operations          |
| Title   | Guidelines for Head Lice |
| Code    | 6032                     |
| Status  | Active                   |
| Adopted | August 9, 2022           |

21st Century Cyber Charter School will follow guidelines produced from the America Academy of Pediatrics, The National Association of School Nurses and the Center for Disease Control. Mass screening for head lice has not been proven to significantly affect the incidence of head lice in schools. Head lice can be a nuisance but do not spread disease. In school, transmission is considered to be rare and no healthy staff member and/or student is to be excluded from work and/or school.

Parent/Guardian Responsibilities:

- Do not send your child to school with untreated head lice.
- Notify your school nurse if your child has lice and describe the treatment.
- Use only safe and physician recommended practices to treat head lice.
- Strive to remove all nits from hair. A nit is defined as the egg of a louse.
- Parent/Guardian should re-check the affected child's head a week after treatment and follow the aforementioned guidelines if lice are present.

Staff Responsibilities:

- Do not come to work with untreated head lice.
- Notify school nurse and your supervisor if you have lice and describe the treatment.
- Use only safe and physician recommended practices to treat head lice.
- Strive to remove all nits from hair. A nit is defined as the egg of a louse.
- Re-check a week after treatment and follow the aforementioned guidelines if lice are present.

Nurse Responsibility:

- Students/Staff Members - When head lice are suspected, check the person for lice and nits.
- If lice are found, notify the child's parent/guardian and request that they take their child home for treatment with a lice-killing treatment. If it is a staff member, they should go home and proceed with lice-killing treatment.
- Provide accurate information on the detection, treatment and control of head lice for parents/guardians and staff.



|         |                         |
|---------|-------------------------|
| Book    | Policy Manual           |
| Section | 6000 Operations         |
| Title   | Electronic Data Storage |
| Code    | 6033                    |
| Status  | Active                  |
| Adopted | August 8, 2023          |

### **Purpose**

The Board of Trustees ("Board") is committed to the secure management of 21st Century Cyber Charter School's ("Charter School") electronic data to ensure the confidentiality, integrity, and the availability of the data for all school users.

### **Delegation of Responsibility**

The CEO shall develop procedures to implement this policy, and shall delegate to their designee(s) the right to enforce this policy.

### **Definitions**

**Sensitive Electronic Data** – electronic data stored by the Charter School that includes student records, employee records, financial records, and any other confidential or sensitive information.

**Transitory Electronic Data** – temporary electronic data not regularly stored by the Charter School including, but not limited to, website cookie data, social media posts, live chat, deleted messages, and video surveillance that has not been purposefully saved.

**Personal Information** - An individual's first name or first initial and last name in combination with and linked to any one or more of the following data elements when the data elements are not encrypted or redacted:

- (i) Social Security number.
- (ii) Driver's license number or a State identification card number issued in lieu of a driver's license.
- (iii) Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.
- (iv) Medical information.
- (v) Health insurance information.
- (vi) A user name or e-mail address, in combination with a password or security question and answer that would permit access to an online account.

### **Guidelines**

#### **Data Security Controls**

The CEO, or their designee, shall utilize appropriate technical controls including firewalls, virus/malware detection, network access controls, user access controls, intrusion detection systems, encryption, and/or regular software updates to maintain the integrity and security of all of the Charter School's electronic data.

**Access Controls**

Sensitive electronic data shall be accessible to individual users on a need-to-know basis only. The CEO, or their designee, shall ensure that technical controls are utilized to effectively restrict access to sensitive electronic data to individuals with a legitimate educational or operational purpose to access such data.

**Backups**

The CEO, or their designee, shall ensure that the Charter School maintains regular and up-to-date backups of all sensitive electronic data, and that such back-ups are stored either offline or are sent to secure off-site storage.

**Vendors**

The Charter School may engage vendors who will have access to sensitive electronic data. In such cases, the CEO, or their designees, shall ensure that the vendor is required to adhere to the same data security standards as outlined in this policy, and shall ensure the appropriate provisions in the vendor contract to ensure compliance.

**Data Storage**

Sensitive electronic data may only be stored in secure storage approved by the Charter School. The IT Director shall maintain a list of approved storage options for sensitive electronic data and shall disseminate such list at least annually to all staff and administrators.

**Retention**

Sensitive electronic data shall be retained in accordance with the Charter School's record retention policy and record retention schedule. Transitory electronic data shall only be maintained as delineated in the record retention schedule.

**Personal E-mail**

Personal e-mail accounts (accounts not issued by the Charter School) shall not be used to transmit the Charter School's sensitive electronic data in any way (including e-mailing files to/from one's own Charter School e-mail account).

**Personal Electronic Devices**

Employees should exercise caution, and utilize appropriate security measures such as password protection on their personal electronic device, to prevent any unauthorized access to sensitive electronic data. In no case shall employees store sensitive electronic data locally on the hard drive or internal memory of the employee's personal electronic device.

**Data Breach**

Any actual or suspected data breach (including unauthorized access to sensitive electronic data or exceeding one's authorization to electronic data) must be immediately reported to the IT Director.

Any data breach that results in unauthorized access to unredacted and unencrypted personal information shall be immediately reported to the CEO. The CEO, or their designee shall follow the notification procedures required by the Breach of Personal Information Notification Act.

**Risk Assessments**

The IT Director shall conduct regular vulnerability and risk assessments to monitor compliance with this policy.

**Penalties for Violations**

Violations of this policy, other Board policies, administrative regulations, and/or state or federal laws, including unauthorized access to sensitive electronic data, will result in discipline, up to and including dismissal. If appropriate, referrals will be made to law enforcement officials.

**Development of Administrative Guidelines**

The CEO or their designee may develop administrative guidelines to implement this policy. The CEO shall ensure that all students and employees are made aware of this policy and any administrative guidelines by means of the employee and student handbooks, the school website, or other reasonable means.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|               |                             |
|---------------|-----------------------------|
| Book          | Policy Manual               |
| Section       | 7000 Community              |
| Title         | Public Relations Objectives |
| Code          | 7001                        |
| Status        | Active                      |
| Adopted       | March 10, 2015              |
| Last Revised  | November 5, 2019            |
| Last Reviewed | November 9, 2023            |

### **Purpose**

The Charter School shall maintain an ongoing school-community relations program to establish and foster communication that keeps parents/guardians and community members informed, and involves them in the educational goals and programs of the Charter School.

### **Authority**

To achieve this purpose, the Board of Trustees (Board) directs Charter School staff to provide parents/guardians and other community members with opportunities to receive information and orientation regarding the Charter School.

### **Guidelines**

The objectives of the Charter School's school-community public relations program shall be to:

1. Explain the programs and achievements of the Charter School.
2. Determine what programs and activities are requested or desired by students, parents/guardians and community members of the chartering school district(s).
3. Operate Board meetings in public session, except as specified in law, as efficiently as circumstances permit and with appropriate public participation. [\[1\]](#)[\[2\]](#)
4. Recognize students and their achievements.

### **Delegation of Responsibility**

The Board directs the Chief Executive Officer or designee to develop and implement a planned program of school-community public relations that regularly provides opportunities for students, parents/guardians, families, residents, businesses and community organizations to participate in dialogue and decision-making related to Charter School issues.

It shall be the responsibility of the Chief Executive Officer and all Charter School staff to:

1. Acquaint parents/guardians and community members with the educational achievements of the Charter School, students and staff.
2. Give courteous and thoughtful consideration to all inquiries and suggestions and carefully investigate all complaints in accordance with applicable Board policy or administrative procedures.

3. Make parents/guardians, volunteers and visitors feel welcome in the Charter School and at Charter School activities.
4. Cooperate with parent-teacher and other community groups.
5. Observe inter-staff relations conducive to high morale that merit the respect of students and the community.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 24 P.S. 425](#)

[2. 65 Pa. C.S.A. 701 et seq](#)





|               |                       |
|---------------|-----------------------|
| Book          | Policy Manual         |
| Section       | 7000 Community        |
| Title         | Publications Programs |
| Code          | 7002                  |
| Status        | Active                |
| Adopted       | March 10, 2015        |
| Last Revised  | September 10, 2019    |
| Last Reviewed | October 25, 2023      |

### **Purpose**

The Board believes that reasonable means should be employed to inform the public regarding matters of importance, including that pertaining to school policies, finances, programs, personnel and operations.

### **Authority**

The Board will determine which of its official actions warrant special release and will arrange for such release to the media. All publications, releases, photographs and the like, depicting the accomplishments of the pupils and staff of the school may be approved at the discretion of the CEO and subject to Board Policy.

### **Delegation of Responsibility**

The responsible school administrator shall direct an information program designed to acquaint the public with the achievements and the needs of the schools, including programs, staff updates, general operations, timely issues, school newsletter, yearbooks, announcements, etc.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.





|                     |                                        |
|---------------------|----------------------------------------|
| Book                | Policy Manual                          |
| Section             | 7000 Community                         |
| Title               | Public Participation in Board Meetings |
| Code                | 7003                                   |
| Status              | Active                                 |
| Adopted             | May 12, 2015                           |
| Last Revised        | September 14, 2021                     |
| Prior Revised Dates | November 5, 2019                       |

### **Purpose**

The Board of Trustees (Board) recognizes the importance of involving members of the public in Board meetings. The Board also recognizes its responsibility for proper governance of the Charter School and the need to conduct its business in an orderly and efficient manner.

### **Authority**

The Board adopts this policy to govern public participation in Board meetings necessary to conduct its meeting and to maintain order.[\[1\]](#)

In order to permit fair and orderly expression of public comment, the Board shall provide an opportunity at each public meeting of the Board for members of the public to comment on matters of concern, official action or deliberation which are or may be before the Board prior to official action by the Board.[\[2\]](#)[\[3\]](#)

If the Board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting. Announcement of this change shall be made at the public meeting.[\[2\]](#)

When an item is added to the agenda after the public comment period has ended, the Board shall offer a further public comment opportunity limited to the added item(s).[\[2\]](#)[\[3\]](#)

### **Delegation of Responsibility**

The presiding officer at each public Board meeting shall follow Board policy and the established parliamentary procedure for the conduct of public meetings.[\[4\]](#)

### **Guidelines**

Whenever issues identified by a public participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the Charter School.

The Board requires that public participants be:

1. Residents or taxpayers of Commonwealth of Pennsylvania.

2. Any representative of a firm eligible to bid on materials or services solicited by the Board.
3. Any Charter School employee, student or student's parent/guardian.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation if applicable.

Each statement made by a participant shall be limited to 3 minutes duration.

All statements shall be directed to the presiding officer; no participant may address or question Trustees individually.

The presiding officer may:

1. Interrupt or terminate a public participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or not subject to official action or deliberation by the Board.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers to remove a disorderly person when the person's conduct interferes with the orderly progress of the meeting.
4. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.

The portion of the meeting during which the public is invited to speak shall be limited to 30 minutes.

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at public meetings under guidelines established and posted by the Board. [\[5\]](#)

No placards or banners will be permitted within the meeting room.

The meeting agenda and all pertinent public documents shall be available to the public at the meetings. [\[6\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 65 Pa. C.S.A. 710](#)

[2. 65 Pa. C.S.A. 710.1](#)

[3. 65 Pa. C.S.A. 712.1](#)

[5. 65 Pa. C.S.A. 711](#)

[6. 65 Pa. C.S.A. 709](#)

[24 P.S. 1716-A](#)

[65 Pa. C.S.A. 701 et seq](#)



|                     |                                            |
|---------------------|--------------------------------------------|
| Book                | Policy Manual                              |
| Section             | 7000 Community                             |
| Title               | Public Attendance at Charter School Events |
| Code                | 7004                                       |
| Status              | Active                                     |
| Adopted             | May 12, 2015                               |
| Last Revised        | November 10, 2020                          |
| Prior Revised Dates | November 5, 2019                           |

### **Purpose**

The Board of Trustees ("Board") welcomes the public at designated activities and events sponsored by the Charter School, but the Board also acknowledges its duty to maintain order, preserve facilities and take measures to protect the health, safety and security of individuals attending such events. This policy establishes conditions, restrictions and procedures to regulate public attendance and conduct at the Charter School Facilities and a Charter School-sponsored activities.

### **Definitions**

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products, including the product marketed as Juul and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with law, shall be defined to include the following:[\[1\]](#)[\[2\]](#)

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any means, including, but not limited to, a cigarette, cigar, vape-pen, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, vape-pen, a pipe and a hookah.
3. Any product containing, made or derived from either:
  - a. Tobacco, whether in its natural or synthetic form; or
  - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:[\[1\]](#)[\[2\]](#)

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. *Federal law requires the Charter School to maintain a drug-free environment, where marijuana of any kind is prohibited.*[\[3\]](#)[\[4\]](#)

**Authority**

The Board has the authority to prohibit at a Charter School event the attendance of any individual whose conduct may constitute a disruption. The Chief Executive Officer or designee and building administrator may limit attendance to designated areas or may limit the number of attendees to Charter School events when necessary to protect the health and safety of students, staff and the public, in accordance with Board-approved health and safety plans and guidance from state and local officials.

The Board prohibits gambling and the possession and use of controlled substances prohibited by state or federal law, alcoholic beverages and weapons on Charter School premises.

**Tobacco and Vaping Products**

The Board prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by any persons at any time in a Charter School building; on school buses or other vehicles that are owned, leased or controlled by the Charter School; or on property owned, leased or controlled by the Charter School.[\[2\]](#)[\[6\]](#)

This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by members of the public of legal age at the Charter School or Charter School-sponsored activities.

The Board deems it to be a violation of this policy for an individual in attendance at the Charter School or a Charter School-sponsored activity to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a minor.[\[1\]](#)

**Delegation of Responsibility**

The Chief Executive Officer or designee shall annually notify staff, parents/guardians and members of the public about this policy by publishing the policy in handbooks, newsletters, posted notices, on the Charter School website, and other efficient methods.[\[1\]](#)

*Reporting –*

The Chief Executive Officer shall annually, by July 31, report all incidents of prohibited possession, use or sale of tobacco and vaping products, including Juuls and other e-cigarettes, by any person on Charter School property to the Office for Safe Schools on the required form.[\[3\]](#)

**Law Enforcement Incident Report -**

In accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies, the Chief Executive Officer or designee may report to the local police department that has jurisdiction over the Charter School's property, incidents involving the use or sale of tobacco or vaping products, including Juuls and other e-cigarettes, by any person in a Charter School building; on a school bus or other vehicles that are owned, leased or controlled by the Charter School; or on any property owned, leased or controlled by the Charter School.

**Service Animals**

Individuals with disabilities may be accompanied by their service animals while on Charter School property for events that are open to the general public in accordance with Board policy and state and federal laws and regulations.[\[8\]](#)[\[9\]](#)

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

- [1. 18 Pa. C.S.A. 6305](#)
- [2. 18 Pa. C.S.A. 6306.1](#)
- [3. 20 U.S.C. 7118](#)
- [6. 20 U.S.C. 7973](#)
- [7. 24 P.S. 1303-A](#)

[9. 24 P.S. 1302.1-A](#)

[10. 22 PA Code 10.22](#)

[11. 22 PA Code 10.2](#)

[12. 43 P.S. 953](#)

[13. 28 CFR 35.136](#)

[24 P.S. 1716-A](#)

[20 U.S.C. 7971 et seq](#)

[28 CFR Part 35](#)



7004Attach.doc (35 KB)

## **PUBLIC BEHAVIOR AT CHARTER SCHOOL EVENTS**

The Charter School expects mutual respect, civility, and orderly conduct by all individuals attending activities and events on Charter School property.

### Expected Behavior

Individuals attending activities and events on Charter School property will not:

1. Injure, threaten, harass or intimidate a Charter School employee, sports official or coach or any other person.
2. Act in an unsafe manner that could threaten the health or safety of others.
3. Use vulgar or obscene language or gestures.
4. Fight, strike or injure another person.
5. Damage, deface or threaten to damage Charter School property.
6. Damage, deface or threaten to damage another individual's property.
7. Engage in any activity that violates any federal or state law or regulation or any local policy, procedure or ordinance.
8. Violate any Board policy, Charter School administrative procedure **or health and safety rules**.
9. Use any tobacco **product or vaping product, including Juuls or other electronic cigarettes**, except in an area designated and posted by the Charter School.
10. Consume, possess, distribute or be under the influence of alcoholic beverages or **controlled substances prohibited by state or federal law**.
11. Possess or use weapons or dangerous devices prohibited by the Charter School.
12. Impede, delay, disrupt or interfere with any Charter School activity or event, including using cellular telephones or mobile devices in a disruptive manner.
13. Enter upon any portion of Charter School property at any time for purposes other than those that are lawful and authorized by the Board.
14. Operate a motor vehicle in a risky manner, in excess of posted traffic signage, or in violation of an authorized Charter School employee's directive.
15. Engage in any risky behavior, such as roller skating, roller blading or skateboarding.



16. Fail to obey the directive of an authorized Charter School employee, security officer, or local law enforcement official.

As circumstances warrant, the administrator in charge will take appropriate action, including warning the person in violation, requesting the person to immediately leave Charter School property, contacting law enforcement officials, and seeking to deny future admission to Charter School events.

**Refusal to leave Charter School grounds when requested to do so by Charter School employees or event officials constitutes the criminal offense of defiant trespass and may result in arrest and prosecution.**

Continuation or escalation of prohibited behavior after a warning will result in ejection from the Charter School premises.

Behavior that is unlawful or in violation of Board policy or administrative procedures may result in immediate ejection of the person in violation from the Charter School premises.

Disruptive behavior by a group when individual persons cannot be identified may result in the ejection of offending areas of spectator seating.

A Charter School employee may request identification from any individual on Charter School property and in Charter School buildings. Refusal to provide **such information** may result in a request to leave Charter School property.

An employee involved in an incident with an attendee at a Charter School event will complete an incident report and submit it to the building principal, administrator or immediate supervisor, who will report the incident to the Chief Executive Officer or designee.

### Crowd Control

A designated administrator will be assigned responsibility for monitoring and supervising the orderly conduct of students and spectators attending Charter School events on Charter School property. Crowd control procedures may include the following:

1. The administrator will ensure that enough authorized Charter School personnel are assigned to provide adequate supervision.
2. The administrator may request law enforcement officials to be present if **the administrator** anticipates the crowd may pose a behavior or safety problem, and may direct the placement of the officers.
3. The admissions gate and/or entrances will be regulated, and admission will be limited to eligible students, spectators and other authorized attendees. No one under the influence of alcohol or **controlled substances prohibited by state or federal law** will be admitted.
4. If a disturbance occurs, the administrator will determine if the event needs to be concluded, and **the administrator** may close the event and direct those in attendance to immediately leave Charter School property.



|              |                                |
|--------------|--------------------------------|
| Book         | Policy Manual                  |
| Section      | 7000 Community                 |
| Title        | Municipal Government Relations |
| Code         | 7005                           |
| Status       | Active                         |
| Adopted      | September 13, 2016             |
| Last Revised | September 10, 2019             |

### **Purpose**

It is the policy of the Board that this Board, school officials, and municipal officials maintain a close and harmonious association. Such liaison is requisite for dealing with school/community matters and problems in the most satisfactory manner and assuring the most prudent expenditure of tax dollars.

### **Authority**

The Board recognizes that its authority arises directly from the General Assembly, but it also is aware that the municipality and the School must work together for the welfare of the citizens.

### **Responsibility**

To maintain fiscal and physical planning cooperation with the municipality, the Board or its member representatives may discuss the annual school budget with the municipal governing body before presenting it to the public.

The Board advocates the joint expenditure of School funds and municipal or county funds to provide those facilities from which the entire community, children and adults alike, may derive benefits. In accordance with this policy, the Board may, as either opportunity or need arises, and as it is entitled to do by law, enter into a joint powers agreement with the local municipal governing body in acquiring or leasing, improving, equipping, operating or maintaining such jointly used facilities.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.





|              |                             |
|--------------|-----------------------------|
| Book         | Policy Manual               |
| Section      | 7000 Community              |
| Title        | Public Complaint Procedures |
| Code         | 7006                        |
| Status       | Active                      |
| Adopted      | May 12, 2015                |
| Last Revised | November 5, 2019            |

### **Purpose**

The Board of Trustees (Board) welcomes inquiries, suggestions, and constructive criticism from parents/guardians, students and the Charter School community regarding the Charter School's programs, personnel, operations and facilities. The Board adopts this policy to establish procedures for seeking appropriate resolution to complaints.

### **Authority**

The Board encourages parents/guardians, students, residents of school districts with students attending this Charter School, or community groups who have general complaints about Board policy and administrative procedures, Charter School programs, personnel, operations and facilities to follow the general complaint procedure established in this policy.

The Board directs parents/guardians, other individuals and organizations alleging violations of law in the Charter School's administration of federally-funded programs to submit complaints in accordance with the separate federal program complaint procedure established in this policy.[\[1\]](#)

The Board shall ensure that this policy is posted on the Charter School's publicly accessible website and in Charter School buildings.

### **Delegation of Responsibility**

The Charter School shall annually notify parents/guardians, students, employees and the public of this policy and established complaint procedures via the Charter School website, newsletters, posted notices and/or other efficient communication methods.

### **Guidelines**

#### General Complaint Procedure

It is the intent of the Board that complaints, concerns and suggestions be addressed and/or resolved at the lowest appropriate level.[\[2\]](#)

At all levels of this procedure, Charter School employees shall make a determination as to whether the complaint should proceed as outlined in this policy or if the complaint should be submitted through a specialized complaint process addressed in a separate Board policy, administrative procedure or Charter School guideline that is directly related to the nature of the complaint.

General complaints about Board policy and administrative procedures, programs, personnel, operations and facilities shall begin with an informal, direct discussion between the complainant and Charter School employee who is most directly involved.

The employee shall attempt to provide a reasonable explanation or take appropriate action within the employee's authority. The employee shall report the matter and the resolution to the principal, administrator or immediate supervisor.

When an informal discussion fails to resolve the complaint, the following procedure shall be used.

**First Level** – If a satisfactory resolution is not achieved by discussion with the employee, the complainant shall submit a written complaint to the principal, administrator or designee and a conference shall be scheduled with the complainant. The written complaint shall include the contact information of the person or group filing the complaint, the specific nature of the complaint, a brief statement of relevant facts, how the complainant has been affected adversely, and the action requested. The principal, administrator or designee shall provide a written response to the complainant.

**Second Level** – If a satisfactory resolution is not achieved through a conference with the principal, administrator or designee, the complaint shall be referred to the Chief Executive Officer or designee. The Chief Executive Officer or designee shall review the complaint and may schedule a conference with the complainant. The Chief Executive Officer or designee shall provide a written response to the complainant.

**Third Level** – If a satisfactory resolution is not achieved through referral to the Chief Executive Officer or designee or if resolution of the complaint is beyond their authority and requires Board action, the Chief Executive Officer or designee shall refer the complaint to the Board.

The Board, after reviewing all information relative to the complaint, shall provide the complainant with its written response. The Board may, at its discretion, grant a hearing before the Board or a committee of the Board. If a hearing is granted, the complainant shall be advised of the Board's response, in writing, no more than thirty (30) days following the hearing.

Any requests, suggestions or complaints first directed to individual Board members and/or the Board shall be referred to the Chief Executive Officer for consideration, investigation and action. If further action is warranted, based on the initial investigation, such action shall be in accordance with the procedures outlined above.

#### Complaint Procedure for Federal Programs

Complaints alleging violations of law in the Charter School's administration of federally-funded programs shall be processed in accordance with the following procedure. [\[1\]](#)

The complainant shall submit a written, signed statement to the Charter School's administration office that includes:

1. Contact information of the individual or organization filing the complaint.
2. Alleged federal program violation.
3. Facts supporting the alleged violation.
4. Supporting documentation, such as information on discussions, correspondence or meetings with Charter School staff regarding the complaint.

Charter School staff shall forward complaints to the Charter School administrator responsible for federal programs, who will notify the Chief Executive Officer and acknowledge receipt of the complaint in writing to the complainant.

The administrator responsible for federal programs shall conduct an independent investigation, which may include but not be limited to:

1. On-site visit to the building that is the subject of the complaint.
2. Opportunity to present evidence by all individuals and/or organizations involved.
3. Opportunity for participants to ask questions of each other and witnesses.

When the investigation is completed, the administrator responsible for federal programs shall prepare a written report with a recommendation for resolving the complaint. The report shall include:

1. Name of the individual or organization filing the complaint.
2. Nature of the complaint.
3. Summary of the investigation.

4. Recommended resolution.

5. Reasons for the recommended resolution.

The administrator responsible for federal programs shall submit the written report to the Chief Executive Officer or designee, who will determine whether further investigation is required and/or the Charter School's final response.

All individuals and/or organizations making the complaint or that are the subject of the complaint shall be notified of the resolution of the complaint by the Chief Executive Officer or designee.

The Charter School administrator responsible for federal programs shall ensure that the resolution of the complaint is implemented.

The time period between receipt and resolution of a complaint shall not exceed sixty (60) calendar days, unless circumstances require additional time.

The complainant may appeal the final resolution to the Pennsylvania Department of Education.

Division Chief  
Division of Federal Programs  
PA Department of Education  
333 Market Street  
Harrisburg, PA 17126-0333

Cyber Charter School Parental Complaint Process – Pennsylvania Department of Education

The Pennsylvania Department of Education (PDE) is responsible for the intake, investigation and resolution of complaints concerning students enrolled in cyber charter schools. When a parent/guardian submits a request to PDE regarding the cyber charter school, it should be submitted in writing, when possible, to the Division of Nonpublic, Private and Charter School Services at the PDE address noted in this policy.

PDE may forward the redacted complaint to the cyber charter school for a response. The cyber charter school will have ten (10) business days to issue a written response to PDE. PDE will be responsible to determine resolution of the complaint or if further investigation is required, and is responsible to communicate with the complainant.

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Legal

[1. 20 U.S.C. 7844](#)

[2. 24 P.S. 1719-A](#)

[24 P.S. 1716-A](#)



|                     |                   |
|---------------------|-------------------|
| Book                | Policy Manual     |
| Section             | 7000 Community    |
| Title               | Visitors          |
| Code                | 7007              |
| Status              | Active            |
| Adopted             | May 12, 2015      |
| Last Revised        | November 10, 2020 |
| Prior Revised Dates | November 5, 2019  |

### **Authority**

The Board of Trustees ("Board") welcomes and encourages interest in Charter School educational programs and other Charter School-related activities. The Board recognizes that such interest may result in visits to the Charter School by parents/guardians, community members, chartering school personnel, educators and other officials. To ensure order in the Charter School and to protect the health, safety and security of students and employees, it is necessary for the Board to establish policy governing Charter School visits. [\[1\]](#)

### **Delegation of Responsibility**

The Chief Executive Officer or designee and administrators have the authority to prohibit the entry of any individual to the Charter School, in accordance with Board guidelines and state and federal law and regulations.

The Chief Executive Officer or designee may limit visitors to designated areas or may limit the number of visitors to Charter School facilities when necessary to protect the health and safety of students, staff and the public.

The Chief Executive Officer or designee shall develop administrative procedures to implement this policy and control access to Charter School buildings and classrooms.

### **Guidelines**

Upon arrival at the Charter School, visitors must provide any required information to protect the health and safety of students, staff and the Charter School community, as well as to sign in and sign out, receive a badge, and be provided with a guide.

The visitor will be informed of the Charter School's health and safety rules, which must be followed prior to entry and while the visitor is in Charter School building and on Charter School property.

After the start of the school day, only one (1) entrance to the Charter School shall be used by visitors. All other entrances shall be locked.

All staff members shall be responsible for requiring a visitor to demonstrate that they have a visitor's pass and/or badge and has registered at the Charter School office and received authorization to be present.

The Charter School shall ensure that personnel of the chartering school district(s) have ongoing, reasonable access to the Charter School's building and facilities for purposes of fulfilling oversight responsibilities. Questions or concerns regarding access or observations shall be directed to the Chief Executive Officer. [\[2\]](#)

### **Military Personnel**

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to: [\[3\]](#)

1. Visit and meet with Charter School employees and students when such visit is in compliance with Board policy and administrative procedures.
2. Wear official military uniforms while on Charter School property.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 24 P.S. 1716-A](#)

[4. 24 P.S. 1728-A](#)

[5. 24 P.S. 2402 \(Military Uniform\)](#)





|                     |                         |
|---------------------|-------------------------|
| Book                | Policy Manual           |
| Section             | 7000 Community          |
| Title               | Procedures for Visitors |
| Code                | 7007-AR-1               |
| Status              | Active                  |
| Adopted             | September 8, 2020       |
| Last Revised        | November 21, 2023       |
| Prior Revised Dates | September 12, 2023      |

The school encourages parents/guardians, professional educators and others who have legitimate interests pertaining to school students and the school's educational program to visit the schools.

Visitors are defined as any person other than an enrolled student or school employee; and schools are defined as school buildings, school property and vehicles used for school purposes.

A staff member may request identification from any person in a school building or on school grounds. Refusal to provide such information is grounds for removal of the person from the school building or school property.

As circumstances warrant, the CEO or designee will take appropriate actions when a visitor is disruptive or refuses to follow Board policy, administrative procedures or established rules. Such action may include requesting the person to immediately leave the premises, contacting law enforcement officials, and preventing future visits to the school by that person.

Refusal to leave school grounds when requested to do so by school employees constitutes the criminal offense of a defiant trespass and may result in arrest and prosecution.

The school will post notices at all entrances to buildings notifying visitors to report to the main office and meet entry requirements.

### School Visitors

Visitors are welcome at schools, provided their presence is not disruptive.

1. Upon arrival at the school, visitors must register at the main entrance, where they will sign a log, and receive permission, a visitor's badge and instructions. Upon departure, visitors must sign out and return the visitor's badge. Visitors must provide any required information or identification to protect the health and safety of students, staff and the school community.
2. Registered visitors must wear a visitor's badge during the time they are in the building, and the badge must be displayed in a clearly visible manner.
3. For special events when large groups of individuals will attend, registration requirements may be altered by the CEO or designee; but visitors must follow school staff's instructions.
4. Staff members are responsible to ensure that visitors in the school have registered and display a visitor's badge.

5. No visitor will confer with a student without approval in advance of the CEO or designee.
6. Should an emergency require that a student be called to the reception area to meet a visitor, the principal, counselor, teacher or nurse will be present during the meeting.
7. During the school day, a person other than a school student or authorized employee who, without permission, enters or remains on school property will be considered to be trespassing.
8. A visitor at any time of the day who refuses to obey a directive by a school employee not to enter or remain upon school property will be considered to be trespassing.
9. A student not enrolled in the school or accompanied by a parent/guardian is prohibited from visiting schools, unless approved in advance by the CEO or designee.
10. Agents and sales personnel must direct all solicitations and communications to the CEO or designated administrators or supervisors.

#### Loitering

Staff members will report to the CEO or designee any person loitering in, on or near a school building or school property.

The CEO or designee may request an unauthorized person to leave or remove them from the school premises or area immediately.

If the person does not leave voluntarily or resists removal, the CEO or designee will notify law enforcement officials and request assistance.

The CEO will immediately be notified about the situation and document the incident.



Book Policy Manual  
 Section 7000 Community  
 Title Inappropriate Behavior by Visitor Form  
 Code 7007-AR-2  
 Status Active  
 Adopted September 8, 2020  
 Last Reviewed November 9, 2023

**21st CENTURY CYBER CHARTER SCHOOL  
 INAPPROPRIATE BEHAVIOR BY VISITOR INCIDENT FORM (#7007-AR-2)**

Complete and submit this report to your principal or immediate supervisor as soon as possible after the incident.

Date of Incident: \_\_\_\_\_  
 Employee's Name: \_\_\_\_\_  
 Position/Title \_\_\_\_\_

Where did incident occur? (check)  School site  School grounds  School-sponsored event  Central Office  
 Public site (specify) \_\_\_\_\_  
 Other (specify) \_\_\_\_\_  
 Describe/Identify individual: \_\_\_\_\_  
 \_\_\_\_\_

- Disrupting or threatening to disrupt school or office operations.
- Acting in an unsafe manner that could have threatened the health and safety of others.
- Making a verbal statement, a phone call, or a gesture indicating intent to harm you or to damage school property.
- Being under the influence of, possessing or distributing alcohol or illegal drugs.
- Possessing a weapon or dangerous device.
- Physically attacking you with the intent to harm you or to damage school property.
- Other (specify) \_\_\_\_\_





|                     |                                    |
|---------------------|------------------------------------|
| Book                | Policy Manual                      |
| Section             | 7000 Community                     |
| Title               | Relations with Parents / Guardians |
| Code                | 7008                               |
| Status              | Active                             |
| Adopted             | May 12, 2015                       |
| Last Revised        | November 5, 2019                   |
| Prior Revised Dates | September 10, 2019                 |

### **Purpose**

The Board believes that the education of the students is a joint responsibility, one it shares with the parents/guardians of the school community. To insure that the best interests of the student are served in the educational process, a strong program of communication and cooperation between home and school must be maintained and parental involvement encouraged.

### **Authority**

The Board believes that it is the parents/guardians who have the ultimate responsibility for their student's in-school behavior, including the behavior of pupils who have reached the legal age of majority, but are still for all practical purposes, under parental authority.

### **Delegation of Responsibility**

During school hours, the Board, through its designated administrators, acts in loco parentis or in place of the parents/guardians.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.





|                     |                                                   |
|---------------------|---------------------------------------------------|
| Book                | Policy Manual                                     |
| Section             | 7000 Community                                    |
| Title               | Procedures for Relations with Parents / Guardians |
| Code                | 7008-AR-1                                         |
| Status              | Active                                            |
| Adopted             | September 8, 2020                                 |
| Last Revised        | November 21, 2023                                 |
| Prior Revised Dates | September 12, 2023                                |

The Board directs that the following activities be implemented to encourage parent- school cooperation:

- a. Parent-teacher conferences to permit two-way communication between home and school; and
- b. Meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or problems.

To benefit the students, the Board believes that parents have a responsibility to support and encourage their child's career in school by:

- a. Supporting the school in requiring that students observe all school rules and regulations;
- b. Supporting the school in requiring that students accept responsibility for their willful in-school behavior;
- c. Maintaining an active interest in the student's daily work;
- d. Making it possible for the student to complete assignments by providing a quiet place and suitable conditions for study;
- e. Reading all communications from the school, and signing and returning such communications promptly when required; and
- f. Cooperating with the school in attending conferences set up for the exchange of information on the child's progress in school.







|              |                      |
|--------------|----------------------|
| Book         | Policy Manual        |
| Section      | 7000 Community       |
| Title        | Community Engagement |
| Code         | 7009                 |
| Status       | Active               |
| Adopted      | March 8, 2005        |
| Last Revised | September 8, 2020    |

### **Purpose**

The purpose of community engagement is to create a collaborative environment in which students, parents/guardians, families, residents, businesses, and community organizations are encouraged and invited to be involved stakeholders in the school community. Such engagement strengthens broad-based community support for the 21st Century Charter School ("Charter School") mission, goals, operations, educational programs and services.

### **Definition**

Community engagement is defined as an ongoing collaborative process in which the Charter School works with the public to build understanding, guidance, and active support for the education of students in the community.

### **Authority**

The Board endorses the concept that community engagement is essential for the Charter School and the community to maintain mutual understanding, respect and trust, and to work together to improve the quality of education for students. The Board intends, through this two-way communication, to identify the community's concerns, needs and suggestions, and to be responsive to the community through the Board's actions.

The Board also recognizes that the public offers resources of training and experience useful to Charter School programs. The quality of the Charter School's operations, programs and services can be strengthened when these resources are used in an advisory capacity.

The Board, with assistance from the administration, shall determine the appropriate strategy when utilizing the community engagement process.

The Board, in consultation with the Executive Director, shall identify a team of individuals who will be responsible for developing, implementing and delivering a community engagement program.

After the community engagement process is concluded, the Board shall make the final decision regarding an issue.

The Board shall annually assess the effectiveness of the community engagement program.

### **Delegation of Responsibility**

The Board directs the administration to develop and implement a planned program of community engagement that regularly provides opportunities for students, parents/guardians, families, residents, businesses and community organizations to participate in dialogue and decision-making related to issues presented by the Charter School.

The administration shall develop and use varied, effective communication methods to ensure that all community members receive information about Charter School programs and the available opportunities to become actively involved.

**Guidelines**

The Board and administration shall give substantial weight to the input received from the community. When evaluating the community's suggestions, the Board and administration will consider the impact on the Charter School's goals, operations, programs, services, and financial resources. Recommendations made by the community shall not reduce the authority or responsibility of the Board, which may accept or reject such recommendations.

The Charter School shall communicate to the community the Board's decision and its rationale regarding an issue involving community engagement.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.



|              |                      |
|--------------|----------------------|
| Book         | Policy Manual        |
| Section      | 7000 Community       |
| Title        | News Media Relations |
| Code         | 7011                 |
| Status       | Active               |
| Adopted      | May 12, 2015         |
| Last Revised | November 5, 2019     |

#### **Purpose**

Representatives of the local press, radio and television are an important link in communications between the Charter School and the community. Maintenance of good working relationships with media representatives is essential to meeting the objectives of the school-community public relations program.

#### **Authority**

The Board of Trustees (Board) reserves the right to negotiate for radio broadcasting, televising, filming, or sound recording of any Charter School event by an outside agency. These rights, if sold, shall be contracted under conditions that bring the most favorable terms to the Charter School.

#### **Delegation of Responsibility**

The Board designates the Chief Executive Officer as the chief communications representative for the Board and Charter School.

The communications representative shall be responsible to:

1. Be readily available to media representatives.
2. Keep media representatives informed of all aspects of the Charter School so that reporting will be done on the basis of a complete and valid overview.

#### **Guidelines**

Staff members shall not give Charter School information or interviews on behalf of the Charter School requested by news media representatives without prior approval of the Charter School's communications representative.

The Charter School's communications representative shall be present at all meetings with news media representatives.

Submission of photographs to news media and permission for news media representatives to photograph Charter School subjects, personnel, or students shall be authorized by the communications representative and the individuals involved or their parents/guardians.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [24 P.S. 1716-A](#)





|                     |                                     |
|---------------------|-------------------------------------|
| Book                | Policy Manual                       |
| Section             | 7000 Community                      |
| Title               | Procedures for News Media Relations |
| Code                | 7011-AR-1                           |
| Status              | Active                              |
| Adopted             | September 8, 2020                   |
| Last Revised        | November 21, 2023                   |
| Prior Revised Dates | September 12, 2023                  |

The school will cooperate with news media representatives who will cover newsworthy events involving the schools.

The CEO or designee will serve as the clearinghouse for all school press releases to radio, television, and the local press. All media requests for information, interviews, news releases and photographs must be approved by them prior to their occurrence.

The school communications representative will serve as a resource for all school staff desiring to present students, programs, events and themselves favorably to the media.

Principals may receive articles from teachers, may request media coverage, and may prepare news releases regarding the activities and students in the school. They will submit such to the CEO or designee for release.

Staff members and students who are approached by the news media for information, interviews or photographs should refer the media to the communications representative before permitting such.

The Charter School's communications representative may be present at all meetings with news media representatives.

Submission of photographs to news media and permission for news media representatives to photograph Charter School subjects, personnel, or students shall be authorized by CEO or designee or their parents/guardians.

When student or staff photographs are taken or submitted for use by news media, it must be authorized via confirmation of the photograph release signed at the time of enrollment and/or written permission from the parents/guardians.

#### Taping/Photographing School Events

Taping and photographing of students or school events for the purpose of resale for personal profit is prohibited.

Taping and photographing of plays, concerts, musical productions, and other performances with student participants is permitted, except when such activity would be in violation of copyright laws. When material is protected by copyright provisions, the school will notify audiences of this prohibition by public address announcement prior to the start of the performance and by a statement of the event's program.

#### School Board Meetings

Public Board meetings are held virtually.

News media may not disrupt a Board meeting and may not use recording devices or cameras in a manner that will interrupt or intimidate any speaker during a Board meeting.



|              |                    |
|--------------|--------------------|
| Book         | Policy Manual      |
| Section      | 7000 Community     |
| Title        | Streaming Media    |
| Code         | 7012               |
| Status       | Active             |
| Adopted      | March 23, 2010     |
| Last Revised | September 10, 2019 |

### **Purpose**

According to the U.S. Copyright Act, 17 USC Section 101 et seq., copyright protection extends to original works of authorship ("Works") fixed in any tangible medium of expression, form which they can be perceived, reproduced or otherwise communicated, either directly or with the aid of a machine or device. The U.S. Copyright Act defines "works of authorship" to include the following:

- literary works
- musical works
- dramatic works
- mantomimes and choreographic works
- pictorial, graphic or sculptural works
- motion picture and other audiovisual works
- sound recordings and
- architectural works

The 21<sup>st</sup> Century Cyber Charter School ("21CCCS") use of digital audio and media files ("Files") for student use in classes shall adhere to and be subject to the U.S. Copyright Act, including the provisions of Fair Use, 17 USC Section 107, and the tenets of the Technology, Education and Copyright Harmonization ("TEACH") Act.

21CCCS will also adhere to principles outlined in "Statement on the Digital Transmission of Electronic Reserves," by the Music Library Association and "Model Policy Concerning College and University Photocopying for Classroom, Research and Library Reserve Use," by the American Library Association, each incorporated into this policy by reference.

21CCCS will stream or present Works that are being taught in a course for credit. 21CCCS will own or purchase an original copy of the Work being streamed or presented. Such Works will only be made available to students in a secure online setting that requires a personalized login, which will prevent others from obtaining access to these Works.

21CCCS will include a "Copyright Notice" in connection with each course using streaming media to alert users to the US Copyright Act and to indicate to such users that copying or downloading of such Works or Files is not permitted. Upon completion of the course for which the Work was being streamed or presented, 21CCCS will remove access to the Work. Such Works may be stored on a secure, non-streaming server for future use in an applicable teaching environment.

In compliance with the U.S. Copyright Act and its Fair Use provisions, 21CCCS will stream or present audio Files to its students regarding the following:

Whole or partial performances of non-dramatic musical Works, including music other than opera and musicals; and

Reasonable and limited portions of dramatic musical Works, including opera and musicals.

21CCCS will not make copies of the following:

Works or Files specifically designed for classroom use and student purchase, such as audio anthologies accompanying textbooks;

A recording or a Work or File that was not legally purchased or made; or

Works or Files that exceed the nature, scope or intent of the U.S. Copyright Act's Fair Use provisions.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

**References**

U.S. Copyright Act

17 USC Section 101 et seq.

17 USC Section 107

Technology, Education and Copyright Harmonization ("TEACH") Act

Statement on the Digital Transmission of Electronic Reserves (Music Library Association)

Model Policy Concerning College and University Photocopying for Classroom, Research and Library Reserve Use (American Library Association)





Book                      Policy Manual  
 Section                  7000 Community  
 Title                      Purchase Request for Streaming Media  
 Code                      7012-AR-1  
 Status                    Active  
 Adopted                 September 8, 2020

Please use this form to request purchasing media for instructional use. Prior to submitting your request please review board policy 7012.

Staff Name: \_\_\_\_\_

Course Name: \_\_\_\_\_

Type of Media (movie, music, etc.): \_\_\_\_\_

URL (if web based): \_\_\_\_\_

How will this media support instructions? \_\_\_\_\_

\_\_\_\_\_

Will this media resource be added to the course curriculum or instructional lessons?

\_\_\_\_\_

If you have consent from the person or entity who owns the copyright to the media, please attach it this form.

\_\_\_\_\_

Staff Name

\_\_\_\_\_

Staff Signature

Date

\_\_\_\_\_

Principal

\_\_\_\_\_

Signature

Date





|                     |                                             |
|---------------------|---------------------------------------------|
| Book                | Policy Manual                               |
| Section             | 7000 Community                              |
| Title               | Non-School Organizations/Groups/Individuals |
| Code                | 7013                                        |
| Status              | Active                                      |
| Adopted             | March 8, 2005                               |
| Last Revised        | September 13, 2022                          |
| Prior Revised Dates | March 10, 2020                              |

**Purpose**

The Board of Trustees (Board) recognizes that non-school organizations, groups and individuals may wish to utilize the Charter School and its resources as a means to engage the school community in activities and/or to disseminate non-school materials. The Board directs that requests for such utilization from non-school organizations, groups or individuals shall be governed by this policy.

**Authority**

The Board prohibits non-school organizations, groups or individuals from utilizing the Charter School or any Charter School resources to engage the school community in any way, including the dissemination of non-school materials.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal [1. 24 P.S. 1716-A](#)





|              |                                                                       |
|--------------|-----------------------------------------------------------------------|
| Book         | Policy Manual                                                         |
| Section      | 7000 Community                                                        |
| Title        | Coordination With PA Department of Education and Intermediate Unit(s) |
| Code         | 7014                                                                  |
| Status       | Active                                                                |
| Adopted      | March 8, 2005                                                         |
| Last Revised | March 10, 2020                                                        |

### **Purpose**

The Board of Trustees (Board) directs that lines of communication and positive relationships be maintained by the Charter School with the PA Department of Education and intermediate unit(s) that provide programs, training or services in which Charter School students or staff may enroll.

### **Authority**

#### PA Department of Education

The Charter School shall submit a copy of the Annual Report to the PA Department of Education annually by August 1, in accordance with applicable laws and regulations, and in the form prescribed by the Department of Education.[\[1\]](#)

The Charter School shall notify the PA Department of Education, in writing, between July 1 and October 1 of the final school year of its current written Charter, that it is requesting renewal of the written Charter. The Charter School shall comply with the PA Department of Education's requests for additional information for review of the Charter School within sixty (60) days of the request.[\[2\]](#)

When the Board determines that a revision to the written Charter is necessary based on changes in the Charter School's educational program, the Board of Trustees shall issue a formal request to the School Board of the PA Department of Education to approve an amendment to the written Charter. Upon final agreement, the amendment shall be formally approved by both the Board of Trustees and the School Board of the PA Department of Education.

#### Intermediate Unit

The Board may request that the intermediate unit in which the Charter School is located provide services to address the specific needs of students with disabilities who are enrolled in the Charter School. The Board shall approve payments to the intermediate unit for such services, provided the charges are no greater than those charged to school districts within the intermediate unit.[\[3\]](#)

#### Transfer of Student Records

The Charter School shall respond to requests from other school entities for copies of student records of a student previously enrolled in the Charter School within ten (10) school days of receiving the request. Student records shall include academic, student health, disciplinary, special education and other education records.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

In the event the Charter School's written Charter is revoked, nonrenewed or expired, all student records maintained by the Charter School shall be forwarded to the students' school district(s) of residence.[\[8\]](#)[\[9\]](#)

**Delegation of Responsibility**

The Board directs the Chief Executive Officer to maintain cooperative and constructive relationships with school districts and intermediate units, and to develop and implement administrative procedures for coordination with other school entities.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Legal

[1. 24 P.S. 1728-A](#)

[2. Basic Education Circular October 1, 2004: Charter Schools](#)

[3. 24 P.S. 1725-A](#)

[4. 22 PA Code 711.8](#)

[5. 24 P.S. 1305-A](#)

[6. 24 P.S. 1409](#)

[7. 24 P.S. 1732-A](#)

[8. 24 P.S. 1729-A](#)

[9. 24 P.S. 1741-A](#)



PENNSYLVANIA GROUP

Account: **884853**  
 Name: **LISA IOZZI**  
 Company: **21st Century Cyber Charter School**

Address: **1245 Wrights Ln**  
**West Chester, PA 19380**

Telephone: **(484) 875-5400**  
 Fax: **(000) 000-0000**  
 Description: **The 21st Century Cyber Charter Schoo**

Date: **07/28/22**  
 Start Date: **08/01/22** Stop Date: **08/01/22**  
 Class: **1201 - Legal Notices**  
 Ad ID: **2357317**  
 Ad Taker: **CRRDEAN**  
 Sales Person: **Ryan Dean (018303)**  
 Words: **82**  
 Lines: **23**  
 Agate Lines: **23**  
 Depth: **2.556**  
 Inserts: **2**  
 Blind Box:  
 PO Number:

Ad sample

Total: **\$94.39**  
 Paid Amount: **\$0.00**  
 Amount Due: **\$94.39**

The 21st Century Cyber Charter School Board of Trustees Board Meetings will be virtually held at 1:00 p.m. at 1245 Wrights Lane, West Chester, PA on the following dates:

- August 9, 2022
- September 13, 2022
- October 11, 2022
- November 8 2022
- December 13, 2022
- January 10, 2023
- February 14, 2023
- March 14, 2023
- April 11, 2023
- May 9, 2023

The public may access the board meetings via a link on our website at [www.21cccs.org](http://www.21cccs.org) the day of the meeting.  
 DLN 8/1; 1a

| Publication                                |
|--------------------------------------------|
| Daily Local News, Daily Local News Digital |

# STATEMENT OF FINANCIAL INTERESTS

PLEASE PRINT NEATLY  
SEE INSTRUCTIONS FOR ADDITIONAL DETAILS

01 LAST NAME: FOX FIRST NAME: ANDREA SUFFIX: L

02 ADDRESS: [REDACTED] City: PA [REDACTED]

03 STATUS: Check applicable box or boxes, more than one box may be checked.  
A Candidate (including write-in) B Nominee C Public Official (Current) D Public Employee (Current) E Check this box if you are filing this election  
C Public Official (Former) D Public Employee (Former)

04 PUBLIC OFFICE OR PUBLIC EMPLOYMENT (Is administrator, member, Commissioner, job title, etc.)  
A BOARD MEMBER (seeking  full  part  full  part  full)

05 GOVERNMENTAL BODY in which you are/were an Official, Employee, Candidate or Nominee (e.g., dept. agency, authority, council, board, commission, court, constitutional officer)  
A 21ST CENTURY CYBER CHARTER B SCHOOL

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS  
Information in blocks 6-15 represents disclosure for the calendar year listed here: 2022

08 REAL ESTATE INTERESTS involved in transactions with the commonwealth, any of its agencies, or a political subdivision IF NONE, check this box

09 CREDITORS TO WHOM IS OWED MORE THAN \$5,000 IF NONE, check this box   
Name: Address: Amount Due:

10 DIRECT OR INDIRECT SOURCES OF INCOME OF \$1,000 OR MORE, including (but not limited to) all employment IF NONE, check this box   
Name: CHEVROLET, INC Address: 200 Springdale dr, EPHRATA, PA 17511

11 GIFTS VALUED AT \$500 OR MORE IN THE AGGREGATE IF NONE, check this box   
Source of Gift: Address of Donor (if gift): Date received (month/year):

12 TRAVEL EXPENDITURE, LODGING OR HOSPITALITY WHERE ACTUAL EXPENSES EXCEEDED \$500 IN THE AGGREGATE IF NONE, check this box   
Location (Name and Address):

13 OFFICE, DIRECTORSHIP OR EMPLOYMENT IN ANY BUSINESS IF NONE, check this box   
Business name (Name and Address): Name: Address:

14 FINANCIAL INTEREST IN ANY LEGAL ENTITY IN BUSINESS FOR PROFIT IF NONE, check this box   
Business name (Name and Address): Business Name: Address:

15 BUSINESS INTERESTS TRANSFERRED TO IMMEDIATE FAMILY MEMBER IF NONE, check this box   
Business name (Name and Address): Business Name: Address: Date received:

Signature: [Signature] Date: 4/25  
THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.



# STATEMENT OF FINANCIAL INTERESTS

PLEASE PRINT NEATLY

SEE INSTRUCTIONS FOR ADDITIONAL DETAILS

01 LAST NAME **BURNETT** FIRST NAME **MOLLIE** MI **W** SUFFIX

02 ADDRESS office (business or governmental) or home [REDACTED] State **PA** Zip Code **15370** [REDACTED]

03 STATUS Check applicable box or boxes, more than one box may be marked.  
A Candidate (including write-in) C  Public Official (Current) D Public Employee (Current) E Check this box if you are filing as a solicitor Check this box if you are amending an original filing  
B Nominee C Public Official (Former) D Public Employee (Former)

04 PUBLIC OFFICE OR PUBLIC EMPLOYMENT (i.e. administrator, member, Commissioner, job title, etc.) seeking  hold hold  
A **BOARD OF TRUSTEES**  
seeking hold held  
B

05 GOVERNMENTAL BODY in which you are/were an Official, Employee, Candidate or Nominee (e.g., dept, agency, authority, borough, board, commission, county, school district, twp, etc.)  
A **21ST CENTURY CYBER CHARTER SCHOOL**  
B

06 OCCUPATION OR PROFESSION (This may be the same as block 4) **RETIRED** 07 YEAR SEE INSTRUCTIONS  
Information in blocks 8-15 represents disclosure for the calendar year listed here: **2022**

08 REAL ESTATE INTERESTS involved in transactions with the commonwealth, any of its agencies, or a [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

09 CREDITORS TO WHOM IS OWED MORE THAN \$6,500 If NONE, check this box  
Name: **FIRST NATIONAL BANK** Address: Interest Rate **4.75%**  
**P.O. BOX 6122 HERMITAGE, PA 16148-0922**

10 DIRECT OR INDIRECT SOURCES OF INCOME OF \$1,300 OR MORE, including (but not limited to) all employment If NONE, check this box   
(OFFICIAL USE ONLY)  
Name: Address:

11 GIFTS VALUED AT \$250 OR MORE IN THE AGGREGATE If NONE, check this box   
Source of Gift Value of Gift  
Address of Source of Gift Circumstances (including description) of Gift

12 TRANSPORTATION, LODGING OR HOSPITALITY WHERE ACTUAL EXPENSES EXCEEDED \$650 IN THE AGGREGATE If NONE, check this box   
Source (Name and Address) Value

13 OFFICE, DIRECTORSHIP OR EMPLOYMENT IN ANY BUSINESS (RETIRED) If NONE, check this box   
Business Entity (Name and Address) Position Held (i.e., officer, director, employee, etc.)  
Name: Address:

14 FINANCIAL INTEREST IN ANY LEGAL ENTITY IN BUSINESS FOR PROFIT If NONE, check this box   
Business (Name and Address) Interest Held (i.e., 5%, 10%, etc.)

15 BUSINESS INTERESTS TRANSFERRED TO IMMEDIATE FAMILY MEMBER If NONE, check this box   
Business (Name and Address) Interest Held Relationship Date Transferred  
Transferee (Name and Address)

The undersigned hereby affirms that the foregoing information is true and correct to the best of said person's knowledge, information and belief, said affirmation being made subject to the penalties prescribed by 18 Pa.C.S. §4904 (unsworn falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. §1109(b).

Signature Mollie W. Burnett Enter Current Date 02/06/2023

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.

STATEMENT OF FINANCIAL INTERESTS  
PLEASE PRINT NEATLY  
SEE INSTRUCTIONS FOR ADDITIONAL DETAILS

01 LAST NAME FIRST NAME MI SUFFIX  
ORNER MICHELE M  
[Redacted] State PA 19365 [Redacted]

STATUS Check applicable box or boxes, more than one box may be marked.  
A  Candidate (including write-in) C  Public Official (Current) D  Public Employee (Current) E  Check this box if you are filing as a solicitor  
B  Nominee C  Public Official (Former) D  Public Employee (Former) Check this box if you are amending an original filing

04 PUBLIC OFFICE OR PUBLIC EMPLOYMENT (i.e. administrator, member, Commissioner, job title, etc.)  seeking  hold  held  
A BOARD MEMBER  
B

05 GOVERNMENTAL BODY in which you are/were an Official, Employee, Candidate or Nominee (e.g., dept. agency, authority, borough, board, commission, county, school district, twp, etc.)  
A 21ST CENTURY CYBER CHARTER  
B

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS  
School Administrator @ Octopus Information in blocks 8-15 represents disclosure for the calendar year listed here: 2022

08 REAL ESTATE INTERESTS involved in transactions with the commonwealth, any of its agencies, or a political subdivision If NONE, check this box

09 CREDITORS TO WHOM IS OWED MORE THAN \$8,500 If NONE, check this box   
Name: Fred Credit Address: Pittsburgh PA Interest Rate: 3.49%  
Schoen Motors Phoenix Arizona 2.1%

10 DIRECT OR INDIRECT SOURCES OF INCOME OF \$1,300 OR MORE, including (but not limited to) all employment If NONE, check this box   
Name: Octopus Area School District Address: Atglen PA  
Gettysburg Area Education Foundation Gettysburg PA (OFFICIAL USE ONLY)

11 GIFTS VALUED AT \$250 OR MORE IN THE AGGREGATE If NONE, check this box   
Source of Gift Value of Gift  
Address of Source of Gift Circumstances (including description) of Gift

12 TRANSPORTATION, LODGING OR HOSPITALITY WHERE ACTUAL EXPENSES EXCEEDED \$650 IN THE AGGREGATE If NONE, check this box   
Source (Name and Address) Value

13 OFFICE, DIRECTORSHIP OR EMPLOYMENT IN ANY BUSINESS If NONE, check this box   
Business Entity (Name and Address) Position Held (i.e., officer, director, employee, etc.)  
Name: Address:

14 FINANCIAL INTEREST IN ANY LEGAL ENTITY IN BUSINESS FOR PROFIT If NONE, check this box   
Business (Name and Address) Interest Held (i.e., 5%, 10%, etc.)

15 BUSINESS INTERESTS TRANSFERRED TO IMMEDIATE FAMILY MEMBER If NONE, check this box   
Business (Name and Address) Relationship Date Transferred  
Transferee (Name and Address)

The undersigned hereby affirms that the foregoing information is true and correct to the best of said person's knowledge, information and belief, said affirmation being made subject to the penalties prescribed by 18 Pa.C.S. §4904 (unsworn falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. §1109(b).

Signature [Signature] Enter Current Date 1/13/2023

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.

COMMONWEALTH OF PENNSYLVANIA  
SEC-1 (Rev. 01/23)

### STATEMENT OF FINANCIAL INTERESTS

PLEASE PRINT NEATLY  
SEE INSTRUCTIONS FOR ADDITIONAL DETAILS

PENNSYLVANIA STATE ETHICS COMMISSION  
(717) 783-1610 - TOLL FREE 1-800-932-0936

01 LAST NAME: ANDES FIRST NAME: VERONICA MI: M SUFFIX: DR

02 ADDRESS office (business or governmental) or home: [Redacted] City: [Redacted] State: PA Zip Code: [Redacted]

NOTE: IF YOU ARE INCLUDING ATTACHMENTS, DO NOT INCLUDE ANYTHING THAT BEARS YOUR SOCIAL SECURITY NUMBER OR FINANCIAL ACCOUNT NUMBERS.

03 STATUS Check applicable box or boxes, more than one box may be marked.

A  Candidate (including write-in) C  Public Official (Current) D  Public Employee (Current) E  Check this box if you are amending as a solicitor  Check this box if you are amending an original filing

B  Nominee C  Public Official (Former) D  Public Employee (Former)

04 PUBLIC OFFICE OR PUBLIC EMPLOYMENT (i.e. administrator, member, Commissioner, job title, etc.)

A BOARD MEMBER  seeking  hold  held

B [Redacted]  seeking  hold  held

05 GOVERNMENTAL BODY in which you were an Official, Employee, Candidate or Nominee (e.g., dept, agency, authority, borough, board, commission, county, school district, twp, etc.)

A [Redacted]

B [Redacted]

06 OCCUPATION OR PROFESSION (This may be the same as block 4) retired educator 07 YEAR SEE INSTRUCTIONS Information in blocks 8-15 represents disclosure for the calendar year listed here: 2023

08 REAL ESTATE INTERESTS involved in transactions with the commonwealth, any of its agencies, or a political subdivision  IF NONE, check this box

09 CREDITORS TO WHOM IS OWED MORE THAN \$6,500  IF NONE, check this box

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest Rate \_\_\_\_\_

10 DIRECT OR INDIRECT SOURCES OF INCOME OF \$1,300 OR MORE, including (but not limited to) all employment  IF NONE, check this box (OFFICIAL USE ONLY)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

11 GIFTS VALUED AT \$250 OR MORE IN THE AGGREGATE  IF NONE, check this box

Source of Gift \_\_\_\_\_ Value of Gift \_\_\_\_\_

Address of Source of Gift \_\_\_\_\_ Circumstances (including description) of Gift \_\_\_\_\_

12 TRANSPORTATION, LODGING OR HOSPITALITY WHERE ACTUAL EXPENSES EXCEEDED \$650 IN THE AGGREGATE  IF NONE, check this box

Source (Name and Address) \_\_\_\_\_ Value \_\_\_\_\_

13 OFFICE, DIRECTORSHIP OR EMPLOYMENT IN ANY BUSINESS  IF NONE, check this box

Business Entity (Name and Address) \_\_\_\_\_ Position Held (i.e., officer, director, employee, etc.) \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

14 FINANCIAL INTEREST IN ANY LEGAL ENTITY IN BUSINESS FOR PROFIT  IF NONE, check this box

Business (Name and Address) \_\_\_\_\_ Interest Held (i.e., 5%, 10%, etc.) \_\_\_\_\_

15 BUSINESS INTERESTS TRANSFERRED TO IMMEDIATE FAMILY MEMBER  IF NONE, check this box

Business (Name and Address) \_\_\_\_\_ Interest Held Relationship Date Transferred \_\_\_\_\_

Transferee (Name and Address) \_\_\_\_\_

The undersigned hereby affirms that the foregoing information is true and correct to the best of said person's knowledge, information and belief, said affirmation being made subject to the penalties prescribed by 18 Pa.C.S. §4904 (unsworn falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. §1109(b).

Signature Veronica M. Andes Enter Current Date 8/22/2023

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.

# Statement of Financial Interests

IN ORDER TO FUNCTION PROPERLY, THIS FORM REQUIRES INTERNET EXPLORER 9 AND ABOVE, GOOGLE CHROME, OR MOZILLA FIREFOX.  
THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK IS NOT COMPLETED OR IF CONFIRMATION OR SIGNATURE IS MISSING.

AFTER SUBMITTING THE FORM, YOU CAN OBTAIN AN OFFICIAL COPY FROM THE STATE ETHICS COMMISSION'S [E-LIBRARY](#). YOU MAY ALSO SUPPLY YOUR E-MAIL ADDRESS BELOW FOR AN OFFICIAL COPY TO BE SENT VIA E-MAIL.

PRINTING THIS FORM FROM YOUR WEB BROWSER DOES NOT CONSTITUTE AN OFFICIAL COPY OF YOUR FILING.

THOSE REQUIRED TO FILE FOR MORE THAN ONE POSITION MUST FILE IN ALL FILING LOCATIONS FOR ALL SUCH POSITIONS.

THIS FORM MUST BE COMPLETED AND FILED BY:

A: Candidates - Persons seeking elected state, county and local public offices, including first-time candidates, incumbents seeking re-election, and write-in candidates who do not decline nomination/election within 30 days of official certification of same.

B: Nominees - Persons nominated for public office subject to confirmation.

C: Public Officials - Persons serving as current state/county/local public officials (elected or appointed). The term includes persons serving as alternates/designees. The term excludes members of purely advisory boards.

D: Public Employees - Individuals employed by the Commonwealth or a political subdivision who are responsible for taking or recommending official action of a non-ministerial nature with regard to: contracting or procurement; administering or monitoring grants or subsidies; planning or zoning; inspecting, licensing, regulating or auditing any person; or any other activity where the official action has an economic impact of greater than a de minimis nature on the interests of any person. The term does not include individuals whose activities are limited to teaching.

**A former public official or former public employee must file the year after termination of service with the governmental body.**

E: Solicitors - Persons elected or appointed to the office of solicitor for political subdivision(s).

**Important:** Please read all instructions carefully prior to completion of form. To see detailed instructions, hover the cursor over the "(?)" icon in each section or, to view the entire set of instructions in a second browser window, click "[here](#)". Any questions may be directed to the State Ethics Commission at (717) 783-1610 or Toll Free at 1-800-932-0936.

This Form is required to be filed pursuant to the provisions of the Public Official and Employee Ethics Act, 65 Pa C.S. § 1101 et seq.

Please check below if you have read and understand the above terms. \*

Yes I have read and understand the above the terms.

Are you amending a prior filing? \*

No

01 Name

First Name \* (?) Denise

Last Name \* (?) Strohmayr

Middle Initial M

Suffix

02 Address

**Business, Governmental, Home, or Postal Address \*** (?)  
Street Address  
[REDACTED]  
Address Line 2  
City  
[REDACTED]  
Postal / Zip Code  
[REDACTED]  
State / Province / Region  
PA  
Country

**Telephone \*** (?) [REDACTED]  
Telephone Number ###-###-####

### 03 - 05 Public Position or Public Office and Governmental Entity in which you are/were an Official, Employee, Candidate, Nominee, or Solicitor

**Status \*** (?) Public Official (Current)  
**State or County/Local \*** (?) State  
**State Entity \*** (?) Department of Education  
**Position \*** (?) 21 Century Cyber Charter School Board Member

**Do you have an additional Public Position or Public Office and Governmental Entity to add to this filing? \***

No  
Selecting "Yes" will allow for additions below.

### 06 Occupation or Profession

**Current Occupation or Profession \*** (?) Associate Professor

### 07 Year

**Year \*** (?) 2023  
The calendar year for which this form is being filed.

### 08 Real Estate Interests

**Do you have reportable real estate interests? \*** (?) No

### 09 Creditors

**Do you have reportable creditors? \*** (?) Yes

### Creditors

**Name \*** (?) Bank of America  
**Address** (?) P.O.Box 15019

**City \*** Wilmington  
**State \*** DE  
**Zip Code** 19850  
**Interest Rate \*** 22  
Exclude the "%" symbol

**Name \* (?)** Navient  
**Address (?)** P.O. Box 9533  
**City \*** Wilkes-Barre  
**State \*** PA  
**Zip Code** 18773  
**Interest Rate \*** 6.8  
Exclude the "%" symbol

## 10 Direct or Indirect Sources of Income

**Do you have any reportable direct or indirect sources of income? \* (?)**

Yes

## Source of Income

**Name \* (?)** Reading Area Community College  
**Address \* (?)** Street Address  
10 S. 2nd Street  
Address Line 2  
City Reading State / Province / Region PA  
Postal / Zip Code 19601 Country

**Name \* (?)** World Travel Inc.  
**Address \* (?)** Street Address  
620 Pennsylvania Drive  
Address Line 2  
City Exton State / Province / Region PA  
Postal / Zip Code 19608 Country

## 11 Gifts

**Have you received any reportable gifts? \* (?)**

No

**Gifts Disclaimer\***

By selecting "No" above, you are indicating that you did not receive any reportable gift(s) during the calendar year for which you are filing this Statement of Financial Interests. By checking the "I Accept" checkbox below, you are acknowledging your understanding that if reportable gift(s) were received and are not included on this form, you are subject to all applicable penalties.

I Accept

**12 Transportation, Lodging, Hospitality**

Do you have any reportable transportation, lodging, or hospitality?\*(?)

No

**Transportation,  
Lodging, &  
Hospitality  
Disclaimer\***

By selecting "No" above, you are indicating that you did not receive any reportable transportation, lodging or hospitality during the calendar year for which you are filing this Statement of Financial Interests. By checking the "I Accept" checkbox below, you are acknowledging your understanding that if reportable transportation, lodging or hospitality was received and is not included on this form, you are subject to all applicable penalties.

I Accept

**13 Office, Directorship, or Employment in any Business**

Did you hold any office, directorship, or employment in any business for the calendar year for which you are reporting?\*(?)

No

**14 Financial Interest in any Legal Entity in Business for Profit**

Do you have a reportable financial interest in any legal entity in business for profit?\*(?)

No

**15 Business Interests Transferred to Immediate Family Member**

Did you transfer any business interests to an immediate family member during the calendar year which you are reporting?\*(?)

No

**Additional comments  
or explanations  
about any of the  
above sections:**

**Confirmation\***

The undersigned hereby affirms that the foregoing information is true and correct to the best of said person's knowledge, information, and belief, said affirmation being made subject to the penalties prescribed by 18 Pa.C.S. § 4904 (unsworn falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. § 1109(b).

I Confirm

**Signature**\*(?)

**Date**

Denise M. Strohmayer

2023-08-08

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# STATEMENT OF FINANCIAL INTERESTS

PLEASE PRINT NEATLY

SEE INSTRUCTIONS FOR ADDITIONAL DETAILS

|    |           |            |    |        |
|----|-----------|------------|----|--------|
| 01 | LAST NAME | FIRST NAME | MI | SUFFIX |
|    | MCCONNELL | David      | A  |        |

02 ADDRESS office (business or governmental) or home  
 City: [REDACTED] State: PA [REDACTED]

NOTE: IF YOU ARE INCLUDING ATTACHMENTS, DO NOT INCLUDE ANYTHING THAT BEARS YOUR SOCIAL SECURITY NUMBER OR FINANCIAL ACCOUNT NUMBERS.

03 STATUS Check applicable box or boxes, more than one box may be marked.

|                                                           |                                                      |                                                      |                                                                            |                                                                                |
|-----------------------------------------------------------|------------------------------------------------------|------------------------------------------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| A <input type="checkbox"/> Candidate (including write-in) | C <input type="checkbox"/> Public Official (Current) | D <input type="checkbox"/> Public Employee (Current) | E <input type="checkbox"/> Check this box if you are filing as a solicitor | <input type="checkbox"/> Check this box if you are amending an original filing |
| B <input type="checkbox"/> Nominee                        | C <input type="checkbox"/> Public Official (Former)  | D <input type="checkbox"/> Public Employee (Former)  |                                                                            |                                                                                |

04 PUBLIC OFFICE OR PUBLIC EMPLOYMENT (i.e. administrator, member, Commissioner, job title, etc.)

|   |         |      |      |
|---|---------|------|------|
| A | seeking | hold | held |
| B | seeking | hold | held |

05 GOVERNMENTAL BODY in which you are/were an Official, Employee, Candidate or Nominee (e.g., dept, agency, authority, borough, board, commission, county, school district, twp, etc.)

|   |  |
|---|--|
| A |  |
| B |  |

06 OCCUPATION OR PROFESSION (This may be the same as block 4) *Musician*

07 YEAR SEE INSTRUCTIONS  
 Information in blocks 8-15 represents disclosure for the calendar year listed here: 2023

08 REAL ESTATE INTERESTS involved in transactions with the commonwealth, any of its agencies, or a political subdivision  If NONE, check this box

09 CREDITORS TO WHOM IS OWED MORE THAN \$6,500  If NONE, check this box

| Name: | Address: | Interest Rate |
|-------|----------|---------------|
|       |          |               |

10 DIRECT OR INDIRECT SOURCES OF INCOME OF \$1,300 OR MORE, including (but not limited to) all employment  If NONE, check this box

| Name: | Address: | (OFFICIAL USE ONLY) |
|-------|----------|---------------------|
|       |          |                     |

11 GIFTS VALUED AT \$250 OR MORE IN THE AGGREGATE  If NONE, check this box

| Source of Gift            | Value of Gift                                 |
|---------------------------|-----------------------------------------------|
|                           |                                               |
| Address of Source of Gift | Circumstances (including description) of Gift |

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| Source (Name and Address) | Value |
|---------------------------|-------|
|                           |       |

13 OFFICE, DIRECTORSHIP OR EMPLOYMENT IN ANY BUSINESS  If NONE, check this box

| Business Entity (Name and Address) | Position Held (i.e., officer, director, employee, etc.) |
|------------------------------------|---------------------------------------------------------|
| Name: Address:                     |                                                         |

14 FINANCIAL INTEREST IN ANY LEGAL ENTITY IN BUSINESS FOR PROFIT  If NONE, check this box

| Business (Name and Address) | Interest Held (i.e., 5%, 10%, etc.) |
|-----------------------------|-------------------------------------|
|                             |                                     |

15 BUSINESS INTERESTS TRANSFERRED TO IMMEDIATE FAMILY MEMBER  If NONE, check this box

| Business (Name and Address)   | Relationship | Date Transferred |
|-------------------------------|--------------|------------------|
| Transferor (Name and Address) |              |                  |

The undersigned hereby affirms that the foregoing information is true and correct to the best of said person's knowledge, information and belief, said affirmation being made subject to the penalties prescribed by 18 Pa.C.S. §4904 (unsworn falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. §1109(b).

Signature: *[Signature]* Enter Current Date: 8/14/2023

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